



Terms and Conditions for Use of Public Spaces

Facilities Management
Customer Support Services
October 2016

City Hall
100 Queen Street West
Basement
Toronto, Ontario M5H2N2

- *External organizations with an active Public Space Booking Account are entitled to two (2) advance bookings per year. Should your organization require additional meeting dates please contact our office no earlier than 3 weeks prior to your meeting date of interest (letter of intent to be placed on organizational letterhead and emailed/mailed/hand delivered to our office). Office hours are 8:30am – 4:30pm weekdays, except holidays.*
- *Facilities Management, Customer Support Services must approve furniture, equipment, catering and/or signage, which is supplied by the organizer for an event, prior to the function date. Items provided by the organizer for an event are to be removed immediately upon completion of the event. All articles left on City of Toronto property will be disposed of within 24 hours after the event. Event organizer may incur additional costs for disposal.*
- *To ensure that your event is a success we request that details be finalized at least two weeks prior to the function date.*
- *Failure to comply with the terms & conditions can result in the suspension of the organization's account*

Accessibility

All City of Toronto properties are public facilities, and therefore, we request that no event block or hinder the normal passageways for pedestrians and emergency vehicles

Admission Fees

No individual or group fees can be charged for events held on City of Toronto property.

Alcoholic Beverages

Alcoholic beverages can only be served and/or consumed in the licensed premises, under a Special Occasion's Permit and/or a Caterer's Endorsement License.

To sell alcoholic beverages, the Event Organizer must:

- Comply with the City of Toronto [Municipal Alcohol Policy](#)
- Obtain a [Special Occasions Permit](#) from the Alcohol and Gaming Commission of Ontario, 55 Lake Shore Blvd East, Toronto, Ontario M5E 1A4; 416-365-5900
- Obtain Toronto Council Approval. Contact the Facility Event Coordinator for details.
- Obtain a minimal of \$2,000,000 Certificate of Insurance for comprehensive liability coverage for the event (See insurance section of these guidelines)

Initials: _____

Animals

Exotic animals are not permitted on City of Toronto property. The list of prohibited animals is extensive and includes monkeys, all felines, except domestic cats, all-venomous reptiles and elephants. Please refer to the [Prohibited Animals list](#) from Municipal Licensing & Standards:

Anti-Hate

Public space, facilities and properties within the jurisdiction of the City of Toronto, and owned or leased by recipients of City grants will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, color, citizenship, religion, age, sex, marital status, family status, sexual orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy.

The City of Toronto (through its Facilities Management Division, as well as through incorporating the above statement in contracts/agreements with recipients of City grants) requests potential users of public space to certify that they will not be conducting any business that violates the Criminal Code of Canada - hate propaganda laws and human rights act.

Amplified Sound

The event organizer is responsible for adhering to the City of Toronto Sound Bylaw. A sound meter is to be used to monitor decibel level at all times.

Amplified sound may not be permitted in public spaces during business hours as it may interfere with building operations. The type and timing of sound amplification systems and instrumentation must be discussed with and approved by the Facility Event Coordinator in advance of an event.

Balloons

Helium and regular balloons are permitted on City of Toronto properties for decorative purposes only. Please advise your Facility Event Coordinator if you will be decorating with balloons. The distribution and/or release of balloons is not permitted.

Barbecues

Only propane barbecues will be permitted in exterior squares, *provided the event organizer supplies one fire extinguisher per barbecue unit*. For safety reasons all components of a barbecue must be enclosed/fenced at all times. Protective ground cover may also be required.

Beauty Pageants or Contests

Activities which degrade men or women through sexual stereotyping, or exploit the bodies of men, women, boys or girls solely for the purpose of attracting attention are not permitted on any City of Toronto property.

Bottled Water: The City of Toronto does not permit the sale and/or distribution of bottled spring water.

Candles

Open-flamed candles and the burning of incense are not permitted on any City of Toronto property due to Fire Code Regulations.

Catering / Sale of Food

Exclusive or preferred Catering may be in place at the various civic centres. Therefore, outside food & beverage services are not allowed. Please discuss catering arrangements with the Facility Event Co-ordinator prior to making catering arrangements. Exceptions made to the venue catering policy must be preapproved by the onsite caterer and the Facility Event Coordinator. Failure to abide by these rules will result in booking account suspension. Please note that all catering equipment/services must be set-up and removed from the venue within the hours of the venue booking noted on the contract.

