



CITY OF RICHMOND

REPORT TO COMMITTEE

TO: General Purposes Committee

DATE: September 25, 2000

FROM: George Duncan  
Chief Administrative Officer

FILE:

RE: PROGRAMMING OPTIONS FOR THE NEW CITY HALL

STAFF RECOMMENDATION

1. That the attached Policy for the programming of City Hall be adopted.
2. That staff proceed with phase 1 of the City Hall Programming Implementation Strategy and report with the results to General Purposes Committee in 3 months.

A handwritten signature in black ink, appearing to read 'George Duncan'.

George Duncan  
Chief Administrative Officer

ATT. 4

## STAFF REPORT

### ORIGIN

On July 17<sup>th</sup> General Purposes Committee directed staff to prepare programming options for the new City Hall.

### FINDINGS OF FACT

During the discussions at the July 17<sup>th</sup> meeting, Committee indicated that the following should be addressed as part of the options:

- City business should not be interrupted, and should have first priority over all bookings.
- Community use should have first priority for external bookings.
- The building should not be excessively programmed.
- The program should operate on a cost recovery basis, but not be in competition with the private sector. The rates charged overall should cover external use costs.
- Political meetings, particularly during elections should not be permitted. However, it may be appropriate for example to permit an Federal elected official to use a room to provide an educational session that is of benefit to the community at large.
- If the Council Chambers is utilized, it will have to be strictly controlled to ensure that there is no damage to furniture or technology, and that it does not interfere with regular or emergency meetings. Music recitals may be appropriate.
- The School Board and the Community Associations should be contacted regarding information on their booking procedures.
- Events involving animals should not be permitted.
- A policy is needed on who qualifies as an "affiliated group".
- Catering and staffing issues must be addressed in the options.
- Rates should reflect the impact on City business. (e.g. additional costs if staff and the public are displaced from the cafeteria during working hours)
- No retail sales or merchandise displays should be permitted.

### ANALYSIS

The new City Hall embodies Council's vision for a landmark building that is welcoming to both Richmond's citizens and visitors. In order to achieve this vision, staff have developed a programming strategy for Council's consideration. The strategy along with implementation options is discussed in this report.

The strategy is guided by the comments received from Committee on July 17<sup>th</sup> and the following principles:

- (1) City Council, Council appointed Committees, and City staff will have priority for booking spaces for City related business.
- (2) Non-residents should not benefit at the expense of Richmond taxpayers.
- (3) No group or individual will be granted exclusive long-term use of the Meeting House.
- (4) Council, staff and the general public's ability to conduct business should not be interrupted by external use of City Hall.

- (5) The City maintains the right to refuse bookings for events that are not deemed appropriate for City Hall.
- (6) Space in the Meeting House will be made available when possible at no charge for groups directly affiliated with the City.
- (7) The City will establish and regularly review a schedule of fees and charges for all other groups and individuals. These charges will be based on either a cost-recovery or revenue generation basis.

In addition, staff has contacted other City Halls, public agencies, community associations, and hotels to find out about their rental policies and rates.

## **I. Proposed Programming Strategy**

The proposed strategy includes a policy, administrative space use guidelines as well as an implementation plan.

### 1) Policy and Space Use Guidelines

An external programming policy for the new City Hall is attached. As well, administrative space use guidelines are attached as Attachment 1. Staff has created both event specific as well as general guidelines and limitations to cover all events. In response to the direction received by Committee, staff have included criteria in the guidelines which will be used to determine who qualifies as an affiliated group in order to establish rental rates. It is intended that criteria will be used only for the purposes of City Hall external rentals. Guidelines, which prohibit events involving animals, religious services, retailing, political party meetings and rallies are also included.

Once finalised, the policy and guidelines will be incorporated into the operational plan for the building.

### 2) Implementation Plan

#### *a) Phasing*

As part of the strategy, the external programming of the building has been developed in phases. The phases created are based upon the impact that external use will potentially create on the building and its operation. The phases range from "low impact" to "medium-high" impact. Consistent with Committee's direction, a "high impact" option has not been developed. The phases are graphically illustrated on Attachment 2.

