

# 2018 City Hall Information Package

Thank You for choosing Kitchener City Hall to host your special event. We look forward to working with you to make your event a success. In order to provide you with an accurate cost estimate and help to ensure the success of your programme, **we require the following information** about your event **at least three weeks prior to your date:**

1. A detailed list of your technical and equipment requirements (tables, chairs, microphones, sound and lighting, etc.)
2. A site map or floor plan indicating your event set-up in detail. Be specific!
3. A detailed set-up schedule, including dates and times of all deliveries to the Civic Square and Rotunda, and the time you require your set-up to be completed.
4. An event running schedule, which indicates exactly how your program will run from beginning to end.
5. A description of any sale items, food or licensed event, and to provide the office with copies of relevant permits
6. Copies of all publicity and promotional information pertaining to your event.

For further information, please call: City Hall Facility Scheduler at 519-741-2200 ext 7488

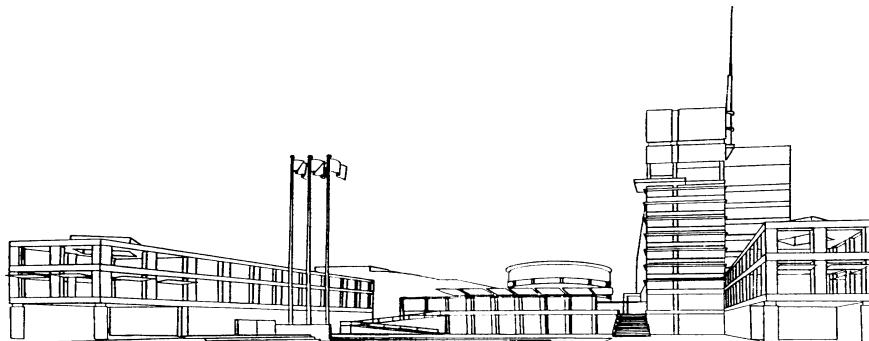
## Kitchener City Hall Hours:

**Open to the Public:** Monday - Saturday 7 a.m. - 1 a.m.  
Sunday & Holidays 9 a.m. - 12 a.m.

## Underground Parking Garage:

Monday – Friday 6:00 am - 12:00am **Cost:** First 2 hours - \$3.20  
Saturday, Sunday & Holidays 6:00 am - 1:00am Each additional ½ hr - \$1.65

Maximum: \$14.50 per day Monday - Saturday  
Sunday Free



# KITCHENER CITY HALL FEES SCHEDULE

## Rotunda (Main Flr) & Duke Street Lobby (2<sup>nd</sup> Flr)

RATES INCLUDE HST & ARE SUBJECT TO CHANGE

Prices are based on basic setup which includes: portable or full sound system, tables, chairs, stage and podium.

Level 1 – up to 100 in attendance - \$393.87 per day	Level 3 – up to 300 in attendance - \$593.91 per day
Level 2 – up to 200 in attendance - \$501.98 per day	Level 4 – from 301 in attendance - \$699.55 per day

EXTRA COSTS (Determined by City Staff) OR SPECIAL REQUESTS FOR: SETUP/TAKE DOWN, CLEAN UP, TECHNICAL SUPPORT OR SECURITY, **WILL REQUIRE EXTRA FEE CHARGES THAT ARE THE RESPONSIBILITY OF THE USER GROUP.**

## Meeting Rooms – AV Equipment not available (except Council Chambers)

<b>Council Chambers (2nd floor)</b>	\$236.10 for first 3 hours (min) AND \$56.51 each additional hour
<b>AV Equipment Use (with staffing)</b>	\$334.25 for first 3 hours AND \$93.85 each additional hour + staff

**No food or drink allowed in Council Chambers – only bottled water**

**Conestoga Room (Main Level)** \$85.10 for first 3 hours (min) AND \$23.01 each additional hour

**Heritage Room (Main Level)** \$75.81 for first 3 hours (min) AND \$23.01 each additional hour

**Schmalz Room (2<sup>nd</sup> Floor)** \$75.15 for first 3 hours ( min ) and \$25.46 each additional hour

**Learning Room (2<sup>nd</sup> Floor )** \$75.81 for first 3 hours ( min ) and \$25.46 each additional hour

## Carl Zehr Square (outdoors)

Prices are based on basic setup which includes: portable or full sound system, tables, chairs, stage and podium.

