

## 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 2 years in advance. The rental rate applied will be the current rate plus 5%
- For Banquet events booked over 2 years in advance, 2.5% will be applied to the hourly rate.
- 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.

### 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
- 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.

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### 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.

### Meeting Room - Minimum Booking Requirements

- 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 unless booked less than 30 days for gym activities.
- Room Category D minimum booking period is 1 hour.
- 1/2 gym hourly rates at Paramount Fine Foods Centre or Mississauga Valley are 50% of the corresponding group rates unless otherwise listed
- 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.
- End of season banquets for affiliated groups are entitled to a 20% discount of the affiliated room rental rate.
- 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 community hall/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. Appropriate charges will apply for food and sundry services.
- 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.
- Requests for gym equipment, pool inflatable etc. have \$26.00 charge per contract.
- School boards and government agencies will benefit from the affiliated rate. (moved from Meeting Room Affiliated Groups)

## 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
- 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 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. July and August use 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 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(Montessori schools) which are charging the participants/swimmers only the fees required to cover the cost of the rental are charged Private Rental fees.

### **Paramount Fine Foods Centre (PFFC) Event Rental Notes:**

- Main bowl can be booked 2 years in advance, all other bookable spaces follow the booking timelines established within policy.
- 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).
- The Box Office Usage Fee is a \$500 flat fee, plus additional fees will be charged at +2.5% tickets sold by credit and +1% tickets sold by debit
- Internal bookings will be charged the affiliated rate and cost for any reimbursable expenses.
- 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%, minimum 3 hours (including extra staff required for clean-up)
- Event agreements may include chargeback for costs incurred for labour and services. Labour will be charged at the established hourly rate +20% (fringe & vacation), minimum of 3 per staff hours.
- A 10% surcharge is applied to staff and contracted labour for commercial bookings
- Paramount tenants will be charged the Facility Capital Surcharge subject to executed agreements
- Required rental equipment and material expenses will be charged at direct cost
- PFFC Parking Lot special events - lot is separated into 6 bookable areas and each area is charged the associated parking lot rental fee. Events needing more than 3 parking areas will be charged for the full parking lot (all 6 bookable areas).
- A late use charge (per hour) is 10% of rental rate
- Where the scale of an event spans across multiple days, the Director may approve a discount

## Rental Fee Notes

### Paramount Fine Foods Centre:

#### Prime Time Definition:

- Fall/Winter: Monday – Friday 6 pm - 11 pm
- Fall/Winter: Saturday - Sunday 8 am – 11 pm
- Spring/Summer: Sunday – Thursday 7 pm - 11 pm

#### Seasonal Definition:

- Fall/Winter: October 1st - April 30th
- Spring/Summer: May 1st - September 30th

### Garry W Morden Notes:

- Burn building - live fire includes; ignition materials, use of field shelter and one (1) staff member to act as facility liaison.
- 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 \$500/day will be added to all rental fees to cover facility wages per day.
- Instructor Fees = \$500 per instructor per day.
- Propane Fees = Cost + 10%.
- Normal Business Hours 08:00-16:30hrs.
- 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.

### Food Services & Banquet Notes:

- There is a minimum charge of \$750 before taxes and gratuity for full service food and beverage. Manager of the facility can waive the fees in order to drive utilization (i.e. last minute availability).
- Minimum spend per person by meal time for external events -
  - \$12.00 for Breakfast
  - \$19.00 for Lunch
  - \$20.00 for Cocktail reception
  - \$39.00 for Dinner
- For golf tournaments where there is full service food and beverage contracts room rental charges will not apply.
- For banquet facilities, 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.

## **Rental Fee Notes**

### **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)