



SMALL ARMS INSPECTION BUILDING

VENUE RENTAL & TECHNICAL GUIDE



SAIB

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About Small Arms Inspection Building

The Small Arms Inspection Building is a historic, multipurpose building that hosts a wide range of arts and cultural programs and provides rental space for cultural organizations and the community.

 smallarmsinspectionbuilding.ca

 [saugaLIVE](#)

Originally designed in 1940, the Small Arms Inspection Building was used as a large munitions plant for the Canadian Army through the Second World War until 1974 and was the largest employer of women in Canada. The building was designated under the Ontario Heritage Act in 2009.

As the only cultural hub of its kind in Mississauga, the historical building's industrial space offers flexibility for many uses, including exhibitions, musical performances, theatre productions, rehearsals, markets, weddings, workshops and festivals.

saugaLIVE

A place that connects residents, artists, visitors and communities to live events, entertainment and experiences happening at five venues in Mississauga. The Small Arms Inspection Building is one of the premiere venues.

 saugalive.ca

 [saugaLIVE](#)

saUGa **LIVE**

Small Arms Inspection Building

Location

1352 Lakeshore Rd. E

Small Arms Inspection Building is located on Lakeshore Road East, near the border between Mississauga and Etobicoke. It's conveniently located on the MiWay 5 Dixie and 23 Lakeshore bus routes and a short walk from the Long Branch GO Station.

Owned and Operated by



Public Transit

Easily accessible by Mississauga public transit routes and a 10-minute walk from the Long Branch GO Station on the eastern border of the Mississauga Waterfront.

Accessibility

Small Arms Inspection Building has a ground-level entrance with automatic doors. There are accessible, single-user, all-gender washrooms with baby changing stations available inside the building.

Parking

Free parking is available on the east side of the building. The parking lot can accommodate up to 160 vehicles with nine spots designated for accessible parking.

Bike racks are available outside of the main entrance.





SOUTH SPACE

South Space

The historic Small Arms Inspection Building features industrial architecture that is lined with high windows and a central skylight that illuminate the space. The space offers the flexibility for many uses, including exhibitions, musical performances, theatre productions, rehearsals, weddings, conferences and festivals.

Dimensions

18,000 square foot, open-concept space, including a 3,000 square foot outdoor courtyard

Room Capacities

Up to 400 standing, seated rounds, theatre style or classroom set up

Ceiling Height

10 ft to pendants lights
13 ft to exposed white beams
14 feet to ceiling



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Community Living Room

Our Community Living room is open to the public during the day as a space for creative entrepreneurs, artists and community members to gather, drop-in, collaborate and meet. Shared space is available on a first-come first-served basis and bookings are not required.

- Create, innovate, share and collaborate
- Participate in programs and events
- Stay connected with free Wi-Fi
- Meet up or work on solo projects in our community living room
- Learn about the building's history
- View art exhibitions on display free of charge
- Explore the grounds and walk the waterfront trail



Small Arms Inspection Building

Location

1352 Lakeshore Rd. E

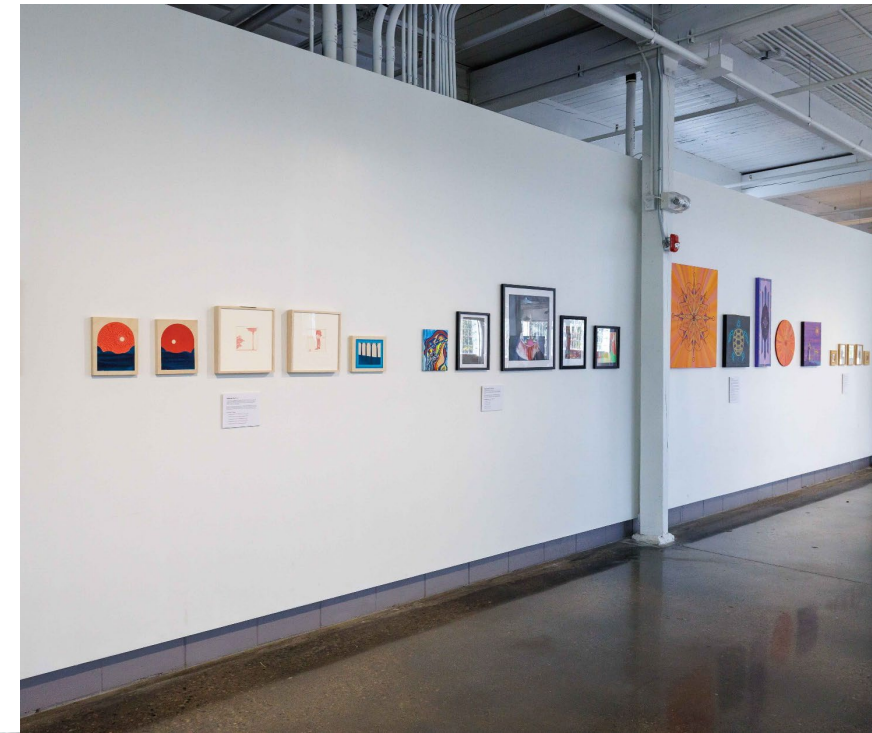
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Exhibition Space

