



**SAULT STE. MARIE**

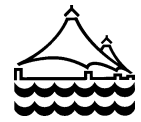


# **ROBERTA BONDAR PARK**

**VENUE PACKAGE**

# Venue Information

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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 venue, named in honor 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.

The Tent Pavilion structure provides 14,000 square feet of covered open space that can seat up to 1,500 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-profits, and commercial groups.

## **Location:**

Roberta Bondar Park is located at:

65 Foster Drive  
Sault Ste. Marie, Ontario  
P6A 5N1

**Google Coordinates:** 46.508733787149126, -84.33685078129773

## **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 at centre with concrete surface, equipped with 6 – 120 V 15 amp and 1 – 125 V 20 amp receptacles
- Event power connections, 100 amp cam-lock, 50-amp Nema 15 plug, and 200 amp direct connection is available for use. Direct connection requires electrician and ESA inspection (user responsibility)
- Dressing Rooms: (2) costume racks, mirrors, counter space, sinks (2) and toilet
- Storage Room suitable for event staging area
- Floor Space 14,000 sq. feet open space with 14 – 120 V 15 amp receptacles; and seating for 1200 (chairs available)
- 70, 8 foot rectangular tables and 42, 5 foot round tables. (additional tables can be sourced as needed)
- Amphitheatre seating for approximately 250

## Venue Information continued

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- There is no loading dock however road cases can be loaded in via hallway behind the stage
- Forklifts are permitted and can also be arranged to be on site if needed or customer can provide their own
- Commercial kitchen with 6 burner stove, 1 hot holding cabinet, double door refrigerator. 1 single basin sink, 1 double basin sink, ample counter space and a 4'x6' island work surface. (other equipment required is responsibility of the user group)
- Water service to the site if municipal potable water
- For attendance beyond 1300 perimeter barricading is required to extend the footprint of the pavilion and windscreens need to remain up. Additional port-a-potties are required for available restrooms

# Venue Rental Booking Requirements

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## 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 \$5,000,000 if the event is serving alcohol.

## Certificate of Insurance

- Insurance is required for all events held at municipal facilities; an insurance fee will be added to your permit that will ensure sufficient coverage.
- Your permit/contract will have a charge for insurance according to your event requirements; should you wish to source your own insurance please notify us at booking
- Factors dependent are length of event, number of people, and if alcohol is being served

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: Any damages or excessive mess caused by the user group/contractors thereof are the responsibility of the booking group and any cleaning and/or repair charges will be billed accordingly or added to the permit.**

# Venue Fees



## Fee Structure – Venue Rental

Event Type	Partial Day (5 hours or less)	Full Day (5 hours or more)
Not-for-profit	\$154.87	\$238.94
Commercial	\$482.30	\$929.20

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

## Fee Structure – Equipment Rental & Additional Fees

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

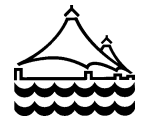
Item	Details	Cost (+ HST)
Chairs	1200 standard black chairs	\$0.66 each
Folding Tables	60 – rectangular – 96" x 30" 42 – round – 60"	\$5.53each
Barricades	8' barricades	\$1.55 each
Public Address System	For public announcements or recorded music	\$44.03 per day
Kitchen	Gas stove with 6 burners, 1 hot holding cabinet 1 sliding glass door 42 cu. ft. refrigerator, counter space and 2 commercial sinks, receptacles: 1-220 v 20 amp and 4-120 v	\$69.91 per day
Cleaning Services (Minor)	Clean up after a minor event	\$78.76 per day
Cleaning Services (Major)	Clean up after a major event	\$309.73 per day
Supervisory Fee	Supervision of event staff for volunteers for set up/take down	\$23.889 per hour
Alcohol Event		\$40.04 per day
Facility Booking Fee		\$40.04 per day
Waste Removal	Additional dumpster onsite, up to 40 yard available, costs subject to contractor supply	\$212.39 (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.

Note: A flat rate for supervision will be charged.

# Venue Rental Information

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## **Society of Composers, Authors and Music Publishers of Canada (SOCAN)**

SOCAN is the governing body of pre-recorded music which collects fees on behalf of musicians and composers. These fees are collected and remitted back to SOCAN. SOCAN fees are included in the facility rental rate.

## **Event Décor/Equipment Information**

- Helium filled balloons, confetti, sparkles, and candles are not permitted
- Uncontained flammables of any nature are not permitted
- All items are to be removed from the site upon completion of event
- The City of Sault Ste. Marie assumes no responsibility for lost, stolen or damaged items

## **Sound & Lighting**

A basic 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 by the user group.

## **Parking Lot**

Limited parking is available on site for user groups but is not guaranteed.

## **Smoking**

City of Sault Ste. Marie Bylaw 2019-200 prohibits smoking and/or vaping within Roberta Bondar Park at any time.

## **Event Security**

Event security is the responsibility of the user group. The City does employ a security contractor and can be booked and added to the rental agreement. The Corporation of the City of Sault Ste. Marie and its employees are not responsible for items and equipment brought to the site. The City can suggest local security companies as required or provide security at an additional contracted cost.

# Venue Rental Information

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## 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 replacements 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.**

## Serving of Alcohol

Alcohol may be consumed at events held at the Tent Pavilion under the authority of a Special Occasion Permit. The serving of alcohol is regulated in accordance with the Community Services Department's *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 Algoma Public Health. Applications must be submitted 14 days prior to the event. For more information visit: "[www.algomapublichealth.com](http://www.algomapublichealth.com)".

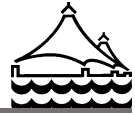
User is required to maintain third party liability coverage of at least \$5,000,000. As per insurance requirements listed on page 3.

## Lottery License

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 license requirements.

# Facility Request Booking Form



Please complete this form and forward to the address below:

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

Name of Sponsoring  
Group(if applicable): \_\_\_\_\_

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

Time of Event: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Time Set-up Begins: \_\_\_\_\_ Time Required for Takedown: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Rental Length: ☐ Partial Day ☐ Full Day

Organization Category: ☐ Not-For Profit ☐ Commercial

Is your event: ☐ Public ☐ Private

Will Admission Be Charged: ☐ Yes ☐ No

PA System Required: ☐ Yes ☐ No

Music Being Played: ☐ Yes ☐ No

Kitchen Required: ☐ Yes ☐ No

Will Your Event Use Inflatable  
Play Structures or Tents: ☐ Yes (If Yes, sandbags/  
weights must be used) ☐ No

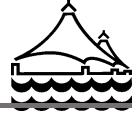
No. Of Tables Required: \_\_\_\_\_ No. Of Chairs Required: \_\_\_\_\_

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



# Facility Request Booking Form

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## Event Contact Person

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

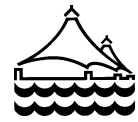
Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Fax): \_\_\_\_\_

Email: \_\_\_\_\_ Position: \_\_\_\_\_

## Send to:

Community Services Department  
Recreation and Culture Division  
99 Foster Drive, Sault Ste. Marie, ON, P6A 5X6  
Email: [csd@cityssm.on.ca](mailto:csd@cityssm.on.ca)  
Phone: 705-759-5310 | Fax: 705-759-6605  
Office Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

# Request to Use Marquee Sign



Groups who book the Tent Pavilion 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 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: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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


## Send to:

Community Services Department  
Recreation and Culture Division  
99 Foster Drive, Sault Ste. Marie, ON, P6A 5X6  
Phone: 705-759-5310 | Fax: 705-759-6605  
Email: [csd@cityssm.on.ca](mailto:csd@cityssm.on.ca)