

## **Innis College Rental Terms & Conditions**

1. Innis College rental spaces are defined as Innis Town Hall (199 seat cinema and adjacent shared lobby space), the Innis Café complex (interior seating area, rooftop patio, courtyard), Innis College room 222 (40 seat screening room and adjacent shared lobby space), and weekend use of Innis College classrooms 204, 209, 223, 312 and 313. Access through a shared use space must always be maintained during a rental.
2. Non-Innis rental of Innis Town Hall is on a slot based system. The standard slot times are weekday evenings from shortly after 6pm to 10pm, and on weekends from 10am to 2pm, 2pm to 6pm and 6pm to 10pm. The slot times can be shifted to accommodate alternate time intervals at the discretion of the Innis Town Hall management – for example, 9am to 1pm where available. The purpose of the slots are two-fold:
  - (a) To cleanly dovetail from daytime class operations that end at 6pm on weekdays. For example, a weekday 7pm to 11pm slot is unlikely to be permitted
  - (b) To maintain the evening integrity of the weekend slots. For example, a weekend 4pm to 8pm slot is unlikely to be permitted as it creates an awkward evening slot
3. Weekday daytime slots are available between UofT academic terms, consult with Innis Town Hall management on availability.
4. The base cost for a slot is \$750. Discounts are available for internal UofT users, non-profits and charities, longer term rentals and rentals on off-peak dates. Consult with Innis Town Hall management on a quote for your rental needs.
5. Additional Innis Town Hall rental hours can be booked outside of slot times at \$125/hour for up to two additional hours. For example, if you desired a weekday 7pm to 11pm booking, your booking would be for the 6pm to 10pm slot plus 10pm to 11pm at the additional hourly rate.
6. Where available, the additional hours can be used for daytime use. For example, if you desire a weekend 4pm to 8pm booking, your booking would be for the 6pm to 10pm slot plus 4pm to 6pm at the additional hourly rate.
7. Scheduling and slot structure is solely at the discretion of Innis Town Hall management.
8. All setup and tear down is to be included in your rental duration. Access to any rental space commences at the start of your rental time. Please do not arrive to setup for your event without approval from the Innis Town Hall management.
9. We do not permit event start times earlier than 30 minutes after your rental start time. A minimum amount of time is required to setup the space for your event and allow your audience to enter the cinema.
10. The start of weekday evening slots is 6pm. However, during the academic terms, we often have classes at Innis Town Hall until 6pm, as a result for some evenings the 6pm start of a rental will involve shared access as the students exit the cinema and the space is transitioned from classroom to event space by ITH staff.

11. At the close of your rental period, yourself, fellow event organizers and your audience should be completely exited from Innis College. Any use of the facilities after the event close by yourself, fellow organizers and your audience will result in additional hours being billed to your account.
12. Rental of Innis Town Hall from 12 midnight to 8am is available at the discretion of ITH management and subject to billing at \$250/hour.
13. Rental of a slot and additional hours includes the following: Innis Town Hall facility and house technical gear, shared lobby space and available furnishings/signage tools, 1 house technician and 1 event staff assistant.
14. A \$200 surcharge applies for “live” events to cover the cost of an additional audio technician. The need for an additional audio technician is at the discretion of the Innis Town Hall management. Typical live events would be a musical or dramatic performance, fashion show and some complex panels or debates. A standard post-screening Q&A is not a “live” event and does not require an additional audio technician unless specifically requested.
15. Additional staffing is available for Innis Town Hall rentals at rates of \$50/hour for an additional house technician and \$35/hour for additional event staff assistants.
16. Deployment of event staff assistants is at the discretion of ITH management. Arrangements can be made to use additional event staff as ushers, box office staff, stage managers, etc.
17. The Innis Café complex rents for \$100/hour on a three hour minimum rental and includes 1 event staff assistant. This staffing may be shared with a concurrent rental of Innis Town Hall at the discretion of ITH management.
18. Innis College screening room 222 rents for \$100/hour on a three hour minimum rental and includes a house technician and venue gear.
19. Innis College classrooms are available for rent on weekends at a rate of \$45/hour on a three hour minimum. Rental includes an event staff assistant and AV support, staffing may be shared with a concurrent space rental at the discretion of ITH management.
20. Innis Town Hall is only available for rentals on statutory holidays during the University of Toronto December holiday closure at the discretion of ITH management and may involve extra charges to compensate for staff pay premiums, etc.
21. All rentals external to UofT’s FIS system will have 13% HST applied.
22. Holds can be placed on dates/times up to 1 year in advance. Preference is given to returning rentals.
23. A non-refundable 25% deposit is required to maintain a hold on your booking. This deposit is required 2 months prior to your event date. If booking within two months of your event, the deposit is required at the time of booking.
24. The balance of your rental is due 14 days prior to your event. Extending credit to rental events or COD rentals cannot be accommodated. Deviation from the payment schedule is at the discretion of ITH management.
25. Cancellation of your event more than 14 days prior to the event date will permit a return of 50% of your total rental charge. Cancellation within 14 days will result in the full amount of your rental being non-refundable.