Level 1 – up to 100 in attendance - \$200.68 per day	Level 2 – up to 200 in attendance - \$300.70 per day
Level 3 – up to 300 in attendance - \$398.26 per day	Level 4 – 301 or more in attendance - \$503.23 per day

EXTRA COSTS (Determined by City Staff) OR SPECIAL REQUESTS FOR: SETUP/TAKE DOWN, CLEAN UP, TECHNICAL SUPPORT OR SECURITY, **WILL REQUIRE EXTRA FEE CHARGES THAT ARE THE RESPONSIBILITY OF THE USER GROUP.**

## Extra Fee Charges if applicable

Security	TBD	
Rotunda light adjustments	\$150.35	Parking voucher
Custodial	\$30.00/hour	Rental attendant
Garbage disposal unit	TBD	Varies
		\$26.06/hour

## Reservations, Payment and Deposit

### To reserve a date for a meeting room, Rotunda or Carl Zehr Square at Kitchener City Hall:

A Facility Rental Agreement together with Terms and Conditions must be signed and returned

A deposit of \$200 (\$100 is non-refundable) is due immediately.

Final Payment is due 14 days prior to the event.

Payment can be made by Cash, Cheque (Payable to the City of Kitchener), Visa/MasterCard and Debit Signed Agreement and Payment must be directed to the Facility Scheduler, 7<sup>th</sup> floor of Kitchener City Hall

## CITY HALL FACILITY INFORMATION

### ROTUNDA (Ground Floor)

The rotunda can accommodate musical or theatre performances as well as community events. It may also be used as a display area for awards, artists, and community information. This area includes a kitchen with running water, fridge, stove and 1 electrical outlet. On the second level, there is a coat check room available for use.

Capacity inside rotunda: (As per Ontario Fire Code Regulations)

- 60 feet in diameter and 255 square metres
- 9'-10' spacing between wooden pillar columns
- Seating (non fixed) is 200 max.
- Seating with tables is 180 max.
- Standing room is 220 max.
- Dining (with alcohol) is 150 max.

**Note:** These numbers may vary with the size of stage required at the front of the room, and the set-up of the room.

Floor Area Outside Rotunda: (As per Ontario Fire Code Regulations)

- 648 square metres for standing room of an additional 200 people.
- Dining (with alcohol) is 100 persons.

### DUKE STREET LOBBY (Second Floor) and North, East and South Council Chamber

- 443 square metres
- Seating (non-fixed) is 80 max.
- Seating with tables is 50 max.
- Standing room is 200 people max.
- Dining (with alcohol) is 60 people

### CARL ZEHR SQUARE

The Square is located in the block bounded by Young Street, College Street, Duke and King Streets. This public space is designed to be a focal point for the City - a place where public events will happen and where the community can come together. For public safety reasons, **roller blades and skate boards are not allowed on the Square.**

Capacity:

- 1,350 square metres - Standing Room: 1,000 people

Stage:

- 30 ft. x 16 ft.

Reflecting Pool:

- 55 ft. x 110 ft. – 6,800 sq ft approx.
- the pool features five powerful jets which turn the pool into a fountain

#### Winter Rink:

- Operating from November to March the pool becomes an outdoor ice rink. Public skating is encouraged but for safety reasons, no hockey or other games will be allowed on the ice. Capacity for the rink is approximately 50 to 75.
- Daily hours of operation are 9:00 am to 10:00 pm.

This area is lit during winter and change rooms are available. Sledges and wheelchair skates are available to persons with mobility issues by asking the rink attendant.

## DESCRIPTION OF ROOMS IN CITY HALL

### COUNCIL CHAMBERS

(Second Floor)

- Reminiscent of a Roman amphitheatre.
- Seating for 150 people, seats per section: 18,38,38,38,18
- Standing room for another 50.
- Equipped with: Built-in sound, light and audio-visual system, VCR, Slide Projector, Document Viewer, Lap top connection, Drop-down screen, Hearing assistance system.

### CONESTOGA ROOM

(Ground Floor)

- Seating for 70. 6 tables(7'x3',movable) with 16 chairs around
- 60 chairs theatre style behind tables
- 2 tables (7'x2',movable) off to the side.
- 118 square metres of floor space. Room is 40' long x 32'wide
- Equipped with: drop down screen, wall mounted white board and flip chart, built-in sound system, dimming light system, hearing assistance system

### HERITAGE ROOM

(Ground Floor)

- Seating for 55. 15 around the horseshoe table (stationary)
- 35 chairs theatre style behind table, 5 chairs with table inside horseshoe area
- Equipped with: wall mounted white board and flip chart. Drop down screen, built-in sound system, dimming light system, hearing assistance system.

