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| SECTION: Facilities/Property | POLICY #: FAC-004 |
| Date Approved: August 29, 2011 | Seasonal Civic Theatre & Community Hall Rental Booking & Agreement Terms |
| Revision Date: | Review Date: |
| Authority: Report PR-11-11 | |

COVERAGE

Facility – Civic Theatre and Community Hall Operations

PURPOSE

To detail the Civic Theatre and Community Hall seasonal rental booking policy and agreement terms for the Theatre and Community Hall owned and operated by the Town of Hanover and located at 341 10th St.

Civic Theatre and Community Hall Booking Process:

1. All “season-long” and “special-event” hosting requests shall be administered in the following manner:
 - i. all user group Civic Theatre and Community Hall requests must be submitted on the Civic Theatre and Community Hall Rental Request Form (Appendix A) to the Parks, Recreation and Culture Office by January 15th.
 - ii. all season-long and special event dates shall be allocated as per the Civic Theatre and Community Hall Allocation Policy and a draft calendar be prepared by Parks, Recreation and Culture no later than February 1st.
 - iii. A season-long user group meeting shall be facilitated by Parks, Recreation and Culture to review the draft calendar no later than February 28th.
 - iv. the Parks, Recreation and Culture Department shall confirm season-long user group’s Civic Theatre and Community Hall rental times by March 31st and the confirmation contract must be signed and returned by April 15th, to ensure said organization of Civic Theatre and Community Hall rental time indicated.
 - v. all user-groups wishing to cancel Theatre and / or Community Hall rental hours previously confirmed must do so prior to September 1st
2. No Civic Theatre and/or Community Hall rental time shall be scheduled for a new season until all outstanding financial commitments (ie. invoices, non-resident fees) have been paid in full.

Civic Theatre and Community Hall Rental Details:

3. All Civic Theatre and/or Community Hall rental details or alterations must be completed through the Parks, Recreation and Culture Department with no time trading or bookings to occur between individual user groups.
4. Hours scheduled will be strictly adhered to in an effort to maintain a consistent and efficient facility operation; thus all user groups will be expected to arrive and vacate the rental space at the scheduled time. Should the user group require time prior to or after the rental time, this must be communicated in advance to the Parks, Recreation and Culture Department. The rental time will be adjusted accordingly based on availability.

5. The Theatre and Community Hall will be closed on statutory holidays (in accordance with the Town of Hanover Personnel Policy). This includes New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day, Boxing Day, New Year's Eve. If Family Day is deemed by Council to be a statutory holiday, the Civic Centre facility will be closed.
6. User groups that request to book the Civic Theatre and Community Hall on a statutory holiday (in accordance with the Town of Hanover Personnel Policy) shall only be granted permission if appropriate staff coverage can be arranged. Should staff coverage require the payment of overtime or premium statutory holiday wages, the user group will be required to pay the equivalent of said wages in addition to regular rental rates. A request for opening does not guarantee approval.
7. The Parks, Recreation and Culture Department reserves the right to alter any Civic Theatre and Community Hall schedule throughout the season due to considerations such as major attractions or special event details. Should such rescheduling occur the user-group gaining the rental time may be required to relinquish the use of some regularly booked rental time as compensation to the effected users; at the discretion of Hanover Parks, Recreation and Culture.

Civic Theatre and Community Hall Cancellations:

8. Upon Civic Theatre and Community Hall rental time being allocated and confirmed by the user group, all individual rental cancellations from the start to finish date of the respective group's season, shall be administered in the following manner;
 - i. when notice of intent to cancel is received by the Parks, Recreation and Culture Department with 7 days or more notice, no financial responsibilities shall exist.
 - ii. When notice of intent to cancel is received by the Parks, Recreation and Culture Department with 6 days or less notice, 50% financial responsibility shall exist, unless the cancelled time is rented to another user group by or through the Parks, Recreation and Culture Department.
9. All Civic Theatre and Community Hall rental time cancellations shall be communicated in writing.
10. Notwithstanding the procedures outlined in Clause 9 above, no financial responsibility shall exist should the cancellation be due to inclement weather, at the discretion of the Parks, Recreation and Culture Department.

