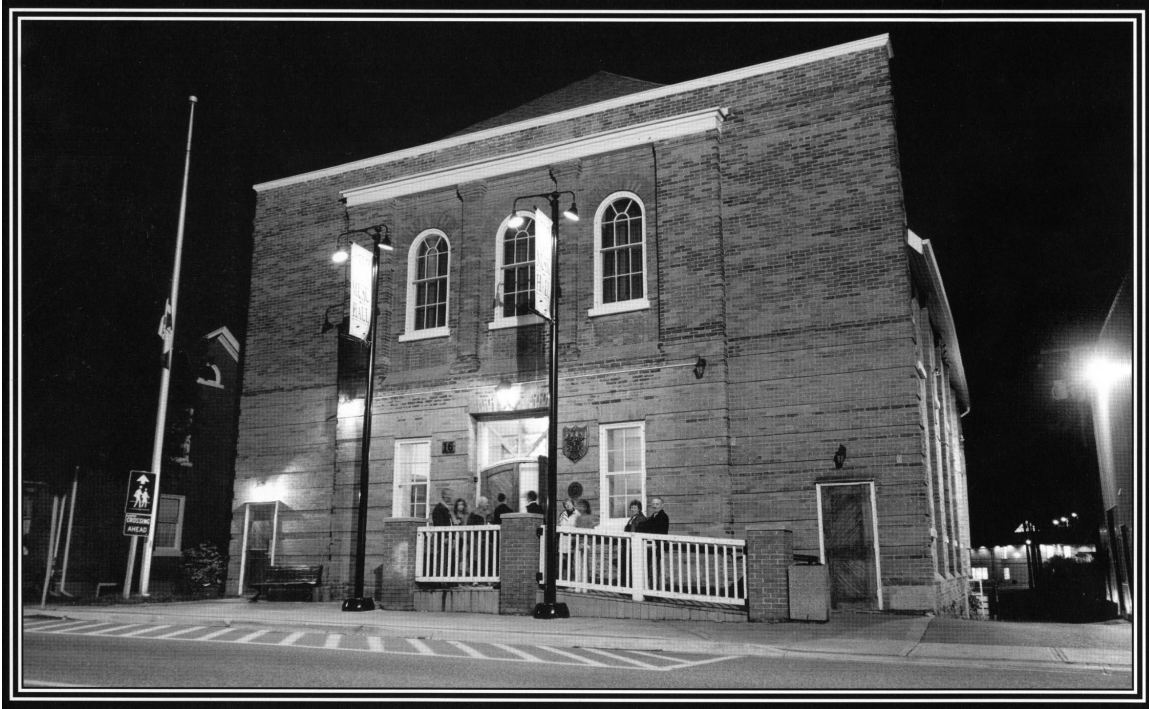


UXBRIDGE MUSIC HALL



Photograph by Terry Paul

OPERATIONS MANUAL

REVISED MARCH 1, 2024

INTRODUCTION

The historic Uxbridge Music Hall is a gem of a cultural resource. It is a valued and recognized heritage resource, and is our community's primary arts and cultural facility. This local facility has heritage, character and excellent acoustics. It is home for a wide variety of community-based programs including theatrical productions, concerts, dance instruction and performance.

This manual has been created for the benefit of licensees, municipal staff and anyone who uses the Uxbridge Music Hall. It is intended that the manual will provide a comprehensive and clear collection of all practices and policies that affect the use of the Uxbridge Music Hall.

The Corporation of the Township of Uxbridge requires everyone to comply with the requirements of this manual. The manual and the policies contained within are considered part of the Rental Agreement. Please feel free to contact the Music Hall Board or Community Services Coordinator with any suggested additions, clarifications or revisions.

Let us all continue to support the preservation of this wonderful community resource for everyone to use and enjoy.

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1. CONTACT INFORMATION

For a complete contact list visit: uxbridgemusichall.com

24/7 On Call Facilities Support (Emergency Only) 1-877-426-4459

2. ARRANGEMENT for USE of HALL

2.1 HALL BOOKINGS

Those interested in renting the HALL should contact the Community Services Coordinator telephone 905-852-6761 or email booking@uxbridge.ca. The Community Services Coordinator will accept bookings from LICENSEES (those individuals or organizations contracting with the Township for use of the HALL) for available dates within the current and upcoming years.

For bookings *for one year beyond* the upcoming year, in order to maintain use of the HALL at an optimum level, major users will be given priority.

NOTE: The Township, or the Uxbridge Music Hall Advisory Board acting as the Township's representative, reserves the right to require a LICENSEE to vacate the Hall temporarily; at any time and for any reason it deems to be in the best interest of the Township and/or the Hall. The LICENSEE will be given reasonable advance notice of the intent to exercise such right. Alternate space will be arranged for the LICENSEE, whenever possible, at the discretion of the Township's representative, and the LICENSEE will be compensated, as appropriate, for any expense or inconvenience suffered.

Priority A: These are LICENSEES who have used the HALL for at least a one-week Production Agreement the previous **two** years and LICENSEES that rent the HALL at least once per month on a regular basis. At the beginning of **October** The Community Services Coordinator will contact these LICENSEES to ask for their tentative bookings. First right of refusal will be given to LICENSEES asking for the same weeks they have had in past years. Any conflicts will be resolved by meeting with the affected LICENSEES before the end of October.

Priority B: These are LICENSEES who have used the HALL the previous year but aren't included in the Priority A group. These would include even Production Agreement groups who only used it last year but not the year before, as well as groups who used the HALL for just a day or so in previous years. At the beginning of **November**, The Community Services Coordinator will contact these LICENSEES to ask for their tentative bookings. Any conflicts will be resolved by meeting with the affected LICENSEES before the end of November.

Bookings for one year beyond the upcoming year from other clients will be received on a first-come, first-served basis after the end of November.

Very long-term bookings (beyond the time frames described above) cannot be accepted.

2.2 RENTALS

The renter needs to contact the Community Services Coordinator by telephone or email three (3) months prior to the event to confirm their date(s). Confirmation of bookings can be made either by email or in person, by appointment (regular work hours), to The Community Services Coordinator at the Uxbridge Seniors Centre. The HALL Rental Agreement documents must be completed at that time and the non-refundable deposit equal to 25% of the total rental fee must be paid.

Failure to confirm and pay for the booking at this time will result in the forfeiture of the booking.

The LICENSEE can download a **copy of the Operations Manual from the uxbridgemusichall.com website**. At the time of confirmation of booking the LICENSEE must provide the names of contact persons (see article 2.4 of this manual).

Payment in full for the use of the HALL and its facilities contracted for must be paid 14 days before the start of the event. The refundable damage deposit must be paid as well at that time by cash, cheque or credit card authorization.