### SCHMALZ ROOM

(Second Floor)

- One boardroom table with seating for 16 persons & 11 side chairs.
- Equipped with: wall mounted white board and flip chart. Drop down screen, dimming light system.
- **No heating/air conditioning circulation from 10pm Friday to 5am Monday.**

### LEARNING ROOM

(Second Floor)

- 83 square metres of floor space
- Classroom style - 28 chairs around 14 - 5' rectangular tables, 6 extra chairs
- Equipped with: drop down screen, flip chart, natural light.
- **No heating/air conditioning circulation from 10pm Friday to 5am Monday**

# ABOUT KITCHENER CITY HALL

We are pleased that you have chosen Kitchener City Hall as the venue of your event. The information that follows is designed to help you plan a successful event at Kitchener City Hall.

## SMOKE FREE PUBLIC BUILDING

When you book Kitchener City Hall for your special event, remember that it is a public building and the general public is welcome. People use the underground parking garage, and the elevators to get to street level. If you are charging admission, or serving food at your event, you may want to have additional volunteers present to ensure that the general public does not take advantage of your hospitality!

## RENTAL ATTENDANT

**Mandatory:** Responsible for setup/takedown/equipment/monitoring event/operating sound system and storage. Facilitating client needs during the setup/decorating/event process as well maintain washrooms, and general light cleaning. Ensures the event complies with City Policies.

## FACILITY MANAGEMENT (Custodial)

**Mandatory:** Responsible for the overall and final cleaning of the building and washrooms (areas used by the event). Power wash Civic Square; Hanging banners in/outdoor; Use of hydraulic lift; Special lighting requirements - OTHER special requests.

## TRAFFIC

The Traffic Department is responsible for road closure and parade(walk) arrangements. Contact 519-741-2373.

## SECURITY

If required, we can arrange for additional security for your event. It must be arranged **at least three weeks in advance.**

## LIABILITY INSURANCE

\$2 million Commercial General Liability including Liquor Extension and Premises are required for all licensed events.

\$2 million Unlicensed Liability Insurance required for all high risk events (determined by city staff).

Applicant **MUST** provide a certified copy of policy naming the "Corporation of the City of Kitchener as an Additional Insured" at least **two weeks before the date of the function.**

## ALCOHOL EVENTS

The City requires a copy of Special Occasion Permit (Liquor Licence) at least **30 DAYS prior to the event date.** All Special Occasion Permit events must have one Smart Serve trained bartender for every 125 patrons in attendance. Contact the Alcohol and Gaming Commission for more information at 1-800-668-5226 or see your local LCBO for prices. City of Kitchener Municipal Alcohol Policy is available upon request.

## FOOD & MERCHANDISE PERMITS

Temporary Vendor's: Sale of goods, wares, merchandise, or service.

Place of refreshment: Sale of foods/drink items.

Contact Corporate Services – Licensing Dept at 519-741-2275

Food that will be free or a donation accepted will not require license

The Regional Community Health Department must be notified if food will be served. Call 519-883-2008 for more information

IN ALL CASES, YOU MUST NOTIFY THE LICENCE OFFICE OF SALES & RELATED DETAILS.

## **RECYCLING & WASTE DISPOSAL**

Please contact us for further information

## **TENTS – A license may be required**

Tents larger than 20' x 30' require a permit from the Building Division, 5th floor.

Please contact Permit Administration, at 519-741-2433

## **GAS FIRED BARBECUES – A vendor license and liability insurance will be required**

Please contact the Fire Department at 519-741-2495 for more information.

Barbecues **must** meet the code requirements as specified in the Ontario Propane Code, Ontario Regulation 825/82. This is an annual requirement.

The barbecue must be tested and approved by a licensed gas fitter and a final signature must be obtained from the Fire Chief before the barbecue may be used at the event.

The Kitchener Fire Prevention Bureau requires - a 2A 10BC, U.L.C. approved fire extinguisher at each barbecue. It must be shall be tagged and dated by a qualified service person. This is an annual requirement.

Barbecues shall not be within 10 feet of a tent, wooden fence or beneath a combustible roof, overhang or even a low tree. It is unlawful to operate a barbecue within 10 feet of a combustible wall or widow (open or closed) of a building and shall not obstruct the means of egress, exit doors or fire routes.

**A cover MUST be placed under and or behind all barbecues to protect against rips/spills/splashes.**

## **FIRE CODE REGULATION**

Non-fixed seating in an assembly occupancy shall be arranged as:

1. Aisles leading to exits shall be provided so that there are not more than 7 seats between any seat and the nearest aisle.
2. The minimum clear width of aisles shall be at least 1.1m, but shall not be less than the required exit widths as determined by the Building Code.
3. Aisles required may be reduced in width to .75m when serving 60 seats or less, or .914m when serving seats on one side only.
4. When the occupant load exceeds 100 persons, the seats shall be fastened in units of not less than 4 or more than 12 seats.

## **PARKING GARAGE**

- 442 parking spaces in the City Hall garage
- 24 hour parking with regular patrols by City Hall Security staff.
- Parking Options available
- After 6:00 pm free parking available on surface lots in various locations. Please contact us for further details.

