



CITY HALL ROOM BOOKING AGREEMENT

There is a “non-refundable” booking fee of \$35.00 (HST included) per hour and security fee of \$33.09 (HST Included) per hour. Payment is required with submission of the completed Agreement. Confirmation of the booking will not be provided until payment is received. Registered **charitable** organizations are exempt (with proof) from the booking fee, except if additional costs are incurred.

Name of Organization: _____
 Charitable Registration #: _____
 Primary Contact Name: _____
 Phone Number: _____
 Email Address: _____
 Mailing Address: _____
 Type of Function: _____
 Anticipated Number in Attendance: _____

Required Room:	Seating Capacity:	Meeting Date:	Starting Time:	Finishing Time:
Huronia A	40			
Huronia B	10			
Sir Robert Barrie Room	32			
Rotunda	267			

Equipment Required (Rotunda Only)	Please Check & Indicate Number Required
Podium	
Chairs (maximum 80)	
Tables (maximum 14)	

REGULATIONS FOR USE OF CITY HALL MEETING ROOMS

By signing the Room Booking Agreement, I acknowledge and agree to the following conditions:

1. There is NO SMOKING permitted in City Hall.
2. The City shall not be responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the Renter or anyone attending on the invitation of the Renter. The Renter agrees to defend and indemnify the City for any loss or damages incurred by invitees of the Renter.

Personal information contained on this form is collected under the authority of the City of Barrie, Council Resolution 91-G-524 and will be used to record the use of City Hall premises. Questions concerning this collection should be directed to the City Clerk, City of Barrie, 70 Collier Street, P.O. Box 400, Barrie, ON L4M 4T5; 705.739.4204.



3. The renter shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all regulations contained in the permit are strictly adhered to.
4. All exits must be kept free from obstruction in case of fire. Rotunda: The wheelchair ramp must be kept free from obstruction to provide access for people using mobility aids.
5. The applicant will not permit candidates to use any municipally provided facilities for any election related purposes. Neither campaign related signs nor any other election-related material is permitted to be displayed in any municipally provided facility.
6. Groups wishing to serve alcoholic beverages in City Hall must make application to the Liquor Control Board of Ontario. The group is also responsible for employing the services of a bartender and supplying the necessary glasses and ice. No fee may be charged for refreshments. Fire and building regulations apply. A copy of the license must be provided to the Corporate Facilities Department prior to the event and must be posted during the event.
7. All applications are asked to do a basic clean-up after their function. The meeting room must be cleaned the same day, unless other arrangements are made with the Corporate Facilities Department. The applicant will be invoiced if the area is not left in a clean condition. The applicant will be responsible for payment of all damage costs arising from the misuse of the property.
8. Multiple bookings are not permitted (maximum of 2).
9. There will be a \$43.00 charge for all NSF cheques.
10. No charge or fee can be administered to attendees of the meeting/function. Permitted uses of the rooms include meetings, workshops and conferences. In accordance with the City of Barrie By-Law 2004-142, no sales are permitted on City property.
11. The City of Barrie reserves the right to cancel any permit. Due to limited meeting room facilities, all bookings may be cancelled on 24-hour notice, at which time, a full refund will be applicable.
12. The undersigned agrees to pay for any damages arising from the applicant's use of the said premises and agrees to observe all regulations of the City of Barrie as outlined in this agreement.

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13. In case of a fire/emergency alarm, the applicant shall direct all in attendance to exit the building by fire exits posted in each meeting room. If applicable, please close the doors behind and stay clear of the building until the alarm is silenced and the "All Clear" is given by the City Facilities Staff.

My signature, hereunder, confirms I have read and understand the regulations of this agreement and I hereby agree to abide by them.

Date: _____ Signature of Applicant: _____

For Office Use Only:			
Date Payment Received:		Receipt #:	
Date:		Approved By:	