

Rental Fee Notes

General Notes

- Harmonized Sales Tax (HST) not included in rates.
- The City Manager or Commissioner of Community Services or the Director of Recreation, as applicable, or his or her designate, may approve a new fee, waive a fee, approve promotional pricing, and/or discounts on any Recreation fee in accordance with the general criteria for any such waiver, reduction or variation.
- Payment by cash, debit card, Visa, MasterCard, American Express, money order, certified cheque, cheques (if event is later than 14 days from booking) accepted
- Indoor special events, including Food Services and Banquet locations, may be booked beyond the current calendar year. The rental rate applied at the time of the booking will be the current rate plus 3% per year surcharge. The applied rate will be adjusted to the approved rate at the time of the event.
- Corporate Policy 04-01-05 shall govern payment terms for all Facility rentals and refunds.
- For purchase for resale items for food, beverage and retail sales pricing is determined by the Manager, Food Services using the cost to purchase an item plus the cost of good sold percentage, established in accordance with the divisional standard operating procedure. Exceptions to cost of goods sold pricing must be approved by District Manager.
- Proof of Insurance is required when booking a City facility, including bookings that are provided at no cost under the Community Group Registry Program. The City provides access to a general liability insurance policy that is paid for solely by the renter and is available at reasonable rates on a per rental basis.
- Labour costs for any staff in addition to those included based on the size of the event will be charged the maximum staff rate identified on the Part-time Rate schedule +17%, (including extra staff required for clean-up).
- 33% Holiday rate applied for statutory holidays for all facilities and additionally December 31 after 6:00pm for all Social events (including food services banquet facilities). Opening must be approved by the Manager of the facility.
- School boards and government agencies will benefit from the affiliated rate. (moved from Meeting Room Affiliated Groups)

User Group Definitions:

Affiliate Fees correspond to:

- Any registered community group that has been approved for inclusion in the Community Group Registry Program (CGRP) and has been approved for the affiliated rental rate category.

Community Fees correspond to:

- Any registered community group that has been approved for inclusion in the Community Group Registry Program (CGRP) and has been approved for the community rental rate category.

Resident Fees correspond to:

- Any individual whose principal address is in Mississauga (temporary absences for reasons such as vacation do not affect residence status), or
- A student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year, or
- A non-CGRP Not-for-Profit organization, whose principal address is in Mississauga, that is a corporation or an unincorporated association formed for the purpose of providing services, activities, programs and opportunities that improve or benefit one or more communities, is governed by a volunteer Board of Directors or trustees, does not generate revenue to be distributed amongst its members, directors, officers or trustees, as the case may be, for their financial gain, and turns back any revenue remaining after expenditures into the organization to further its aims and activities, or

Rental Fee Notes

- A business in Mississauga, that permits time with no intent to gain financially as a result of the activity, or
- A non-resident who is the principal owner of a business in Mississauga, that permits time with no intent to gain financially as a result of the activity.

Non Resident Fees correspond to:

- Any individual whose principal address is outside of Mississauga, or
- Any business whose principal address is outside of Mississauga, that permits time with no intent to gain financially as a result of the activity.

Commercial Fees correspond to:

- Any individual or business, that permits time with the intent to gain financially as a result of the activity.

Room Rentals

- Rates are based on an hourly fee unless otherwise noted. Minimum booking periods are required for some facility uses as indicated below:
- Room Category C minimum booking period is 3 hours.
- Room Category B and C, Saturday 1pm to Sunday 1am, minimum booking period is 7 hours.
- Room Category A at standalone Libraries minimum booking period is 1 hour.
- Exceptions to minimum number of hours for room booking periods to be approved by Manager of the facility to drive utilization (i.e. last minute availability)
- A non-prime bulk discount of 45% is applied to all groups booking more than 500 rental hours on weekdays between 7:00am and 6:00pm.
- A flat administrative surcharge of \$50 for Category B, and \$100 for Category C applies for all bookings longer than 3.5 hours. Any non-prime rental that is eligible for the bulk discount shall not be charged the administrative surcharge.
- Meetings of official city business held by ward councillors at a community centre in their ward are booked at no charge. If specialized facilities are required to be opened for the meeting, standard charges apply.
- City Staff can receive free facility space for city business except when;
 - The meeting is booked on behalf of another group.
 - The booking is requested at a banquet facility.
 - The booking is for staff retirement events.
 - The affiliated/internal room rental rate applies for all exceptions noted above. For City business, an account number must be provided at the time of bookings.

Meeting Rooms - Category P

- Room Category P refers to Premium spaces currently including the Time Out Lounge lobby at PFFC, Hall of Fame lobby at PFFC and boardrooms at Lakeview Golf Course.

Meeting Rooms - Category S - Storage

- Storage includes the-use of storage spaces located within Recreation facilities e.g. cabinets, shared storage, dedicated storage.
- Category S minimum booking commitment is one year and is paid at the beginning of the rental agreement term and renewed annually.
- Category S rate is available to Not-for-Profit and Community Group Registry Program (CGRP) community groups.
- No charge for registered Older Adult providers and Clubs Affiliated Older Adult groups.
- Commercial user groups may rent cabinet (small/large) storage at the surcharge of 40%. Dedicated/shared storage is available at a commercial rate with a maximum threshold of 250 square feet. Commercial groups with more than 250 square feet of dedicated/shared storage will be required to undergo the Realty Services agreement process and their applicable rates and fees.
- The Recording Studio and Kitchen rates are applicable only to the Malton Hub facility.

