

MISSISSAUGA CELEBRATION SQUARE - 2022 FEES

RATES IN EFFECT JANUARY 2022 - DECEMBER 2022

Community Groups and Affiliates have already applied and been pre-approved for formal recognition through the City's Community Group Support Program

LINE ITEM	DESCRIPTION	TYPE OF CHARGE	COST (PRE TAX)
ADMINISTRATION			
Administration	MANDATORY: Administration fee	ONE TIME CHARGE	\$ 87.95
MCS Permit	MANDATORY: Permit required for each day onsite including any set-up and clean-up days [RATES - Affiliate \$122.60/day, Community/NFP \$155.53/day, Commercial \$2,536.27/day]	PER DAY	\$ 2,536.27
		PER DAY	\$ 155.53
		PER DAY	\$ 122.60
Vendor Surcharge	MANDATORY: Surcharge I for 15-30 commercial vendors as listed on Mobile Licensing Special Event License [no charge for less than 15 vendors]	ONE TIME CHARGE	\$ 615.00
	MANDATORY: Surcharge II for 31+ commercial vendors as listed on Mobile Licensing Special Event License	ONE TIME CHARGE	\$ 1,230.00
STAFFING SUPPORT SERVICES			
MCS Onsite Event Coordinator	MANDATORY: From beginning of load-in to end of load-out you must have onsite event coordinator 4hr min/day/staff X2 (cost is \$49.49 / hour / staff) Additional staff charges will be applied on final reconciliation to days over 12hrs	PER HOUR	\$ 49.49
Building Service Technician	MANDATORY: from beginning of load-in to end of load-out • 0-19 vendors: 1 staff • 20+ vendors: 2 staff 4hr min/day/staff (cost is \$68.72/hour/staff)	PER HOUR	\$ 68.72
TECHNICAL PRODUCTION SERVICES			
Technical Support (Event Days Crew Call)	MANDATORY: From beginning of stage access (including delivery of equipment and sound check) to end of show for Large Event. Hourly cost includes: • 1 Supervisor • 1 Video Operator • 2 Camera Operators • 1 Front of House Audio • 1 Lighting Operator • 1 Stage Crew • 1 Monitor Engineer 4hr min/day/Additional staff charges will be applied to final reconciliation for multi-day events (cost is \$261/ hour)	PER HOUR	\$ 261.00
Main Stage & Screen set-up	MANDATORY: For use of main stage for Large Event Includes set up and tear down of main stage, rental of two cameras, screen content previewing, set up and scheduling	ONE TIME CHARGE	\$ 1,882.75
Tech Supervisor	OPTIONAL: as needed for use of Amphitheatre, Noel Ryan Auditorium, second stage or special main stage requirements 4hr min/day/staff (cost is \$49.50 / hour / staff)	PER HOUR	\$ 49.50
Video Board Operator	OPTIONAL: as needed for use of Amphitheatre, Noel Ryan Auditorium, second stage or special main stage requirements 4hr min/day/staff (cost is \$49.50 / hour / staff)	PER HOUR	\$ 49.50
Additional Tech Support	OPTIONAL: 4hr min/day/staff; as needed for use of Amphitheatre, Noel Ryan Auditorium, second stage or special main stage requirements (cost is \$27/hour/staff)	PER HOUR	\$ 27.00
Show Hard Drive	OPTIONAL: Required if show recording is desired (\$200 per drive)	ONE TIME CHARGE	\$ 200.00
Intelligent Lighting Package	OPTIONAL: Includes hazer, all moving lights, LED Tips, cost is per rental per week or partial	PER RENTAL / PER WEEK	\$ 319.57
CLEANING SERVICES			
Post-event site washing	MANDATORY: Post-event scrubbing of concrete & washing of turf for up to 8hrs - Additional charge added per day of cleaning required	ONE TIME CHARGE	\$ 539.92
2 Custodians (City of Mississauga Staff)	MANDATORY: 2 staff from event start to one hour past event end to clean indoor areas (Library, Civic Centre, Upper Square washrooms) (cost is \$71.40 for both / hour)	PER HOUR	\$ 74.62
Post-event site cleaning	MANDATORY: post event/daily Litter picking & garbage/recycling can emptying • Up to 4,999 attendees and up to 5 food vendors = light (\$690) • 5,000+ attendees and 6 or more food vendors = heavy (\$1344)	ONE TIME CHARGE	\$ 690.00
