

This fee schedule is a planning tool for Small Event organizers to estimate Celebration Square costs.

Balance payment due at contract signing will be determined by Celebration Square.
Final reconciled costs will be sent to organizers following their event.

SMALL EVENT FEE SCHEDULE

BASE COST		COST (pre tax)
Administration	MANDATORY	\$79.71
MCS Permit	MANDATORY	Regular \$2,354.18/day NFP/Community Group \$142.96/day Affiliate \$113.30/day
MANDATORY COSTS		
MCS Onsite Coordinator	MANDATORY from beginning of load-in to end of load-out if: • Vehicles will be driving onsite • Rental equipment is coming onsite • Event includes any commercial or food vendors <i>4hr min/day</i>	\$50.52 /hour/staff
Tech Supervisor/ Video Board Operator	MANDATORY from 1 hour before event start to 1 hour after event end for: • Speeches, recorded track and/or PA system: a minimum of 1 Supervisor required • Live music (amphitheatre only), live feed on screens and/or screen content: a minimum of 1 Supervisor <i>and</i> 1 Board Operator required <i>4hr min/day/staff</i>	\$48.00/hour/staff
Tech Support	MANDATORY from 1 hour before event start to 1 hour after event end for: • Speeches, recorded track and/or PA system: a minimum of 1 staff required • Live music (amphitheatre only), live feed on screens and/or screen content: a minimum of 2 staff required <i>4hr min/day/staff</i>	\$25.50/hour/satff
Camera Rental	MANDATORY for live feed on screens	\$287.10/camera
Screen Content Scheduling and Set-up	MANDATORY for screen content	\$295.78
Building Service Technician	MANDATORY from beginning of load-in to end of load-out if vendors require electrical support <i>4hr min/day</i>	\$66.30/hour/staff
Garbage Dumpster	MANDATORY for events with food vendors <i>Direct cost from third party provider</i>	\$80.00
OPTIONAL COSTS		
Umbrella set-up	OPTIONAL Charge applicable if umbrellas moved from default set-up. Umbrellas can only be moved by City staff for health and safety reasons.	Regular \$151.04 Community Group \$127.55 Affiliate \$107.88
Picnic table set up	OPTIONAL Charge applicable if set-up by City staff is requested; no charge if moved by event organizer <i>50 pieces</i>	Regular \$151.04 Community Group \$127.55 Affiliate \$107.88
Barricades set up	OPTIONAL Charge applicable if set-up by City staff is requested; no charge if moved by event organizer. <i>100 pieces, 7'x44"</i>	Regular \$151.04 Community Group \$127.55 Affiliate \$107.88
White picket fence set up	OPTIONAL Charge applicable if white picket fence moved from default set-up. white picket fence can only be moved by City staff for health and safety reasons. <i>40 pieces, 6'x42"</i>	Regular \$151.04 Community Group \$127.55 Affiliate \$107.88
During event site cleaning	OPTIONAL Litter picking & garbage/recycling can emptying. Hourly charge applicable if food vendors are present from event start to event end.	Regular \$151.04 Community Group \$127.55 Affiliate \$107.88