ATTACHMENT 2

TO Live

FINANCE POLICY

Title	Effective Date	Policy Number
Rental Deposits	April 2017 March 2022	302

This policy applies to renters of TO Live spaces under the following categories: Stage Rentals, Corporate & Private Rentals, and any other rental of TO Live spaces (i.e., Rehearsal Space, Gallery Space).

Ticketed:

1. Rental lease agreements with rental clients must provide that all tickets sold for a performance in a TO Live venue be sold via the TO Live Box Office, or its designated agent(s), and be treasured by TO Live or its authorized ticket agency until the attraction has been presented.

2. Deposits sufficient to cover the estimated venue costs and the value of any consignment tickets must be on hand at least ten (10) business days prior to the load-in date, when treasured ticket revenues are insufficient to cover estimated venue costs and the value of consignment tickets.

Non-ticketed:

1. Deposits sufficient to cover the estimated venue costs must be on hand at least ten (10) business days prior to load-in date for the event.

Definitions:

Venue costs may include all or some and, is not limited to, the following costs: base rent, variable rent, all labour including administration fee, catering, food & beverage, box office fees, equipment rental and other ancillary charges based on the most recent cost estimate supplied to the client.

Exceptions:

Where TO Live’s exposure exceeds $7,500, the matter will be referred to the Vice President of Finance and Administration to determine a suitable course of action.

TO Live

FINANCE POLICY

Title	Effective Date	Policy Number
Facility Fee Surcharge	January 1, 2018 March 31, 2022 June 28, 2023	304

For all attractions appearing at a TO Live venue, a facility fee surcharge (FFS) shall be applied to the face value of all tickets sold. The amount of this surcharge is subject to change and is approved by the Board of Directors of TO Live.

Standard Facility Fees for TO Live:

Stage	CIF Rate*
Meridian Hall	$3.98
Bluma Appel	$3.98
Jane Mallet	$3.98
George Weston Recital Hall	$3.98
Lyric	$3.98
Greenwin	$2.65
Studio	$2.65

*Excludes HST

Allocation of FFS

1. An amount, as determined by the Board, via the annual budget process, to be allocated to operations.

2. The balance of FFS to be allocated to the Facility Fee Reserve Fund.

Application in Special Circumstances

1. Rental of Auditorium: Private Usage

   No FFS shall be collected for corporate events using the main lobbies or auditorium provided that no admission fee is charged.

2. Community Use

   For events with a paid admission primarily aimed at youth (18 and under) or other “underserved” segments of the community, and presented by a registered charitable or not-for-profit entity whose overall mandate is to serve those segments of the Toronto community, and where the top ticket price does not exceed $35 (including tax), the FFS added to the ticket price shall be as per the following schedule:

- Tickets priced at or below $5.00 (taxes included): no FFS for community projects approved in advance by the President & CEO.

- Tickets priced at or below $15.00 (taxes included): $1.00 plus tax.

3. Unanticipated Circumstances

   The Board of Directors of TO Live may waive the levy of the FFS for the usage of the auditorium where, in the opinion of the President & CEO, specific circumstances indicate the imposing of the levy to be inappropriate.

Specific Exemptions

1. Complimentary Tickets

   Tickets issued as complimentary (without an admission price) may be exempt from the FFS. Management may levy a FFS on complimentary tickets when, in management's sole opinion, the client renting the facility has issued complimentary tickets in excess of established norms.

2. Underperforming Sales

   At Management's discretion, the FFS may be waived, on complimentary tickets when a performance is under selling and the promoter/rental wishes to paper the house.

TO Live

FINANCE POLICY

Title	Effective Date	Policy Number
Expense Reimbursement	April 2017 March 31, 2022	311

1. A reimbursed expense is defined as a business cost of TO Live that is initially paid by the employee personally and subsequently reimbursed by TO Live through its payables process.

2. All expenses incurred personally by employees/staff of TO Live, including but not limited to the President & CEO, VPs, Directors and Managers, and submitted for reimbursement require the following documentation:

   (a) the expense must be listed on an expense form (provided by accounts payable);

   (b) the actual receipts received for the expense (which must include details on the items purchased) are appended;

   (c) the business purpose for the expense is stated; and

   (d) where deemed appropriate by the VP of Finance & Administration, a copy evidencing the employee's method of payment.

3. The Expense Reimbursement Form along with the required documentation shall be reviewed and approved by the employee's reporting superior and then forwarded to accounts payable for processing. For clarity, a manager requires signature approval of their Director, a Director requires signature approval of the VP, a VP requires signature approval of the President & CEO, and the President & CEO requires signature approval of the Chair of the Board of Directors of TO Live.

4. Before payment is made, all employee's expense reimbursements will be reviewed by the VP of Finance & Administration or designate that they are consistent, complete and have an appropriate business purpose.

5. In the event that required invoice(s) cannot be obtained by the employee, the VP of Finance & Administration shall make a recommendation to the President & CEO as to whether payment should be made.

6. In the event that required invoice(s) cannot be obtained by the employee, the VP of Finance & Administration shall make a recommendation to the President & CEO as to whether payment should be made.

7. This policy should be considered in conjunction with Finance Policy #303 – Financial Delegation of Authority for Purchasing.