The *first phase (low impact)* has the least impact on the building and its operation. This option focuses primarily on providing facilities for external meetings; photo shoots; in-house programs; small-scale civic displays and programs, and art displays. With this option, programming of the building would occur in the meeting house, galleria, as well as the north and south plaza. Although possible, recovering costs of the external rentals during this phase will be problematic, because of the limited amount of private use.

The *second phase (medium impact)* expands the use of the building to include the uses included in phase one and also the following uses: private rentals and special events less than 100 people; small conferences; musical recitals; training programs/workshops; affiliated group retreats/workshops; City Civic events and drop-in programs. In addition to the Meeting House, and plazas, limited use of the Council Chambers and the 8<sup>th</sup> floor would occur. As can be seen in the Table included in Attachment 2, the opportunities for revenue generation aimed at achieving overall cost recovery increases as the permitted uses are expanded.

Private rentals (eg. weddings) and special events with over 100 people; music and choral performances and movie shoots are added to the list of permitted uses in the *third phase (medium-high impact)*. The additional uses included in this option are all intended to generate revenue in order to off-set the costs of community rentals, and the additional capital and operational costs associated with the programming of City Hall.

*b) Use of the Building*

The intensity of use of the building increases as the phases progress from low to medium-high impact. In order to ensure that City business is not interrupted the following has been done:

- A priority booking system, and regulations which control block bookings is included in the proposed regulations;
- The Anderson Room will only be available for City business;
- The small room (1.002) across from the Council Chambers will only be available for external rentals on weekends and all evenings except Mondays;
- Limited booking of the Council Chambers is proposed in Phase 2 & 3 for music recitals and performances.
- Limited use of the 8<sup>th</sup> floor is proposed for external meetings and training sessions in Phases 2 and 3. As part of the strategy, the 8<sup>th</sup> floor will only be available on short notice, so that it can be assured that City business or possible revenue generating partnerships will not be displaced.
- Use of other rooms in towers, is proposed on short notice if there is no other space available, and if a particular event is considered appropriate and clearly provides an opportunity to generate revenue in order to offset the costs of community events.
- Initially it is recommended that only the atrium, galleria and the plazas be utilised for external private rentals with over 100 people in attendance.

*c) Use of Technology*

The new City Hall contains state of the art technology. In order to avoid damage and tampering, it is proposed as part of the strategy, that a trained technician will set-up and operate if necessary all technology. All external users requiring technology will be assessed a fee to cover the costs of an on-call contract technician.

*d) Food Services*

Staff is working closely with the staff team charged with the responsibility of securing the food services provider to ensure that the chosen company has the ability to cater at a wide variety of events.

As part of an overall catering strategy for the building, it is proposed that the future food service provider selected for the cafeteria in the City Hall provide all the food and non-alcoholic refreshments for all internal and external events that have 100 or less people in attendance.

For events with over 100 people in attendance, more flexibility is needed depending on the size and nature of the event. For example, the future City Hall food provider may not be able to provide all the food for a large event, or a variety of ethnic foods may be desired. Thus, it is proposed with events for over 100 people, that the renter work with the City Hall caterer to develop a solution that is suitable to both parties. Such a solution may involve an outside caterer providing some of the desired speciality foods.

In order to avoid competition with the hotels, the catering rates charged for external workshops and special events would be either equal to or greater than the market rate.

It is also proposed as part of the strategy, that no food or drinks should be permitted in the Council Chambers.

e) *Rate Structure*

Consistent with the guiding principles, staff developed a rate structure, which is aimed at achieving both community accessibility, and overall recovery of the external renting costs without being in competition with the private sector.

As part of this structure, affiliated groups as defined in the proposed guidelines are provided space for six meetings per year at no charge, but are responsible for all incremental costs such as refreshments, rentals of any presentation technology, and any special room set-up requests. After the affiliated groups have used their six free meetings, a reduced rate is proposed for additional meetings.

Non-profit groups, that do not meet the affiliation criteria included in the proposed guidelines are also assessed a reduced room rental rate plus incremental costs.

Private groups are assessed a market rate. Revenue from the private rentals will be placed in an account which will be specifically used to purchase and maintain equipment, to offset staffing costs, and to help host future civic events at the City Hall such as the Pioneer's Recognition Social.