## **LOADING DOCK**

The loading dock is located off Young Street beside the underground parking entry. A buzzer, located on the exterior wall just outside of the loading dock doors will alert Security desk that entry to the loading dock entrance is required. For use of the loading dock, please contact us. **Do not leave your car parked in the loading area.**

## USE OF THE LOBBY/ART DISPLAYS/DISPLAY CABINETS

**Rotunda Gallery** - This area is behind the Rotunda and is used for art exhibits -. Please contact Arts & Culture Co-ordinator at 519-741-3400 x3381 for more information.

There are six **Display Cabinets** available to the community for exhibit purposes. Three cabinets are located on the ground level beside the Rotunda, and three cabinets are located on the second level beside the Schmalz Room. Each cabinet is 48" high x 41" wide x 18 ½ " deep. These areas **are booked independently** of the Rotunda, **please contact the Facility Scheduler at 519-741-2200 ext 7488 for further information.**

## STAGING

There are stage sections available: 6 = 4' x 8', 2 = 6' x 8' (carpeted), black skirting and steps.

## SOUND SYSTEM

Kitchener City Hall has a complete sound system which is available for your event. Speakers/Monitor, Amp/Mixer/Cassette/CD, 6 Microphones (4 corded and 2 wireless).

**The sound system must be set up and operated by trained City Hall staff.**

## LIGHTING

If you would like the Rotunda lobby or second floor area dimmed for a performance atmosphere please make arrangements with us in advance. We are pleased to help, but remember the area must remain lit for security purposes. (Please note: lights must to be 'dimmed' or 'on')

The lighting in the Rotunda is controlled by dimmer switches. This is not theatre type lighting, but it can serve some purposes. Feel free to make arrangements to come in the evening to view it.

## ELECTRICAL AVAILABILITY

Standard household 120 volt, 15 amp outlets are available in a variety of locations in the Rotunda.

### (Ground floor)

- 22 circuits are provided within the Rotunda posts/pillars.
- 10 circuits in the corridor kitchen - 30 amp/208V/twist lock/deep fryer.
- 4 circuits in the Rotunda kitchenette - 2 outlets are split.
- 6 circuits around the Rotunda perimeter (Business Centre side)

### (Second floor)

- 6 circuits around the Duke Street Lobby perimeter.

### (Outdoor)

- 3 show panels - outdoor use.
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**Extensive electrical requirements MUST be arranged 1-2 MONTHS in advance of the event.**

## PLANTS AND FLOWERS

Our Parks department does a wonderful job keeping tropical plants and flowers healthy in Kitchener City Hall. Due to the sensitivity of the plants, we ask that you do not move them without permission, as their location is very important for their health. If it is necessary to move them, we will do so.

Live plants that are brought in can bring diseases with them. For this reason we ask that you use artificial plants and flowers if you are using flowers to decorate. If you must have fresh flowers and plants, they must be

**sprayed with insecticide soap.**

## **DECORATING**

Helium balloons are not allowed in the Rotunda . A removal charge will apply. We, therefore recommend that you use balloons on sticks, rather than helium balloons when decorating.

**Confetti is not permitted in this facility (inside or out)**

**Tape is not permitted at city hall.** Mac Tac can be used.

Banners and signs may be hung in the Rotunda, but they cannot be taped to the surface of the walls. you may fasten your banners to the stair rails. If you have banners you wish to hang, from anywhere but the stairs, please let us know at **least two weeks in advance**. The maximum size banner outside on the balcony is 40' long x 4' high. The maximum size banner inside the rotunda is 20' long and 4' high.

## **ACCESSIBILITY - Barrier Free Features**

Kitchener City Hall was designed for use and to ensure ease of mobility to persons with a disability. Convenient drop-off for passengers is located on King Street, with designated parking spaces for modified vans on College Street. Project Lift drop-off is located at the Young Street doors. Designated accessible parking spaces are located at each level of the parking garage, close to all elevators.

Entrance doors on King, Young and Duke Street are power assisted for ease of entry into the building for persons with mobility issues. Washrooms on all levels are accessible, including the change rooms for the Civic Square. A family washroom (unisex) is located close to the rotunda for persons requiring assistance.

The Council Chamber, Conestoga, and Heritage rooms are equipped with Hearing Assistant System. There are 12 receivers that can be signed out at the Security Desk at anytime.

Elevator buttons are Braille and Voice assisted to increase the independent use of persons with vision or hearing difficulty.

TTY is available for use in the Corporate Services office and public pay telephones are equipped with outlets for T.D.D. users. The City Hall TTY number is 519-741-2385.

If you encounter an accessibility issue, please inform us at 519-741-2226