Gallery wall space is available to rent weekly and is ideal for emerging, mid career and/or professional artists and curators.



Food and Beverage

Outside catering is welcomed with rentals. A servery area is included that contains a large fridge and freezer, microwave, kettle, coffee makers, double sink, prep area and small storage area.

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The East Courtyard

All events at Small Arms Inspection Building have access to the East Courtyard located outside the main entrance to the South Building. It is an ideal space to host a break out session or outdoor activity at your event.



The West Lawn

Event organizers also have the option of using the enclosed west lawn located adjacent to the building. This space is perfect for performances and/or social gatherings/cultural celebrations.

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Culture Coordinator

Our expert Culture Coordinator will take you through each stage of your event booking and planning process. This includes setting up site tours and planning meetings, finalizing your facility rental agreement, collecting marketing and promotional information, ensuring you have the furniture and equipment that you need and liaising with our team to set you up for a successful event.

Onsite Event Coordinators

Our skilled Onsite Event Coordinators supervise load-in/load-out, ensure that Small Arms Inspection Building and City By-laws are followed, and serve as the event organizer's point of contact for all event-day venue dealings.

Onsite event coordinators and building operations staff are mandatory for all events from the beginning of load-in to the end of load-out.





FURNITURE & EQUIPMENT

Furniture & Equipment

- 230 stackable chairs
- 10 office chairs
- 45 blue plastic folding chairs
- 30 - 6 ft rectangle tables
- 30 - 5 ft round white tables
- 4- high top tables
- 60 bistro tables with chairs
- 4 coat racks with hangers
- 18 stanchions / 11 ropes
- 1 podium
- 6 portable display walls
- 6 adjustable partition walls
- 2 portable plexi screens
- 10 - 24"x36" sign stands
- 6 - 8"x10" sign stands
- 6 - 8x4 ft risers
- Garbage and recycling bins





