

	OCC – Room Usage Agreement	Office of the City Clerk										
<h2 style="margin: 0;">Room Usage Agreement</h2>												
Contact Information (to be completed by the applicant)		SECTION 1										
Name/Organization _____ Address _____ City _____ Postal Code _____ Contact Person _____ Position _____ Telephone (Primary) _____ (Alternate) _____ Email Address _____ Website _____ Type of Organization: Non-Profit/Charitable Group Labour/Trade Union Business/Trade Association Government Registered Non-Profit Group: Yes No Registration Number _____												
Event Particulars		SECTION 2										
Date(s) Requested _____ Location: Foran Greene Room Wyatt Hall Wyatt Hall & Foran Greene Room Start Time _____ End Time _____ (include time to set up and clean up) Type of Event: Meeting Reception Luncheon/Dinner Other If Other, specify _____ No. of Attendees _____ Caterer: Yes No If Yes, name _____												
Items Included in Rental		SECTION 3										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Dishes/Cutlery</td> <td>25 Round Tables</td> </tr> <tr> <td>Glasses/Wine Glasses</td> <td>12 Rectangle Tables</td> </tr> <tr> <td>Water Jugs</td> <td>190 Chairs</td> </tr> <tr> <td>Coffee Urns</td> <td>Audio/Visual</td> </tr> <tr> <td>Dishwasher</td> <td>Stove</td> </tr> </table>			Dishes/Cutlery	25 Round Tables	Glasses/Wine Glasses	12 Rectangle Tables	Water Jugs	190 Chairs	Coffee Urns	Audio/Visual	Dishwasher	Stove
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User Fees (rate per day)

SECTION 4

Hourly	Free of Charge	\$60
# of Hours	Non-Profit Organization	Regular Group
1	\$0	\$69.00
1.5	\$0	\$103.50
2	\$0	\$138.00
2.5	\$0	\$172.50
3	\$0	\$207.00
3.5	\$0	\$241.50
4	\$0	\$276.00
4.5	\$0	\$310.50
5 and over	\$0	\$345.00

HST is included in the above rates

Terms and Conditions of Use

SECTION 5

1. If the contact person listed on this Agreement changes, the City must be advised.
2. The City of St. John’s reserves the right to refuse bookings to any person and/or group.
3. A site visit is recommended for first-time users. Contact the City to arrange an appointment to view.
- 4. The City reserves the right to cancel an event should a civic priority occur.**
5. The City reserves the right, in consultation with our corporate security staff, to hire additional security staff for an event and all associated costs will be the responsibility of the user group.
6. All reservations are booked on a first-come, first-served basis, subject to room availability.
7. Groups must strictly adhere to booked meeting times. The time(s) booked for use must include the time required to set up and clean up.
8. All requirements (other than those listed) are the responsibility of the user group.
9. Parking is NOT available in the City Hall parking garage during regular working hours. The availability of parking after working hours is dependent on Mary Brown’s Center’s event schedule.
10. As per the Fire Protection Services Act, the total number of people entering the room should not exceed:
 - a. 195 people when using a combination 187 people at tables and 8 staff, or;
 - b. 371 people when using a combination of 363 people standing and 8 staff.

11. The sale of liquor is strictly prohibited. If a group intends to serve alcohol, they must adhere to Hosting Guidelines (noted below) and obtain a Special Event License from the Newfoundland and Labrador Liquor Corporation.

Hosting Guidelines

The City of St. John's promotes the health and safety of all guests at events held on City premises. Caterers must include professional/trained servers.

Hosts must ensure that attendees are served a maximum of three (3) standard alcoholic drinks;

- be present throughout the event, or ensure a designate is on site and listed as such with the permit;
- ensure the event attendance capacity does not exceed limit of permit;
- ensure fire exits are well marked, unobstructed and functional;
- act as the sole contact with the servers during the function regarding opening and closing times, food/beverage arrangements, etc;
- ensure bars are attended at all times;
- ensure alcohol is not served to individuals who are underage or appear to be intoxicated;
- take steps to prevent abusive or unsafe behavior;
- take steps to prevent an apparently intoxicated attendee from driving after the function;
- provide designated driver program, or alternate transportation or accommodation where necessary;
- contact the police if an incident occurs or an attendee disregards advice and attempts to drive in an intoxicated state; and
- ensure there are no games that encourage excessive drinking.

In all situations, events will be managed in a way that avoids the potential for accidents, including identifying and eliminating potentially harmful situations.

Responsible serving practices will include providing food and non-alcoholic drinks, including coffee and tea.

Any hosting situation that results in inappropriate behaviour or risk to health and safety of attendees or the community will result in the user group being barred from future use of the room.

12. The use of candles and/or open flame is strictly prohibited.

13. The use of deep fryers is strictly prohibited. It is the responsibility of the user group to advise its caterer accordingly.

14. When using audio-visual equipment, every effort must be made to prevent tripping hazards by taping wires to the floor.

15. User groups are responsible for their own set up and are required to leave the room in the same condition it was found.

16. USERS MUST PROVIDE THEIR OWN INSURANCE. Proof of a \$2 million Commercial General Liability Policy (CGL) must be provided, and the City must be named as an additional insured within 30 days’ notice of cancellation. NO BOOKING WILL BE CONSIDERED AS CONFIRMED WITHOUT PROOF OF INSURANCE. IF NOT RECEIVED FIVE DAYS PRIOR TO THE EVENT DATE, THE RESERVATION WILL BE CANCELLED.

Further:

- if food is served, the CGL would have to include products liability.
- if liquor is served, the CGL would have to include host liquor liability. (Please note term no. 11 and condition of use).

17. THE USERS OF THE ROOM WILL NOT HAVE ACCESS TO SUPPORT. We strongly recommend that users contact the Office of the City Clerk to arrange for a walk through prior to the scheduled event, particularly first-time users.

18. All requests for room bookings must be made a minimum of seven days prior to an event.

Declaration

SECTION 6

I have read, understand and agree to the Terms and Conditions of Use as noted above, and I have the authority to bind the organization.

Signature _____ Date _____

Attached is the Proof of Insurance as requested in no. 16 of the Terms and Conditions of Use.

If your group is serving liquor, a copy of the Special Event License must be attached.

Privacy Notice

SECTION 7

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your room usage request. Questions about the collection and use of the information may be directed to the City Clerk by telephone: 709-576-8202 or email: cityclerk@stjohns.ca.

Please send completed form to:

Office of the City Clerk
Fourth Floor City Hall
P.O. Box 908, 10 New Gower Street
St. John’s, NL A1C 5M2

For further information:
Phone: 709-576-8229
Email: civicfunctions@stjohns.ca