

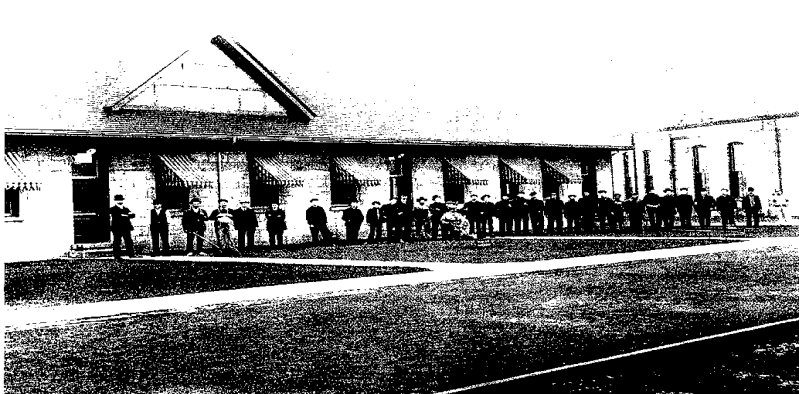
RENTER'S GUIDE



In the event of an emergency, please call: 705-726-4242

This Renter's Guide has been prepared to answer some common questions that may arise, and to also detail the renter's responsibilities in relation to operation of the facility during the function. Please read this guide and bring it with you to the Centre on the day of your function. Be sure to inform any outside agencies (i.e. caterer, disc jockey, etc.) of any relevant information that may affect their conduct. If you have any questions in regard to this guide or the Centre please call (705) 739-4220, ext. 5742 during normal business hours, Monday to Friday, 8:30 am – 4:30 pm.

Constructed in 1903, the building (now the Southshore Centre) dates from the expansion and highly competitive railway development period of 1899 to 1913. During this time, railway architecture served as a valuable form of corporate advertising and played an important role in the definition of corporate identity. Railway buildings were to appear modern, streamlined and attractive. The overall significance of the building is more in its function and role within the railway industry, than in its architectural appeal. For example, the placement of the openings of the south façade reflects the interior allocation of space to the functions of the master mechanic's office, master mechanic's office staff, locomotive foreman's office, storeroom and engineers. Another example is the horn, which was mounted outside the master mechanic's office, as it was his responsibility to sound the alarm. The Southshore Centre was formerly the GTR (Grand Trunk Railway) Master Mechanic's Building and Roundhouse associated with the Railway Station in Barrie until 1994, when it became a banquet facility and hall for weddings and special events. The building has maintained its original design and architecture, with the exception of the hall area, which was later added. It has become a popular venue for all events due to its location on beautiful Kempenfelt Bay.



General Information

- ◆ A 50% deposit is required at the time of the booking; the balance is due 4 months prior to the event and is automatically taken from the credit card on file.
- ◆ Damage Deposit – there is a \$500.00 damage deposit required; a credit card is required for this purpose.
- ◆ If serving alcohol (including wine and beer), you are responsible to obtain a Special Occasion Permit (Liquor License). Wine made at a licensed wine making establishment is permitted and must be included on your Special Occasion Permit.
- ◆ All servers must be smart serve trained and a copy of the smart serve certificate (s) must be provided one month prior to the event.
- ◆ \$2,000,000.00 liability insurance, naming the City of Barrie as additionally insured is required one month prior to the event.
- ◆ The rental of Southshore does not include parking. Non Residents have to pay the applicable parking fees and display the ticket visibly in their vehicle. All Barrie residents must also have their parking pass properly displayed. For additional information on parking, please see page 5. To purchase parking for your event, please contact Service Barrie at servicebarrie@barrie.ca or call 705-726-4242
- ◆ All renters must review and sign a copy of the Municipal Alcohol Policy one month prior to the event.
- ◆ The renter is responsible for their own caterer or the renter can provide their own food.
- ◆ All City of Barrie facilities are smoke free including outdoor patio's and parking lots.
- ◆ Booking Time – for most social bookings, the facility will be booked from 10 am – 1 am, unless other arrangements are made.
- ◆ We allow 1 hour after the booking for clean-up (1 am – 2 am); there could be an additional charge for extra time beyond this 1 hour (i.e. after 2:00 am)
- ◆ Any rented items (i.e. linens, tables etc.) must be dropped off and picked up within your rental time, we do not allow anything left in the facility overnight
- ◆ Set-up/Take down – the renter is responsible for their own set up and take down, as well as clean up.
- ◆ The City provides the tables and chairs only. All other supplies including linens, dishes, cooking utensils, coffee urns, etc. are the responsibility of the renter.
- ◆ The renter is responsible for the conduct of their guests.