(See section 2.5 regarding LICENSEE liability for damages and extraordinary housekeeping charges and section 2.7 for additional comments regarding financial arrangements.)

2.3 SIGNED CONTRACT WITH AN ACT

2.3.1 Performance Contract: It is the sole responsibility of the LICENSEE to obtain the proper performance contract(s) with performers and all necessary copyright agreements.

The Township or its representative reserve the right to request a copy of the performance rights contract.

2.4 LICENSEE REPRESENTATIVE

The LICENSEE will furnish to The Community Services Coordinator the names, addresses and phone numbers of the LICENSEE'S representatives. These representatives will be the sole persons authorized to make decisions or to negotiate with the Township. ***One of these representatives must be present at each event (rehearsal, performance, etc.) and will then be the sole person authorized to resolve problems and conflicts or to negotiate any alterations in performance procedure with the Township.***

2.5 HALL AS SUPPLIED

2.5.1 The HALL will be made available to the LICENSEE with house lighting, heating and air conditioning in operating condition. Stage lighting and sound systems are also available at charges as indicated in the Hall Rental Agreement. Any additional equipment required by the LICENSEE for the engagement is strictly the responsibility of the LICENSEE. Furthermore the Licensee shall provide documentation that all such stage lighting equipment complies with the Ontario Electrical Safety Code and is listed by a Certification Agency for its intended use. If the documentation is not available an inspection by the Electrical Safety Authority must be requested and the Approval Certificate be provided prior to the opening of the event.

2.5.2 Building Cleanliness: The HALL will be supplied in a reasonable state of cleanliness at the beginning of the rental period. If the dressing rooms or other rooms used by the LICENSEE or the LICENSEE'S cast or crew are left in an unsatisfactory condition, in the sole opinion of The Community Services Coordinator or designate, the LICENSEE will be responsible for cleaning costs incurred, which will be deducted from the damage deposit.

2.5.3 Building Alterations: The LICENSEE may make no alterations to the HALL without prior written approval of The Community Services Coordinator or designate. No alterations to the building, building systems, interior finishes, fire alarm, fire protection and safety equipment will be permitted without written authorization from the Township. In the event approval is given to remove the main red curtains, they are to be taken down and re-hung by, or under the supervision of, the Technical Manager. In addition, the Licensee will be billed for the time taken per Music Hall representative at the going Technical Manager hourly rate, which can be confirmed by The Community Services Coordinator.

2.5.4 Building Damages: The cost of repairs/replacing materials removed for ALL damage/labour inflicted on the HALL or its equipment, materials during occupation (rental agreement) by the LICENSEE as a result of actions by the LICENSEE, the LICENSEE'S personnel or audience will be paid for by the LICENSEE. **This includes any damage to the floor caused by improper moving/use of the main floor chairs.**

At the beginning of the agreement period the LICENSEE is required to carry out a pre inspection of the HALL. Any damages noticed at that time should be emailed to the Technical Manager for review. Such damages are not the responsibility of the LICENSEE.

The renter will perform a post event inspection to ensure that the facility is in the same condition that it was rented. Claims of any damage and/or missing equipment may impact the renter's damage deposit. Any new damages identified need to be reported to the Technical Manager by email.

Township staff, or their designate will perform random inspections of the facility.

2.5.5 All equipment and materials brought into the HALL including stage sets, decorations, attachments in the premises and surrounding areas shall be subject to the approval of The Community Services Coordinator, Fire Department or designate. Care must be taken to select set and other materials to comply with the requirements of the Ontario Fire Code, the Chief Fire Official and any other Inspection Agency that may be called upon to inspect the HALL to minimize the risk of fire. All electrical equipment used must be certified by an acceptable inspection agency to meet the requirements of the Ontario Electrical Safety Code appropriate electrical codes.

The LICENSEE shall be responsible for all costs for the inspections that are required to be conducted by these authorized agencies.

2.5.6 The LICENSEE shall use the Music Hall approved ticketing service noted in their contract. The \$2.00 Music Hall Improvement Fund must be collected for every ticket over \$10.00.

The approved ticketing service has the right to provide standardized seating plans that must be used in order to comply with the requirements of the Ontario Fire Code.

2.5.6.1 The LICENSEE has the option to request to use their own ticketing service upon approval from the board at least 6 months (182 days) prior to the event start date. Additional fee for the Music Hall Improvement Fund of \$600 per performance. This request must be made in writing to the Community Services Coordinator by email.

2.6 KEYS & ACCESS

The HALL, including keys thereto, will be at all times under control of The Community Services Coordinator or designate who will have the right to enter the HALL at all times during the period covered by the agreement. Keys will be issued to the LICENSEE for rehearsal, set-up and performance times. The use and distribution of HALL keys are as follows.

DOOR	MASTER	TECHNICIAN	PERFORMANCE	FRONT DOOR
MAIN HALL				
Front Main (double) Door	X	X		X
Front Door: near S Side	X			
Balcony doors from Foyer	X	X	X	
Ticket Booth	X	X	X	
Display Cabinets	(special separate key kept by Tech Manager)			
BASEMENT LEVEL				
Storage “A “	X	X	X	
Storage “B “	X	X		
Electrical Switch Room	X	X		
Custodian’s Closet 1	X	X		
Custodian’s Closet 2	X	X		
Dressing Room “B”	X	X	X	
Display Cabinet	(special separate key kept by Community Services Coordinator)			
BALCONY/UPPER LEVEL				
Control Booth	X	X		
Tech Room	X	X		
Amp Room	X			
Tech Storage	X			
Dimmer Packs	(special separate key kept by Tech Manager and Community Service Coordinator)			

DISTRIBUTION of KEYS

MASTER: Community Services Coordinator, Technical Manager, Custodian, Board Chair, Board Vice-Chair.

TECHNICIAN: Provided to LICENSEES' Programmers & Technicians (per contract).

PERFORMANCE: Provided to LICENSEES intending to use the HALL (main floor and balcony), ticket booth, lower level and Storage A off Dressing Room "A".

FRONT DOOR: Provided to LICENSEES intending to use the main floor and lower level facilities but not the balcony or storage rooms.

2.7 FINANCIAL ARRANGEMENTS

2.7.1 All deposits made by the LICENSEE will be credited toward the final invoice issued by the Township to the LICENSEE.

2.7.2 Any money owed to the LICENSEE at the conclusion of the event will be returned to the LICENSEE with a full accounting of the charges made by the Township. The Community Services Coordinator will endeavor to process this as quickly as possible and final settlement will usually be available 20 working days after the event. Money owed the Township beyond that covered by deposits will be due net 30 days from the end of the event.

