

## Rental Fee Notes – Recreation and Culture

### General Notes

- The City Manager or Commissioner of Community Services or the Director of Recreation and Culture, as applicable, or their designate, may approve a new fee, waive a fee, approve promotional pricing, and/or discounts on any Recreation & Culture 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, Electronic Fund Transfer (EFT) and cheques (if event is later than 14 days from booking) accepted
- Indoor special events, including Food Services and Banquet locations, may be booked in accordance with the standard booking timelines outlined in Policy 05-01-12, Use of City Facilities.
- 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 +18%, (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.
- 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.
- A Late Use Penalty Fee will be applied in addition to staffing when event or client exceeds agreed upon end-time as stated in contract. The Late Use Penalty Fee will be 10% of the Venue Rental Fee.
- 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.
- Peel School boards (Mississauga based) 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.
- An Additional Cleaning Post Event Penalty Fee will be applied when the rented venue is not returned in a satisfactory state. The Cleaning Post Event Fee will be 10% of the Venue Rental Fee.
- Third Party Services that are arranged by Culture and Events staff for Events and Culture Venues will be charged at a rate of Cost +20%. Charges for Third Party Services for events at Culture Venues arranged by other departments (Parks, T&W, FPM etc.) are set by those departments.
- Paramount Fine Foods Centre Annual Suite Licenses are identified in individually negotiated agreements.
- Third party labour will be billed at cost plus 5%.
- 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 + 18%, (including extra staff required for clean-up).
- Fees will be quoted at current prices and will be honoured upon confirmed contract.
- 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.
- Ticketmaster's fees are outlined in the third party agreement.
- A 25% discount will apply to outdoor events at Mississauga Celebration Square during the winter months (November – March).
- Capital refurbishment fee is not applied to indoor and outdoor events that are open to the public and free of charge.

## Rental Fee Notes

- Single ticket processing fee is not applied to indoor and outdoor events that open to the public and free of charge, and the organizer is part of the Community Group Registry Program or Peel School boards (Mississauga based).

### 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.

### 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 B/C/H minimum booking period is 3 hours.
- Room Category B/C/H, Saturday 1pm to Sunday 1am, minimum booking period is 7 hours.
- 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 or CGRP discount shall not be charged the administrative surcharge.
- Meetings of official city business held by ward councillors at a community centre, community hall and/or arena in their ward, and/or in Culture facilities 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;

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- The meeting is booked on behalf of another group.
  - The booking is requested at a banquet/event facility.
  - The booking is for staff retirement events.
  - The affiliated/internal room rental rate, any staffing and external production or reimbursible expenses applies for all exceptions noted above. If specialized facilities are required to be opened for the meeting, staff charges will apply. For City business, an account number must be provided at the time of bookings. Specialized facilities are defined as Small Arms Inspection Building, Meadowvale Theatre, Paramount Fine Foods Centre and Living Arts Centre. For City business, an account number must be provided at the time of booking.
- Appropriate charges will apply for staffing, food and sundry services, Leadership Team and Extended Leadership Team are booked at no rental charge during standard business hours regardless of location or condition of use.

### Meeting Rooms - Category H

- Room Category H refers to all Heritage properties that include Clarke Hall, Erindale Hall, Lorne Park Hall, Malton Hall, Meadowvale Village Hall and Streetsville Heritage Hall. It also includes the meeting room space at Small Arms Inspection Building.

### 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.
- No charge for registered Older Adult providers and Clubs Affiliated Older Adult groups.
- 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.

### 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 in Schedule "E-1" of the Fees and Charges 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.
- Registered Older Adult Providers and Clubs meeting room use in July and August and seasonal camp dates (i.e. March Break) 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 pool bookings will be charged half of the full pool rate.  
\* Per Lane pool bookings will be charged a quarter of the full pool rate.

## Rental Fee Notes

- Requests for equipment, pool inflatable etc. have \$26.00 charge per contract.