The sale of food is permitted only in support of City-wide initiatives and strategy, and with prior approval from the Facility Event Coordinator and [Toronto Public Health](mailto:publichealth@toronto.ca) at publichealth@toronto.ca. A copy of the Toronto Public Health approval will be required by the Facility Event Coordinator. Locations of such sales may be dictated and vary per venue.

Children

Children under the age of twelve are not to be left unattended on any City of Toronto property.

Damages

A location audit will be performed pre and post event and should there be any damages found, The event organizer/applicant will be responsible for any costs related to repairing the damage. The event organizer is liable for any loss or damage to the City of Toronto property or equipment. These costs are payable to the City of Toronto by the event organizer immediately upon receipt of an invoice.

Deliveries

All scheduling of loading and unloading privileges will be arranged based on availability and must be arranged at least two weeks in advance through a Facility Event Coordinator. Freight elevators may be used and are scheduled in specific time blocks based on availability. If you have to arrange deliveries outside City of Toronto hour of operations, a charge for additional staffing may be incurred by the organizer.

Displays, Literature, and/or Signs

All must adhere to the [Corporate Facilities Display Policy](#) and [Guidelines](#). Only pre-approved artwork, displays and signage can be exhibited. Artwork, display content, floorplans, supportive materials (such as Information Pamphlets), and audio-visual components must be submitted to a Facility Event Coordinator for approval at least two weeks in advance of the display date.

Signs are not to be affixed to any walls, pillars, windows, etc., on City of Toronto property. Signs may be placed on easels and/or display units.

Electrical Power

All electrical requirements and plans are to be presented two weeks prior to the event for approval by the Facility Event Coordinator. Additional electrical services may be made available upon request and additional costs may be incurred by the organizer. Please note that power access/resources vary per venue and may be limited. The organizer is responsible for providing pre-approved extension cords and cable matting. An ESA permit may be required by the [Electrical Safety Authority](#).

Initials: _____

Equipment

All in-house audio visual equipment and furniture (tables, chairs, lecterns, etc.) is available free of charge on a first come, first serve basis. Therefore, we suggest that any/all equipment required for your event be requested as soon as possible and no later than two weeks prior to the event to help ensure availability. Should you require technical support to assist with the set-up and/or operation of the in-house audio visual equipment for your event, a fee may be applied to the event organizer. Please speak with the Facility Event Coordinator for more details.

Fire

Any form of open flame is prohibited.

Fireworks

Fireworks are prohibited.

Flags

The desecration of flags or other national symbols is prohibited.

Fundraising

Selling items is permitted only as part of partnerships with a City Division or City-wide initiatives and strategy. Please enclose samples or sketches of all proposed items with your application. Selling or distributing items requires written authorization by a Divisional Lead as part of a partnership and will be restricted to designated tables. Please refer to the [Corporate Facilities Display Policy](#). Soliciting for donations is prohibited.

Insurance

The organizer of an event is responsible for obtaining the necessary Comprehensive General Liability Insurance coverage (if required). Should the event require liability insurance, the following provisions must be included:

- Minimum liability of \$2,000,000.00;
- The City of Toronto be named as an additional insured; and
- Cross liability/sever ability of interest clause.

Please provide a copy of the Certificate of Insurance to the applicable Facility Event Coordinator. You are also requested to sign a Save and Hold Harmless Clause prior to your event. This protects the Organization under the City of Toronto insurance plan if you events do not include any activities noted. Participants in your event may require waivers, if the event activity is deemed risk sensitive.

Internet & Wi-Fi

The City of Toronto now offers free public Wi-Fi in the public areas of City Hall and the Etobicoke, North York and Scarborough civic centres. Connect to "City_of_Toronto", accept the terms and conditions, and you will join the Wi-Fi network. No user name or password is required.

If you have trouble connecting, call 311 for assistance.

Initials: _____

The service will be provided during the hours the buildings are open to the public, not just during meetings of City Council and committees.

Here's a complete list of the free public Wi-Fi locations:

- *City Hall:* Ground floor, second floor and Council Chamber.
- *Etobicoke Civic Centre:* Council chamber, board/committee room, Councillors' offices and the basement meeting rooms.
- *North York Civic Centre:* Ground floor public areas, Council Chamber, committee rooms, Members' Lounge and Councillor's offices
- *Scarborough Civic Centre:* Ground floor rotunda, Council Chamber, committee rooms and Second Floor Councillors' offices.

