



# Event Bookings

## Roberta Bondar Park Tent Pavilion



## **General Information**

The Roberta Bondar Park Tent Pavilion is an outdoor venue that can accommodate a variety of special events including concerts, festivals, fundraising activities, ceremonies and wedding receptions.

The Tent Pavilion structure provides 14,000 square feet of covered open space that can seat up to 1,750 people. The facility is equipped with a stage, dressing rooms, storage space, warming kitchen, public address system, tables and chairs and an outdoor amphitheatre.

This facility, owned and operated by the City of Sault Ste. Marie, can be booked on a partial or full-day basis by individuals, not-for-profit, and commercial groups.

The venue, named in honour of Canada's first female astronaut, Dr. Roberta Bondar, is located in downtown Sault Ste. Marie on the shore of the St. Mary's River.

## **Liability Insurance**

Individuals and groups who book the Tent Pavilion facility are required to maintain third party liability coverage of at least \$2,000,000 and if the event is serving alcohol \$4,000,000 is required.

## **Certificate of Insurance**

A copy of the Certificate of Insurance must be presented to the Supervisor of Community Services, not less than 14 calendar days prior to the date of the facility rental.

The certificate or policy of insurance document should contain the following information:

- Name of insurance company and policy number and policy term
- Named insured and address (organization or group)
- Date(s), location and name of event to which the certificate of insurance applies
- Description of coverage including policy limits and deductibles
- Name and address of certificate holder (Corp. of the City of Sault Ste. Marie)
- The clause: "It is understood and agreed that the Corporation of the City of Sault Ste. Marie is added as an additional named insured in regard to the above event but only with respect to the operations of the named insured."
- Signature of the insurer's authorized representative and the date

The user must also agree to release the City of Sault Ste. Marie from all claims, demands or causes of action arising from the organization's use of the Roberta Bondar Park Tent Pavilion and will save the City of Sault Ste. Marie harmless from any damage or injury suffered by the organization or its members as a result of its use of the facility.

*Note: Liability insurance is not required for low-risk events, as determined by the facility operator.*

## Basic Rental Information

The basic Tent Pavilion rental provides the user group access to:

Semi-Circular Stage	64 feet wide x 32 ½ feet deep, 3 feet high with concrete surface, equipped with 6 – 120 V 15 amp and 1 125 V 20 amp receptacles
Dressing Rooms (2)	costume racks, mirrors, counter space, sinks (3) and shower/toilet
Storage Room	suitable for event staging area, 1 – 200 V 30 amp receptacle
Floor Space	14,000 sq. feet open space with 14 – 120 V 15 amp receptacles; and seating for 950 chairs
Amphitheatre	seating for 250

## Serving of Alcohol

Alcohol may be consumed at events held at the Tent Pavilion facility under the authority of a Special Occasion Permit. The serving of alcohol is regulated in accordance with the Community Services Department Alcohol Risk Management Policy. Food must be provided during the time alcohol is being served. If the user group/vendor is serving their own food they must have a Temporary Food Permit from the Algoma Health Unit. Applications are to be submitted 14 days prior to the event. For more information visit [www.ahu.on.ca](http://www.ahu.on.ca)

User is required to maintain comprehensive third party liability insurance coverage of at least \$4,000,000.

## Lottery Licence

If an event organizer wishes to hold any type of lottery scheme (such as a raffle) they are required to obtain a lottery license. A copy of the lottery license must be submitted prior to the event.

*Please refer to the Alcohol Policy for additional information on serving alcohol and lottery licence requirements.*

## Smoking

Bylaw 2003-7 the City of Sault Ste. Marie prohibits smoking within 15 metres of all activities of permitted events.

## Event Security

Event security is the responsibility of the user group. The Corporation of the City of Sault Ste. Marie and its employees are not responsible for items and equipment brought to the site.

## Sound & Lighting

A public address system is available for event announcements and background music. Additional sound equipment, if required, is to be arranged by the user group. The Roberta Bondar Park Tent Pavilion facility is illuminated by general, house and emergency lighting. Stage and spot lighting, if required, is to be arranged for by the user group.

\*public address system may not be suitable for all events. The user is to arrange for extra sound system requirements

## Parking Lot

Limited parking is available on site for user groups.

## Food & Beverage Sales

A percentage of food and beverage sales will be collected from events taking place at the Tent Pavilion. These funds are used for equipment replacement and facility upgrades.

- 5% of Gross Sales for alcoholic beverages
- 10% of Gross Sales for non-alcoholic beverages and food
- 10% of merchandise sales

\*All food must be prepared in accordance with Algoma Public Health Regulations and thermometers must be used to ensure proper handling temperatures are maintained

## SOCAN

SOCAN is the governing body of prerecorded music which collects fees on behalf of musicians and composers. Fees apply depending on the type of event you are having and are listed below and are subject to **HST**. These fees are collected on behalf of and remitted back to SOCAN.