### Garry W Morden Notes:

- Burn building - live fire includes; the following ignition materials: Full day includes 22 skids, 4 straw balls, 10 ignition flares. Half day includes 14 skids, 3 straw balls, 6 ignition flares. The rental includes the use of the Multi Use Pad and field shelter. Staffing fee of \$750 per full day (\$375/half day rental) will be added to the rental fee. Additional ignition materials are available at an extra cost as per fee schedule.

- SCBA Cylinders are available for live burn rentals at an extra cost.
- Driving track Includes use of field shelter. Staffing fee of \$750 per full day will be added to the rental fee.(\$375/half day rental)
- Except where noted separately, an additional fee of \$750/day will be added to all rental fees to cover facility wages per day. (\$375/half day rental)
- Instructor Fees is \$750 per instructor per day. \$375 per instructor per half day.

Propane Fuel Costs will be charged at a rate of 1600 litres per full day rental or 800 litres per half rental day at current market value. If extra fuel is required, additional propane consumption fees will be calculated per litre at current market value with an invoice issued post rental. Should less fuel be consumed fuel costs for unused propane will be refunded post rental.

- 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 and Culture, the Chief of Fire & Emergency Services or their designate has the authority to approve price packaging and discounts.

### Food Services & Banquet Notes:

- External Bookings are a minimum of 5 hours, with 8 and 12 hour options available
- There is a minimum charge of \$750 before taxes and gratuity for full service food and beverage. 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:
  - \$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 or New Year's Eve 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

## Rental Fee Notes

### SMALL ARMS INSPECTION BUILDING

25% discount is applied to SAIB rental rate for activities whose primary goal is to advance arts and culture activities (with limited to no ancillary activities) that include the following:

- Poetry readings/slams
- Concerts
- Art displays/shows/demonstrations/sales/workshops
- Art exhibitions
- Plays, readings, rehearsals
- Dance performances
- Cultural dance classes
- Fashion or textile, costume showcase
- Free cultural festival featuring live performances

### CULTURE PRODUCTION

- 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.
- Third Party Labor will be billed at time and a half ; Between 00:00 and 07:00, or after 8 hours of work.
- City Production Staff will be billed at time and a half after 12 hours in one day or 44 hours in 1 week.
- Affiliated Groups will receive a 25% discount on the Technical and Equipment Fees.
- Production costs are calculated per rental per week.
- Meal Penalty's applied when breaks are less than 1 hour for Third Party Labour.

### CREATIVE INDUSTRIES

- 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.
- 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.
- If a permit has been approved and paid for, there will be no refund of fees.
- Where a City Owned Facility/Asset is also designated as a heritage property, the higher rate shall apply.
- There will be no half-day filming, prep or wrap rate for Civic Centre, Living Arts Centre Main Auditorium, Studio Theatre and Living Arts Centre Parking Level P2 (Filming). The full day rate for these spaces will apply unless approved by exception (See item 7).
- Average film shoot is a 12 hour day. Half day is 6 hours or less. Full Day is 6hr1min-24hrs.
- 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
- Expedited Film Processing Fee is for permits processed within less than the three (3) business days if requested by applicant and if possible. Fee is non-refundable.
- Film Permit Processing Fee will apply to a request from a facility or booking client for a non film event in order for the Film Office to coordinate a 3rd party film component request. Original booking client must approve request.
- Additional Transportation & Works fees and charges may be applicable with filming requests. Fees applicable as stated in the bylaw plus 10% processing fee.
- Any applicable corporate wide fees & charges required in association with filming requests will incur a 10% processing fee.

## Rental Fee Notes

### RESIDENT ARTIST PROGRAM

- 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.
- . 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.
- 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.
- Fees for Artist Renters who sign a 12 month contract are 50% more than Resident Artist fees.
- Fees for Artist Renters who rent studio space on a month to month basis are 75% more than Resident Artist fees.
- 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.
- 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.
- 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.

### 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 bookings 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 or as otherwise set out in the Canada Elections Act, S.C 2000, c.9.

### 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

### 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.