Other Spaces Use:

11. Organizations utilizing the facility will be responsible for audience members and spectators attending their event, including admission, conduct and control. The level of ushers required for audience safety deemed necessary shall be determined by the Parks, Recreation and Culture Department and it will then be mandatory for the renting organization to provide the required persons at their cost.
12. All requests for auxiliary facilities and services must be arranged well in advance of the event with the Parks, Recreation and Culture Department and will be subject to rental fees as outlined in the Civic Facility and Services Rental Rates, (i.e. sound, lighting, Saugeen Room, etc.).
13. All Civic Centre office and staff areas are restricted from access; and all lobby/foyer arrangements must be approved through personnel (i.e. admissions, souvenir sales, food/beverage services, draw tickets/lotteries sales, etc.)
14. User groups are advised that all Town of Hanover facilities are smoke-free and will inform their participants accordingly.

15. User groups are advised that alcoholic beverages are not permitted in the facility, unless licensed under a Special Occasion Permit and approved by Parks, Recreation and Culture.

Non Resident Use of Parks, Recreation and Culture Services Policy:

16. User groups are reminded that this Policy applies to their organization. Organizations can be provided with a copy of this Policy or a review of its impacts upon request.

17. As per the Non Resident Use of Parks, Recreation and Culture Services Policy, culture user groups will be expected to provide a current season listing of registrants by October 31st including name, phone number, address and registration fee portion paid by the registrant. This data will be utilized to calculate the Non Resident fees to be payable to the Town of Hanover. User groups will be invoiced accordingly. If necessary, the listing will be verified with the governing organization.

Other:

18. User groups are advised that liability insurance is not provided under the municipal policy.

19. Special notes/considerations:

Signing of Agreement:

20. The person(s) signing the Civic Theatre and/or Community Hall Rental Agreement – Acknowledgement of Terms Form (Appendix B) accepts the applicable responsibility of communicating these terms to all persons involved with the organization and/or the organization’s guests.

21. Failure to abide by the agreed stipulations as verified by the following signatories may result in forfeiting current and/or future rentals at the Hanover Civic Theatre and Community Hall.

22. The persons signing on behalf of the organization must be confirmed authorized signing officers for said organization; (2 signatures required from both parties).

APPENDIX A - (Year - Year) CIVIC THEATRE AND COMMUNITY HALL RENTAL REQUEST FORM

TEAM / ORGANIZATION: _____

| Role | Name | Phone Number | Email |
|-----------|------|--------------|-------|
| President | | | |
| Treasurer | | | |
| | | | |

Regular Season Requests: Please review Seasonal Civic Theatre & Community Hall Rental Booking Policy and Agreement Terms

of Anticipated Participants _____

Season Start Date _____

Completion Date: _____

| DATE (M-T-W-TH-F-SA-SU) | THEATRE or COMMUNITY HALL | START TIME | END TIME | AGE GROUP of PARTICIPANTS |
|-------------------------|---------------------------|------------|----------|---------------------------|
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Special Event Requests (ie Performances, Recitals): Please include dates required to set the stage, etc. (ie. set on stage, choir risers).

| EVENT | DATE | THEATRE or COMMUNITY HALL | START TIME | END TIME | Other Facilities Required (Saugeen Room, etc.) |
|-------|------|---------------------------|------------|----------|--|
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APPENDIX B - CIVIC THEATRE AND COMMUNITY HALL RENTAL AGREEMENT ACKNOWLEDGEMENT OF TERMS FORM

**Hanover Civic Theatre & Community Hall – Hanover Civic Centre
341 10th Street – Hanover, Ontario**

Attached please find a list of the approved Civic Theatre and Community Hall rental times allocated to your organization for the (year – year) Season.

The signing of this document, confirms the reading of and understanding of all conditions and responsibilities that your organization agrees to as outlined in the Town of Hanover Parks, Recreation and Culture Civic Theatre and Community Hall Rental Booking Policy and Agreement Terms for the Civic Theatre and Community Hall at the Civic Centre.

Organization: _____

Authorized Organization Rep. Signature

Director of Parks, Recreation & Culture Signature

Name Printed

Name Printed

Authorized Organization Rep. Signature

Witness Signature

Name Printed

Name Printed

Date

Date

Note: *Completion and return of this portion must be returned by (date to be confirmed) (year) to ensure the booking of the Theatre and Community Hall rental time allocated to your organization in the attached correspondence.*