2.8 SITE VISITS

Site visits to view the HALL and technical equipment are encouraged and can be arranged by contacting The Community Services Coordinator.

2.9 SCHEDULE OF RENTAL RATES & CHARGES

A current schedule of rental charges for space, equipment, personnel and services will be available upon request from The Community Services Coordinator.

2.10 REFUSAL TO LICENSE

The Township may refuse to rent the facility for any event, activity or performance if it is determined that the event, activity or performance, or the audience response to the event, activity or performance, may cause physical damage or unusual risk of damage to the HALL. In addition, any adverse history, lack of financial reliability or previous failure to comply with the Operating Manual is grounds for a refusal to license.

2.11 INSURANCE

LICENSEES, at least two week prior to the start of a rental agreement, will be required to secure commercial general liability insurance against bodily injury and property damage arising from the operations of the LICENSEE in the amount of \$2 million per occurrence (or \$5 million per occurrence for alcohol permitted events). Such policy shall include the Township of Uxbridge as an additional insured.

The LICENSEE agrees to indemnify and hold harmless the Township of Uxbridge for all losses, claims or damages arising from the negligence of the LICENSEE in conjunction with this agreement.

2.12 INTERFERENCE

Other than the Township's unrestricted right to access the HALL at any time, a LICENSEE occupying the HALL within the LICENSEE's contractual days and times has exclusive use of the HALL. To avoid disturbing the LICENSEE's activities, others wishing entry to the HALL (to prepare sets, etc.) must obtain the approval of the LICENSEE before entering.

Organizations such as theatrical groups requiring set-up time prior to a performance or event **must** arrange with The Community Services Coordinator or designate for the time required to avoid conflict with other LICENSEES having possession of the HALL as well as the designated HALL cleaning times required by the Custodian.

3. SECURITY & SAFETY

3.1 GENERAL

Security and safety will be the responsibility of the LICENSEE during the times the HALL is in the possession of the LICENSEE. However, if in the opinion of The Community Services Coordinator or delegate additional security and/or safety requirements are required beyond that provided by the LICENSEE, such security or safety requirements will be engaged by The Community Services Coordinator or delegate at the expense of the LICENSEE. The presence of such extra security or safety requirements does not in any way relieve the LICENSEE'S responsibility to pay for damages to the HALL or property.

The Hall is equipped with a publically accessible defibrillator that is alarmed and configured to automatically call 911.

Six removable safety barriers are installed in front of the balcony railing at the bottom of the balcony seating stairs. These barriers must be in place at all times except during a performance.

3.2 AUDITORIUM CAPACITIES

The capacity of the auditorium (main hall) as designated by the Fire Regulations is as follows:

Main Floor 153 (Non Fixed Seating, Serving Alcohol with Stage extension)
Main Floor 190 (without tables or alcohol)
Main Floor 150 (Dining, tables and chairs, no alcohol)
Main Floor 119 (Dining, tables and chairs, with alcohol)
Main Floor 85 (Dancing with tables & alcohol)
Stage: 81

There are currently 128 chairs available for use on the main floor which corresponds with the standard Music Hall seating plans.

Balcony seating 146

These capacity numbers include the number of cast and crew members that would normally be present for part or all of the performance at the main HALL levels (main floor and balcony.) This means that maximum audience attendance for performances for seated events on the main level and balcony needs to be **less than the number of crew and Front of House staff present.**

Capacities for the basement level rooms are:

East room (including coat room and washrooms)	57
West Room (beside the kitchen)	46
North Room	46

3.3 EMERGENCY EVACUATION PROCEDURE

The procedures detailed in Appendix A must be put into effect in the event of any emergency such as the sounding of the fire alarm or any other event that would indicate the HALL should be evacuated.

Review and be familiar with Appendix A.

In case of Fire:

Ensure that the Fire Alarm System has been activated and the Uxbridge Fire Department has been notified

Only those persons trained in the use or are familiar with fire extinguisher operations should attempt to fight a small fire.

The LICENSEE (as per Appendix A) has the responsibility to assign responsible person(s) for implementing the emergency evacuation procedure as required.

In case of suspected toxic spills/hazards:

Do not attempt to clean up or approach the site of the spill/hazard. .

Ensure that the Music Hall is evacuated and the Uxbridge Fire Department has been notified

Signs with a summary of the instructions are posted in the HALL. Clients are to make themselves aware of the process of dealing with emergencies.

3.4 OBSTRUCTIONS

No portions of the sidewalk, entries, passages, vestibules, halls, stairways or ways of access to the public utilities of the HALL shall be obstructed by the LICENSEE, or be caused or be permitted to be used for any purpose other than ingress and egress to and from the HALL. The doors, stairways or openings that reflect or admit light into any portion of the HALL shall in no way be obstructed by the LICENSEE except those windows in the HALL which are equipped with blackout curtains which may be closed during performances. Fire exits and aisles in the HALL must be kept clear of obstructions at all times. Failure to comply with the above Fire Code Requirements may result in charges being processed against the LICENSEE.

3.5 SPECIAL EFFECTS & FIRE ALARM

The HALL is protected by a fire alarm which may be activated by a number of air-born contaminants including products of combustion from pyrotechnical effects. Other special effects including smoke machines may also result in activation of the alarm. By order of the Uxbridge Fire Department and the Township administration, effects which may result in activation of the alarm **are not permitted** to be used in the HALL. If the LICENSEE is unsure of the possible effects of any special effects they should contact The Community Services Coordinator or the Fire Department)

The cost of the Uxbridge Fire Department responding to a false HALL fire alarm resulting from any action of the LICENSEE will be billed to the LICENSEE.

Under no circumstances will it be permitted to disarm the fire alarm during events taking place at the HALL.

3.6 FLAMMABLE /COMBUSTIBLE MATERIALS

3.6.1. Care must be taken in selecting decorations, set materials, etc. for use in the HALL to assure the risk of fire is minimized. Materials proposed shall meet the requirements of the Ontario Fire Code and must be cleared with The Community Services Coordinator and/or the Fire Department who has the authority to reject materials considered to be an unacceptable risk.

3.6.2 Use of devices using open flame is restricted. Plans to use such devices must be submitted to The Community Services Coordinator at least two weeks before the event. The Community Services Coordinator will review the proposal with the Fire Prevention Officer or their designate. Approval of the submitted plans is not guaranteed. Small decorative candles in approved metal holders (commonly referred to as tea candles) for use as

decoration on tables are permitted, but the terms of section 3.5 regarding charges for false alarms would apply.

3.7 RIGGING

It is the responsibility of the LICENSEE to provide The Community Services Coordinator, at least four weeks prior to the event, the design for the rigging of signs, small set pieces, etc., whether dead hung or rigged to fly. When supplied, these will be reviewed by Township Staff. Approval to use the rigging may not be granted. The LICENSEE shall not hang or rig materials from the lighting grid that may cause a structural failure or install a set that requires the removal of any device, or safety equipment or hinder the operation of this safety equipment.

