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|  | <b>POLICY</b>                             |                  |
|   | <b>No.</b>                                | <b>Page 1 of</b> |
| <b>SUBJECT:</b>   | Public Use of City Hall                   |                  |
| <b>PREPARED BY:</b>   | Citizen Engagement and Strategic Planning |                  |
| <b>AUTHORIZED BY:</b>   |   |                  |
| <b>EFFECTIVE DATE:</b>  | <b>REVISION DATE:</b>                     |                  |

## A. PURPOSE

City Hall is a resource for citizens, and is open to the public, representing the community's relationship with their local government and City operations. In order to continue to provide citizens with a better connection to their local government and be responsive to community requests, members of the public can book spaces in City Hall for meetings and events.

Some considerations of this policy include:

- Ensuring that day-to-day business of City Hall is not impacted by external use
- Ensuring that the frequency and timing of events does not overwhelm staff capacity
- Ensuring insurance requirements are met
- Ensuring sufficient and appropriate staffing requirements are considered
- A clear process and usage guidelines for booking the space
- Ensuring a clear understanding of acceptable use of equipment, and equipment availability room availability
- Ensuring meeting room availability for internal purposes
- Staff ability and mechanism to approve or reject event requests based on suitability and capacity impacts
- Associated fees if applicable

Event approval will be determined by this policy, or at the discretion of the City Manager.

With the exception of weddings, it is the intention of this policy that use of City Hall is cost-neutral to the taxpayers. Private weddings will be subject to a room rental fee.

Any use of public space must comply and be consistent with federal and provincial legislation and any applicable City bylaws, plans or agreements.

## B. DEFINITIONS

**Normal operations of City Hall** is defined as activities that directly relate to advancement or achievement of the City's goals and objectives, and which are not perceived to be of direct and personal benefit to an individual.

**Commercial use** is any use that generates income for a business. It does not include uses by non-profit or not-for-profit organizations.

**Non-commercial use** is any use by non-profit or not-for-profit organizations, including uses that raise funds for the organization.

**Client** refers to the booking organization or individual.

**Staff** refers to City of Victoria staff.

## C. POLICY

### Administration

The Mayor/City Manager's Office staff will be responsible for the administration of City Hall bookings. Staff will have the sole discretion to approve or reject event bookings based on the suitability of the event, and capacity impacts. Suitable events may not be approved based on the frequency or timing of other previously booked events.

### Client

The event must be non-commercial, and the requesting organization must be one whose mandate and activities will not discriminate against any individual or group as outlined in the [BC Human Rights Code](#).

Commercial activities, registered political parties, or public rallies will not be permitted to rent space inside City Hall. Filming for television and movies is not included in the policy, but continues to be subject to the City's Film Production Guidelines and Application.

### Event Activities

Acceptable events include, but are not limited to:

- Community group meetings
- Non-profit events
- Workshops
- Seminars
- Arts and culture related events
- Documentary screenings
- Private weddings

Other uses will be considered.

The following types of events are **not** permitted at City Hall:

- Commercial activities involving retailing and/or merchandising
- Memorials inside Council Chambers
- Non-licensed gambling or gaming activities
- Preaching or activities that aim to convert or recruit someone to join a religion, cause or group
- Public rallies or demonstrations inside City Hall
- Registered political party events or displays

Events open to the general public as well as ticketed events that conform with the above uses (i.e. supporting non-profit organizations) are acceptable.

City staff will have discretion over the suitability of uses not noted here. When events are determined to be unsuitable for City Hall use, staff may provide information on alternative locations in Victoria, wherever possible. Bookings are subject to cancellation should City business/operations cause a conflict. Clients will be advised of this possibility in advance, and all possible accommodations will be to accommodate the event in another space.

### **Art Shows**

Art show requests to City Hall must be requested through a non-commercial organization or group, and not for any one individual artist. The City reserves the right to decline art shows or installations; City Hall shall remain a comfortable and welcoming place for all citizens and requests for art installations or displays should be consistent with that understanding.

### **Private Weddings**

Private weddings may be booked during regular business hours only, in Council Chambers. As with other events, these bookings are subject to cancellation should City business/operations cause a time conflict. Weddings may hold up to 25 guests. Finger food catering is allowed and must be arranged by the client. Audio speakers may be provided for music. Licences and marriage commissioners must be arranged by the client. The total length for a wedding ceremony room booking shall be up to one hour. The cost for this booking will be \$150.

### **Bookings**

Process for Booking:

- Application form and guidelines are available online
- Send the completed application form to [cityhallbookings@victoria.ca](mailto:cityhallbookings@victoria.ca)
- Staff will be in contact within five business days to discuss requirements and confirm availability
- A rental agreement must be signed, including indemnity, release and proof of insurance
- All bookings must be arranged a minimum of 10 business days prior to the event

The normal operations of City Hall must not be impacted by external use. This includes, but is not limited to:

- Day-to-day operations of City Hall, including the Development Centre and Public Service Centre
- Meetings of Council
- Centennial Square programming
- City-organized events or workshops
- Availability of staff resources to support the event, from booking to on-site logistics

Bookings will be allotted on a first come, first served basis. Recurring bookings will be considered if room availability permits.

Events bookings will generally not be considered for Thursdays, to ensure minimal disruption to Council business and avoid potential room conflicts.

### **Costs**

Generally, meeting space will be provided free of charge during regular business hours. For after-hours events, the Client will be charged for cost recovery.

- Estimated costs for events on weekday evenings are **\$0 to \$250**, depending on nature of the event and staffing needed.

- Estimated costs for events on weekend days of 4 hours or less are **\$500**
- Estimated costs for events on weekend days up to 8 hours are **\$1,000**
- Estimated costs for events on weekend days for more than 8 hours, including any set up and tear down on additional days are **\$1,500**

Costs above include any building security, IT, event staffing or labour costs for set up and take down, and other staffing outside of normal business hours.

The City reserves the right to set level of service required and the resulting charges, based on the nature and size of the activity. Any charges will be identified and agreed upon ahead of the event. Private weddings will be charged a fee for room usage.

### **Staffing**

Events will be staffed by at least one representative from the client organization. The City may require additional staffing from the client based on the size and complexity of the event.

City staffing will comply with the collective agreement.

### **Equipment and Room Responsibility**

The organizer will be responsible for returning the site and any City equipment to its original clean condition following the event. The organizer will be liable for any damage done to the site or City equipment during the event.

### **Proof of Insurance/Liability**

The City requires that the organizer provide proof of a valid public liability insurance policy of at least \$2,000,000 against claims for personal injury, death or property damage occurring upon, in or about the venue. The policy will include the City of Victoria as an additional insured and contain a cross liability clause.

If an organization's ability to meet the necessary insurance requirements is limited, insurance may be obtainable through the City. Additional information is available on this option.

In signing the rental agreement, the organizer agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the venue by the organizer.

Any damages incurred as a result of special events will be assessed by the City.

### **Acceptance of Terms and Conditions**

A signed application form is required, indicating the terms and conditions are understood and met. A signed agreement form will also be required after the City and the client determine the appropriate staffing and equipment needs, and related costs.