Information for Licensed Events

There is more to hosting a party than just booking a hall and ordering the food. If you are planning to provide alcohol for your event at any of our facilities, a Special Occasion Permit is required which means added responsibilities for you, the host.

You can apply for a Special Occasion Permit at any LCBO; as well you can go on line to obtain the application form (<http://www.agco.on.ca/en/b.alcohol/b3.specialpermit.html>) that you will need to submit to the LCBO for processing and approval. This process normally takes at least 2 weeks. When you apply for a Special Occasion Permit, you agree to be held legally responsible for the safety and sobriety of your guests. You must abide by Ontario liquor laws.

Please remember:

- ◆ It is illegal to serve minors alcohol or allow them to consume liquor at a Special Occasion Permit event. Always check photo ID.
- ◆ No person under the legal, provincial drinking age shall be permitted admission or entry to a special occasion permit event or designated facilities or areas, except in the case of family social events.
- ◆ In the case of a licensed function such as an adult tournament, special community event or entertainment venue (i.e. Barrie Molson Centre) a person under the legal, provincial drinking age may be permitted admission to enter designated facilities or areas provided they are accompanied by a parent or guardian.
- ◆ Serve food and non-alcoholic beverages. The law requires that you make sufficient food available to your guests. Consider offering non-alcoholic beverages as an alternative to regular alcoholic beverages.
- ◆ Never serve anyone to the point of intoxication or encourage anyone to over-drink. You can be held liable for the actions of an intoxicated guest.
- ◆ Do not allow the number of guests to exceed the legal capacity of the premises.
- ◆ Do not allow guests to drink and drive. Arrange transportation for intoxicated guests; if necessary, call the police.

Tourism Barrie

Tourism Barrie operates out of offices located in the Southshore Community Centre. Your function must not interfere with the operations of Tourism Barrie in any way. Access to and from their offices cannot be restricted while they are open for business. Tourism Barrie is independent of the City of Barrie and do not have knowledge of the Centre and should not be asked to supply renters with tape, paper, pens, telephones, or any other items etc.

Access Cards

You will be issued an access card that will work for the day and times you have rented the hall. The card will open the main entrance door, main hall door, chair storage room, table storage and kitchen doors. Access cards are to be picked up the day of your rental from the Welcome Desk at the Allandale Recreation Centre, located at 190 Bayview Dr., Barrie, ON, L4N 4Y8.

Unlocking the door for one time access

1. Below is a card access reader. To unlock the door to enter once, pass the access card close to the reader.
2. The reader light will turn green and unlock the door for 5 seconds; open the door and it will lock behind you.



Unlocking and locking the door for an event

1. Pass the access card close to the reader 3 times ensuring you bring the card at least 12 inches away from the reader after each beep.
2. After you have made the reader beep 3 times, the reader will remain green and the door will remain unlocked.
3. To lock the door, repeat the procedure, by passing it close to the reader 3 times in the same manner as above.
4. After hearing 3 beeps from the reader, the light will turn red and the door will be locked. Always push or pull on the door to confirm that it is locked before leaving.



Automatic doors

The front entrance, vestibule door and main hall (right) door are equipped with automatic door openers. They are activated by the push of the button. If you require the door to remain open, there is a switch located near the button that will allow the door to be held open.