26. For internal UofT renters paying via FIS please note the following:
  - (a) HST does not apply for payment via FIS. If your booking is made and invoiced with the intention to pay via FIS, but at a later date external funds are used to pay for your rental, HST will be applied.
  - (b) The transfer of funds at the 2 month deposit and 14 day balance periods need not be met, full payment via FIS can be processed in the period around your event date. However, in case of cancellation, the cancellation penalties will apply.
  - (c) Internal transfers for payment via FIS will be initiated from Innis College.
27. Internal Innis College event pricing is included on a supplementary appendix.
28. The rental client must abide by all the University's policies regarding health & safety. [http://www.hrandequity.utoronto.ca/about-hr-equity/Environmental\\_Health\\_\\_\\_Safety.htm](http://www.hrandequity.utoronto.ca/about-hr-equity/Environmental_Health___Safety.htm)
29. An Innis Town Hall/Innis Audio Visual house technician/projectionist must be present for all rentals (including set-up time, rehearsal time, receptions, etc.) and will serve as the rental client's primary building contact.
30. Rental clients are responsible to provide any required Workplace Safety and Insurance Board (WSIB) coverage for their own staff or volunteers. Innis College employees are covered under the University's coverage.
31. Rental client staff are expected to be training in the current AODA standards, as Innis College staff have been.
32. The rental client is responsible for all aspects of drive/print/tape traffic, customs, brokerage, shipping, etc. Screening material can be shipped to Innis College directly, but any costs incurred from couriers is payable by the rental client. Any charges indirectly billed to Innis College will be billed back to the rental client.
33. Arrangements for site visits and file/print/tape inspection by Innis Town Hall staff are subject to availability and may incur additional charges. Typically cursory inspection of your screening material (confirm compatibility with our system and duration of title) is free of charge, but festival style inspection of your screening material, if desired is billed at \$50/hour. Any film print screenings require a full inspection at \$50/hour.
34. All venue equipment is included in your rental. Use of the equipment is restricted to Innis Town Hall staff only. If the client desires, additional equipment can be brought in as a cross-rental from approved suppliers. Additional equipment will be billed back to the rental client at full cost plus a 15% administrative fee.
35. Access to the Innis Town Hall projection booth and associated areas is at the sole discretion of the ITH management.
36. The rental client agrees to abide by the room capacity & fire code regulations: the entrance vestibules, aisles and doorways must remain clear and unobstructed by any audience member or by furniture and the room must not exceed 250 persons.
37. Additional seating (51 folding chairs in two row at the front of each of the three existing seating columns) can be added upon request to Innis Town Hall prior to opening the doors for your

audience. Placement and suitability of the additional seating is entirely at the discretion of Innis Town Hall.