A copy of the rental rates and regulations is appended to this report as Attachment 3.

f) *Staffing*

All of the phases proposed will have an impact on the operational needs of the building including staffing. A report from the Director of Engineering regarding the need for a Building Manager's position in the Customer Services area will be submitted as part of the upcoming 2001 Additional Budget level submissions. In addition to managing the operational needs of the building associated with City business which will be described in detail as part of the budget submissions from the Director of Engineering, a Building Manager is needed to implement the proposed programming strategy by:

- Developing and continuously updating an Operational Plan for the entire building;

- Answering and assessing enquiries, conducting tours, and overseeing bookings;
- Co-ordinating and implementing civic events;
- Co-ordinating and supervising internal and external set-ups, equipment and technological needs, security and maintenance;
- Co-ordinating catering for external bookings and large civic events;
- Maintaining an equipment inventory;
- Co-ordinating all advertising and promotions, and
- Recruiting and training attendants for the private events.

Although a policy and procedures will be in place before rentals occur, there is a considerable amount of judgement and co-ordination that is required in order to ensure that:

- internal and external customers are well served;
- only appropriate events are held in the City Hall;
- City business is not interrupted, and
- the building, furniture, equipment and technology are protected.

As part of the proposed strategy, it is intended that the revenue generated from private bookings will help offset the costs of the additional staff person.

## **II. Implementation Options**

Staff identifies three options for implementing the proposed programming strategy:

The *first* is an incremental approach which entails gradually implementing the proposed phases progressively over 3-month periods. This approach would enable adjustments to be made along the way, and also provide staff with an opportunity to set-up all the needed support systems.

The *second* option is to fully program the building as outlined in all three phases. Although this option would provide the greatest opportunity for revenue generation at the initiation of the program, there are also start-up costs such as the purchase of additional chairs, tables etc. that would need to be purchased at the start rather than over a period of time. There is more risk involved in this option as the opportunities for gradually testing and building the systems would be fast-tracked.

The *third* option is only to pursue implementing Phase 1 or 2. Although this option would result in less wear and tear on the building, and community groups would be served, the likelihood of recovering costs is drastically reduced.

*Given that the programming of City Hall for external uses is new, and we are aiming to achieve cost recovery, staff recommends that Council consider pursuing an incremental approach (option 1) for programming the building.*

### **III. Next Steps**

When and if Council endorses the proposed programming strategy, staff will then:

- Create the necessary booking systems, promotional material and management systems to co-ordinate the overall programming of the building.
- Begin to accept bookings for the uses included in Phase 1.
- Monitor and adjust the procedures in preparation for expanding the programming opportunities to include the uses proposed later in Phase 2.

### **CONCLUSIONS**

A programming strategy for the new City Hall is presented in this report. The strategy includes a policy, administrative guidelines, as well as an Implementation plan. Staff are recommending that the strategy be implemented in phases.

### **FINANCIAL IMPACT**

There are costs associated with the programming of City Hall. Consistent with the recommended strategy, the revenue generated from renting space is intended to recover these costs over the long term. A report will be forwarded to Council from the Director of Engineering regarding staffing needs as part of the Additional levels budget submissions.



Lauren Melville  
Manager – Policy & Research



# City of Richmond

# Policy Manual

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Adopted by Council:

POLICY

File Ref:

PROGRAMMING OF CITY HALL

## POLICY

It is Council policy that:

City Hall is the civic centre of Richmond's municipal government and highlights the interrelationship of Richmond's government with the community. It is not meant to compete with commercial rental facilities for general events, meetings and activities. The operating principle of "user pay" for incremental cost recovery is reflected in the administrative procedures and guidelines. To maintain a principle of public access to the building, community events must be open to all citizens of Richmond.

Facility needs for City Hall business shall be met first. After this, approval for use of its interior and exterior spaces will be given for appropriate meetings and events. Affiliated groups which serve, represent and reflect the overall community will be given priority.





