

**Policy Subject / Title – Fees/Booking Procedures –  
Old Liverpool Town Hall**

**GENERAL STATEMENT OF POLICY**

**81.01** It shall be the policy of the Region of Queens Municipality (RQM) to have guidelines for booking rooms and related fees charged for the use of the Old Liverpool Town Hall.

**POLICY PROCEDURES**

**81.02 Fees**

All fees are subject to HST as shown on Schedule A, which forms part of this policy and are subject to revisions upon Council approval.

**81.03 General to all Spaces**

- all Spaces are reserved by contacting the Recreation and Community Facilities Department;
- booking of space shall be on a first-come, first served basis;
- all conflicts of booking times will be resolved and at the full discretion of the RQM Recreation Department.

**81.04 Indemnification**

- all users shall sign a “use of space agreement” which shall indemnify and hold harmless the RQM , its officers and employees from and against all liabilities, claims expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or damage to or destruction of tangible property caused by any acts or omissions of the User, its officers, agents, servants, employees, customers, invitees or licenses, or occurring in or on the premises or any part thereof and, as a result of activities under this proposal;
- All groups/users that are non-incorporated or do not hold society registration may be required to have all participants sign the agreement;

**81.05 Insurance**

- the RQM reserves the right to require evidence of insurance from the user of the space should it be deemed necessary;

**81.06 Rental Fee Payment:**

- fees for “temporary”, “seasonal” and “display only” shall pay the full sum prior to the first booking date, unless other arrangements have been preapproved.
- “non-profit” users, selling art are subject to a percentage of sales and are required to provide proof of final sales at the end of the term;
- commercial and itinerant users are subject to the “maximum” scheduled fee and upon proof of sales any difference will be reconciled;
- users of the office space will be invoiced at the beginning of each month;

**81.07 Multi-Purpose Rooms (1 & 2)**

The use of the multi-purpose rooms for the display and/or sale of art work by schools, non-profit art groups, volunteer groups and commercial/itinerant artists may use this space for said purpose; however there shall be different rates for each group as shown on Schedule A.

- During the months of June, July, and August, the maximum amount of time allowed to be booked shall be one week, unless there is no other scheduled user.

**81.08 Office Space**

The office space is designated for the use by volunteer and/or non-profit groups and is intended to be shared space. It shall be used to house a staff person and limited real property, such as but not limited to a filing cabinet.

- Requests are to be submitted no later than December 15<sup>th</sup> yearly;
- The RQM reserves the right to interrupt, for short periods the use of this space;
- Any user that has been displaced will receive a prorated refund or credit.

**Schedule A**  
Rental Fees - Old Liverpool Town Hall

| <b>Multi Purpose Room 1 &amp; 2, and Workshop Space</b> |                             |                             |                             |                             |
|---------------------------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| All Users                                               |                             |                             |                             |                             |
| <b>Temporary/Short Term</b>                             |                             |                             |                             |                             |
|                                                         |                             |                             |                             |                             |
| Hourly                                                  | \$20.00                     | \$10.00 youth Programs      |                             |                             |
|                                                         |                             |                             |                             |                             |
| Daily Rate (8 hours or less)                            | \$100.00                    | \$50.00 youth Programs      |                             |                             |
|                                                         |                             |                             |                             |                             |
| <b>Seasonal/Ongoing Users</b>                           |                             |                             |                             |                             |
|                                                         |                             |                             |                             |                             |
| Daily Rate (over 5 business days)                       | \$145.00/day                |                             |                             |                             |
| <b>Multi Purpose Room 1 &amp; 2</b>                     |                             |                             |                             |                             |
| <b>Display/Demonstrations and Sale of Art</b>           | <b>Friday - Saturday</b>    | <b>Friday-Sunday</b>        | <b>Monday - Friday</b>      | <b>Monthly</b>              |
|                                                         |                             |                             |                             |                             |
| Schools                                                 | Free                        | Free                        | Free                        | N/A                         |
|                                                         |                             |                             |                             |                             |
| Non-Profit Art Groups                                   | 20% of Sales                | 20% of Sales                | 20% of Sales                | 20% of Sales                |
|                                                         |                             |                             |                             |                             |
| Non-Profit Art/Volunteer Groups (display only)          | \$100.00                    | \$100.00                    | \$100.00                    | N/A                         |
|                                                         |                             |                             |                             |                             |
| Commercial / Itinerant Artists                          | 20% of Sales (max-\$100.00) | 20% of Sales (max-\$150.00) | 20% of Sales (max-\$250.00) | 20% of Sales (max-\$750.00) |
| <b>Office</b>                                           |                             |                             |                             |                             |
| Volunteer Groups Only                                   |                             |                             |                             |                             |
| Monthly                                                 | \$100.00                    |                             |                             |                             |

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