



Corporate Facilities Department  
 161 Bradford Street  
 Barrie, ON L4M 4T5

Phone: 705-719-5970  
 FAX: 705-739-4238

**CITY HALL ROOM BOOKING AGREEMENT**

There is a “non-refundable” booking fee of \$35.00 (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 from the booking fee, except if additional costs are incurred. Payment of \$35.00 per hour is required for Saturday bookings on availability. **NO BOOKINGS ON SUNDAYS OR HOLIDAYS.**

Name of Organization: \_\_\_\_\_

Charitable Registration #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone No: \_\_\_\_\_

FAX No. \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Anticipated number in attendance: \_\_\_\_\_

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

Equipment Required (Rotunda only)	Please check and indicate number required.
Podium	
Screen	
Flipcharts/easels	
Chairs (max 80)	
Tables (max 20)	

**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.
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.



Corporate Facilities Department  
161 Bradford Street  
Barrie, ON L4M 4T5

Phone: 705-719-5970  
FAX: 705-739-4238

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 the event and must be posted during the event.
7. All applicants 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 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.
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 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 #	_____ CONFIRMATION #
--------------------------------	--------------------	-------------------------

_____ DATE	_____ APPROVED BY
---------------	----------------------