

Facility Rentals Confirmations

Please confirm the following items with facility staff at least two weeks before your event:

- **Room Set-Up**
 - How many tables and chairs are required?
 - Floor Plan – How do you want the room set up?
 - Are there dance floor requirements?
 - Food – Do you require buffet tables? Will there be an outside caterer supplying food?
- **Capacity**
 - How many guests will be attending?
- **Supplies to be purchased**
 - Confirm quantity of required items i.e. pop, ice.
 - Confirm quantity of optional items i.e. tablecloths, juice, cups/glasses or coffee.
- **Arrival and Departure Times**
 - Confirm when you and your guests will arrive and when the event will end.
- **Deliveries and Pick-Ups**
 - Confirm delivery and pick-up times to the facility i.e. caterers, flowers, décor, etc.
 - Confirm set up times for other requirements i.e. disc jockey.

Available Services

The list of available services varies from location to location. The following are a list of items that may be available (please confirm available services prior to booking your event):

Tables and Chairs
Kitchen / Bar amenities

Cleaning Services
Supplies

Parking
Audio/Visual Equipment

* *Additional Charges for clean-up may apply*

Facility Rental Terms & Conditions

Use of Music

Organizers of events held in City facilities are required under federal legislation to pay a licensing fee to SOCAN (Society of Composers and Authors) if they are having live or recorded music or dancing at their event. The City collects this fee on behalf of RESOUND at the time the booking payment is made.

Service of Alcohol

If you're planning to host an event at a City of Mississauga facility and serve alcohol, there are a number of steps you must follow. A link to our *Municipal Alcohol Policy* is located on our website at mississauga.ca/rentals.

Liability Insurance

Liability insurance is required, naming the City of Mississauga as an "Additional Insured" for anyone who permits City facilities to host sporting activities and socials serving alcohol. Insurance coverage is available through the City's user insurance program. A link to *Facility User Rental Insurance* is located on our website at mississauga.ca/rentals

Smoking

SMOKE-FREE REGION OF PEEL BY-LAW 14-2003:

According to Region of Peel's Smoke Free By-law, smoking in public places and all common areas is prohibited at all times.

Payment Terms and Conditions

Detailed terms and conditions will be outlined on the back of your facility rental contract.

Events booked less than three (3) hours, or booked within 30 days of the rental date – full payment is due immediately at time of booking. No refunds or transfers permitted.

Events booked for greater than three (3) hours – 25% non-refundable payment is due at time of booking. Balance will be due 30 days prior to event date (by post-dated payments).

Payment Options

Cash, Cheque, Debit Card, Master Card, Visa, American Express

Facility Rental Checklist

1. I have read and understand the conditions of use.
2. I have signed the City of Mississauga Facility Rental Contract
3. I have provided proof of liability insurance required for the event.
I understand that if I do not have liability insurance, I must purchase insurance through the City of Mississauga
4. I have met with staff at the facility at least 2 weeks prior to the event to discuss my set-up requirements.
5. I have added all mandatory sundry items to my contract prior to my event (i.e. pop & water). Additional supplies can be added during the event and charges will be on invoice after the event.

When renting a City facility, there are supplies that must be purchased from the facility for your event. Optional supplies are also available.

6. I understand organizers of events held in City Facilities are required under federal legislation to pay a licensing fee to SOCAN (Society of Composers and Authors) and Re:Sound if they are having live or recorded music or dancing at their event. The City collects this fee on their behalf at the time of booking.
7. I understand that if I plan to host an event and serve alcohol, there are a number of steps that I must follow.
8. I understand the payment terms and conditions outlined on the back of my facility rental contract.
9. I understand that according to the Region of Peel's Smoke Free By-Law, 14-2003 smoking in public places and all common areas is prohibited at all times.