3.8 OBJECTIONABLE PERSONS

The Township reserves the right to eject or cause to be ejected from the HALL any objectionable person or persons and neither the Township nor any of its officers, agents or employees shall be liable to the LICENSEE for any damages that may be sustained by the LICENSEE through the Township's exercise of such right. The term "objectionable persons" shall include those persons who, by virtue of disorderly conduct, intoxication, disruptive behavior, violation of Township policy, municipal, provincial or federal law, make the proper conduct of business, an event, or the enjoyment by others of the event, difficult or impossible.

3.9 DANGEROUS PERFORMANCE

If, in the sole opinion of any Township official or The Community Services Coordinator or designate, the performance, performers or audience attracted by an event at the HALL is considered to be of any physical threat or danger to the property of the HALL or the person or property of the cast, crew or audience members, the LICENSEE will, if requested by The Community Services Coordinator or designate, stop the performance or that part of the performance that is deemed to be dangerous. Failure to comply with the above-mentioned conditions is considered a violation of the license and will result in the immediate cancellation of the performance and the LICENSEE, patrons, cast and crew shall vacate the premises.

3.10 COMPLIANCE WITH LAWS AND REGULATIONS

The LICENSEE will comply with all laws and regulations of Canada, the Province of Ontario and all by-laws and regulations of the Township of Uxbridge and the LICENSEE will not suffer anything to be done on the property of the HALL which is in violation of any laws, by-laws, rules or regulations.

3.11 SOUND PRESSURE LEVELS (SPL)

SPL in the HALL may not exceed the guidelines set out by the Ontario Ministry of Labour - Safety Guidelines for the Live Performance Industry in Ontario (as amended). If **SPL** are considered to be exceeding these levels, an Uxbridge Township employee may measure these levels using the Township's equipment. If the **SPL** exceed acceptable levels, the LICENSEE will be advised immediately to lower the **SPL**. If this is not done, the performance may be stopped.

4. OTHER ACTIVITIES & GENERAL POLICIES

4.1 BACKSTAGE SUPERVISION

The LICENSEE will provide an adequate number of people to set up, run and strike their performances and rehearsals in a safe and efficient manner and will provide a Stage Manager or equivalent supervisor to be responsible for the LICENSEE'S activities backstage.

The LICENSEE shall be responsible for all of its personal property in the building, including all backstage areas.

No one shall be permitted in the restricted areas of the HALL (e.g. Tech Room and Control Booth) without prior approval of the Technician/Operator as defined in section 6.2.

4.2 BACKSTAGE POLICIES

4.2.1 All the LICENSEE'S effects must be removed from the building at termination of the rental period. In addition all electrical equipment shall be de-energized at the conclusion of the production and prior to the dismantling of the set. If effects are not removed, they will be removed and disposed of at the LICENSEE's expense. Please use the wheeled dolly to move heavy items to protect the floor.

4.2.2 Fabrication and painting (latex paint only) of sets; all sets shall be painted or sealed on both sides to reduce the flame spread of the materials. All other combustible materials shall meet the flame spread requirements of the Ontario Fire Code. Other performance items are permitted in the HALL with the requirement that flooring be protected (by tarpaulins, plywood, etc.) Power equipment (saws, drills, etc.) is permitted for building or erecting sets and other performance items; however, this should be kept to a minimum and the majority of construction done off-site. ***Any dust-generating items (saws etc.) must be equipped with effective dust collectors. No construction is permitted in the lobby. All work must be cleaned & tidied prior to leaving the HALL – tools must be stored safely when leaving the HALL.*** The LICENSEE is responsible for the cost of cleaning HALL equipment and furnishings resulting from use of power equipment. Also the LICENSEE shall be charged for any false fire alarms as a result of the building of sets in the HALL. Vapours and dust can cause the alarms to activate.

4.2.3 Sets are to be anchored only to the bracing fixtures provided. No stapling, screwing or nailing to the stage floor, proscenium or stage walls is permitted. Painters' masking tape and duct tape is permitted on woodwork and floors but not on painted, stained or papered walls. The LICENSEE must remove all tapes at the end of the event.

4.2.4 Exit doors and hallways and accesses from the stage must be kept free and clear of obstructions at all times.

4.2.5 No costumes, properties, etc. are to be hung from the fire equipment, emergency lighting fixtures or permanent backstage equipment at any time. All Fire Protection and Life Safety equipment must be readily available for use at all times

4.2.6 During set-up and rehearsals, food and non-alcoholic beverages are permitted in the HALL but the LICENSEE is responsible for clean-up each day. Failure to clean up may result in a charge to the LICENSEE for the Custodian to carry out the clean up.

4.3 SMOKING

4.3.1 The HALL is a non-smoking building. For stage performances that call for smoking on stage, please use electronic smokeless cigarettes or theatrical cigarette props. The caution regarding false fire alarms in section 3.5 applies here as well.

4.3.2 Smoking is not permitted within 10 meters of the front entrance of the HALL.

4.3.3 The LICENSEE will be responsible for enforcing smoking regulations. Failure on the part of the LICENSEE to enforce these regulations on its staff, personnel and audience members will constitute a breach of the agreement and can, at the option of The Community Services Coordinator or designate, cause termination of said agreement with all advance deposits forfeited as liquidation damages. In addition, the LICENSEE will be liable for any fines or penalties under law as well as any outstanding liabilities owed to the Township resulting from the license agreement.

4.4 EVENT SECURITY & YOUTH EVENTS

Effective April 2014, there is no distinction made between 'regular' and 'youth events. Youth events are permitted as long as they comply with Township policies as outlined in Appendix E – Security Policy. Note 1: The Uxbridge Music Hall Advisory Board reserves the right to invoke the security requirement for any event. This decision may be challenged by contacting the Town Council. Note 2: The requirement for a police presence has been revoked.

4.5 LOADING AND STAGE ENTRANCES

We encourage all users to utilize the north side entrance to bring in construction materials, set articles and exhibits whenever possible to keep damaging traffic in the lobby to a minimum.

4.6 OUTSIDE CONTRACTORS

In the HALL Rental Agreement the LICENSEE is required to provide a list of outside companies the LICENSEE expects to hire to perform services for the LICENSEE. Such companies are subject to the approval and acceptance of The Community Services Coordinator or designate, which may be withheld. These companies and individuals may include but are not limited to lighting, audio and video companies, photographers, suppliers of furniture (tables, etc.) and food caterers. All equipment used by an Outside Contractor shall comply with all appropriate legislation and/or regulations and is subject to inspection at any time by the Fire Department.

