

Clarke Memorial Hall Open Up- Booking Request

The City of Mississauga's Culture Division is offering local emerging artists and organizations the opportunity to rent Clarke Memorial Hall at a reduced rate.

Providing affordable spaces for arts and culture purposes in the City of Mississauga will increase opportunities for residents to experience arts and culture by:

- supporting the development of the artistic craft and creative process for artists
- fostering networking and collaboration amongst artists
- encouraging the creation of community based events

The rental fee is \$50 per day, plus an insurance fee and any other applicable fees.

TIMELINE

Project start/end dates: June, September, and October, 2015.

ARTIST ELIGIBILITY

The booking is open to all local emerging artists (18 +) and organizations

BOOKING PROCEDURE

To express your interest in booking Clarke Memorial Hall please email culture.division@mississauga.ca with the following information;

- | | |
|----------------------|-----------------------|
| • Name | • Phone Number |
| • Artist Bio | • Date Requested |
| • Artistic Interests | • Number of Attendees |
| • Mailing Address | • Purpose of Rental |
| • Email Address | |

CLARKE MEMORIAL HALL OPEN UP FAQ's

LOCATION of CLARKE MEMORIAL HALL

161 Lakeshore Rd. W.
Mississauga, Ontario

CAPACITY

180 People

FOR - EMERGING ARTISTS

An "emerging artist" means an artist who has specialized training in his or her field (not necessarily gained in an academic institution), who is at an early stage in his or her career and who has created a modest independent body of work.

PROCEDURE TO BOOK

Eligible artist who express their interest to book via email to culture.division@mississauga.ca will be contacted by the Supervisor, Culture Programs to discuss the rental. If approved, the Supervisor will contact the Booking Office at the Customer Service Centre authorizing the reduced rate. To finalize booking, the artist will complete a Facility Rental Contract and pay all applicable fees at:

Customer Service Centre, Recreation and Parks
301 Burnhamthorpe Road West, (Ground Floor of the Central Library)
Hours of Operation: Monday to Friday, 8:30 am to 4:30 pm (905-615-4100)

FACILITY RENTAL CONTRACT

A Facility Rental Contract detailing rental fee (\$50), additional charges and conditions of use will be issued by the Customer Service Centre.

LIABILITY INSURENCE

Liability insurance is required. Insurance coverage is available through the City's user insurance program at time of booking.

USE OF MUSIC

Organizers of events held in City facilities are required under federal legislation to pay a licensing fee to SOCAN (Society of Composers and Authors) if they are having live or recorded music or dancing at their event. The City collects this fee on behalf of RESOUND at the time the booking payment is made.

ALCOHOL

Service of Alcohol is not allowed.

SMOKING

SMOKE-FREE REGION OF PEEL BY-LAW 14-2003:

According to the Region of Peel's Smoke Free By-law, smoking in public places and all common areas is prohibited at all times.

PAYMENT TERMS AND CONDITIONS

Detailed terms and conditions will be outlined on the back of your facility rental contract.

Payment Options - Cash, Cheque, Debit Card, Master Card, Visa, American Express