ARIDO Association of Registered Interior Designers of Ontario

ONTARIO SUMMIT
& ARIDO AGM

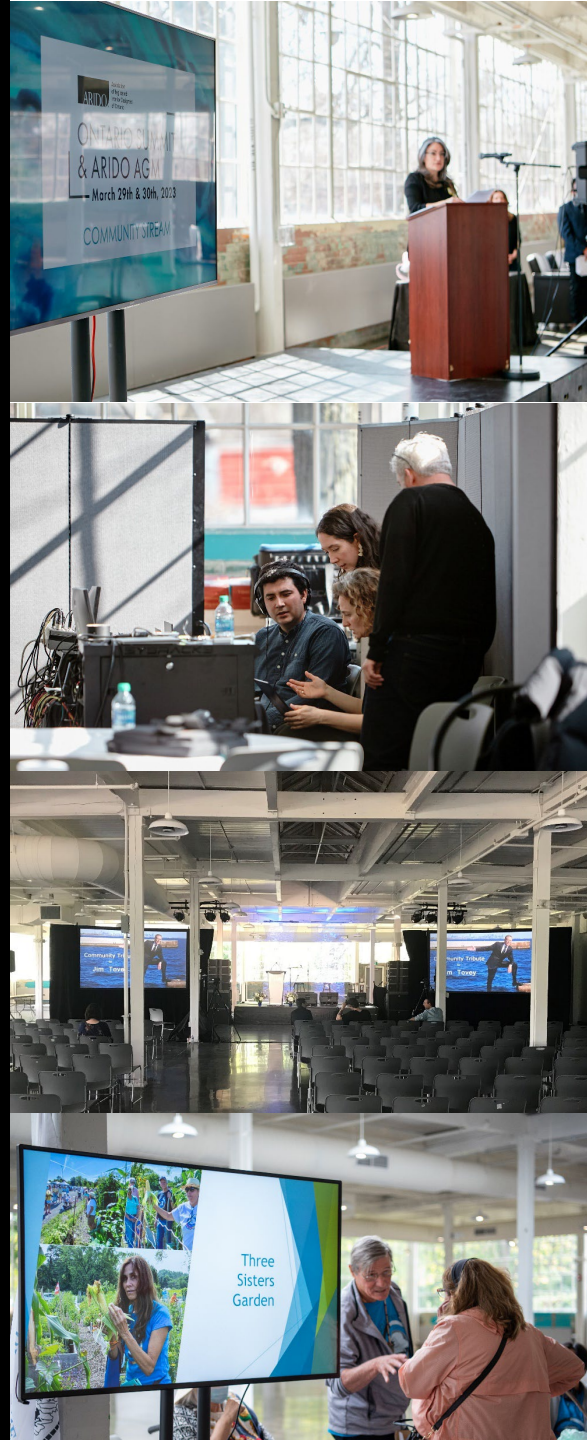
March 29th & 30th, 2023

COMMUNITY STREAM

A/V EQUIPMENT

A/V EQUIPMENT

- 4 55" digital screens
- 2 projectors (1 NEC, 1 Optoma)
- 1 audio mixer
- 2 microphones with stands
 - (Sennheiser e835)
- 4 speakers with stands
- 1 portable A/V cart
- 1 portable screen
- FREE wifi
- Ability to live stream
- 3 portable power carts
- Option to work with external A/V production companies



Speakers

Yamaha (Pair of Speakers)

- Stagepas 600BT Portable PA System w/ Bluetooth
- • 680W (340W + 340W) power output
- • High quality speakers (LF:10" woofer/ HF:1.4" voice coil compression driver)
- • Detachable 10-channel mixer (4 mono/line + 6 mono / 3 stereo line)
- • Bluetooth audio streaming
- • 1-Knob Master EQ with virtual bass boost
- • High resolution SPX digital reverbs (4 types, parameter control)
- • Onboard feedback suppressor
- • Great-sounding 3-band channel EQ
- • Switchable stereo/ mono inputs
- • Hi-Z (high impedance) inputs
- • Phantom power
- • Monitor and Subwoofer outputs



Turbosound (Pair of Speakers)

- Bluetooth Enabled



BOOKING INFORMATION

Booking Information

Venue bookings at the Small Arms Inspection Building operate on a first-come, first-serve basis according to the booking timeline set out in our annual fees and charges. Event bookings are processed by our Client Services Team. All booking inquiries are evaluated on a number of criteria. All event arrangements are considered tentative until a contract has been issued and executed. To inquire about booking an event at SAIB, please review the building's rules and procedures to ensure compliance, then complete an event booking request or contact us at:



small.arms@mississauga.ca



smallarmsinspectionbuilding.ca



dial 3-1-1 within city limits

Arts/Cultural/Heritage Events

Activities identified as Cultural Activities that support Creative Entrepreneurs as defined in our annual fees & charges bylaw are eligible for a 25% discount.

Deposit Requirements & Contract Execution

All arrangements for rentals are considered to be tentative until a contract has been signed. The event is considered firm when the deposit has been received along with a pre authorized credit card or post dated cheque for the remaining balance. All payments are due prior to the event.

Insurance Requirements


General liability insurance is required for all events at Small Arms Inspection Building. The following insurance requirements must be met for all events at the SAIB:


- \$5 million general liability insurance
- Name "The Corporation of the City of Mississauga" as an additional insured
- Cover all event dates including set-up and clean-up
- Proof of Insurance will only be accepted on the City of Mississauga template
- Must be signed, dated, and stamped by the insurance provider or broker

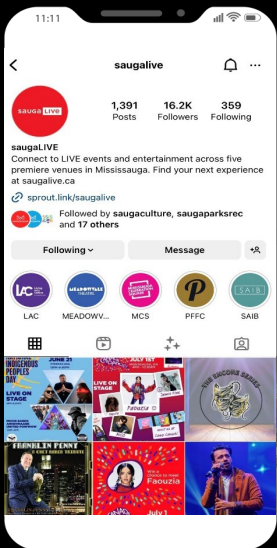


MARKETING & SPONSORSHIP

Social Media

 **@saugaLIVE** Connects residents to LIVE events and entertainment across five premiere venues in Mississauga. Find your next experience at saugalive.ca