The Community Services Coordinator or designate has absolute discretion and reserves the right to forbid or restrict the access of any individual or organization to the HALL. The decision of The Community Services Coordinator or designate may be based on the sole and absolute determination that damage to property might result from permitting such companies or individuals access, or if such individual or organizations have previously demonstrated an unwillingness or inability to abide by the policies and procedures of the HALL.

4.7 LADDERS & SCAFFOLDING

The HALL maintains ladders for overhead work on lighting & sound equipment, sets or decorations. Only qualified HALL Technicians and others trained and certified to Ministry of Labour Working at Heights standards are permitted to use this equipment.

4.8 DECORATING HALL

The LICENSEE may decorate the HALL, subject to any & all applicable restrictions documented in this Operating Manual. **In addition, helium-filled balloons are not permitted in the HALL. All Decorative materials used shall be in conformance with the requirements of the Ontario Fire Code**

4.9 DRAWS, LOTTERIES, RAFFLES ETC....

The LICENSEE shall abide by all applicable Township by laws, policies and rules as may be amended from time to time. This applies to all similar fund-raising activities.

4.10 ALCOHOL

Sale or distribution of alcoholic beverages at HALL events must be carried out according to the Municipal Alcohol Policy, a copy of which is available from The Community Services Coordinator.

4.10.1 Alcohol is only permitted within the main auditorium.

4.10.2 Alcohol is not permitted in the following areas: lobby, balcony, basement or outside.

4.11 ADVERTISING & PROMOTION of EVENTS

4.11.1. All advertising and promotions for engagements will be by the LICENSEE at the LICENSEE'S expense.

4.11.2 No promotional material is permitted to be posted on poles and other public surfaces within the Township without Township approval. Such postings will be removed at the LICENSEE'S expense.

4.11.3 The name "Uxbridge Music Hall" and logo can be used only as set out in this license, namely, as the venue for the LICENSEE'S event.

4.11.4 As noted on the contract all ticket sales are controlled by the Uxbridge Music Hall and its designated ticketing agent.

4.11.4.1 Any exception to this policy can be addressed with the Music Hall Advisory Board at least 60 days prior to the event on a case-by-case basis.

4.11.5 The HALL offers the LICENSEE advertising opportunities via its Facebook page and the HALL's dedicated website. Contact The Community Services Coordinator for details.

4.12 LOST ARTICLES

4.12.1 The Community Services Coordinator or designate will have the sole right to collect, to have custody of and to dispose of articles left in the building by persons attending any performance, exhibition or entertainment presented in the HALL. "Lost & Found" is located at the Uxpool.

4.12.2 Where lost articles can readily be identified to be the property of the LICENSEE, employee or others under the LICENSEE's control, The Community Services Coordinator will make every effort to return articles to the rightful owner, but will not be responsible for incurring any cost for shipping said articles to the owner.

4.13 BROADCASTING, VIDEO & SOUND RECORDING

It is the LICENSEE's responsibility to secure and pay for all Royalties & Copyright Clearance licenses required by law regarding:

- a) the use of copyright material for public performance,
- b) the recording of any copyright material,
- c) SOCAN public performance fees and,
- d) the video recording of any copyright material including the synchronization of visual images with existing audio material.

The Township shall not be held liable for any infringements of copyright laws however caused. The LICENSEE shall bear the sole responsibility for adherence to all intellectual property laws. The Township may request a copy of the royalties and/or copyright clearance licenses for your event.

4.14 PARKING

The HALL has no parking lot. Street parking is available on a first come- first served basis. The LICENSEE may post parking cones in the immediate area of the entrance of the HALL to provide drop-off facilities for, as example, wheelchair or walking -impaired patrons, cast or crew.

Vehicles may stop briefly in the driveway on the north side of the HALL to transfer materials to and from the HALL. It must be left clear at all other times: parking is not permitted in this driveway.

The HALL is not responsible for any loss or damage however caused in parking for HALL events.

4.15 DEALING WITH PROBLEMS

For problems that arise during the time the LICENSEE has possession of the HALL a roster of contact persons has been set up to assist in rectifying the problems. This list is at the beginning of this Manual. As the list of contact persons changes, the list will be revised to keep it as up to date as possible.

Technical Problems (electrical breakers, lighting, sound, HVAC, etc.) Contact the Technical Manager.

Administrative Problems Contact The Community Services Coordinator, the Music Hall Board Chair or any of the contacts listed on page 5.

Maintenance or Housekeeping Problems Contact the Custodian or Community Services Coordinator.

An after hours emergency hotline is available to call for any issues occurring at the facility outside of regular business hours. This number is listed both on the uxbridgemusichall.com website, the ticket booth, your permit as well as section 1 of this document.

The emergency evacuation procedure is detailed in Appendix A.

The accident/incident report & HALL address is detailed in Appendix B.

5. GENERAL FACILITIES

5.1 BANNERS at ENTRANCE & ELECTRONIC SIGN on HWY 47

Licensees may make use of the lower portion of the north banner pole at the HALL entrance for a banner of their own design to promote an upcoming event. The duration of the placement will be arranged between The Community Services Coordinator and LICENSEE. Banner dimensions should be overall 26" wide by 72" long. The banner slips over a 2" O.D. banner arm. The centerlines of the banner arms are 70 -1/8" apart. Banners must be installed by a contractor selected by the Township. There will be a charge to the LICENSEE for the installation and removal of the banner: The Community Services Coordinator will know the current rate in effect.

Any other proposed use of the banner poles (i.e. stringing items between the poles and/or to the building, etc.) must have prior approval of The Community Services Coordinator.

NOTE: LICENSEES with a two week rental contract may have their event advertised on the electronic sign on Hwy 47 for a two week period at the Hall's expense. It is the LICENSEE'S responsibility to reserve the preferred time slot and to provide The Community Services Coordinator with the details of the event, E.G title of show/event and dates/times.

5.2 DISPLAY BOARDS & PANELS

There are framed display cabinets with TVs to advertise current and upcoming events. LICENSEES should furnish the Technical Manager or Community Services Coordinator with all materials for display.

NOTE: The north lobby TV is reserved for current and upcoming events at the Music Hall. The south lobby TV can be used by the primary renter for the period of their rental contract to advertise their non-Music Hall events or thank their sponsors.

Nothing should be taped, glued or pinned to the lobby walls.

5.3 LOBBY and TICKET BOOTH

The lobby provides access to the main hall and lobby. The doors to the balcony stairs will be locked if the LICENSEE has not contracted for use of the balcony.

The ticket booth may be used by the LICENSEE at no extra charge. Access to the booth is via a locked door in the main hall. The Technician key opens this door. The Township and HALL accept no responsibility for losses from the ticket booth.

