

Program Fee Notes

STANDARD DISCOUNTS

Annual Vendor Permit Holders	50% discount applies to City produced event vendor fees - MCS Only
Cart Vendors	50% discount applies to City produced event vendor fees for food carts (hot dog, popcorn/candy, ice cream style carts) – MCS Only
Vendor Permit Early Bird Discount	10% discount applies to vendor fees for vendors that submit all licencing requirements prior to application deadline
Children 3 years of age and under	Free (Museums of Mississauga ONLY)

RESIDENT ARTIST DEFINITIONS

New Graduates	Artists that have graduated from a recognized post-secondary institution within two years of the residency start-date. New Graduates must sign a one year contract.
Resident Artist	Artists that sign a one year contract that have graduated more than two years after the resident start-date. Artists are eligible to participate in the program for a maximum of 8 years. After 8 years they must leave the program or become a Renter. Artist that have documentation of a project-based residency do not need to sign a one year contract but are still eligible for the Resident Artist rate.
Renters	Artists who rent studio space on a short-term basis (less than 12 months) and do not have documentation for a project-based residency.
Short-Term Project-Based Residency	Short-term project-based residencies are between 3 and 6 months. Artists must provide supporting documentation of their project. Artists that meet the criteria for a project based residency are eligible to pay the Resident Artist fees. All Resident Artists regardless of status must provide their own materials and supplies.

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. All CGRP Arts and Culture service providers are classified as affiliated
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 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.

GENERAL NOTES

1. Harmonized Sales Tax (HST) is not included.
2. Corporate Policy 04-01-05 shall govern payment and refund of Facility Rental Fees.
3. From time to time, the Director of Recreation and Culture may approve a new fee, waive a fee, approve promotional pricing and/or discounts on any Culture fee in accordance with the general criteria for any such waiver, reduction or variation.
4. When Culture equipment or facilities are not returned in a satisfactory state by rental clients, cost of damages will be charged plus an additional 10% of the total damages cost.
5. A Late Use Charge will be applied in addition to staffing when event or client exceeds agreed upon end-time as stated in contract.
6. Meetings of official City business held by ward Councillors at Culture facilities are booked at no charge. If specialized facilities are required to be opened for the meeting, user fees and charges will apply.
7. City Staff can receive free meeting space at Culture Facilities for City business. If specialized facilities are required to be opened for the meeting, staff charges will apply. Specialized facilities are defined as Small Arms Inspection Building, Meadowvale Theatre, Museums. For City business, an account number must be provided at the time of booking. Appropriate charges will apply for food and sundry services, Leadership Team and Extended Leadership Team meetings are booked at no charge during standard business hours regardless of location or condition of use.
8. Internal bookings will be charged the affiliated rate and any staffing and external production or reimbursable expenses.
9. When booking an indoor photography permit, access to outdoor space for photography is also granted free of charge. If an outdoor photography permit has been purchased it does not include indoor access even in the event of inclement weather. There will be no outdoor photography permitted at Meadowvale Theatre.
10. Peel School boards and government agencies will benefit from the affiliated rate for events related to the delivery of their services. Colleges and Universities are subject to Commercial rates.
11. Eligible Registered groups may receive no charge meeting room rentals as per Corporate Policy 08-01-01, for organization monthly board meetings up to a maximum of twelve and one Annual General Meeting for the purpose of operating the association. The LAC meeting room space may be utilized for this purpose with the written consent of the Manager, Living Arts Centre and Paramount Fine Foods Centre. 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 will be applied.

MEADOWVALE THEATRE

1. The Meadowvale Theatre Cleaning Fee will be charged to rental groups when Meadowvale Theatre is not returned in a satisfactory state as outlined in the MT General Housekeeping Guidelines.
2. When client's schedule does not allow for adequate staffing breaks, a scheduling penalty of \$20, plus HST, per staff, per infraction will be charged.
3. Capital Refurbishment Fee is not charged for Meetings or Competition Rentals that do not use Box Office Services.
4. Use of Support Person – If a patron with a disability is assisted by a support person, they will be granted the same access to all public areas of Meadowvale Theatre, PFFC and LAC. For ticketed performances support persons are expected to have a ticket to enter the theatre. Patrons should contact the Box Office for more information or to order tickets. The fee for the ticket will be determined by the event organizer.