38. Placement of and suitability of staging items (musical instruments, panel tables/chairs, props) are at the sole discretion of Innis Town Hall management.
39. Only Innis Town Hall staff are permitted to move additional seating and staging items. To best ensure your desired layout, please consult with ITH management in the planning stages for your event.
40. Placement of event signage is at the sole discretion of Innis Town Hall management. We do not permit placement of signage on interior surfaces of Innis College. Event signage on exterior building doors is permitted. Please use low tack tape, any excessive tape residue left behind will be billed to the rental client as an additional caretaking charge of \$200. A number of floor stands and easels are available to posting interior event signage and wayfaring messages.
41. Food and drink are not permitted inside of the Innis Town Hall seating area. Water is permitted.
42. Receptions may be held inside of Innis College in the lobby spaces and the Innis Café seating area. Please note the following guidelines:
  - (a) Any alcohol must be coordinated through UofT's beverage services (<http://www.food-beverage.utoronto.ca/beverage-services>)
  - (b) A \$200 caretaking charge is levied to cover the cost of cleaning post-event
  - (c) It is the expectation that any space at Innis College is left reasonably tidy following a reception – i.e. available garbage and recycling receptacles are used, etc. Any damages to the facility will be billed back to the rental client.
  - (d) Any caterer may be used, but the Innis Café ([inniscafe@msn.com](mailto:inniscafe@msn.com), 416-977-7434) is a good in-house option. The Innis Café (food service) is a business separate from the college and use of their kitchen space is entirely at their discretion.
  - (e) Regardless of your caterer choice, please consult with Innis Town Hall management on your menu choices and its possible effect on the cleanliness of the college.
43. Use of the box office/coat check room is included with all rentals of Innis Town Hall. Use of the space is limited to the hours of rental of Innis Town Hall. We do not provide advance box office space. A box office setup in the east lobby is also available during the hours of your rental.
44. Merchandise sales are permitted. Please consult with Innis Town Hall management on the location for your sales.
45. The rental client is responsible for leaving Innis Town Hall in the same state of cleanliness as when their event commenced. Failure to do so will result in a \$200 charge for caretaking. No guarantee can be made regarding the pre-event condition of the cinema, although effort is made to offer an acceptable level of cleanliness. Need from the rental client for a specific level of cleanliness in both the cinema and adjacent college spaces should be made well in advance and may be subject to additional charges.
46. Limited storage space is available to the rental client and arrangements must be made in advance. Innis College is not responsible for any loss or damage to such property and any insurance coverage for this is the sole responsibility of the rental client.

47. Longer term storage is only available to weekly rental clients at a cost determined based on space availability.
48. It is recommended that all rental clients carry \$2,000,000.00 liability insurance. The University of Toronto insurance policy is not responsible for any property or items brought in by rental clients.
49. Any physical damage to Innis Town Hall and other Innis College amenities during a rental event is the responsibility of the rental client and will result in billing at the full replacement or repair cost.
50. Innis Town Hall provides professional equipment and technicians, however is not responsible for damage to film prints, video tapes, or other material brought in by the rental client due to routine wear, flawed material, equipment failure or accidents.
51. The University of Toronto maintains a policy of comprehensive general liability insurance against bodily injury (including death) to any person and/or loss or damage to their property as a result of the negligent actions of any person for whom the University is responsible in law, including the condition of its premises under the Occupier's Liability Act. An accident report must be filled out in the case of a mishap, and are available from the house technician.
52. Innis Town Hall has no role as a censor, it is expected that the rental client will abide by all Canadian laws including human rights and other codes regarding event content.
53. It is expected that the rental client will follow Canadian copyright law and the Theatres Act for all screenings. It is the sole responsibility of the rental client to pay any copyright fees, royalty fees or other associated screening fees for the use and public projection of copyrighted materials. UofT copyright standards are available here: <http://onesearch.library.utoronto.ca/copyright/copyright>
54. Innis Town Hall and the University of Toronto reserve the right to cancel any event that is deemed to potentially expose the university to punitive action or other damages.
55. The University cannot guarantee an uninterrupted supply of electricity, water, heat, air conditioning or other utility but will be diligent in restoring any interrupted utility.
56. In the event that Innis Town Hall and Innis College are unable to provide the committed services by reason of an act of government authority, fire, flood, or other action of the elements, strike, civil unrest, or any other cause beyond our reasonable control, this agreement shall be suspended until such time as it can be recommenced at the sole discretion of Innis Town Hall and Innis College.