ATTACHMENT A

Fort York National Historical Site
AFN Memorial Service July 16 2012

NOTE: Costs provided by City of Toronto, Cultural Services

OPTION #1 - Full Rental Fee Applied

Full Fort Facility Rental (Affiliate Rate)		$1,040
Operational Staffing		$1,860
Special Event Staffing*		$2,230
Electricity		$500
	TOTAL	**$5,630**

OPTION #2 - Full Rental Fee Waived

Full Fort Facility Rental (Affiliate Rate)		$0
Operational Staffing		$1,860
Special Event Staffing*		$2,230
Electricity		$500
	TOTAL	**$4,590**

** Does not include use of Fife and Drum rate. To be determined by Friends of Fort York*

Client will be solely responsible for the following costs:

▪ **Insurance:** The client agrees that it shall, at its own expense during the Event, cause to be maintained a Comprehensive **General Liability policy of Insurance** in all respects satisfactory to the Commissioner of Finance and containing a $2,000,000.00 each occurrence limit of coverage. Such coverage shall include:

(1) the City as named insured; and
(2) across liability/severability of interest clause.

▪ **Deposit:** Client will submit a $5,000 damage deposit. To be refunded following the event if there is no site damage or auxiliary charges to be levied.

▪ **Security:** Client is responsible for all security, traffic and crowd control during event. A Crowd Management Plan must be approved by Site staff two-weeks prior to the event.

▪ **Clean-up:** Client is responsible for providing a Waste Management Plan to be approved by Site staff two-weeks prior to the event.

▪ With regard to the **Legacy Planting** of a White Pine: The nature of Fort York as a historic site necessitates that any and all dig projects be cleared with City of Toronto Project Archaeologist. Fort York will do its utmost to accommodate the planting request.

▪ Client to provide all Stage, audio, lighting, LCD screens, chairs, portable washrooms, and any other technical equipment associated with event, including all necessary set-up and take down.

▪ Client will be responsible for Emergency Management Planning and ensuring adequate first aid requirements for the event. Site staff requires proof of a plan.

▪ Client is responsible for arranging with Fort York for any locates that are required to prior driving tent pegs into the ground. Tents shall be placed only in locations approved by the City. The Applicant is responsible for obtaining building permits as required for tents over 600 square feet and structures over 100 square feet (usually provided by tenting company)