



Public Use of City Hall – Guidelines

City Hall is a resource for citizens to access information and services, and is open to the public, representing the community's relationship with their local government and City operations.

Thank you for your interest in bringing your event to City Hall. The following information corresponds to the Public Use of City Hall Policy, and booking application form, and is intended as a guideline to assist you in completing your application form and having your event approved.

Members of the public can book spaces in City Hall for meetings and events. All events must conform to the Public Use of City Hall Policy.

The following guidelines provide more information on the activities that can be supported at City Hall.

Event Activities

Please see the Public Use of City Hall Policy for suitable activities and events.

When events are unsuitable for City Hall use, staff may provide information on alternative locations in Victoria, wherever possible.

Bookings

The normal business of City Hall must not be impacted by external use. This includes, but is not limited to:

- Day to day operations of City Hall, including the Development Centre and Public Service Centre
- Meetings of Council
- Centennial Square programming
- City-organized events or workshops

Bookings will be allotted on a first come, first served basis. Recurring bookings will be considered if room availability permits. Clients should provide as much notice as possible prior to an event for any arrangements, and a minimum of 10 days' notice is required for final details including equipment and any IT support required.

Process for Booking

- Application form and guidelines are available online
- Send the completed application form to engage@victoria.ca
- Staff will be in contact to discuss requirements and confirm availability

Requirements

- A signed application form is required, indicating that terms and conditions are understood and met
- Events will follow the guidelines set out below
- Insurance requirements must be met

Costs

Generally, meeting space will be provided free of charge during regular business hours. For after-hours events, the Client will be charged for cost recovery.

- Events on weekday evenings will be charged up to **\$250**, depending on nature of the event and staffing needed.
- Events on of 4 hours or less on a weekend will be charged **\$500**
- Events on weekend days up to 8 hours will be charged **\$1,000**
- Events on weekend days for more than 8 hours, including any set up and tear down on additional days will be charged **\$1,500**

Costs above include:

- Building Services –room set up, tear down, facility logistics
- Citizen Engagement and Strategic Planning – event support and planning
- IT support (set up and during the event)
- Commissionaires/Security (if needed)

The City reserves the right to set level of service required and the resulting charges, based on the nature and size of the activity. Any charges will be identified and agreed upon ahead of the event.

Private weddings will be charged a fee for room usage. The cost for this booking is \$150 for up to one hour.

Staffing

- a) Client
 - Events will be staffed by at least one knowledgeable client representative who has been involved in the booking and has an understanding of the event and organization's responsibilities. These representatives will ensure the smooth implementation of the event.
- b) City Staff
 - Staffing needs will be determined by the event booking, and will comply with the Collective Agreement.

General Use Guidelines for all booking areas and activities

(Information specific to each location is available under Locations, below)

General

- Display materials, banners, promotional signs, etc. should not be attached to the building structure, however easels can be provided by the City. Acknowledgement of individual groups, public and private companies supporting an event at City Hall through financial or service support will be permitted.
- Registered not-for-profit organizations can invite voluntary donations to their society during events
- Commercial events or activities are not permitted uses of the policy

- A floorplan of the event will be required in advance, and will be provided by City Staff upon confirmation of booking
- The organizer shall not use the site or route for any other purpose than that stated in the application
- Applicants must ensure their event complies with human rights provisions as described in the City's Public Use of City Hall Policy
- The organizer will be responsible for returning the site and any City equipment to its original clean condition following the event
- The organizer will be liable for any damage done to the site or City equipment during the event

Food & Beverage

- Non-alcoholic beverages and finger foods requiring no on-site preparation or equipment are allowed, and must be arranged by the client
- The sale of food and beverages is not permitted
- Alcoholic beverages are not permitted
- Recyclable, compostable or reusable materials will be used by the client
- Single-use plastic water bottles cannot be provided to attendees. Water jugs will be provided as requested.
- Kitchen and food preparation areas are not included in room bookings
- Table linens are not available for use

IT and Equipment

- Provision of City equipment, including IT equipment, will be considered where available, but must be coordinated in advance of the event, with a minimum of 10 business days' notice
- The booking organization will be responsible for any loss, damage, or cleaning required to equipment belonging to City of Victoria as a result of the event
- Secure Wi-Fi can be provided to the client at no cost
- IT staff will endeavour to be available during normal business hours of City Hall to meet with the client to provide IT set up at no added cost.
- Equipment available includes projector and screens, and audio equipment as needed. Clients are responsible for providing a laptop or other computer equipment. City laptops will not be provided. Available equipment will be determined by room and location, as well as other events and meetings occurring in City Hall.
- Additional equipment, i.e. extension cords, may be considered upon request

