

# Facility Rentals Terms and 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](http://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](http://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).

For detailed information regarding payment cancellation terms, contact us at 905-615-4100.

## Payment Options

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