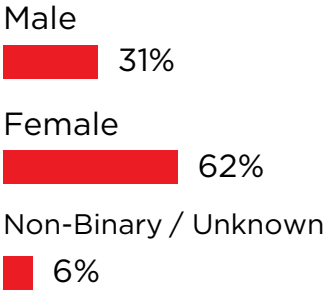
 **@saugaCulture** Invites Mississauga to discover the vibrant world of arts and culture throughout the city! #SaugaCulture



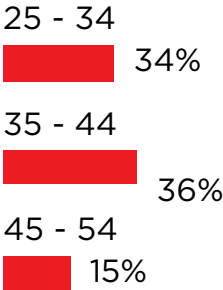
Demographics

@saugaLIVE

Gender

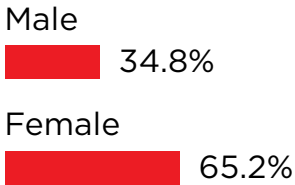


Age

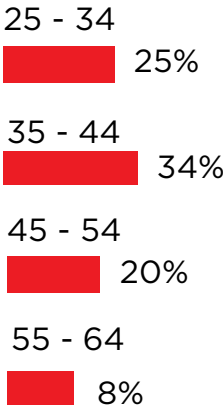


@saugaCulture

Gender



Age



Instagram



@saugaLIVE
16.2K Followers
@saugaCulture
7.4K Followers

Facebook



@saugaLIVE
41K Followers
@saugaCulture
6.3K Followers

Twitter



@saugaLIVE
14.6K Followers
@saugaCulture
10.3K Followers

*Data is for all social media channels

*Current statistics as of June 2023

*Statistics are subject to change

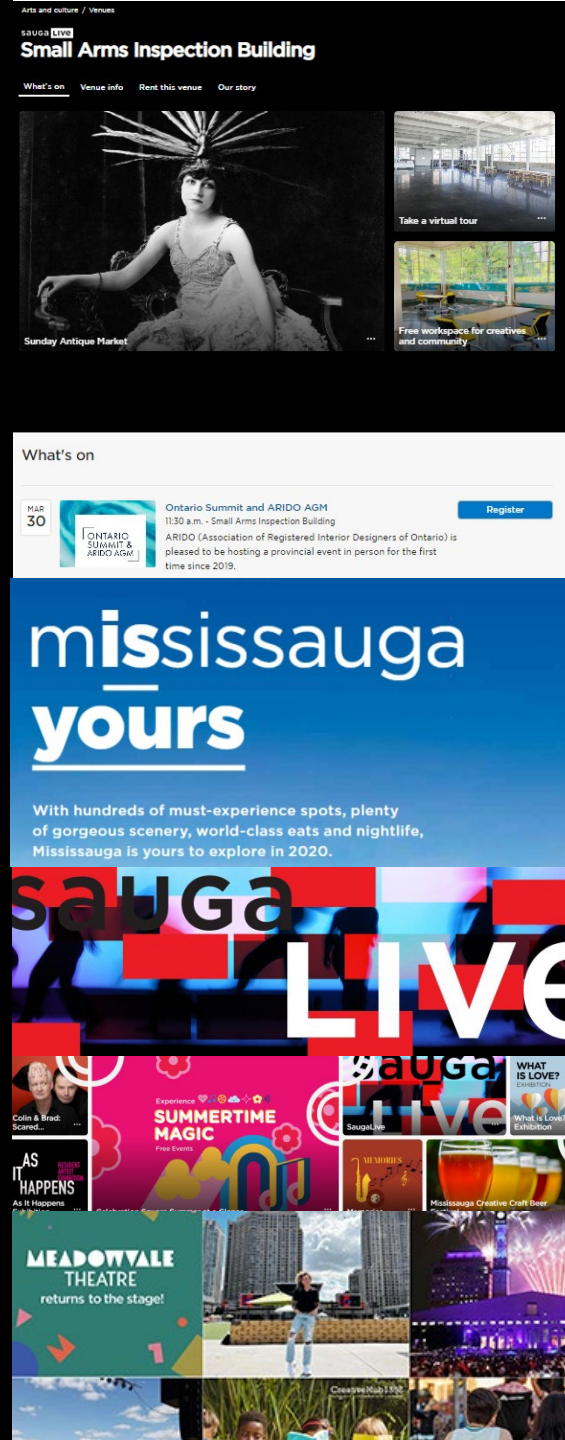
Marketing: In-Kind Assets

We will leverage our in-kind assets to ensure that your event is promoted through our networks.

 small.arms@mississauga.ca

 smallarmsinspectionbuiding.ca

 dial 3-1-1 within city limits



Small Arms Inspection Buiding in-kind assets

- Venue Website
- Arts & Culture Website
- City of Mississauga Tourism Website
- Event promotion on saugaLIVE social media channels (Instagram, Facebook, Twitter)

When advertising your event, always use “Small Arms Inspection Building”. Any and all use of the Small Arms Inspection Building logo or likeness of the venue must be approved by our marketing team, who can also supply appropriate logos.