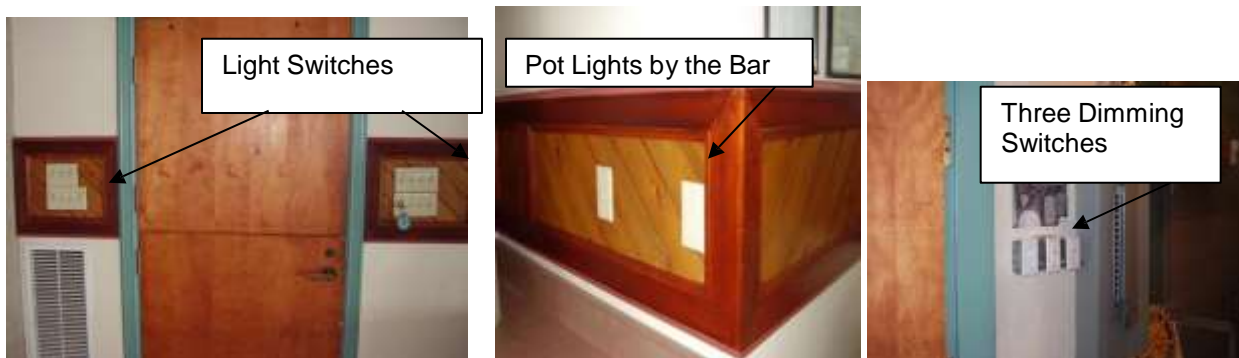
Centre Supervisor

At the discretion of the City of Barrie, a Centre Supervisor will be assigned for your function. He/she will either be an employee of the City of Barrie or will be a Security Officer from a licensed security company. The Centre Supervisor is in charge of the building when on-site. Their instructions and directions must be followed. If you have any questions or concerns, please ask the Centre Supervisor for assistance.

If applicable, the Centre Supervisor will check the Special Occasion Permit immediately upon arriving at the facility. If the permit is incorrect (i.e. wrong date, wrong location, etc.) or the permit is not on-site, the Supervisor will not permit the serving of alcoholic beverages until a proper permit is produced. If one cannot be produced, the event will be cancelled with no refund.

Lights

The light switches for the hall are to the left of the main hall doors. All switches are labelled as to what they control. The switch for the pot lights above the bar area (south east corner) is located adjacent to the bar cupboard. Please ensure all lights are off at the end of the function except the ones labelled **Night Lights**. There are three dimmer switches located under the electrical panel in the hall storage room that, in conjunction with the hall light switches, allow for the dimming of certain lights in the hall.



Parking Lot

The parking lot is for the use of all park visitors, Tourism Barrie customers and the guests of the hall renter. Parking is not permitted immediately adjacent to the front of the Centre as this is a designated fire route, as well as being part of the bike path along the waterfront.

Please ensure non-residents have paid the applicable parking fees and display the ticket visibly in their vehicle. All Barrie residents must have their parking pass properly displayed in their vehicle. Failure to do so will result in a parking ticket.

Below are the frequently asked questions as provided by the City's Roads, Parks and Fleets Department related to special event parking:

When do I have to request the special event passes?

Please notify Service Barrie at least 2 weeks prior to when you need to have the passes to ensure they are ready. Service Barrie can be reached via email at servicebarrie@barrie.ca or by phone at 705-726-4242. You will be able to pick your passes up at Service Barrie Customer Counter on the first floor of City Hall.

What is the special event fee per space?

The special event fee passed by Council is \$7.50 plus HST per space.

How long is the pass good for?

The pass is valid the day of the event until noon the following day.

Is my City of Barrie Resident Pass valid for the Southshore Centre parking?

Yes, your City of Barrie resident/pass would be valid for the Southshore Centre and other waterfront lots in the area. Please visit www.barrie.ca for more information.

How many parking spaces are at the Southshore Centre?

There are 96 parking spaces at the Southshore Centre. The spaces are open for use to anyone going to the lakeshore along with all the other lots.

What if the lot is full?

The passes are valid for any of the parking spaces at the waterfront including along the road. For map locations please visit <http://www.barrie.ca/Living/Getting%20Around/Pages/ResidentParkingPass.aspx>

What if I wanted to close the entire Southshore Centre parking lot so my event would have exclusive use?

You would need to obtain a Right of Way Activity Permit (ROWAP) at the Operations Centre and the fee would be \$7.50 plus HST per parking space plus a ROWAP fee of \$57.63 plus HST.

Can I obtain a refund on my purchased special event parking passes?

Refunds will only be available for parking passes prior to the date of the event marked on the passes.

Who do I contact for further information?

Please contact Service Barrie via email at servicebarrie@barrie.ca or by phone at 705-726-4242.

Bar and Beverage Refrigerator

The beverage cooler located in the hall may be used during your function. Please ensure you allow enough time for your beverages to cool before the start of your event.



Freezer

There is a small chest freezer located in the kitchen area to keep ice frozen. Please keep ice in the bags as it is difficult to remove extra ice after the event.



Tables and Chairs

The Rectangle tables and chairs are located in the storage room in the kitchen, which may be accessed by the access card in the same manner as mentioned above. Please carry rectangular tables so as not to damage tables or mark the hall floor. Round tables are stored in the Main Hall and may be rolled. When returning tables to the storage room, please stack them as per the diagram on the storage room wall. There are approx. 30 – 5 ft. round plastic grey tables, 16- 6 ft. long plastic grey tables and 240 Grey padded chairs available.