# City of Richmond

# Policy Manual

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Adopted by Council:

ADMINISTRATIVE  
PROCEDURE

File Ref:

CITY HALL PROGRAMMING

## RICHMOND CITY HALL SPACE USE GUIDELINES

### 1. DEFINITIONS:

#### Affiliated Groups - City Hall:

Affiliated groups must meet the following criteria:

- i) must be a non-profit organization
- ii) meetings and activities carried out by this organization must be open for participation by the public at large
- iii) the purpose for which the organization has been established must be primarily of a community service nature as opposed to a purely educational service
- iv) participants within this organization must be at least 70% Richmond residents
- iv) a significant majority (90%) of the Board of Directors must be Richmond residents

#### Charitable Appeals:

- Registered under the Public Contributions Act and City Bylaws where funds are directly solicited (example: Poppy Drive, Daffodil Day, and Salvation Army Kettle Drive).

#### City-sponsored groups:

- Council appointed groups and any other group mandated to carry out City business.

#### Commercial Activity:

- Where goods, services or entertainment are sold for profit; where the activity will benefit a private business and not the public-at-large.

#### Community Special Event:

- Free, open general public activities organized and managed by not-for-profit groups operating in Richmond on topics of broad community interest (example: public meetings, forums, information exchanges, media conferences, kick-off events for registered charitable appeals, community entertainment).

#### City Special Event:

- Activities sponsored by the City of Richmond or one of its mandated committees.

#### Displays:

- A static or audio-video presentation which assists Community groups and the City of Richmond communicate topics of interest to the community-at-large.

#### Events - other:

- Other activities and gatherings, excluding meetings, not covered by community or corporate events.

**Fundraising Activities:**

- Where goods, services or entertainment are sold to the public, with profits returning to a group (example: bake sales, auctions, raffles, bridge-a-thons, private concerts and other activities).

**Incremental Costs:**

- Expenses that are above the regular operating cost to maintain building operations and public programming.

**News Conferences:**

- Any event organized for the purpose of attracting media coverage. A formal news conference may involve speakers, activities, entertainment, displays, etc.

**Not-for-Profit Organizations:**

- Those groups that are established under a law of British Columbia or Canada for a purpose other than to make a profit, and which operate within Richmond, and carry on activities benefiting a broad cross-section of the community.

**Permanent Displays:**

- A work of art, award, gift to the City and other objects or memorabilia significant to Richmond's history, milestones and achievements.

**Public Rallies:**

- Events involving people protesting, promoting or supporting an issue through the use of:
  - devices to amplify sound
  - the carrying of signs or placards
  - angry, abusive language or shouting
  - the possession and/or use of potentially or actual dangerous materials, substances or weapons.

**Social Events:**

- An event involving the serving of food and/or alcoholic beverages. Note: the maximum stand-up capacity for "stand up" receptions is 1000 people.

**2. LOCATIONS AND SEATING CAPACITY AVAILABLE FOR MEETINGS/SPECIAL EVENTS, DISPLAYS AND CONFERENCES:****Meeting House First Floor**

M.1.001	Council Chambers	94 seats / 31 stacking chairs
M.1.002	Meeting House Room	18 seats / 8 additional chairs
M.1.003	Meeting House Room	18 seats / 8 additional chairs
M.1.004	Cafeteria	4 at 13 tables for total of 52 seats
M.1.005	Atrium & Galleria	1000 for "standing" events or max. 200 for sit down / social rentals

**Meeting House Second Floor**



M.2.001	Anderson Room	14 seats / 32 additional chairs
M.2.002	Meeting House Room	18 seats / 8 additional chairs
M.2.003	Meeting House Room	18 seats / 8 additional chairs
M.2.004	Meeting House Room	18 seats / 8 additional chairs

Note: capacities can be increased in some rooms with the removal of tables.

### **3. TIME PERIODS:**

Time period A – approved City Hall building hours

Time period B – Monday through Friday: 10:00 p.m. – 11:45 p.m.

Time period C – Weekends: before 11:00 am and from 5:00 p.m. – 11:45 p.m.

#### North Plaza hours of use:

The Plaza is a natural location for public dialogue. This space can be reserved, however groups should be aware that other non-reserved groups may use the Plaza for spontaneous activities at any given time.

The North Plaza and its components are available between 7:00 am and midnight, seven days a week. Exceptions to this will be considered on an individual basis.

