



PLEASE PRINT

**ROOM USAGE AGREEMENT**  
(Foran/Greene Room, Fourth Floor, City Hall)

CONTACT INFORMATION (to be completed by the applicant)

**SECTION 1**

Name/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Website \_\_\_\_\_

Type of Organization:

Registered Non-Profit Group:      Yes                  No                  Registration No. \_\_\_\_\_

EVENT PARTICULARS

**SECTION 2**

Date(s) Requested \_\_\_\_\_ Time(s) \_\_\_\_\_ to \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Estimate Time Required to Set Up \_\_\_\_\_

Location: \_\_\_\_\_ Type of Event: \_\_\_\_\_ If Other, specify \_\_\_\_\_

Number of Attendees \_\_\_\_\_ Caterer:      Yes      No      If Yes, name \_\_\_\_\_

REQUIREMENTS

**SECTION 3**

Dishes/Cutlery:      Yes      No                  Wine Glasses:      Yes      No                  Bar:      Yes      No

Audio/Visual:                                  Wireless Internet Access:      Yes      No

USER FEES

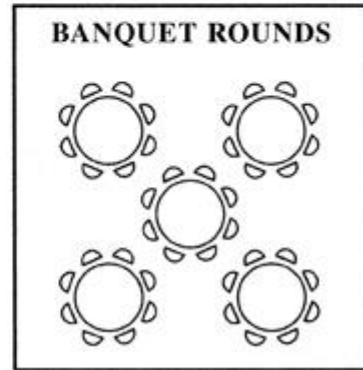
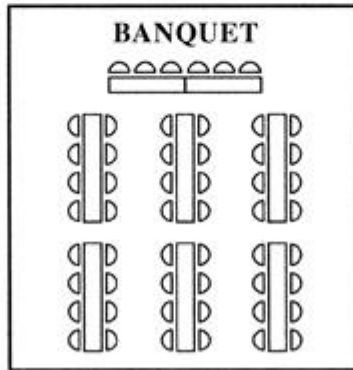
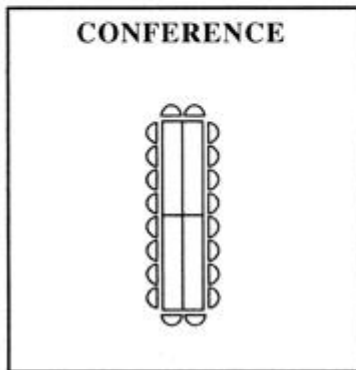
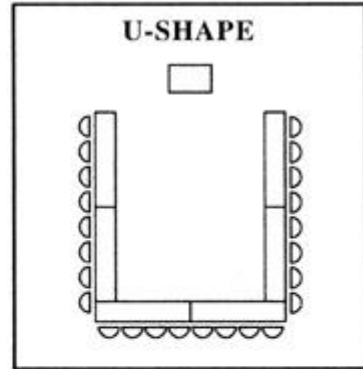
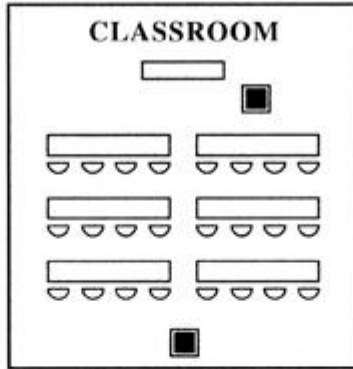
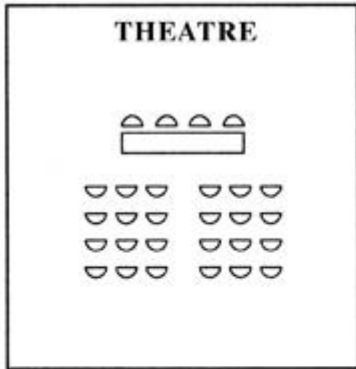
**SECTION 4**

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

Room Setup:

Other \_\_\_\_\_



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. Table linens are available for a fee.
8. Groups must strictly adhere to booked meeting times. The time period booked for use must include the time required to set up and clean up.
9. All requirements (other than those listed) are the responsibility of the user group.
10. Parking is NOT available in the City Hall parking garage during regular working hours. The availability of parking after working hours is dependent on Mile One Centre's event schedule.
11. The sale of liquor is strictly prohibited. If a group intends to serve alcohol, they must adhere to Appendix 4 – Hosting Guidelines of the City's Alcohol and Drug Policy (noted below) and obtain a Special Event License from the Newfoundland and Labrador Liquor Corporation:

#### **Appendix 4 – HOSTING GUIDELINES**

The City of St. John's promotes the health and safety of all guests at events held on City premises. The following guidelines will be followed in the hosting of any City sponsored social event where alcohol is served. Events involving alcohol must have the prior approval of the City Manager or designate.

1. Professional/trained servers will work at each event and/or will supervise the use of untrained servers. Trained servers must be certified by a recognized alcohol server training course that has been approved by the City.
2. Each event will have a designated "chief host/hostess" who has knowledge and understanding of the Liquor Control Act and regulations, and (with assistance from others) will be responsible to:
  - obtain appropriate permits;
  - ensure that a person may only be served a maximum of three (3) standard alcoholic drinks;
  - establish the general tone of the event;
  - 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;
  - provide security staff sufficient for the nature of the event, size of premises and age and capacity expected to attend;
  - 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.
3. In all situations, events will be managed in a way that avoids the potential for accidents, including identifying and eliminating potentially harmful situations.
4. Responsible serving practices will include providing food and non-alcoholic drinks, including coffee and tea.
5. Any hosting situation that results in inappropriate behaviour or risk to health and safety of attendees or the community will result in a review of these guidelines and active steps to ensure the problems do not occur again.

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. 10 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.
18. All requests for room bookings must be made a **minimum of seven days** prior to an event.

## DECLARATION

## SECTION 7

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 \_\_\_\_\_

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

Attached is the Proof of Insurance as requested in no. 13 of the Terms and Conditions of Use

**SUBMIT**

## FOR OFFICE USE ONLY

## SECTION 8

1. This group is affiliated with the City      Yes      No      If yes, details \_\_\_\_\_

2. Wireless Internet required      Yes      No      If yes, Username \_\_\_\_\_ Password \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Please send completed form to:

City Clerk's Office  
P.O. Box 908, 10 New Gower Street  
St. John's, NL A1C 5M2

For further information:

Phone: (709) 576-3158  
E-mail: [civicfunctions@stjohns.ca](mailto:civicfunctions@stjohns.ca)

**ST. JOHN'S**

NEWFOUNDLAND AND LABRADOR, CANADA