



AGREEMENT APPENDIX

THIS DOCUMENT IS AN IMPORTANT PART
OF YOUR VENUE RENTAL AGREEMENT,
**OUTLINING VENUE POLICIES AND RESOURCES
FOR A SUCCESSFUL EVENT.**

If there is a conflict between the Event Rental Terms and Conditions outlined on your Venue Rental Agreement, and the Agreement Appendix, the Event Rental Terms and Conditions will prevail. Capitalized terms are defined in the Event Rental Terms and Conditions.

**Version 21.0
Updated: January 3, 2024**

EVENT PLANNING MILESTONES

IMPORTANT DEADLINES

PAYMENTS

- **Initial Deposit is due with Contract Signing:** 25% of total estimated charges. If within 90 days of booking, 50% of estimated charges.
- **2nd Payment is due 180 days prior to your event:** bringing your account to 75% of total estimated charges.
- **3rd Payment is due 30 days prior to your event:** bringing your account to 100% of total estimated charges.
- **Final Payment is due 10 days after receipt of final invoice:** for reconciled final charges. If you have overpaid, a refund will be processed.

INSURANCE CERTIFICATE

- **14 days** in advance of your event. See page 3 for more details.

EVENT PLANNING

- **30 days** in advance of your event: confirmation of your caterer
- **14 days** in advance of your event: confirmation of your beverage selections
- **7 days** in advance of your event: sign off on your final event order

VENDORS

- **30 days** in advance of your event:
 - List of proposed vendors.
 - For any non-preferred vendors we require contact details. Consideration of approvals for any non-preferred vendors will follow. We cannot guarantee approval of your vendor and encourage any special requests for vendor approvals to be made as far in advance as possible.
- **14 days** in advance of your event:
 - Completed vendor forms, insurance certificates and WSIB certificates



PAYMENTS AND INSURANCE

PAYMENT METHODS

You will receive a detailed summary along with your invoice outlining charges and with payment instructions. All charges are in Canadian dollars, are subject to applicable sales taxes.

The Globe and Mail accepts the following payment methods:

CREDIT CARD

All credit card payments are made via our online secure payment processor, using a link provided. To protect your privacy, credit cards are not accepted by email or over the phone.

COMPANY CHEQUE/CERTIFIED CHEQUE

All cheques are to be made payable to "The Globe and Mail and need to be received prior to the payment deadline.

WIRE TRANSFER

A wire transfer form is available to facilitate direct transfer services.

DEPOSIT & CANCELLATIONS

Confirmation is appreciated in writing to your Events Manager or Sales Manager. A **missed payment deadline** is considered an event cancellation. We appreciate your efforts to make timely payments to ensure the date continues to be held for your event.

Deposit funds are non-refundable and non-transferable.

THE CANCELLATION FEES ARE AS FOLLOWS:

Number of Days Prior to the Scheduled Date of the Event	CANCELLATION FEE
180 days or more	100% of Initial Deposit
30-180 days	50% of Estimated Event Billing
Less than 30 days	100% of Estimated Event Billing

INSURANCE

A certificate of proof of \$2,000,000 comprehensive general liability insurance is due 14 days prior to your event.. All suppliers that will be providing a service to your event at The Globe and Mail Centre must also provide proof of \$2,000,000 comprehensive general liability insurance.

The certificate of insurance must name as additional insured:

- The Globe and Mail Inc. 351 King Street East, Suite 1600, Toronto, Ontario, M5A 0N1



THE VENUE

COVID-19 POLICIES

The Globe and Mail Centre is committed to employing the best standards and practices in light of COVID-19, following the applicable government regulations.

In accordance to our standard contractual agreements, all clients, guests, staff, vendors and anyone else in the venue must abide by any of the venue's COVID procedures in accordance with public health and company policies.

The latest version of these policies applicable to events/meetings is available at <https://www.globeandmailcentre.com/covid-19/>

The latest version of these policies applicable to film shoots is available at <https://www.globeandmailcentre.com/covid-19-ilm/>

Policies are subject to change at any time without notice.

Any clients, guests, staff, vendors and anyone else in the venue not complying with these policies may be denied entry and/or removed from the premises.