	Fee Per Event	
ATTENDANCE	Without Dancing	With Dancing
<b>1-100</b>	\$ 20.56	\$ 41.13
<b>101-300</b>	\$ 29.56	\$ 59.17
<b>301-500</b>	\$ 61.69	\$ 123.38
<b>500+</b>	\$ 87.40	\$ 174.79

## Event Décor/Equipment

- The City of Sault Ste. Marie assumes no responsibility for lost, stolen or damaged items
- No confetti or sparkles
- Flammables of any nature are NOT permitted
- **No helium filled balloons**
- All items are to be removed from the site upon completion of event

## Fee Structure – Basic Rental

	Partial Day (5 hrs or less)	Full Day (5 hrs or more)
<b>Non Profit</b>	\$123.13	\$197.50
<b>Commercial</b>	\$390.94	\$751.56
<b>Wedding Ceremony</b>		\$250.00
<b>Wedding Reception</b>		\$970.00
<b>Ceremony &amp; Reception</b>		\$1297.70

## Fee Structure – Equipment Rental & Additional Fees

Additional equipment is available on a fee-for-use basis.

Item	Details	Cost (+ taxes)
Chair	Standard Blue Chairs	\$ .56 each
Folding Tables	30 – rectangular – 96” x 30” 35 – round – 60”	\$ 4.79 each
Barricades	8’ barricades	\$ 1.28 each
Public Address System	for public announcements or recorded music	\$ 29.00 per day
Kitchen	Gas stove with 10 burners. 1 Sliding glass door 42 cu ft refrigerator. Counter space and 2 commercial sinks. Receptacles 1- 220 v 20 amp and 4-120 v	\$ 57.50 per day
Cleaning Services Minor Event	Clean up after a minor event	\$ 63.25 per day
Cleaning Services Major Event	Clean up after a major event	\$ 253.00 per day
Supervisory Fee		\$20.00 per hour
Alcohol Event		\$32.35 per day
Facility Booking Fee		\$32.35 per booking
Waste Removal	Additional Dumpster onsite	\$178.50 (6 yard)

To reduce equipment rental costs, event organizers can use volunteers to set-up and/or take-down chairs and tables in lieu of equipment rental fees. A flat rate for volunteer supervision will be charged.

## Wedding Ceremony & Reception

A wedding ceremony and reception can be held at the Tent Pavilion at a cost of \$775.75 for a full-day booking. This fee includes the set-up and take-down of tables and chairs, use of the dressing rooms, kitchen, public address system, reserved parking for the wedding party and post-event cleanup. A \$200.00 non-refundable deposit is required upon booking for receptions and \$100.00 non-refundable deposit for ceremonies.

**NOTE: All fees subject to applicable tax.**  
**NSF Fee ~ \$35.00**

## Facility Request Booking Form

***Please complete this form and forward to the address below:***

Name of Event: \_\_\_\_\_

Name of Sponsoring Group: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Date(s) \_\_\_\_\_

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Time set-up begins: \_\_\_\_\_ Time frame required for takedown: \_\_\_\_\_

Rental Length:  Partial Day  Full Day

Organization Category:  Not-For-Profit  Commercial

Will admission be charged?  Yes  No

Anticipated attendance: \_\_\_\_\_

No. of tables required: \_\_\_\_\_ No. of chairs required: \_\_\_\_\_

No. of Barricades required: \_\_\_\_\_

PA System required:  Yes  No Kitchen required:  Yes  No

Music Played?  Yes  No See SOCAN fees page 4

Will your event use Inflatable Play Structures or Tents?  Yes  No

If **Yes**, Sandbags/ Weights must be used.

Do you intend to provide and/or sell food, alcohol or any other item at this event? If yes, an AHU Permit is required and proper equipment. Please specify food Location: \_\_\_\_\_

### **Event Contact Person:**

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

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

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-Mail \_\_\_\_\_ Position \_\_\_\_\_

#### **Rick Borean**

c/o Community Services Department  
Recreation & Culture Division  
99 Foster Drive  
P.O. Box 580  
Sault Ste. Marie, ON P6A 5N1

Phone (705) 759-5312  
Fax (705) 759-6605  
E-Mail [r.borean@cityssm.on.ca](mailto:r.borean@cityssm.on.ca)  
Office Hours: Monday to Friday  
8:30 a.m. to 4:30 p.m.

## Request to Use Marquee Sign

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Groups who book the Tent Pavilion facility are permitted to advertise their event or activity on the park marquee sign, at no extra cost to the user.

Messages can be displayed on both sides of the marquee. The west side of the sign faces the Station Mall Shopping Centre and the east side faces the Civic Centre. Each side has three message lines and can accommodate 19 characters per line including spaces. User groups may be limited to one side only, pending availability.

Requests for the use of the marquee sign must be submitted two weeks in advance of the event, pending availability.

The Recreation & Culture Division reserves the right to approve and alter the text, if required, for all requests.

Name of organization submitting request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Please print your message in the grid and forward to the address below:  
Include spaces between characters.


Send to:  
Rick Borean  
c/o Community Services Department  
Recreation & Culture Division  
99 Foster Drive  
P.O. Box 580  
Sault Ste. Marie, ON  
P6A 5N1

Phone (705) 759-5312  
Fax (705) 759-6605  
E-Mail [r.borean@cityssm.on.ca](mailto:r.borean@cityssm.on.ca)  
Office Hours: Monday to Friday  
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