5.4 PIANOS

There are two pianos in the HALL. The upright on the HALL main floor is available to all users at no extra charge, while the rental rate for the grand piano can be obtained from The Community Services Coordinator. Both pianos are tuned in June annually at Township expense. Additional tuning required by a LICENSEE will be arranged by The Community Services Coordinator on the LICENSEE's request and will be billed to the LICENSEE at cost.

The grand piano is normally used on stage and can be wheeled from the storage area to the stage. Unplug the humidifier and wrap the electrical cord around the support under the piano. On returning the piano to storage, reconnect the humidifier electrical cord to the receptacle.

If it is desired to use the grand piano on the main HALL level, The Community Services Coordinator must be consulted to make sure the following steps are completed.

1. The piano must not inconvenience other authorized users during the time it is on the main floor.

2. The LICENSEE is responsible for arranging and paying for the moving off and on the stage level and for having the piano tuned at least after it has been returned to the stage level as well as, if found necessary for the LICENSEE's requirements, upon moving it to the main HALL floor. All arrangements, scheduling of moves, payments, etc. are to be made by the LICENSEE. Moves and tuning must be scheduled so as to not interfere with other booked HALL renters.
3. **Only** the piano moving company and tuning specialist listed with The Community Services Coordinator may be used.
4. If the piano will be at the main HALL level for more than two days during dry weather the humidifier must be plugged in. (The Custodian will refill the water reservoir.)
5. Damages caused to the piano and/or HALL surfaces or fixtures resulting from the use and/or moving of the piano will be the responsibility of the LICENSEE.
6. The piano shall be located either on stage or in its proper storage area, not obstructing any exit.

5.5 This section is blank

5.6 COAT CHECK & REFRESHMENT SALES

A coat check and refreshment sales booth is located at the bottom of the stairs to the lower level and is available at no charge to LICENSEES. Staffing of this facility will be provided by the LICENSEE.

Refreshment sales/distribution can also be made from tables set up in the lower level lobby or main floor areas.

Refreshments can be sold from the portable bar at the main HALL level. This bar must be located so as not to block any exit route. If alcoholic beverages are served, refer to section 4.9 for guidance.

5.7 DRESSING ROOMS

Three dressing rooms are provided for the use of LICENSEES. These rooms will be cleaned by the Custodian prior to the initial use by a LICENSEE. Thereafter, during use of the HALL by the LICENSEE, it is the LICENSEE's responsibility to maintain the rooms in a clean state.

5.8 KITCHEN

If booked by the LICENSEE, the kitchen and facilities therein in the lower level are available. Prior to a rental, the Custodian will clean the kitchen and facilities (refrigerator, ranges, etc.) The kitchen is intended for the preparation of pre prepared food only and **full meal preparation is not permitted in the kitchen**. During a rental, the LICENSEE is responsible for cleaning and the general upkeep of the kitchen. If, at the end of the rental, the kitchen requires extraordinary cleaning by the Custodian, the cost of this will be billed to the LICENSEE.

Foods should not be left in the refrigerator for an extended time. Such items will be removed and destroyed.

All personnel handling food require a food handlers certification and to supply a copy of this certification to the Community Services Coordinator.

5.9 WASHROOMS

Washrooms on the main HALL floor and lower level are maintained by the Custodian.

5.10 STORAGE

5.10.1 There is very little storage room available in the HALL. The Community Services Coordinator controls use of this space. LICENSEES requiring storage of stage props, etc. should discuss needs with The Community Services Coordinator who will attempt to provide temporary storage. Locked, secure storage may not be available.

5.10.2 Items stored in the HALL by LICENSEES must be removed promptly at expiry of the license agreement otherwise they will be removed and disposed of and the cost thereof will be billed to the LICENSEE.

The LICENSEE shall not store Flammable liquids in the HALL at any time.

5.11 CHAIRS & TABLES

Stacking chairs and several 6' long tables are available at no extra charge for the LICENSEE's use. The LICENSEE is required to un-stack and move these for events and to clean and restack them at the end of the event. Extra cleaning and/or repairs required following an event will be billed to the LICENSEE.

Additional furniture required must be rented or otherwise supplied by the LICENSEE.

5.12 SET SUPPORT BRACKETS

To protect the stage walls, there are 2"x 4" planks provided on the stage walls for anchoring sets and props (nails or screws) to these planks. Do not anchor (screw, nail, etc.) sets directly to the stage walls.

5.13 ADDITIONAL EQUIPMENT

5.13.1 Portable Communication: There are 6 portable, self-contained, battery operated, multi-way radios available. These are available through the Technical Manager at no additional charge to LICENSEES

5.13.2 Podium: A portable podium is available at no extra charge.

5.13.3 Portable Bar: A portable bar is available at no extra charge. The LICENSEE is responsible for cleaning the bar at the end of the day. If alcoholic beverages are served, refer to section 4.9 for guidance.

5.13.4 Cleaning Equipment: If the LICENSEE anticipates its activities may require the use of cleaning equipment at the end of the day, prior arrangements can be made with The Community Services Coordinator to have the Custodian leave out cleaning equipment for use by the LICENSEE. Consumable cleaning materials used will be charged to the LICENSEE at cost.

5.13.5 Stage Extension:

Nothing may be added or attached to the stage extension without advance approval of the Community Services Coordinator. Approval will only be granted if a plan is provided in advance with the appropriate professional certification(s). The LICENSEE shall be responsible for all costs for the certifications and/or inspections that are required to be conducted by these authorized agencies.

5.14 HALL TEMPERATURE CONTROL

The HALL temperature is controlled by numerous thermostats through-out the building.

Due to the new HVAC equipment, **DO NOT ADJUST** any thermostats. Any temperature issues should be directed to the **Custodian** or **Technical Manager**.

There are two main floor ceiling fans that can be operated by the LICENSEE. The on/off & speed controls are located on the stage left wall beside the breaker panel. These can be used to moderate the balcony area temperature.

5.15 CUSTODIAN SERVICE

In addition to the services described herein that are provided by the Custodian as part of the license agreement, the Custodian may be available for additional duties if required by the LICENSEE. The availability and rates for these services may be obtained from The Community Services Coordinator.

TECHNICAL FACILITIES

6.1 TECHNICAL FACILITIES AVAILABLE

Descriptions of the HALL's technical facilities are detailed on our website at www.uxbridgemusichall.com. This listing will be updated as required. There may be a charge for the use of sound and lighting equipment as detailed in the rental agreements/contracts. LICENSEES should discuss their needs with The Community Services Coordinator or Technical Manager.