The Globe and Mail Centre cannot guarantee an illness-free venue, and any persons who choose to enter the venue accept this potential risk.

BUILDING POLICIES & PROCEDURES

WASTE DISPOSAL AND REMOVAL

The Globe and Mail encourages minimizing waste as part of our Green Practices.

Disposal services are not available. Any materials, decor, packaging, vinyl, signage and/or general waste including any such items left behind by any of your vendors, **must be removed from the venue at the end of your event**, including any items you no longer want or need. If any items or waste is left behind, resulting in unexpected waste removal, clean-up and/or recycling, you will incur additional charges of up to \$2,000 which will be added to your final invoice.

With regards to catering food waste, our garbage and recycling facilities are limited and therefore the Globe and Mail Centre is capped at a **maximum of five (5) regular bags** of organic waste, garbage and/or recycling from Catering services per event. Caterers are mandated to use clear plastic bags for all food waste created during food prep and service. Catering staff are responsible to bring all catering waste to the waste room which the venue staff will provide access to. If a Caterer does not remove their waste, exceeds the maximum bag allowance and/or doesn't use the required clear plastic bags, you will be charged an additional fee of up to \$2,000 which will be added to your final invoice.

ACCESSIBILITY

All event spaces and facilities are wheelchair accessible. Restrooms on Level 17 are equipped with change tables.

PARKING & VALET

Valet services are available through our Preferred Valet supplier, who can help you plan a seamless arrival experience for your guests.

Hourly **underground parking** is available in at 351 King Street East, Monday - Friday after 4 p.m. and all day on weekends. The lot entrance is off of Berkeley Street.

The non-refundable pre-purchase of **parking vouchers** for your guests is possible with 14 days advance notice..

There are several paid parking lots and street parking within walking distance.

The Globe and Mail is not responsible for parking availability or costs incurred for vehicles that have been tagged or towed.



SHIPPING & RECEIVING

The Globe and Mail **will not accept any goods** unless prior arrangements have been made with the Events Manager.

The Globe and Mail, shall not have any liability for brokerage fees, border/customs clearance, loss or damage to items shipped to or from The Globe and Mail, by you or by The Globe and Mail.

VENDOR DELIVERIES

Delivery dock **appointments are required** fourteen (14) days in advance with the Events Manager.. A reminder that any damages caused by vendors in the delivery areas and subsequent charges are your responsibility.

The loading dock is located on the west side of Berkeley Street, immediately south of King Street East or immediately north of Front Street East.

All vehicles are subject to review and investigation by Security.

Drivers are not permitted to idle their vehicle or leave their motors running in the loading dock for any reason.

All use of the loading dock is limited to a time of less than 30 minutes

Parking in the loading dock for any purpose other than loading or unloading will not be permitted. Drivers who park in the loading dock for unauthorized purposes run the risk of being tagged and/or towed.

The maximum ceiling height of the loading dock is 14' 5"

FREIGHT ELEVATOR

Freight elevator access is on a first-come first-served basis; vendors should anticipate sharing of the building elevator.

There is one (1) freight/service elevator in the building:

- Door height: 8' 0" / 2.4 m
- Door width: 4' 5" / 1.3 m
- Interior height: 11' 5" / 3.4 m
- Interior width: 4' 6" / 1.3 m
- Interior length: 8' 4" / 2.5 m

GROUND FLOOR LOBBY

Your Ground Floor Access attendant is in place by the elevators for the duration of your booking to allow your team, vendors and guests **access to the event floor**.

The ground floor building lobby and exterior walkways are managed by First Gulf. First Gulf does not permit use of the ground floor lobby for any signage, decor or event activation.

STREET LEVEL EXTERIOR AREAS

The outdoor areas surrounding the property are city roads and sidewalks. Any use of City of Toronto property, including road closure, requires a permit application submitted at least 8 weeks in advance. Please contact the City of Toronto for more information.



VEHICLE SHOWCASING

The ground floor lobby, street level exterior areas and the event centre do not have any space or access points that are large enough to accommodate a car.

THE TERRACE

The terrace is our seasonal outdoor event space, suited for receptions and casual gatherings.