### **4. GENERAL GUIDELINES AND LIMITATIONS:**

- Any group or individual applying to use public space or facilities within City Hall, must agree that they will not conduct any business or activities that would violate the Criminal Code or the BC Human Rights Code.
- The following types of events are not permitted at City Hall:
  - Events involving animals;
  - Commercial activities involving retailing and/or merchandising;
  - Religious services;
  - Registered political party social events or displays inside City Hall;
  - Public rallies or demonstrations inside City Hall.
- Interior and exterior special events are to be managed in a manner so as not to conflict with the normal ongoing operation of City Hall.
- Registered not-for-profit societies using City Hall will be permitted to invite voluntary donations to their societies through the presence of donation containers.
- Registered not-for-profit societies shall be permitted to sell products which directly relate to the reason they are on site. Funds raised through such sales must support community programs of benefit to Richmond residents. Products may include small merchandise, raffle tickets, memberships.
- Approved events and displays must meet City security, fire and safety standards.



The City maintains the right to refuse any requests for bookings that are not deemed appropriate for City Hall.

### Food and beverages:

- The serving of refreshments must not be the focus of any event held inside or outside City Hall. The use of reusable or recycled materials is encouraged.
- Food and refreshments must be coordinated through the Caterer at City Hall.
- No food or beverages are permitted in Council Chambers.

### Equipment:

- All sponsoring groups or departments are responsible for any equipment needed to undertake the event, including chairs, public address systems, tables, etc.
- The City, however, can provide stacking chairs, .75m x 1.5m (2.5 ft x 6 ft) tables with draping and tablecloth, and .9m (3 ft) round tables. Users will be responsible for the costs of the set-up and take-downs. Equipment will be counted when supplied and after each event. The sponsoring group is responsible for any loss, damage or cleaning required to equipment belonging to the City of Richmond as a result of the event or display
- Set-up and take-down are not to interfere with the normal operation of City Hall. This may require set-up and take-down outside of Time period A.
- No on-site storage is available.

### Other:

Sponsoring organizations are required to provide appropriate signage, name tags and other materials to clearly identify sponsorship of the event. Additional procedures apply.

Events are to be staffed by representatives of the organization as designated:

- 0 – 250: one per 50 attendees
- Over 250: five, plus one additional per 100 above 250

These operational representatives are required to ensure the smooth implementation of the event in a variety of areas which can be finalized at the time of booking.

Event parking is available on the north surface parking lot after business hours. Parking may also be arranged in the underground parkade. Additional regulations and costs may apply.

## **5. GUIDELINES FOR SPECIFIC USES**

### **Art Exhibitions:**

- City Hall has an Art Programming Committee. Those wanting to display art for public viewing or exhibitions may have their works juried by this committee. Guidelines are available.

### **Charitable Appeals:**

- Charitable appeals are an approved activity.

### **Community Flag raisings:**



- Groups organizing approved community flag raising events may use the flagpole at the east side of the City Hall near the Cenotaph. They will manage the event themselves, and arrange access and operational details in advance. Flags will be flown for 24 hours maximum on weekdays, and until Monday morning on weekends; however, this time length may be reduced if a conflict arises with a later booking within the period.
- Groups wishing to leave materials such as wreaths on site after Cenotaph events are asked to inform the City. The City of Richmond will not be held liable for any such materials left on site.
- Rainout options using the City Hall meeting rooms after normal building hours can only be considered if they are booked in advance. Groups then will become responsible for incremental costs as outlined under internal booking provisions. Costs will be estimated at the time of booking. Cancellation of rainout space must be received at least 24 hours in advance of the event, or by Friday noon for weekend events.

### Displays:

- An area 3m x 3m will be the standard space made available for displays. Exceptions will be considered on an individual basis.
- Display materials, banners, promotional signs, etc. must not be attached in any way to the building structure. Acknowledgement of individual groups, public and private companies aiding an event at City Hall through financial or service support may be permitted through easel sign(s) which list all sponsors together. Sign(s) may include corporate logos or word marks.
- Displays will be accessible to the public only during normal building hours. Any requests for extended hours will be considered under the conditions of Community Special Events.
- No beverages or food may be served at a display.
- The City of Richmond will not accept responsibility for damages or losses to any display or materials in a display.

### Corporate Displays: five or more working days up to one year:

- Displays must be completely self-contained and free standing.
- Sponsoring groups will be responsible for maintenance and care of their display.
- Displays and staff must be clearly identified as to the sponsor.
- Display staffing: a maximum of three corporate staff per display.
- Display component sizes are limited by normal doorway and passenger elevator sizes.
- Set-up and take-down will take place within normal building hours.

