

# GUIDELINES FOR HALL BOOKINGS

## **Deposit**

50% down is required at the time of the booking, and the balance is due four months prior to the event.

## **Liquor Licence**

Liquor licences issued by the Liquor Licensing Board of Ontario (LLBO) are mandatory for all functions serving alcoholic beverages (including wine). No alcohol is permitted outside the various halls we rent. The renter is responsible for their own bartender and liquor licence. Copy of Special Occasion Permit and Smart Serve to be given to the City of Barrie one month prior to event. Please refer to the Municipal Alcohol Policy (see [barrie.ca/policies](http://barrie.ca/policies)).

## **Liability Insurance**

Special Occasion Insurance is mandatory for all rentals. A minimum \$5,000,000 policy with the City of Barrie named as additional insured is required OR at the time of booking, you can request City of Barrie to administer coverage through GameDay Insurance. Rates are determined by activity and number of attendees so please inquire when making your reservation.

## **Catering**

The renter is responsible for their own caterer, as well the renter can provide their own food.

## **No Smoking**

The City has a no smoking by-law prohibiting smoking in all Municipal Buildings and Municipal Facilities. Your understanding and cooperation are appreciated in the compliance of this by-law. Thank you for not smoking.

## **Set-up / Take-down**

The renter is responsible for their own set up and take down, as well as clean up during the period of your rental. The City provides the tables and chairs, however linens, dishes, cooking utensils, coffee urns, etc. are not provided.

## **SOCAN Fee**

The Society of Composers, Authors and Music publishers of Canada (SOCAN), under federal licence, are authorized to charge a fee under Tariff 8: Receptions, Conventions, Assemblies for using prerecorded music. The Socan Fee is \$63.49 (subject to change). These fees are in addition to the hall rates and are subject to H.S.T.

## **RE:SOUND Fee**

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for the broadcast and public performance of their music. The fee is \$26.63 (subject to change). These fees are in addition to the hall rates and are subject to H.S.T.