

FACILITY RENTAL RULES

October 2009



Hello and Welcome!

We are pleased that you have chosen our City of Kitchener facility to hold your special event!
We hope your visit with us is an enjoyable one.

This smoke-free facility is owned, operated and staffed by the Corporation of the City of Kitchener.

Facility Accessibility - The City of Kitchener strives to provide fully accessible facilities and is working towards identifying and removing barriers at our facilities. If you or someone in your group requires special considerations with respect to access, please call ahead to confirm what accessibility features are available at that site. More information on how to plan an accessible event is available. Contact facility staff for more details.

Please take the time to review this package as it contains important information pertaining to the Corporation of the City of Kitchener and the facility's regulations regarding your rental.

BUILDING EMERGENCY NUMBER

For emergencies please call 519-741-2529 (Elmsdale dispatch). This number is to be used ONLY if a staff person is not present.

GENERAL INFORMATION

Please remember;

- that your rental MUST BE PAID in full at least TWO WEEKS prior to the rental
- upon your arrival to the facility, to take a moment to introduce yourself to the staff member working
- to supervise ALL guests in attendance
- prior to your rental, check with the facility to see what items ARE provided and which ARE NOT e.g. tables, chairs, dinnerware, coffee urns, etc
- you are agreeing to abide by all Terms and Conditions of your rental

Please note failure to provide all necessary documentation **will VOID your rental.**

INSURANCE

Liability Insurance

Insurance coverage for licensed events is mandatory. Insurance coverage for unlicensed events may be required. Insurance may be facilitated through City of Kitchener or may be obtained through another provider. Staff must ensure the licensee has the appropriate insurance for the event.

Content Insurance

The City of Kitchener shall not be liable for any damage to or loss of any property brought onto the Facility. The City of Kitchener does not provide content insurance for any rental/user groups. Rental/user groups are encouraged to purchase adequate content insurance coverage.

SPECIAL EVENT PERMITS/LICENSES

It is the responsibility of the Licensee to provide all required special event permits/licenses (such as but not limited to Special Occasion Permit, Insurance, Sales License, including auctions, Barbecue permit, etc.) within the designated time. It is also the responsibility of the Licensee to obtain copies of the proper certification for the qualified bartender(s) and to submit a copy of these to the facility, **at least two weeks prior** to your event.

For more detailed information, please contact the City of Kitchener License Office, 200 King Street West, 2nd Floor, 519-741-2275.

- Temporary Vendors
- Refreshment License
- Vendor's Permit
- Barbecue Permit
- Craft & Garage Sales

GUIDELINES ON GAMBLING

As outlined in the Facility Rental Agreement Terms and Conditions, it states:
"NON-LICENSED GAMBLING OR GAMING ACTIVITIES ARE NOT PERMITTED."

Gambling or lottery is defined as any time money is paid with the chance to win a prize. If the activity has three elements: consideration, chance and prize, it is considered gambling.

The policy for gambling prohibited is taken from the Criminal Code of Canada. A Licensee and/or designate who are not in compliance with Criminal Code of Canada, may be subject to a fine or imprisonment. In order to obtain a license, the group renting the facility must be a licensed charitable organization (i.e. the Optimist Club must obtain a license to raffle off tickets).

A license is required, if you are selling raffle tickets or tickets to see if you have the lucky number to win a prize. This is considered a lottery, whether the winning numbers are posted or a ticket is drawn from a drum. As per your Special Occasion Permit, do not raffle liquor or hold contests that involve winning liquor – gift certificates may be used as an alternative.

Examples of gambling activities that are prohibited without a license:

- Raffles, 50/50 Draws
- Crown and Anchor
- Arms lengths of tickets

Examples of activities that are permitted:

- Fish / Duck Pond – catch a fish / duck, number on the bottom which coincides with a numbered prize
- Silent Auction – where you bid on an item
- Loonie Toss – closest to the prize wins
- Hole in One Golf – putting green
- Ball Toss, Beanbag Toss, etc.
- Limbo Contest
- Trivia Contest
- Guess the actual retail price – closest wins
- Loonie Drop – drop into a cup in bottle of water if it goes in the cup, person wins
- Hockey shoot – shoot ball through small opening
- Balloon stomp – purchase a balloon, tie on ankle, last one with a balloon wins
- Guess amount in jar – closest wins
- Bowling – must keep up one coloured pin to win a prize
- Ring toss / Hula hoop toss

Any activities that are not listed above, please call the City of Kitchener's Licensing Department @ 519-741-2275 for clarification.