Lighting

All City of Toronto properties have various lighting capabilities. Event specific requests must be submitted to the Facility Event Coordinator two weeks in advance of the event date. Please note that all properties have emergency lighting, which cannot be dimmed or turned off.

Lost, Stolen or Misplaced Articles

The City of Toronto is not responsible for any stolen or misplaced items left on the property.

Megaphones

Megaphones are prohibited.

Media

The applicant is responsible for the issuing of any press release or public service announcements unless the event is co-sponsored by the City of Toronto.

Non Discrimination Policy

All event organizers are required to complete and sign the attached Declaration of a Non Discrimination Policy.

Occupancy Loads

All public spaces have individual maximum occupancy capacities and loads based on the Fire and Building Code Regulations and are not to be exceeded. Please contact Facility Event Coordinator for details.

Parking

Parking is not provided at any City of Toronto property. Deliveries (see "deliveries" section) may be arranged via temporary parking permits; however, we request that all vehicles be removed promptly after loading and/or unloading. All unauthorized vehicles on any City of Toronto property will be tagged and/or towed at the owner's expense.

Parade Permit

If your event includes a parade on the street, please contact Toronto Police, Traffic Services – Parade and Special Events at 416-808-1973 to obtain a parade permit.

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Proclamations

Request for [proclamations and letters](#) of greeting should be addressed to: Mayor's Office, City of Toronto, 2nd Floor, City Hall, Toronto, Ontario M5H 2N2.

Placards

Placards and/or picket signs are not permitted on any City of Toronto property.

Raffles

A license is required for raffles and is available through the Lottery Licenses Office of the City Clerk's Office by e-mailing clerk@toronto.ca, calling 416-392-8016 or visiting their [website](#).

Reservation of Space

To make a reservation, an active Public Space Booking Account is required through an [online application](#). Once an account is active, the booking is made through 311 Facility Booking by emailing a letter of intent placed on organization letterhead to facilities_customer_support@toronto.ca. Depending on the complexity and needs of the event, a Facility Event Coordinator may be involved.

External organizations are entitled to two (2) advance bookings per year, however, should your organization require additional meeting dates please contact our office no earlier than 3 weeks prior to your meeting date of interest (letter of intent to be placed on organizational letterhead and emailed/ faxed/mailed/hand delivered to our office

Rules & Regulations

The organizer must comply with all applicable City of Toronto rules, regulations and by-laws. Failure to comply will result in the event being cancelled and possibly the booking account being suspended.

Safety and Security

For safety and security reasons, all exits, stairwells and security/reception desks must remain accessible at all times. All security and life safety requirements for events on City property must be coordinated through Facility Event Coordinator and in conjunction with the Supervisor of Security Services. Should the event organizer(s), or the City of Toronto Customer Service Staff deem it necessary that a third party security guard provide security services upon City property, only a security service as outlined under the Private Security and Investigative Services Act may be contracted.

1. The Security Company must be the holder of a licence to engage in the business of selling the services of security guards.
2. The Security Guard must be the holder of a licence to act as a security guard.
3. The Security Guard must have successfully complied with all required training.
4. The Security Guard, or every person who is acting as a security guard, or holding himself or herself out as one shall wear a uniform that complies with the regulations.

All guards who are hired to perform security services upon the City of Toronto properties shall be compensated as required under the City of Toronto's Fair Wage Policy.

The Fair Wage Policy can be found at:

http://www.toronto.ca/fairwage/pdf/03_04_fairwagepolicy.pdf

The Fair Wage Schedule can be found at:

http://www.toronto.ca/fairwage/pdf/03_04_schedule_general.pdf

Sales

Selling or distributing t-shirts, buttons, posters, books, magazines, crafts, or other items is permitted only in support of City initiatives and programs. Please enclose samples or photos/sketches of all proposed items with your event application. Selling or distributing items *within* civic buildings requires a partnership with a City Division. Please contact the Facility Event Coordinator for more details.

