Terms and Conditions for Use of Public Spaces

- All regular services and in-house equipment are available free of charge.
- External organizations are entitled to 2 bookings per year; however, should your organization require additional meeting dates please contact our office no earlier than 3 weeks prior to your meeting date (letter of intent to be placed on organizational letterhead and faxed/mailed/hand delivered to our office).
- The Facilities Customer Support, Logistic Coordinator for the venue to which your event occurs, must approve furniture, equipment and/or signage, which are brought in by the organizer for an event, prior to the function date.
- Items brought in for an event are to be removed upon completion of the same. All articles left on any City of Toronto property will be disposed of within 24 hours after the event.
- To ensure that your event is a success we request that details be finalized at least two weeks prior to the function date.

Accessibility
All City of Toronto properties are a public facility, therefore, we request that no event may block or hinder the normal passageways for pedestrians (including furniture, displays, cords, etc).

Admission Fees
No individual or group fees can be charged for events held on City of Toronto properties.

Alcoholic Beverages
Alcoholic beverages can only be served and/or consumed in the licensed premises, under a Special Occasion’s Permit and/or a Caterer’s Endorsement License.

To sell alcoholic beverages, the Event Organizer must:

- Obtain a Special Occasions Permit from the Alcohol and Gaming Commission of Ontario, 55 Lake Shore Blvd East, Toronto, Ontario M5E 1A4; 416-365-5900
- Comply with the City of Toronto Municipal Alcohol Policy
- Provide proof Server Intervention or Serve Smart Program trained bartenders
- Obtain Toronto Council Approval
- Obtain approval from Public Health; 416-392-7685
- Arrange and pay for a police officer to supervise each entrance/exit to the licensed area: 416-808-5231
- Obtain a minimal of $2,000,000 Certificate of Insurance for comprehensive liability coverage for the event
- (See insurance section of these guidelines)

Only wine and beer can be sold on the Square. The sale of hard liquor is not permitted. There is a serving limit of four drinks per person at any one time. Food (not snacks) must be available for sale in the licensed area and 35% of the alcohol menu must include low alcohol and non-alcoholic drink choices.

The following signs must be posted in a prominent location in the licensed area:

- A sign naming the Special Occasions Permit Holder
- A DO NOT DRINK AND DRIVE sign
- A sign stating that IT IS HARMFUL FOR PREGNANT WOMEN TO DRINK ALCOHOLIC BEVERAGES
- A sign stating that IT IS ILLEGAL TO SERVE ALCOHOL TO MIORS, INTOXICATED PATRONS, OR TO THE POINT OF INTOXICATION.
Animals

Exotic animals are not permitted on City of Toronto property. The list of prohibited animals is extensive and includes monkeys, all felines, except domestic cats, all-venomous reptiles and elephants.

Anti Hate

Public space, facilities and properties within the jurisdiction of the City of Toronto, and owned or leased by recipients of City grants will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, color, citizenship, religion, age, sex, marital status, family status, sexual orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy.

The City of Toronto (through its Facilities Management Division, as well as through incorporating the above statement in contracts/agreements with recipients of City grants) requests potential users of public space to certify that they will not be conducting any business that violates the Criminal Code of Canada - hate propaganda laws and human rights act.

Audiovisual

Audiovisual equipment is available on a first-come, first-served basis. Therefore, we suggest that any/all equipment required for your event be reserved at least two weeks prior to the event to ensure availability. Should you require additional equipment that’s not in stock, a charge to the organizer will apply. Should you require technical support to assist with special requirements pertaining to your event, a charge to the organizer for technical support may apply.

Balloons

Helium and regular balloons are permitted on City of Toronto properties for decoration purpose only. Please advise your Customer Support Service Representative if you will be decorating your event with balloons. It is not permitted to distributed and/or released balloons for any reason.

Barbecues

Only propane barbecues will be permitted, provided that the event organizer/applicant supplies one fire extinguisher per barbecue unit. For safety reasons barbecues must be enclosed at all times.

Beauty Pageants or Contests

Activities which degrade men or women through sexual stereotyping, or exploit the bodies of men, women, boys or girls solely for the purpose of attracting attention are not permitted on any City of Toronto property.

Candles

Open-flamed candles and the burning of incense are not permitted on any City of Toronto property due to Fire Code Regulations.

Catering

Catering services are available through the caterer for the specific venue that you are requesting. Please refer to your contract for contact information or contact 311 Toronto Facility Booking at 416-397-7220 for more information.