6.2 TECHNICAL PERSONNEL AVAILABLE

For the HALL's technical equipment there are three levels of technical personnel available as certified by the Technical Manager and Community Services Coordinator: - "**Technician**", "**Programmer**" and "**Operator**". The Technical Manager maintains and retains a list of qualified personnel in each of the three roles listed below. Every LICENSEE requiring use of the technical equipment will require the services of a:

- a. **Technician** to configure and set up the physical equipment. **Only Technicians are permitted to erect, relocate or remove lighting, sound or other technical equipment.** Technicians, as well as other personnel trained and certified to Ministry of Labour Working at Heights standards are permitted to use ladders or scaffolding in the HALL. Technicians may, but need not be, trained in programming the sound or lighting boards.
- b. **Programmers** - Programmers may be trained in either the sound or lighting boards, or both.
 - i) **Sound Programmers:** to configure and set up the sound system, microphones and sound board.
 - ii) **Lighting Programmers:** to configure and set up the lighting board. This includes programming the lighting cues.

Programmers should not handle any lighting equipment unless they are also a certified **Technician**.

- c. **Operator** to run the technical equipment each time it is used. Operators may be trained in either the sound or lighting boards or both.
 - i) **Sound Operators:** to operate the sound board.
 - ii) **Lighting Operators:** to operate the lighting board.Operators should not handle any lighting equipment unless they are also a certified **Technician**.

Technical help, the cost thereof and method of payment can be obtained through The Community Services Coordinator.

The performance day specific lighting and sound operator functions may be combined for very simple events if a single **Operator** is trained on both systems.

6.2.1 The Community Services Coordinator reserves the right to require a **Technician** be hired for functions not explicitly requiring the HALL's technical equipment, including the use of other technical equipment supplied by the LICENSEE. Technical requirements of the event should be discussed with the Technical Manager.

6.2.2 Access to qualified Technical training suppliers is available through The Community Services Coordinator and Technical Manager in order to qualify LICENSEE's staff as Technicians, Programmers or Operators.

6.2.3 Emergency calls to the Technical Manager for last-minute, outside of regular business hours: on-site visits will impose a 3 hour minimum charge billed to the LICENSEE. Over-the-phone call support will not have this charge.

Appendices

APPENDIX A – FIRE ALARM OPERATION & EVACUATION PROCEDURES

When the HALL fire alarm sounds the following actions take place.

1. The responsible person designated by the LICENSEE will immediately stop the event or performance and instruct everyone in the HALL to vacate the HALL immediately. **There are no exceptions to this rule.** If the balcony is in use the LICENSEE will instruct those in the front (stage side) of the HALL, both on the main floor level as well as the balcony, to exit by the exit doors at the stage end of the HALL and those toward the back of the HALL (remote from the stage) to exit by the main east door. Anyone in the basement area will be instructed to exit via the nearest exit door. Outerwear in the possession of patrons, etc. should be taken with them on exiting. Outerwear in the cloakroom or dressing rooms is **not** to be retrieved.
2. If possible and weather permitting, it is suggested that all evacuated occupants meet in an open area across from the Music Hall. The responsible person designated by the client should perform a head count and try to ascertain if there are any missing persons and notify the Fire Department accordingly.
3. The alarm signal sounds at the monitoring company who immediately contacts the Oshawa Fire Dispatch Centre who contacts the Uxbridge Fire Department to respond to the call.
4. The alarm company will contact by telephone a Township employee designated as “*Designated Supervisory Staff*” = “*Fire Watch*” or “*Keyholder*”). A list of at least five Township staff who have agreed to be on this Designated Supervisory Staff (DSS) roster is posted in the HALL, at The alarm company, the Township office, the Arena and at the Uxbridge Fire Department. The first DSS contacted by the alarm company will immediately go to the HALL.
5. The Uxbridge Fire Department arrives at the HALL and determines if there is a fire, extinguishes any fire or determines the cause of the alarm and silences (re-sets) the alarm.
6. In case the alarm cannot be re-set but the F.D. is satisfied there is no fire, every DSS will have an identification code number to use to call the alarm company to ask them to remove the HALL from their response system, but the DSS must then stay in the HALL until the alarm servicing people arrive to fix the alarm. Where the audience is permitted back into the HALL a fire watch must be established until such time as the event has concluded and the HALL is vacated.

Options at this point.

a. There was a serious fire. The Fire Department (F.D.) is fully in charge: they essentially become the "owners" of the building. The LICENSEE and patrons are **not** permitted back into the HALL to retrieve their belongings unless there is an urgent need (i.e. a cold winter night and some patrons have outerwear in the cloak room) to enter the HALL which could be done accompanied by a firefighter, to be decided by the Fire Fighter in charge. The HALL will be “secured” by the F.D. for the purpose of inspections, insurers, etc. The fire alarm would be shut off but not reset: it is likely it would not work anyway at this point.

2. There was a small fire that was brought under control quickly either by the F.D. or clients/patrons. If the F.D. decides this was truly a "small fire", the alarm would be silenced and re-set and the clients and patrons would be permitted back into the HALL. The LICENSEE would decide if the event could proceed or everyone is sent home. If the alarm could not be reset, the DSS person would then telephone the alarm service companies and must remain in the HALL to do fire watch until the alarm can be reset.

3. There was no sign of a fire, i.e. a false alarm or malfunction of the alarm system. In the event of a fire alarm activation, the House Manager or designate shall be in charge of the situation until the Fire Department arrives. The Fire Department will then assume control of the situation. Only the Fire Department officer in charge of the scene shall authorize the silencing and resetting of the fire alarm system. Re-entry into the building shall not be allowed until the cause of the fire alarm has been investigated and the building has been deemed safe.

The F.D. will formally "release" the HALL back to the Township after the F.D. has completed their investigation and is satisfied the HALL is safe to use.

Charging clients for false alarms: Clients will be charged for false alarms.

APPENDIX B - Accident / Incident Reporting Package Instructions

- 1) Remain Calm – You are more effective when calm and in control
- 2) 911 May be dialed free of charge from any cell phone – or by pressing the cell phone’s “Emergency” button.

You are located at
The Uxbridge Music Hall,
16 Main Street South
Uxbridge, Ontario
L9P 1N3

- 3) Is this a medical emergency? **ENSURE 911 is CALLED**

Is anyone on-site trained in CPR or First-Aid?

Was the on-site defibrillator used?

- 4) Is the area safe for yourself and everyone in the immediate area? Should the building be evacuated?

If in doubt, start evacuating everyone immediately. Instruct everyone to use the nearest exits.

- 5) If all of the above is followed and under control. The ACCIDENT / INCIDENT REPORT DETAILED FORM may be filled out.

Do not discuss details with anyone of the incident.

Document all emergency activities with photographs and videos whenever possible.