		ONE TIME CHARGE	\$ 1,344.00
During event site cleaning	MANDATORY: Recommended from 2 hrs after event start until end of event • Up to 4,999 attendees and up to 5 food vendors = light (\$84/hr) • 5,000+ attendees and 6 or more food vendors = heavy (\$126/hr) Direct cost from third party provider	HOURLY	\$ 84.00
		HOURLY	\$ 126.00
Grease Interceptor Fee	MANDATORY: The cleaning of the Market Trellis grey water sink grease interceptor is required after any event with food vendors cooking. Direct cost from third party provider	ONE TIME CHARGE	\$ 50.00
Garbage Dumpster	MANDATORY: For delivery and pick-up • minimum 1 dumpster/event day • 2 dumpsters required for 15,000 attendees or more in 1 day Direct cost from third party provider (\$107.12 / dumpster)	ONE TIME CHARGE	\$ 107.12
Garbage Disposal	MANDATORY: Invoice not available until 30-45 days post-event: organizers will pay tonnage cost from previous year and outstanding balance can be held for the next year - Direct cost from third party provider (\$74.99 / tonne)	ONE TIME CHARGE	\$ 74.99
Other: Additional Cleaning	OPTIONAL: If additional cleaning is required based on the event		
PARKS SERVICES			
Umbrella set-up	MANDATORY: For health and safety reasons; can only be moved by City staff [RATES - commercial: \$205.48, community group: \$142.27, Affiliate: \$112.91]	ONE TIME CHARGE	\$ 205.48
			\$ 142.27
			\$ 112.91
Picnic table set up	OPTIONAL: Charge applied if set-up by City staff is requested; no charge if moved by event organizer [RATES - commercial: \$205.48, community group: \$142.27, Affiliate: \$112.91]	ONE TIME CHARGE	\$ 205.48
			\$ 142.27
			\$ 112.91
Barricades set up	OPTIONAL: Charge applied if set-up by City staff is requested; no charge if moved by event organizer. [RATES - commercial: \$205.48, community group: \$142.27, Affiliate: \$112.91]	ONE TIME CHARGE	\$ 205.48
			\$ 142.27
			\$ 112.91
Additional picnic tables	OPTIONAL: For delivery of additional loads of picnic tables 9/load [RATES - commercial: \$410.98, community group: \$284.53, Affiliate: \$225.82]	ONE TIME CHARGE	\$ 410.98
			\$ 284.53
			\$ 225.82
Other: Damages	MANDATORY: If damages occur during the event, the event organizer is responsible for recovering those damages		
INTERNAL ROOM BOOKINGS			
Civic Centre Committee Rooms A - E	OPTIONAL: All days except holidays 3 hour minimum	PER HOUR	\$ 49.73
The Great Hall	OPTIONAL: ALL DAYS 3 hour minimum, may require additional tech staff support Flat Rate Facility Fee (displays and exhibits) (per week)	PER WEEK	\$ 304.82
PARKING SERVICES			
Street Parking	OPTIONAL: Daytime rate Monday - Friday 8am - 6pm, Saturday - Sunday 10am - 6pm Up to 15 spots on Burnhamthorpe can be coned off and will not be ticketed, but cannot be guaranteed [\$1 / spot / hr]	PER SPOT PER HOUR	\$ 1.00
	OPTIONAL: Overnight rate Monday - Thursday 6pm - 8am, Friday - Saturday and Saturday - Sunday 6pm - 10am Up to 15 spots on Burnhamthorpe can be coned off and will not be ticketed, but cannot be guaranteed [\$5/spot / hr] [NO HST]	PER SPOT PER HOUR	\$ 5.00

Full payment of estimated fees due at signing of contract to confirm event

Final reconciliation payment due 30 days after receipt of final invoice

- 10% due at contract signing (signed contracts to confirm booking will not be accepted unless payment has been made)
- Returning events: 10% of previous year actuals, New events: 10% of estimated fees
- Balance payment due 7 days prior to event
- Returning events: remaining balance of previous year actuals, New events: remaining balance of estimated fees
- Final reconciliation payment due 30 days after receipt of final invoice