### Permanent displays:

- All permanent displays require City Council approval. Permanent displays will be reviewed every five years for appropriateness.



- Items to be considered for permanent display may be initiated by a member of Council, a department head or a member of the public.
- The Chief Administrative office will gather background information and prepare the necessary Council report recommending approval or denial and appropriate placement.
- The Facilities Management Department will be responsible for installation/display of the item.

### **News Conferences**

- Any City department or City sponsored group may use meeting rooms for scheduled news conferences.

### **Photography sessions:**

- The public areas inside and outside City Hall are available for wedding photographs and approved photo sessions.
- Sessions are pre-booked through the City Hall Rentals Clerk, on a first-come-first-served basis for a period of 1.5 hours each, with a fixed fee of \$50.00.
- No alcohol, confetti or rice are allowed on site at any time.
- During normal building hours there may be members of the public in the general vicinity.

### **Rentals:**

- Various rooms in City Hall are available for rent to outside users.
- Rooms in the Meeting House can be booked for Meetings and Social functions.
- All bookings are through the City Hall Rentals Clerk.

### **6. COST RECOVERY GUIDELINES:**

The City will establish and regularly review a schedule of fees and charges for all groups and individuals. If space is available, affiliated groups may book up to six meetings per calendar year in the Meeting House at no charge. All other groups will be charged on either a cost-recovery or revenue generating basis, as indicated below:

- Rates for non-affiliated service groups will be on a cost-recovery basis. Subsidies or surcharges may be added depending upon the contributions proposed for the community.
- Private groups, individuals and commercial enterprises will be charged a rate that is equal to or greater than market rates for equivalent spaces.
- Special rates will be determined for unique events or circumstances. (For example, a one time offer to film a commercial that may present significant financial or promotional opportunities).
- The incremental building, security, custodial and staff liaison costs incurred by the City of Richmond will be the responsibility of the requesting group or department.



- The City of Richmond reserves the right to set the level of service required, based on the nature and size of the event. These charges which will be identified at the time of booking.
- Any subsidies for community activities will be handled through the City's Grants program.
- Any damages incurred as a result of special events will be assessed by the City Facilities Management Department and charged to the sponsoring group or department.

## **7. APPEAL PROCESS:**

- When an application for use of City Hall public space is denied, the applicant must receive the reasons in writing. The applicant may appeal the refusal directly to the Chief Administrative office. Every such appeal must be made in writing within thirty (30) days after the requesting organization has received notification of the denied request, otherwise the right of appeal is extinguished. Every appeal must include the applicant's name, address, phone number, reasons for the appeal and any material the applicant feels is necessary to consider. Appeals should be delivered to the Chief Administrative Office, 2nd Floor, City Hall, 6911 No. 3 Road, Richmond, V6Y 2C1. A decision about the appeal will be made, based on the written submission. The Chief Administrative office may confirm, vary or revoke the original decision.

Attachment 2

## City Hall Space Impact Analysis

Options	Types of events	Cost recovery	Revenue Gen. poss	Rooms	When	Capital requirements	Affect on City Hall	Staffing needs	Technology needs
<b>Phase one</b>  Low impact	Affiliated group mtgs	no	no	all Meeting House rooms	mostly eves	none	minimal	Building Mgr. with existing security and booking staff	minimal
	Service Groups and Support group mtgs	yes	no	all Mtg House rooms	mostly eves	none	minimal	Building Mgr. with existing security and booking staff	minimal
	Photo Shoots	yes	some	Stairs, Atrium and south plaza	weekends and days	none	some if during day	Building Mgr. with existing security and booking staff	no
	Other Gov't groups	yes	yes	all Mtg House rooms	days and eves	none	some if days espec. parking	Building Mgr. with existing security and booking staff	some
	In house programs and small Civic displays and programs	no	no	Mtg House rooms	primarily days and eves	minimal	no	Building Mgr. existing security and booking staff. Also existing rec. program staff	minimal
	In house training	no	no	all Mtg House rooms	days	some	no	Building Mgr. AV equipment care, bookings, and maintenance	yes, in house
	Business and Strata mtgs	yes	yes	all Mtg House rooms	days and eves	new podium(s)	minimal except parking	Building Mgr. with existing security and booking staff	some incl p.a., projectors etc
	"Art" displays and exhibitions	no	yes if private	Mtg House rooms and Galleria	one time and periodically	some for hooks, shelving etc	some if public encouraged to view	Building Mgr. with existing staff and Art jury committee. Also Gallery and Museum exhibit staff	lighting controls