VENDORS

Vendors at Small Arms Inspection Building

Organizers have the option of hosting several food and/or display vendors at the Small Arms Inspection Building for their event. Food Trucks and trailers are permitted outdoors only.



Smallarmsinspectionbuilding.ca



Small.arms@mississauga.ca



dial 3-1-1 within city limits

Vendor Types

All special event vendors are either commercial or display vendors and either food or non-food vendors.

Commercial vendor: Vendor who sells or displays for sale any goods, foods, or services

Display vendor: Vendor who is not selling or displaying for sale any good, foods or services (can include sponsors, info booths, free games, free food)

Food vendor: Vendor that serves or sells food

Non-food vendor: Vendor that does not serve or sell food

Mobile Licensing

Event Organizers require a Special Event License when an event includes vendors selling any service or product outdoors, when sales proceeds are being donated, when a service or product is being given out for free but is paid for by the event organizer or other **involved** party.

To obtain a license for a special event read and complete the Special Event License Application Form & Event Organizer Participation Agreement. For more information on how to obtain a license for a special event, read the [Licences and Permits webpage](#) and complete the application form.

Region of Peel Health Department

If an event will be selling or distributing food, Peel Public Health requires notification. Event organizers must complete a [Special Event Application](#) for Event Organizers a minimum of 30 days prior to the event. A Public Health Inspector will contact event organizers and vendors to review information on the forms, and obtain additional required information prior to issuing written notice to event organizers. A Public Health Inspector may also conduct inspections during the event.



SAFETY & SECURITY

Safety & Security

Health and Safety

As required by the City of Mississauga and provincial regulations, employers and workers are required to comply with fire, health and safety regulations. The following section outlines specific health and safety requirements for SAIB.

 smallarmsinspectionbuilding.ca

 Small.arms@mississauga.ca

 dial 3-1-1 within city limits

Alcohol

A Special Occasion Permit (SOP) is needed any time alcohol is sold or served anywhere other than in a licensed establishment or a private place. A Special Occasion Permit holder is responsible for the safety and sobriety of people attending the event, as well as compliance with the Liquor Licence Act and Regulations. Events that are open to the public whereby alcohol is being served require security personnel in addition to a safety plan that the event organizer must share with the Culture Coordinator in advance of the event.

Vehicles

Vehicles are not permitted to be driven inside the building. Vehicles are permitted to park at the South Loading dock during designated load-in and load-out times only. Vehicles are not permitted to park in the east courtyard with the exception of food trucks, display vehicles or vehicles necessary for reasons of food safety during events.

Weather

Outdoor events are by their nature subject to inclement weather. In the case of rain, an event can continue provided that it is deemed safe by the Manager on Call for the Small Arms Inspection Building. In the case of lightning, the Onsite Event Coordinator is required to shut down the event to reduce the risk of a lightning strike in accordance with the Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario.



Smoking Policy

Small Arms Inspection Building is smoke-free.



ABOUT THE CITY OF MISSISSAUGA

About The City of Mississauga

Mississauga is the largest city in the Peel Region with a total population of over 800,000 residents.

 [mississauga.ca](https://www.mississauga.ca)

 [@citymississauga](https://www.instagram.com/citymississauga)

The city is part of North America's largest and fastest growing regions, and Canada's most powerful beacon to the world with millions of people seeking economic opportunities, peace and security, and a better quality of life. With the downtown core of Mississauga being conveniently situated between two major Canadian highways, the city can boast a metropolitan reach of nearly 6 million.

mississauga tourism

A vibrant and culturally-rich city, Mississauga is a top tourist destination in the country that offers its visitors a variety of entertaining, engaging and inspiring experiences through its festivals, museums, theatres, and cultural sites.

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smallarmsinspectionbuilding.ca



small.arms@mississauga.ca



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within city limits



Follow us at
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