FIRE SAFETY PLAN

As a renter of the facility, please be advised of the following information as it pertains to you and your group and the facility's Fire Safety Plan.

Upon your arrival, please:

- Make note of all locations of Fire Pull stations and fire extinguishers.
- Emergency phone may be available. For all available pay phones, there is no charge for 911 calls.
- Make note of all fire exits. **DO NOT BLOCK EXITS.** ALL exits must be kept clear at all times. Fire regulation clearance is 3' 6" for all doors.
- Prior to start of event, inform occupants/guests that in the event of fire, they must evacuate from the nearest exit to the designated safe area and remain on site until otherwise directed by the Fire Department.

Upon Discovery of Fire or hearing the alarm:

- Remain calm.
- Leave the fire area immediately.
- Close doors behind you.
- Sound the fire alarm and call the Kitchener Fire Department (911) and give the facility name and complete address
- Leave the building immediately via the nearest fire exit

LAGGING OF CHAIRS

When 200 or more chairs are set up in theatre style, they must be fastened in units of not less than four and not more than 12.

HELIUM BALLOONS

Helium balloons are only permitted if pre-arranged by the facility supervisor or designate. If non-secured balloons do escape in the facility, the Licensee will be charged an additional fee. Helium tanks are not permitted unless pre-approved.

CANDLE USAGE

Candles are permitted if they are used on a birthday cake or fully enclosed in a non-flammable container such as a hurricane glass. Candles must not be left unattended and must be safely disposed of.

CEREMONIAL FIRES

Please complete the Ceremonial Fire Approval Form to get Fire Headquarters approval to ensure it falls within Fire Safety Guidelines.

DECORATIONS

Please refrain from using tacks or any other damageable devices to put decorations up on walls, tables, chairs, doors, floors or window treatments. Painters tape or sticky tack is allowed BUT MUST BE REMOVED at the end of the event.

SPECIAL APPARATUS

The use of any special apparatus such as, but not limited to; smoke machines, bouncy air castles, scissor lifts/skyjacks, etc. must be approved prior to the event by the facility supervisor/designate. Any additional requirements for the use of such apparatus (e.g. insurance, CSA approval) must be agreed upon and followed by the Licensee.

SMOKING POLICY

Smoking is strictly prohibited within the entire facility and also is prohibited within nine metres/27 feet of all entrance doors. It is the responsibility of the Licensee to inform their guests of the designated OUTSIDE smoking area(s).

SET-UP & CLEAN-UP

The Licensee is responsible for setting-up, cleaning and putting away the tables and chairs as per staff's direction. Please report any damage immediately to staff.

When using the **tables and chairs**, please:

- lift these items off the floors to avoid drag marks
- do not kick out legs to open & close
- ensure that legs are in locked position during set-up
- wipe all tables and chairs after use
- return to the proper storage area from which they were borrowed
- use appropriate trolleys, if available

Please return the facility back to the general conditions of cleanliness in which it was found. Please note that **CLEAN-UP** and or **DAMAGE** charges may be levied to the Licensee.

Please be sure ALL food, beverages and decorations have been removed at the end of the event and prior to leaving the facility.

It is recommended that the Licensee do the final walk around and check with the on site staff person at the end of the event to ensure proper compliance of all of the above.

“The City hereby reserves the right of City staff or agent of the City to enter the Facility and take such actions as they deem necessary to ensure compliance with the terms set out herein and for the prevention of damage to City property or injury to persons.”

We appreciate your patronage. Everyone's safety and enjoyment of this facility is of primary concern to us. Please assist us by completing the Customer Feedback Questionnaire and return it to us.

Thank you for your attention in these matters.