

POLICY NUMBER: 2010-02

COVERAGE: CIVIC CENTRE

SUBJECT: STAGE

EFFECTIVE DATE: IMMEDIATELY

APPROVAL: MAY 25,2010

Background

The Town of Woodstock owns a portable stage. Use of this stage has been requested by various groups to assist in the delivery of events etc. This policy sets out rates for rental and the responsibilities of renters.

Definitions

1. Non-Profit Group – An organized group that conducts business for the benefit of the general public or public interest without shareholders and without profit motive.
2. Affiliation (affiliated). For the purpose of this policy, affiliation means a relationship with the Town of Woodstock that exists by virtue of shared involvement in certain goals, programs or activities, as demonstrated by direct involvement with the organizations day-to-day activities.

Policy

1. Fees:

The following fee structure applies.

- (a) Off-site, within town limits - \$500.00 Transportation and set-up fee (includes return to Civic Centre). No additional fee for daily use, up to five (5) days.
- (b) At Civic Centre - \$250.00 (includes set-up & return to storage). Fee is for entire duration of the rental of facility.
- (c) For Non-Profit groups, off-site, within Town Limits - \$ 400 per (a) above.
- (d) For Non-profit groups, at Civic Centre - \$125.00 per (b) above
- (e) For Non-profit groups directly affiliated with the Town of Woodstock – No Charges

2. Conditions governing use of stage:

- (a) All users must sign rental contract
- (b) Stage to be transported, set-up and dismantled by Town Staff.
- (c) Users to be responsible for damages while under their care and control.
- (d) Stage to be covered if used outdoors. Covering must be sufficient to offer protection from elements. Full time security to be provided to stage stored outdoors.
- (e) Stage not to be used outside of Town