SMALL ARMS INSPECTION BUILDING

1. Staffing fees are charged in addition to indoor and outdoor rental permit fees when the facility is booked outside of public hours. Public hours are posted on the City of Mississauga website.
2. An additional cleaning fee will be charged to rental groups when the venue is not returned in a satisfactory state.
3. Special Event Admin Fee is charged when for events that require approvals or additional documentation from other divisions/departments or external agencies. Example include but are not limited to events with vendors (indoor/outdoor), food trucks, exceptions to building capacity, AGCO permits, outdoor installations, tents, fencing, interior installations affixed to walls/ceiling.
4. Markets with over 50 vendors require an electrician onsite minimum 3 hr call
5. Special Event Set Up Fee is charged with the client requires staff support to set up and/or tear down equipment such as tables, chairs, divider/display walls, risers, audio-visual equipment, stanchions
6. 25% Discount for Arts, Culture and Heritage Activities. Arts, culture and heritage activities that would qualify for a 25% discount for all user groups include:

- Book launches / signings
- Poetry readings / slams / jams
- Music concerts / performances
- Arts and hand crafted displays / shows / demonstrations / auctions / sales / workshops

- * Art exhibitions, film festivals
- CD launches
- Plays / readings / rehearsals
- Activities that promote music, art, literature, digital media
- Dance performances
- Cultural dance classes (specialty like Irish dance, Slovak etc...)
- Fashion/costume showcase /textiles
- Free Cultural festival featuring live performances that has vendors (but the focus of the event celebrates culture)

Activities that would not qualify include:

- Instructional programs that would compete with existing city programs (e.g.. dance classes offering a similar program to classes the City already offers).
- Large, commercial events

CULTURE PRODUCTION

1. When additional equipment and/or consumables are rented and/or purchased on behalf of the client, the cost of rentals/purchases will be charged plus an additional 20% of the total rental cost.
2. Third Party Labor will be billed at time and a half ; Before 07:00, After 23:00, After 8 hours of work.
3. City Production Staff will be billed at time and a half after 12 hours.

CREATIVE INDUSTRIES

1. For film contracts that displace current users, the film client will pay for the cost recovery. If a private rental must be cancelled, the cost to re-book is covered by the film client. Additionally, if a City run program is cancelled, the cost to refund the customers is covered by the film client.
2. If an unpaid approved permit is cancelled by the client, a cancellation fee of 15% of the full fee would apply as per the standard City of Mississauga Film Permit Terms and Conditions. A cancellation fee is not applicable to expedited permits. Cancelled expedited permits must be paid in full.
3. If a permit has been approved and paid for, there will be no refund of fees.
4. Where a facility is both an arena and a heritage property, the higher rate shall apply.
5. There will be no half-day filming, prep or wrap rate for Living Arts Centre Hammerson Hall, RBC Theatre and Parking Level P2. The full day rate for these spaces will apply.
6. Average film shoot is a 12 hour day. Half day is 6 hours or less.
7. From time to time, as it relates to Commercial Film Requests, the applicable divisional Director may approve a new fee, waive a fee, approve promotional pricing and/or discounts on any Culture fee in accordance with the general criteria for any such waiver, reduction or variation. RATIONALE: Parks director would approve change in Film Fee related to Park filming for example

LIVING ARTS CENTRE

1. Box Office conditions will be subject to change pending changes to operating model.
2. Affiliated Groups will receive a 25% discount on the Living Arts Centre Technical and Equipment Fees (not for profit, community, private and commercial)/

RESIDENT ARTIST PROGRAM

1. Resident Artist program has priority when selecting new applicants to the program. New Graduate Artist Residencies and Post Residency Rentals are only given if there is studio availability after Resident Artist applications have been completed.
2. All participants in the Resident Artist program including New Graduates, Resident Artists and Artist Renters must apply and meet the minimum technical competency required to participate in the program as assessed by City staff.
2. Resident Artists who meet the eligibility criteria for the New Graduate program receive a 50% decrease on the Resident Artist fees for a maximum of 2 years.
3. Fees for Artist Renters who sign a 12 month contract are 50% more than Resident Artist fees.
4. Fees for Artist Renters who rent studio space on a month to month basis are 75% more than Resident Artist fees.
5. Additional kiln cycles will be charged based on an hourly batch rate starting with a minimum of 20 hours per month. Additional hours above 20 per month will be charged in batches of 20 hours. A 10% surcharge will be applied for hours above 80 to accommodate smooth operations of the studio space.

6. Resident Artist additional kiln cycles must be purchased in 20 hour increments. The number of increments available to purchase is at the discretion of Culture staff based on studio operations and equipment scheduling.
7. LAC Glass Artist Residency - Materials will be charged in batch increments of 15 pounds (i.e.. 15, 30 , 45, 60) per slot. The first 15 pounds of batch is included in the blow slot fee. Addition batch above 15 pounds will be calculated at the per pound rate.

PARAMOUNT FINE FOODS CENTRE

1. Booking timelines will follow Use of City Facility Policy 05-01-12. Fees will be quoted at current prices and will be honoured upon confirmed contract.
2. Ice rentals in the PFFC Arena may be booked for use at the standard arena rental rates at a minimum 3 hours when space allows (Facility Manager approval required).
3. PFFC Parking Lot special events - lot is separated into 10 bookable areas and each area is charged the associated parking lot rental fee. The number of lots needed for an event will be determined by staff.
4. Ticketmaster sets their own fees, which are either charged to the City or patron. (These fees are outlined in the City's contract with Ticketmaster)
5. City Produced Event Vendor Fees maxes out at an attendance of 15,000. A 25% discount will apply to outdoor events during the winter months (November – March)