	Tours and field trips	no	no	All when available	days and eves	literature and brochures	some	Booking staff and existing staff	use of Council projectors
100 Phase two Medium Impact	Private rentals less than 100 ppl.	yes	yes	most include Atrium, Galleria and Plaza.	weekends and eves	tables, chairs, risers, podium, storage mods,	some include setups and parking	Building Mgr., existing security and booking staff. Also set up staff and aux. bsw's	microphones, speakers, amplifiers
	Special events less than 100 ppl	yes	yes	most include Atrium and Galleria and Plaza	weekends and eves	tables, chairs, risers, podiums, storage mods, tents	some includes lots of setups and parking	Building Mgr., existing security and booking staff. Also set up staff and rental attendant and aux bsw's	microphones, speakers, amplifiers
	Small conferences	yes	yes	all Mtg House rooms and 8 <sup>th</sup> if avail. on short notice	days and eves	same as above as well as wiring to other rooms	yes includes parking, Front of House, cafeteria	same as above	yes incl projectors, connections to satellites etc
	Music Recitals	yes	yes	Chambers, Atrium, Galleria	weekends and eves	Piano, carts, chairs etc	minimal	Building Mgr., existing security and booking staff.	minimal
	Training-Outside groups ie WCB, Cap College, Cont Ed	yes	yes	Mtg House. also 8 <sup>th</sup> floor if avail or in partnership	days, eves and wknds	8 <sup>th</sup> floor mods, AV equipment includes more tv's and projectors	minimal unless during day	Building Mgr, existing security and booking staff. Also set up staff	AV support person
	Affiliated group retreats and workshops	yes	no	Meeting House rooms	weekends and eves	minimal	minimal	Building Mgr., existing security and booking staff. Also set up staff	AV support and use of projectors etc and poss AV technician
	City-Civic events and drop in programs (sponsored by City)	no	no	all spaces	lunchtime, days, eves	tables, chairs, staging	some if during days	Recreation staff, FOH, Building Mgr., existing security and booking staff. Set up staff, rental attendant, BSWs	tech support person at events

Phase three  Medium – High Impact	Private rentals 100+ ppl incl. weddings	yes	yes	Atrium, Galleria and plazas	evenings and weekends	same as smaller events plus storage construction	varied but gen. minimal	Building Mgr, existing security and booking staff. Also set up staff	p.a. system etc
	Special events 100+ ppl	yes	yes	All spaces	eves, weekends, holidays	same as above but budget wear and tear in maintenance. accts	lots of set-ups, and public enquiries. Previews by entertainers etc	same as above plus Front of House staff assisting, possible parking attendants and set down staff	AV support person, av setup help
	Music and choral performances	yes	judgement depends on purpose of event	Atrium, Galleria and Council Chambers	evenings seasonally	risers/staging \$6,000-\$12,000	may involve front of house	same as above plus Front of house staff assisting, possible parking attendants and set down staff Lots of Liaison time	AV support staff and use of p.a. systems
	Movie shoots	yes	yes-significant	All spaces	all times includes days	minimal	lots if during day	Building Mgr. with permit staff, receivable staff, spec. requests co-ordination	varied

**Attachment 3**

**RICHMOND CITY HALL  
Rental rates for  
Meetings and facilities**

Richmond's City Hall has state of the art facilities available for meetings, seminars, and workshops. Open spaces are also available for special events, social occasions and public gatherings.

All meeting rooms are bright and airy with floor to ceiling windows. Lighting, window coverings and projection screens are all controlled electronically. Various requirements for audio-visual needs can also be met in most rooms.

The Galleria, Atrium, and Plazas are available outside of normal business hours for large functions. Equipment such as tents, tables, chairs and staging can be arranged for these events.