Children

Children under the age of twelve are not to be left unattended on any City of Toronto property.
Damages

The event organizer/applicants is responsible for any costs related to an event which has not been otherwise agreed to, in writing, prior to the event. The event organizer is liable for any loss or damage to the City of Toronto property or equipment. These costs are payable immediately upon receipt of an invoice by the event organizer.

Deliveries

All scheduling of loading and unloading privileges must be coordinated at least one week in advance through the Facilities Management, Logistic Coordinator, responsible for the venue to which your reservation is held, based on availability. Freight elevators may also be used and is scheduled in specific time blocks based on availability. Loading Dock access is available, if you have to arrange deliveries outside our normal business hours, a charge maybe incurred by the organizer will apply.

Displays

Floor plans for displays such as (tables, showcase and/or stand-alone panels) must be coordinated and approved by the Facilities Management, Logistic Coordinator, responsible for the venue to which your reservation is held, prior to the event. We request that all displays be in conjunction with an event.

Electrical Power

All electrical requirements and plans are to be presented two weeks prior to the event for approval by our technical staff. Additional power requirements that require extra wires and/or electrical services will be made available upon request, cost may be incurred by the organizer. The Building Operations staff of the facility will do all operating and adjustment of the facilities electrical or mechanical equipment.

Fire

Any form of open flame is prohibited.

Fireworks

Fireworks are prohibited.

Food Sales/Services

The sale of food is permitted only in support of non-profit or charitable organizations and with prior approval from Public Health (416-392-7685). Please provide a copy of Public Health approval. Please avoid using Styrofoam or other environmentally hazardous products.

Fundraising

Selling items is permitted only in support of non-profit or charitable organizations. Please enclose samples or sketches of all proposed items with your application. Selling or distributing items requires written authorization on the Permit and will be restricted to designated tables. Soliciting for donations is prohibited.

Insurance

When completing the Application for use of Civic Centre Public Space, please indicate whether or not you have Comprehensive General Liability Insurance coverage, and if so, in what amount. The organizer of an event is responsible for obtaining the necessary insurance (if required). Should the event require liability insurance, the following provisions must be included:

- Minimum liability of $2,000,000.00;
- The City of Toronto be named as an additional insured; and
- Cross liability/sever ability of interest clause.
311 Toronto, Facility Booking
Tel: (416) 397-7220
Fax: (416) 397-0825
Facilities_customer_support@toronto.ca

Metro Hall
55 John Street
2nd Floor, 311 Toronto
Toronto, Ontario
M5V 3C6

Please provide a copy of the Certificate of Insurance to the applicable Facilities and Logistics Coordinator. You are also requested to sing a Save and Hold Harmless Clause prior to your event. This protects the Organization under the City of Toronto insurance plan if you events do not include any activities noted above. Participants in your event may require waivers, if it is deemed risk sensitive.

**Lighting**

All City of Toronto properties have various lighting capabilities and must be requested in advance. Please note that all properties have emergency lighting, which cannot be dimmed or turned off.

**Literature**

Distribution of non-commercial literature that is not in connection with a permitted event is allowed in certain locations.

**Megaphones**

Megaphones are prohibited.

**Media**

The applicant is responsible for the issuing of any press release or public service announcements unless the event is co-sponsored by the City of Toronto. The City of Toronto, Chief Administrative Officer’s Department, Information and Communications Division will deliver information to the media press offices, provided it is received forty-eight hours in advance of the event.

**Non Discrimination Policy**

All event organizers are required to complete and sign the attached Declaration of a Non Discrimination Policy.

**Occupancy Loads**

All public spaces have individual maximum occupancy capacities based on the Fire Code Regulations and are not to be exceeded.

**Parking**

Parking is not provided at/on any City of Toronto property. Deliveries (see “deliveries” section) may be arranged via temporary parking permits, however, we request that all vehicles be removed promptly after loading and/or unloading. All unauthorized vehicles on any City of Toronto property will be tagged and/or towed at the owner’s expense.

**Parade Permit**

If your event includes a parade on the street, please contact Toronto Police, Traffic Services – Parade and Special Events at 416-808-1973 to obtain a parade permit.

**Proclamations**

Request for proclamations and letters of greeting should be addressed to: Mayor’s Office, City of Toronto, 2nd Floor, City Hall, Toronto, Ontario M5H 2N2.

**Placards**

Placards and/or picket signs are not permitted on any City of Toronto property.

**Raffles**

A license is required for raffles and is available through the Lottery Licenses Office of the City of Toronto’s Clerks Department by calling 416-392-7036.
Reservation of Space

All reservations are to be processed through 311 Toronto, Facility Booking by calling (416) 397-7220. In the preliminary planning stages of all large events, the Supervisor of Facilities and Logistics will be involved.