Scented Products

Scented products such as cosmetics, fragrances, hair sprays, deodorants, shampoos, lotions, body gels, laundry detergents and fabric softeners may trigger sensitivities or aggravate asthma, allergies and other medical conditions in certain individuals. Wherever practicable, eliminate use of these scented products and use unscented safe alternatives.

Smoking

The No Smoking By-Law No. 406-79 (in public spaces) is enforced on any City of Toronto property. Please be advised that anyone caught smoking will be dismissed from the premises, personal fines and/or the termination of the event.

Sports

Sports events must meet all safety requirements. If approved, each participant must sign a waiver prior to the event. All detail must be discussed and submitted to the Facility Event Coordinator for approval at least 2 weeks prior to event date.

Staffing Costs

Additional City of Toronto staff may be required to support the production of an event at a cost to the organizer. After finalization of event detail, the Facility Event Coordinator will forward specific staff requirements. The rates for the following City staff are available [online](#) or from the Facility Event Coordinator, and are applied in order to recoup costs associated with hosting your event. Staffing rates will be increased yearly based on the annual rate of inflation in order to ensure full cost recovery. Staff required for your event could include:

Audio/Visual Technician	Facility Event Coordinator
Electrician	Foreperson
Custodial Personnel	Security Guard
Building Operator	Event Logistics Personnel

Storage

Storage facility/space is not provided on any City of Toronto property.

Vehicles

Access to the venue must be requested and arranged in advance. Vehicle weight will be required as weight restrictions are in effect.

Initials: _____

Only vehicles essential to the operation of the event will be permitted on the property and written approval must be received for the Facility Event Coordinator in advance. Parking is permitted only for loading and unloading purposes.

The speed limit must not exceed 8km/hour. All vehicles must have their hazard lights on and must be escorted on and off the property. Drivers are required to report to the Security Desk to gain access and require approved City escort.

Please specify anticipated arrival and departure times, license plate numbers, size, weight, and number of axles for each vehicle when completing the application. Without this information, it is not guaranteed that vehicles will be permitted to park.

Waste / Recycling Management

The City of Toronto has a 70% waste diversion bylaw; event organizers, applicants and attendees using City facilities are obliged to comply with this bylaw. Information available at <http://www.toronto.ca/recycle>. Event organizers/applicants are asked to communicate the City's waste management expectations in their event promotions and communications.

IMPORTANT INFORMATION

1. If at any time an organization or an organization's meetings, events, displays, or other activities associated with the use of the City Civic Centre do not comply with any City Policy, including but not limited to the Corporate Facilities Display Policy, the Terms and Conditions, and the Human Rights and Anti-Harassment/Discrimination Policy, the City may at its sole discretion:
 - a. Place a hold on the organization's ability to book any Civic Centre Public Space, until the organization complies with all City Policies;
 - b. Suspend the organization's account;
 - c. Refuse any request to book Civic Centre Public Space, until the organization complies with all City Policies; or
 - d. Cancel any meeting or event, remove any displays, signage, information or any materials erected in a Civic Centre Public Space without notice.
2. Tentative booking of a date does not guarantee permission to hold your event. Your event is confirmed only when you receive a Permit once all information is received and approved.
3. Please be advised that due to legislative requirements and/or emergencies, scheduled meetings/events may be cancelled and/or moved to an alternate date or location via last minute notification.
4. The organization agrees that a decision made under sections 1, 2 and 3 are final and shall save and hold harmless the City, its officers, employees, agents, members of Council and the Mayor of any loss or damage associated with a decision made under sections 1, 2 and 3.

Initials: _____

Facility Event Coordinators

If you have questions about the content of this document, the production of your meeting, event, display or venue, you may contact the Facility Event Coordinator at each of the [Civic Centres](#).

City Hall	416-397-0816
City of Toronto Archives	416-397-7199
East York Civic Centre	416-396-7766
Etobicoke Civic Centre	416-397-9887
Metro Hall & David Pecaut Square	416-397-9887
North York Civic Centre & Memorial Hall	416-395-6905
Old City Hall	416-397-0816
Scarborough Civic Centre & Albert Campbell Square	416-396-7766
York Civic Centre	416-397-9632

My signature below certifies that I have read and understood the Terms and Conditions for Use of Public Spaces and agree to abide by these conditions.

Name of Organization

Applicant Name (please print)

Position in Organization

Signature of applicant (Must be 19 years of age or over)

Date

Initials: _____