Rental Fee Notes

Meeting Room - Community Group Registry Program (CGRP):

- Eligible Registered groups may receive no charge meeting room rentals as per Corporate Policy 08-01-01, for organization monthly board meetings and AGM.
- Minimum booking periods and administrative surcharges will apply as approved through the Recreation Rental Rates and Fees bylaw.
- In the event a group neglects to cancel a free room booking or does not show up for booked dates, a financial penalty of 50% of the affiliated room rental rate will be applied.
- Registered Older Adult Providers and Clubs may be eligible for no charge weekday daytime use for facility space, based on available older adult space, in accordance with established guidelines.
- Registered Older Adult Providers and Clubs are charged 20% off the regular affiliated room rental rate during evenings and weekends.
- Registered Older Adult Providers and Clubs meeting room use in July and August is subject to availability.

Pool Rentals:

- Lifeguard staff costs charged separately for pool rentals based on attendance.
- Mississauga Fire and Emergency Services receives free pool rental for training sessions. Lifeguard staff costs still apply.
- Half Leisure Pool bookings may be made at half of full pool rate.
- The non-resident residential/commercial rate applies to rentals booked by organizations, teams or individuals who operate on a for-profit basis and are booking the pool for profit purposes. Swim teams, clubs and private schools, which are charging the participants/swimmers only the fees required to cover the cost of the rental are charged Resident rental rates.
- Requests for equipment, pool inflatable etc. have \$26.00 charge per contract.

Garry W Morden Notes:

- Burn building - live fire includes; ignition materials, use of : Multi Use Pad 3, field shelter and one (1) staff member to act as facility liaison. New addition: Full day rental includes 22 skids, 4 straw bails and 10 ignition flairs. Half day rental includes 14 skids, 3 straw bails and 6 ignition flairs. Additional ignition materials are available at extra cost.
- SCBA Cylinder re-fill for live burns is available at an extra cost. Rental groups must provide their own cylinders which must be approved by MFES prior to the rental taking place.
- Driving track Includes use of field shelter and one (1) staff member to act as facility liaison.
- Except where noted separately, an additional fee of \$750/day will be added to all rental fees to cover facility wages per day.
- Instructor Fees is \$500 per instructor per day.
- Propane Fees is Cost +15%
- Normal Business Hours: 7:30 -16:30 hrs
- Additional staffing hours will be charged for events held outside regular business hours.
- Where eligible, the half day (4 hr.) rental rate is 50% of the full day rental rate.
- The Director of Recreation, The Chief of Fire & Emergency Services or their designate has the authority to approve price packaging and discounts.

Rental Fee Notes

Food Services & Banquet Notes:

- There is a minimum charge of \$750 before taxes and gratuity for full service food events being held in a banquet/event space. Manager of Food Services can waive the fees in order to drive utilization (i.e. last minute availability).
- Minimum spend per person by meal time for external events before bar charges, taxes and gratuity:
 - \$14.00 for Breakfast
 - \$20.00 for Lunch
 - \$22.00 for Cocktail reception
 - \$40.00 for Dinner
- There is a minimum charge of \$500.00 before taxes and gratuity on full service bar requests. Manager of Food Services can waive the fee in order to drive utilization.
- For golf tournaments where there is full service food and beverage contracts room rental charges will not apply.
- For banquet facilities and LIVE Cuisine restaurant three room rental options - 5 hour, 8 hour and 12 hours in duration apply. These times are to be inclusive of all set up and tear down expenses.
- For internal rentals, minimum 3 hour booking applies.
- Due to fluctuations in wholesale food costs, catering package prices are subject to change without notice. Quoted prices are guaranteed no more than 3 months prior to the event.
- Room rental rates for events booked on statutory holidays to be billed with a 33% surcharge.
- \$1500.00 minimum spend, per concessions, when requested to be opened for Corporate Events.
- A charge of \$75 per 30 minutes will be applied to clients who exceed their contracted booking time.
- Event request may incur miscellaneous charges ranging from \$1-\$250 outside of the catering package based on client service requests.
- Mobile Food Vendor permitting fees:
 - Stationary Food Carts - \$41.30 to \$1,287.94
 - Ice Cream Cycles - \$273.89 to \$1,165.56
 - Food and Ice Cream Trucks - \$329.39 to \$7,194.00

Other Rentals:

- Walking track can only be booked in conjunction with the rental of the gymnasium at Carmen Corbasson only.
- Parking lot rental fees are applicable for all special events that utilize the parking lot space for more than its prescribed use.

Elections Exceptions:

- Provincial elections receive free space for polling stations (as per the elections act R.S.O 1990, Chapter E.6)
- Federal elections pay \$100 per polling stations (as per the Canada Elections Act, S.C 2000, c.a)