Ask everyone involved or who may have seen what happened to write their own witness statement.

Do not write assumptions or conclusions. Detail only actual events that they witnessed and occurred.

Use extra paper as required.

DO NOT ADMIT LIABILITY

UXBRIDGE MUSIC HALL		
ACCIDENT REPORT		
Complete & give to Supervisor within 24 hours of incident	Accident date / / Time of injury	
Exact location of Accident		
Name of Injured Person		
Street Address		
Name of Parent/Guardian (if applicable?)		
<i>Describe Injury & Treatment Given</i>		
Injury		
What caused injury?		
First-Aid Given / Defibrillator Used?		
Was parent/guardian called? Yes/No	Dr.or Hospital Yes/ No Name of Dr./Hospital	
<i>Accident considerations</i>		
Was Township equipment in use by injured person	If, describe:	
Does equipment need inspection: Yes /No	State type of inspection suggested	
Was another person involved Yes/No	If yes, give name, address & telephone number:	
<i>Witnesses:</i>		
1. Name		
2. Name		
3.Name		
Signature of Employee/Volunteer		Date completed
Signature of Supervisor		Date reviewed

UMH Technical Manager / Advisory Board Premises Inspection Form

Uxbridge Music Hall
16 Main St. S.
Uxbridge, On

Date Completed: _____

Areas for Inspection	Yes/No or n/a	Correction required? Describe	Initial
Building Interior			
Interior walkways, steps, railings, etc in good condition?			
Are Main floor walls in good repair (no holes / large paint chips)			
Are lower floor walls in good repair (no holes / large paint chips)			
Is anything attached to the balcony or walls?			
Locks &/or signs on Employees Only areas?	NA		
All licensing/warning/no smoking/alcohol signs displayed and legible?			
Any exposed insulation or electrical wiring?			
Smoke detectors working?	NA		
Flooring in good condition? (No trip hazards evident, etc.)			
Stairs in good condition, well lit with secure handrails?			
Do all exit doors open and close easily?			
Are all exit doors clear of obstructions?			
Is front foyer and entrance clean and tidy?			
Bathroom fixtures / lighting in good working order?			
Are bathrooms clean and tidy?			
Is kitchen clean and tidy?			
Are appliances clean and tidy? (Ovens & refrigerator empty and stoves unplugged)			
Is the main hall clean and tidy – including floor?			
Are dressing rooms clean and tidy?			
Other electrical fixtures & wiring in good condition?			

APPENDIX D – Uxbridge Music Hall Sample User Pre/Post Inspection Forms

UMH User Group Premises Inspection Form

Uxbridge Music Hall
16 Main St. S.
Uxbridge, On

Areas for Inspection	Yes/No or n/a	Correction required? Describe	User Group Initial
Building Interior			
Interior walkways, steps, railings, etc in good condition?			
Are Main floor walls in good repair (no holes / large paint chips)			
Are lower floor walls in good repair (no holes / large paint chips)			
Is anything attached to the balcony or walls?			
Looks &/or signs on Employees Only areas?	NA		
All licensing/warning/no smoking/alcohol signs displayed and legible?			
Any exposed insulation or electrical wiring?			
Smoke detectors working?	NA		
Flooring in good condition? (No trip hazards evident, etc.)			
Stairs in good condition, well lit with secure handrails?			
Do all exit doors open and close easily?	NA		
Are all exit doors clear of obstructions?			
Is front foyer and entrance clean and tidy?			
Bathroom fixtures / lighting in good working order?	NA		
Are bathrooms clean and tidy?			
Is kitchen clean and tidy?			
Are appliances clean and tidy? (Ovens & refrigerators empty and stoves unplugged)			
Is the main hall clean and tidy – including floor?			
Are dressing rooms clean and tidy?			
Other electrical fixtures & wiring in good condition?	NA		

APPENDIX E – Security Policy

GENERAL PURPOSE &
ADMINISTRATION COMMITTEE
NO. 4

MARCH 3rd, 2008

7

MOVED by Councillor Highet

"THAT the Culture and Tourism Committee table Report 02/08 of Councillor Pat Mikuse regarding proposed summer openings until a meeting with appropriate stakeholders takes place."

CARRIED

- b) Report 03/08 of Ingrid Svelnis, CAO re Proposed Amended Guidelines for Youth Concerts at the Music Hall

MOVED by Councillor Ballinger

"THAT the Culture and Tourism Committee accept the recommendation in Report 03/08 of Ingrid Svelnis, CAO that the Culture and Tourism Committee approve the recommended changes from the Music Hall Board and staff be directed to make the changes to the Music Hall Policy and Procedure Book as follows;

1. A total of six adults (of age 30 or over) plus two Durham Region Police Officers be present during the entire event from the time the doors opened to admit patrons until the building is locked up following the event. (Note: If the building is vacated after 1:00 a.m., then the police would be paid to stay beyond 1:00, until it is locked up.)
2. Adults are to be located as follows: 1 outdoors (patrolling the building exterior), 1 in the main lobby, 1 on the main floor near stage left, 1 main floor near stage right, two in the basement, circulating into the rooms that are accessible during the event;
3. Only those technical staff approved in advance by our tech Manager are permitted in the balcony area. The lobby-level would assure this. (Only one of the two doors from the lobby to the balcony would be unlocked.)
4. Payment of the above security staff is the responsibility of the person or organization renting the hall. Confirmation of this arrangement will be required for Township records."

CARRIED

MOVED by Councillor Highet

"THAT the Culture and Tourism Committee direct staff to prepare a report on the possibility of increasing the damage deposit on the Music Hall."

CARRIED

c) **MIKE WOOD, CHAIR, UXBRIDGE MUSIC HALL** re Music Hall Policy

Mike Wood advised that he was present to speak to the Uxbridge Music Hall's Youth Event Policy which has now be named the Music Hall's Security Policy. Mr. Wood explained that going forward any groups wishing to rent the Hall would have to adhere to the Security Policy. All groups subject to the Security Policy would be referred to the Music Hall Board by the Facility Booking Clerk. The Board will meet with the user and decide whether or not they feel additional security over and above the 6 required chaperones is necessary. Mr. Wood explained that the Board would meet with the 6 chaperones as outlined in the policy to ensure that all six positions will be covered. Mr. Wood advised that if the Board felt the group does not require additional security, Council will be notified. Mr. Wood clarified that at least one technical staff member will be in attendance at all events. Mr. Wood advised that if any groups do not agree with the Board's decision, they are free to appeal the decision to Council via Delegation.

MOVED by Councillor Ballinger, SECONDED by Councillor Northeast
"THAT the Council of the Township of Uxbridge approve the Uxbridge Music Hall Board's Security Policy."
CARRIED