The chairs are located in the storage room in the Kitchen. The access card will unlock the door. When returning the chairs to the storage area, please use the dollies provided and do not stack more than 9 chairs per stack and store them as far back in the storage room as possible. If necessary, damp wipe chairs & tables before storing.



Tables and Chairs should be stacked as noted in the below pictures to avoid dangerous situations



Decorations

Candles may only be used as decorations IF they are enclosed in hurricane lanterns and linen tablecloths are used.

Permitted Candle Holders



Candle Holders NOT Permitted



Any decorations (i.e. Christmas trees, centerpieces, table toppings, etc.) must be constructed of fire retardant material.

Decorations may not be set up in such a way as to block or impede access to the emergency exits (i.e. patio doors, entrance doors). All decorations must be removed from the hall upon completion of the function. Absolutely no confetti or mylars (silver balloons) are permitted. The use of dance wax on the floors is not allowed. Use of dance wax, confetti, or mylars may result in the deduction of some or all of the damage deposit that is returned. Please do not hang decorations from light fixtures, projectors, or screens. Decorations should not be taped, glued, stapled, nailed, tacked, or otherwise fastened to the painted walls or floors.

There are ladders located in the kitchen storage room for use in decorating, there is a 12 ft. and 6 ft. ladder provided.



Please note: Decorating the hall can be started once the contract begins (i.e. 10 am) or the possibility of renting the facility on the evening prior to your event is an option, providing the date is available. You may call our office at 705-739-4220 ext. 5742 **one month prior** to your event to check availability – the cost would be a 3 hour minimum booking at the current rental rate plus HST.

Telephone

A telephone is located at the bar. The phone can only be used for local calls and the number **(705-726-5599)** may be given out for emergency contact reasons.

There are additional telephone jacks located at both media connection point 1 and 2 at the front and back of the room.



Fire Alarms

The Community Centre is equipped with heat detectors, smoke detectors and pull stations for fire warning. In the event the alarm goes off, evacuate the building immediately.

The Centre's fire alarms are monitored by an outside company and in the event the alarm goes off, they will immediately contact the Fire Department and a staff member of the Recreations Services Department.

Using the Sound System

Connecting Microphones

The South Shore Centre has 2 microphones and 4 locations to connect them.

Three microphone inputs are labeled and located in the silver boxes on the floor at the "north side", "east side" and on the "south side". The fourth input is on the wall plate behind the post on the west side.



Either microphone can be connected to any input via the supplied 3 prong xlr cables. Microphone cables may be "daisy-chained" together if more length is required.

The volume is controlled via the mixer in the bar area.



Ensure the mixer is turned on, then adjust the volume that corresponds to the microphone input you are using (1 through 4).

Using a Microphone

- If the microphone has a switch, ensure it is turned on.
- Aim the top of the microphone directly at your mouth.
- Position the microphone 1 to 2 inches from your mouth.
- Speak in a clear loud voice directly into the top of the microphone.

Standing directly in front of with your back to a speaker while using a microphone can cause feedback. If you experience feedback, move farther from the speaker, turn down the volume or turn so the sound from the speaker does not aim directly into the microphone.

Connecting another audio device

On the wall plates behind the posts (west side and east side) there are pairs of RCA inputs (Red + White).



The inputs can be used for audio from Laptops, iPods or other line level audio sources. Connect to either (but not both) of the wall plates using the supplied cables and adjust the volume for the corresponding channel on the mixer in the bar area cabinet.

The west side wall plate has an additional 1/4" phone plug input; this can be used for a microphone or other audio source that uses this connection. The mixer located in the bar area is also equipped with a radio. The radio has its own separate power button which must be turned on and the volume adjusted accordingly.

Using another audio device

As with all audio systems, users must use their ears and common sense. Signals from different devices vary in output levels, excessive volume and or bass will blow speakers.

Start with your device turned down and with the channel volume on 3. Raise the volume on your device to suit your needs, raising the channel volume as necessary. If the sound from the speakers is distorted lower the bass and or volume. This system is designed for excellent sound for microphones, presentations, background music etc. If you are holding a dance with loud or bass heavy music, you will require separate sound system.

Using the Media Projectors and Screens

The Southshore Centre is equipped with 2 projectors and screens. **Projector 1 (east side) or (water side)**

The inputs for this projector are on the wall, behind the post to the left of the east side (water Side) screen as you face it.