Other amenities include significant surface parking, flexible hours and on-site catering services.

See **External booking guidelines** below for specific regulations.

**Rental rates - Meetings**

A number of rooms can be booked for meetings. During business hours, availability is limited to rooms m.1003 and m.2.002. In the evenings, rooms m.1002, m1.004, m.2003 and m2.004 and can also be booked subject to availability. Meeting requests will be taken up to two months in advance. Rates are per room in the Meeting House of City Hall.

<u>Length of meeting</u>	<u>affiliated group</u>	<u>non-profit group</u>	<u>other</u>
2 hours	n/c *	\$50	\$75
half day	n/c *	\$75	\$112.50
full day	\$75	\$100	\$150

- Affiliated groups are entitled to a maximum of six meetings per calendar year at no cost. Additional meetings may be booked at the non-profit group rate.

**Rental rates – Social Functions**

Includes use of the Galleria and Atrium, set up / take down of tables and chairs, rental commisionaire, security and janitorial. Requests for social function bookings will be taken up to one year in advance. A deposit is required at the time of booking. Final payment must be received a minimum of one month prior to the rental date. Posted rates are for functions to a maximum of seven hours. Hourly rates for shorter functions are available.

	<u>affiliated group</u>	<u>non-profit group</u>	<u>other</u>
max 100 ppl.	\$200	\$250	\$300
max 200 ppl.	\$300	\$375	\$450

## Rental rates – Special events

Affiliated groups are charged on a cost-recovery basis for approved Special Community Events. Incremental costs would be the responsibility of the sponsoring group(s).

Fees and charges for corporate and private Special Events will be determined on an individual basis. All special events must be approved in advance through the City Hall Building Manager.

## Rental rates - Photography sessions

The public areas inside and outside City Hall are available for wedding photographs and approved photo sessions.

Sessions are pre-booked through the City Hall Rentals Clerk, on a first-come-first-served basis. Sessions are 1.5 hours each with a fixed fee of \$50.00.

GST extra on all rates. Charges must be pre-paid prior to the time of the booking.

## External booking guidelines

The purpose of these regulations is to ensure the appropriate, responsible and safe use of the Richmond City Hall facilities.

Any group or individual applying to use public space or facilities within the City of Richmond, must agree that they will not conduct any business or activities that would violate the Criminal Code or the BC Human Rights Code.

A confirmation to use the City Hall facilities does not carry with it the authorization to use the City of Richmond's name or logo in advertising.

The City will not be held responsible or accountable for any damages or loss of property that will result from the function.

Other conditions will apply when occupying City Hall facilities. (see licence to occupy)

Deposit:

For social functions, a deposit of \$400.00 must accompany your returned, signed and dated Facility confirmation. This deposit also acts as your damage and clean up deposit.

Payment:

All meetings must be pre-paid in full. The final payment for social functions must be received at least one month prior to the rental.

Cancellation Policy:

In the event of cancellation of a social function, the following cancellation charges will apply: \$100.00 up until 30 days before the event; 50% of the total facility charges after that date; 100% of facility charges if less than 48 hours notice received. Notice of cancellation must be received in writing.

In the event of cancellation of a meeting, a cancellation charge of 25 % of the total rental fee will apply.

Room Usage:

Rooms must be vacated at the times stated on the Facility Confirmation Contract. Should the applicant not comply, an additional charge of \$100.00 will apply to each hour or portion thereof.

Rooms must be left in good order. All rooms have designated configurations. A \$40.00 reset charge will apply to each room that has not been returned to the designated arrangement.

Additional Charges:

Any applicable charges will be assessed against the damage deposit. Additional charges may be levied whenever damages or unusual wear and tear result from the function.

Deadlines:

All catering, audio-visual and special room arrangements must be completed eight (8) days prior to the event. Numbers for seating and for catering must be confirmed no less than 3 working days prior to the event.

Catering Requests:

All food and beverage requirements must be supplied by the caterers with whom the City has an agreement. Contact the City Hall Building Manager to arrange for Catering requests.

Security:

A security guard is on duty at all times. Extra City approved security must be booked for special events, and large social functions. The charge for additional security is \$25.00 per hour. The City does not assume responsibility or liability for damage or loss of personal property or equipment left in the facility.