Hours

- City Hall normal business hours are Monday to Friday, 8 a.m. to 4:30 p.m.
- City staff are required for all events that are outside of normal business hours
- The activities of the event, including set up and take down, should not interfere or disrupt normal legislative, business or other booked activities
- Events will be managed in a manner that does not conflict with the normal ongoing operation of City Hall

Locations

Below are the locations available for public booking. Other locations in City Hall are generally not available for booking, but may be included on the discretion of City Staff. All locations have public and guest Wi-Fi.

- Council Chambers
 - Seats up to 30 when booked separately and up to 200 in theatre style when booked with Council Antechamber.
 - Additional tables and chairs for workshops or other room setups are available for this room.
 - Projector and screens are available for use in this room.
 - Council “horseshoe” tables are not movable, and must be considered as part of the room layout.
 - Food and beverage as per the Public Use of City Hall Policy is permitted
- Council Antechamber
 - Seats up to 40 in theatre style when booked separately and up to 200 style when booked with Council Chambers.
 - Additional tables and chairs for workshops or other room setups are available for this room.
 - Projector and screens are available for use in this room.
 - Food and beverage as per the Public Use of City Hall Policy is permitted
- Esquimalt Nation Room
 - Seats up to 12, at one table located in room.
 - Additional tables and chairs are not available for this room.
 - Projector and screens are not available for use in this room.
 - Use of City IT equipment is not permitted in this room.
 - Food and beverage as per the Public Use of City Hall Policy is permitted
- Songhees Nation Room
 - Seats up to 20, at one table located in room, with room for an additional 15 chairs located at one end of the room
 - Additional tables are not available for this room.
 - Projector and screens are not available for use in this room.
 - Use of City IT equipment is not permitted in this room.
 - Food and beverage as per the Public Use of City Hall Policy is permitted
- Douglas Street Foyer
 - Can best accommodate standing-room only events
 - Tables and chairs are available for this space if requested
 - Projector and screens are not available for use in this room
 - Use of City IT equipment is not permitted in this room
 - Use of audio equipment is permitted in this room
 - Food and beverage as per the Public Use of City Hall Policy is permitted
- City Hall Foyer (Pandora Avenue)
 - Can best accommodate standing-room only events
 - Tables and chairs are available for this space if requested

- Projector and screens are available for use in this room
- Use of City IT equipment is not permitted in this room
- Use of audio equipment is permitted in this room
- Food and beverage as per the Public Use of City Hall Policy is permitted

Washrooms

Public washrooms are located on the first and second floors of City Hall.

First Aid and Safety Orientation

Events must meet City security, fire and safety standards. City staff must meet the client to provide a First Aid and Safety Orientation, including locations of emergency exits.

Waste Management

Garbage, recycling and kitchen scraps containers will be provided. The client will ensure waste products are minimized and put into the appropriate streams. The City will empty the containers. If significant garbage or clean-up is required, the client may be subject to a cleaning fee.

Parking

Parking is available around City Hall, both on-street and at several parkades in the area. Parking will not be reserved for indoor City Hall events. Clients may wish to rent parking meter hoods separately through the Public Service Centre at their own cost.

Filming in City Hall

Filming for television and movies will continue to be coordinated through Special Event Permits, and are not included in the Public Use of City Hall Policy and Guidelines.

Application Form

Application forms must be signed and submitted by email, mail or in person. The person signing the application form is responsible for ensuring that all conditions are met.

Proof of Insurance/Liability

Managing risk of damage to property and injury to persons is an important part of planning your event. You should identify any elements of risk associated with your event and ensure they are addressed before the event begins.

The City requires that the organizer provide proof of a valid public liability insurance policy of at least \$2,000,000 against claims for personal injury, death or property damage occurring upon, in or about the venue. The policy will include the City of Victoria as additional named insured and contain a cross liability clause.

If your ability to meet the necessary insurance requirements is limited, insurance may be available to purchase through the City. Additional information is available on this option.

In signing the application form, the organizer agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the venue by the organizer.