Rules & Regulations

The organizer must comply with all applicable City of Toronto rules, regulations and by-laws. Failure to comply will result in the event being cancelled.

Safety and Security

For safety and security reasons, all exits, stairwells and security/reception desks remain accessible at all times. All security and life safety requirements for events must be coordinated through The City of Toronto Customer Support Services, in conjunction with the Supervisor of Security Services for the City of Toronto property in use for your event.

Should the event organizer’s", or the City of Toronto Customer Service Staff deem it necessary that a third party security guard provide security services upon City property, only a security service as outlined under the Private Security and Investigative Services Act may be contracted.

1. The Security Company must be the holder of a licence to engage in the business of selling the services of security guards.
2. The Security Guard must be the holder of a licence to act as a security guard.
3. The Security Guard must have successfully complied with all required training.
4. The Security Guard, or every person who is acting as a security guard, or holding himself or herself out as one shall wear a uniform that complies with the regulations.

All officers who are hired to perform security services upon the City of Toronto properties shall be compensated as required under the City of Toronto's Fair Wage Policy.

The Fair Wage Policy can be found at:
http://www.toronto.ca/fairwage/pdf/03_04_fairwagepolicy.pdf

The Fair Wage Schedule can be found at:
http://www.toronto.ca/fairwage/pdf/03_04_schedule_general.pdf

Sales

Selling or distributing t-shirts, buttons, posters, books, magazines or other items is permitted only in support of non-profit or charitable organizations. Please enclose samples or photos/sketches of all proposed items with your Application. Selling or distributing items requires written authorization on the Permit and will be restricted to designated space. No commercial sale of goods or services is permitted. Sales by charitable organizations require prior approval.

Signs

Signs must be prior approved to your event. All printed material is not to be affixed to any walls, pillars, windows, etc., on any City of Toronto property. Signs may be placed on easels and/or display units.

Smoking

The No Smoking By-Law No. 406-79 (in public spaces) is enforced on any City of Toronto property. Please be advised that anyone caught smoking will be dismissed from the premises, personal fines and/or the termination of the entire event.
Sound Amplification

Sound systems must be approved in advance and amplification must operate in compliance with City of Toronto Legislation.

Sports

Sports events must meet all safety requirements. If approved, each participant must sign a waiver prior to the event.

Staffing Costs

Additional staff may be required during an event. After finalization of event details, the Supervisor of Facilities and Logistics will forward specific staff requirements. The rates are as follows (based on a four-hour minimum):

- Custodial Services $36.96/hour/Cleaner
- Audio Visual Services $46.80/hour/AV Staff
- Foreperson $53.20/hour/Foreperson
- Building Operator $44.80/hour/Operator
- Security Staff $47.58/hour/Officer
- Electrician $81.60/hour/Electrician
- Coordinator $56.00/hour/Coordinator

Plus 13% HST

Storage

Storage facility/space is not provided on any City of Toronto property.

Theft/Loss of Articles

The City of Toronto is not responsible for any stolen or misplaced items left on the property. In the event that should happen, please call 311 Toronto Facility Booking at 416-397-7220.

Vehicles

Access to the venue must be requested and arranged in advance. Vehicle weight will be required as weight restrictions are in effect.

Only vehicles essential to the operation of the event will be permitted on the property and written approval must be received in advance. Parking is permitted only for loading and unloading purposes.

The speed limit must not exceed 8km/hour. All vehicles must have their hazard lights on and must be escorted on and off the property. Drivers are required to report to the Security Desk to gain access and require approved City escort.

Please specify anticipated arrival and departure times, license plate numbers, size, weight, and number of axles for each vehicle when completing the application. Without this information, it is not guaranteed that vehicles will be permitted to park.
Other

If you disregard any of these guidelines, permission will immediately be withdrawn and your event will be brought to an end. This will also jeopardize future requests.

Your event is confirmed only when you receive a Permit once all information is received and approved.

Any action that could incite violence is prohibited.

The desecration of flags or other national symbols is prohibited.

Organizers are advised that under unusual circumstances and/or emergencies, the City of Toronto reserves the right to move or cancel scheduled booking with little or no notice to facilitate operational needs.

My signature below certifies that I have read and understood the Terms and Conditions for Use of Public Spaces and agree to abide by these conditions. I also understand that failure to do so may result in the reservation being revoked and future requests denied.

_____________________________________________________
Name of Organization

_______________________________________________
Applicant Name (please print)

____________________________________________
Position in Organization

________________________________________________
Signature of applicant (Must be 19 years of age or over)