- Connect your laptop using the VGA cable or the HDMI cable supplied.
- Turn on the projector using the remote control.
(Projectors take a few minutes to turn on and reach full brightness)
- Set the input source for this projector to Computer (PC) 1.
- On the wall next to the VGA input are 2 RCA inputs (Red +White) for sound.
Connect this to the headphone out on your laptop using the cables supplied



The sound is controlled by the mixer in the bar area cabinet; use the channel volume that corresponds to the input used.

Note: This connection point must be used if using both screens to display the same image at the same time.

Using the Media Projectors and Screens

Projector 2 (west side) or (street Side)

The inputs for this projector are on the wall, behind the post to the left of the wooden cupboards on the west side (street side).

- Connect your laptop using the VGA cable supplied.
- Turn on the projector using the remote control.
(projectors take a few minutes to turn on and reach full brightness)
- Set the input source for this projector to Computer (PC) 1
- On the wall next to the VGA input are 2 RCA inputs (Red +White) for sound. Connect this to the headphone out on your laptop using the cables supplied.



The sound is controlled by the mixer in the bar area cabinet; use the channel volume that corresponds to the input used.

Using both projectors with the same picture

- Connect to Projector 1 east Side (water side) as above.
- Turn Projector 2 west side (street side) ON and Select Computer (PC) 2 as the input source.

Both screens will now show the image from the laptop connected to the east side (water side) input.

PROJECTORS - Because of the heat generated by the bulbs, projectors need to cool down. If a projector is turned off, it will take several minutes before it will turn back on. If you need to stop projection temporarily, use the **No Show** or **Shutter** button on the remote to stop projection.



No vehicle is permitted to be on the patio for any reason.

For loading or unloading equipment, vehicles may drive on the pavement section beside the hall, but cannot drive onto the patio. The patio is the roof of the lower section of the building and severe damage to the structure and/or piping may result if a vehicle drives onto the patio. Any repair costs for damage to the structural integrity of the building or mechanical components will be the responsibility of the renter.



Window Blinds

At each window there are two sets of blinds. One is an opaque blind for reducing the amount of sunlight entering the room. The other blind is a black-out blind for darkening the room. There are two sets of similar blinds on the shelves in the table storage room for covering the windows on the patio doors. The skylight blind is controlled with a remote located in the audio control cabinet in the bar area. To operate the skylight blind, the appropriate switch located with the light switches must be in the "on" position. Aim the remote at the skylight and depress the button. To open the skylight blind, just aim the remote at the skylight again and press the button. Please open all blinds, including skylight, upon completion of function.

Kitchen

Due to the agreement between the Recreation Services Department and the Barrie Fire Services, the oven may **not** be used for anything other than heating pre-cooked food. Food may not be cooked in the kitchen. If the Fire Services Inspector were to arrive on-site for an inspection and they found a caterer cooking a meal, the Inspector could shut down the hall immediately. Please inform your caterer of this restriction.

The facility kitchen is equipped with a commercial double fridge, convection oven, two induction plates, a food warmer, a microwave and a 40 cup coffee maker.

Double Fridge



Warming Oven



40 Cup Coffee Maker (Large Filters Required)



Coffee maker instructions

1. Turn on switch 1 HR before using.
2. Full brew takes 14-16oz coffee placed in large filter.
3. Depress button once on full brew cycle.
4. Ensure machine is cleaned at end of function and breaker turned off.

Completion of Function Procedures

All supplies, equipment & decorations must be removed from the Centre upon completion of the function to allow for proper cleaning and to accommodate other rentals. Please be sure to inform your disc jockey, caterer and any other suppliers of this rule. **NO OVERNIGHT STORAGE IS PERMITTED.**

The cleaning supplies are located in the storage room in the kitchen. All garbage created by the function must be disposed of in the dumpster or recycling bins located in the south east corner of the parking lot. Please do a basic cleaning of the counter tops and refrigerator in the kitchen. If the warming oven was used, please clean it and any spillage on the stove.

It is the responsibility of the renter to ensure their caterer has cleaned any major spills in the kitchen and removed any garbage. Failure to do so may result in a fee being held back from the security deposit. Hall is to be vacated one hour after permit time (2 am). Failure to do so may result in additional charges.

Closing Routine Checklist

- Damp wipe and store tables (as per posted diagram) & chairs
- Remove garbage, all decorations, & supplies
- Clean kitchen counter tops, refrigerators, stove, & warming oven
- Return all equipment, microphones remotes, cords etc.
- Check that amplifier, oven, & warming oven are off
- Check that all guests have left building
- Check that all lights are off in main hall (except Night Lights)
- Check that all doors are locked and secured