

THE CORPORATION OF THE CITY OF BARRIE
"Committed to Service Excellence"

CITY HALL MEETING ROOM AGREEMENT

There is a **"non-refundable"** booking fee of **\$29.10 (HST included) per hour**. Payment is required with submission of the completed Agreement Form **at least 48 hours prior to booking**. **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 **\$29.10 per hour** is required for Saturday bookings on availability. **NO BOOKINGS ON SUNDAYS OR HOLIDAYS!**

NAME OF NON-PROFIT ORGANIZATION _____
 REGISTRATION # _____ CHARITABLE # _____
 MAILING ADDRESS _____
 PRIME CLIENT CONTACT ON SITE _____
 TELEPHONE (B) _____ FAX # _____
 TYPE OF FUNCTION _____
 ANTICIPATED NUMBER IN ATTENDANCE _____

Required Room	Seating Capacity	Meeting Date	Starting Time	Finishing Time
Huronion Room A	40			
Huronion Room B	20			
Sir Robert Barrie	32			
Council Chambers (Council approval & attendance required)	295			
Rotunda	267			
Georgian Room	10			

Equipment Requests:	Sound System (Rotunda Only) <input type="checkbox"/>	Podium <input type="checkbox"/>	OH/Screen <input type="checkbox"/>	<input type="checkbox"/>
	Chairs <input type="checkbox"/>	Tables <input type="checkbox"/>		<input type="checkbox"/>

If coffee is required, payment MUST be submitted with this Agreement. Due to staff availability, it may not be possible to provide service for last minute requests.
Will alcoholic beverages be available? Yes _____ NO _____ If yes, please refer to regulation No. 6.

REGULATIONS FOR USE OF MEETING ROOM - CITY HALL
Please Read before signing the form

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

- There is **NO SMOKING** permitted in City Hall.
- 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.
- 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.
- All exits must be kept free from obstruction in case of fire. Rotunda: The wheelchair ramp must be kept free from obstruction to permit handicapped access to the building.
- 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.
- Groups wishing to have alcoholic beverages in the 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.
- PLEASE NOTE:** No food or beverages are allowed in the Council Chambers.
- 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 Clerk's Office. 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.
- All applicants are asked to contact the Clerk's Office 3 days prior to the meeting, display or show in order to coordinate set-up requirements. City Hall audio and video equipment, furniture and easels may be used by groups using the facilities. Special requests must be submitted in writing at the time of the booking.
- Multiple bookings are not permitted.

11. There will be a \$34.65 charge for all N.S.F. cheques.

12. **No charge or fee** can be administered to attendees of the meeting/function. Permitted uses of the rooms include: meetings, workshops, conferences. In accordance with City of Barrie By-law 88-260, **no sales** are permitted on City property.

13. **All Applicants** using the Council Chamber are responsible for ensuring that all guests are aware of the step going down to the lower level in the chamber. Braided rope must be across both entrances to the lower level at all times for safety.

REGULATIONS FOR USE OF MEETING ROOM - CITY HALL

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.

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.

The Applicant shall provide a sign-in sheet for all in attendance at the function. In case of a fire alarm, the Applicant shall direct all in attendance to exit the building by fire exits posted in each meeting room, take the attendance list with them, close the doors behind them, and report to the Chief Fire Warden at the entrance of 70 Collier Street.

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

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 St., P.O. Box 400, Barrie, Ontario, L4M 4T5, (705) 739-4204.