From Victoria Day to Thanksgiving, the terrace has lounge furniture and gas fire-pits. Access in shoulder seasons without furniture is weather permitting. Access to the Terrace is always **subject to weather conditions** and is at the discretion of the venue. If at any time the safety of patrons is of concern, the Terrace will be closed at the discretion of venue staff.

A terrace security guard is required for access.

Access is restricted after 11 p.m. (10 p.m. on Sundays) to comply with municipal bylaws.

For safety, no umbrellas or awnings, tenting, heaters or additional furniture are possible.

Smoking and vaping is prohibited in all indoor and outdoor spaces as per provincial law.

HEALTH AND SAFETY

The Globe and Mail regards the safety of staff and guests as paramount and will reserve the right to veto any practice, scheduling, or the use of any equipment where its safe use cannot be guaranteed.

Animals are not permitted in the building, with the exception of service animals.

SITE TOURS & FLOOR PLANS

Site tours are **by appointment only**, and are based on availability outside of event bookings. Advance scheduling is highly recommended.

With a signed Agreement, a maximum of three (3) site tours of up to an hour in duration are included at no additional charge. Additional site visits will be billed at \$150 per hour. All site tours are subject to venue availability and must be scheduled in advance outside of event bookings.

An event floor plan, plus up to three (3) floor plan rounds of edits/versions are included at no additional charge. Additional floor plan versions will be billed at \$150 per version.



EVENT PLANNING

ROOM CAPACITIES

The maximum number of people based on configuration is indicated in the Space Configuration Chart. Floor plans will be approved by the Events Manager before the Event.

If your guest count has the potential to be higher than the venue capacity of 400 persons inclusive of your guests and vendors, additional security to monitor and facilitate keeping under capacity will be added at your cost.

LEVEL 17

SPACE	DIMENSIONS	SQUARE FEET / SQUARE METERS	CEILING HEIGHT	CAPACITY						
				ROUND TABLES NO DANCE FLOOR	ROUND TABLES WITH DANCE FLOOR	RECEPTION	THEATRE	RECTANGULAR TABLES	BOARDROOM	CLASSROOM
Event Hall	34' 10" x 107' 6" / 10.4 m x 32.8 m	3,745 sq. ft. / 348 sq. m	15 ft. / 4.6 m	280	250	400	320	280	80	117
Event Hall A	34' 10" x 73' 8" / 10.4 m x 22.5 m	2,564 sq. ft. / 238 sq. m		120	120		200	180	50	80
Event Hall B	34' 10" x 33' 6" / 10.4 m x 10.2 m	1,165 sq. ft. / 108 sq. m		60	60		100	72	30	35
Lounge	23' 3" x 164' 7" / 7.1 m x 50.2 m	3,827 sq. ft. / 355 sq. m		—	—		—	—	—	—
Terrace	27' x 106' 3" / 8.2 m x 32.4 m	2,869 sq. ft. / 267 sq. m	—	—	—	220	—	—	—	

LEVEL 16 MEETING ROOMS

SPACE	DIMENSIONS	SQUARE FEET / SQUARE METERS	STANDARD CONFIGURATIONS	CAPACITY
1650 Yoho	26.5 ft x 29.6 ft / 8.1 m x 9 m	784 sq. ft. / 72 m ²	Board Room Theatre Rounds Reception Classroom	18-20 40-50 32-40 40-50 16-24
1651 Nahanni	30.3 ft x 24.8 ft / 9.2 m x 7.5 m	751 sq. ft. / 69 m ²	U-Shaped Table Hollow Square Table	20 26



FURNITURE & DECOR

LEVEL 17 FURNITURE

EVENT HALL FURNITURE

Up to **300 chairs**
Black leatherette/chrome
18" wide



LOUNGE FURNITURE

Up to **10 cruiser tables** (matte white/chrome) 30" round top
Up to **6 gallery benches** (charcoal grey) 8' rectangular
Up to **6 coffee tables** (matte white/chrome) 18" round top

TERRACE FURNITURE (VICTORIA DAY-THANKSGIVING)

4 sectional sofas (charcoal grey/chrome)
1 loveseat (charcoal grey/chrome)
4 armchairs (charcoal grey/chrome)
2 coffee tables (frosted glass/chrome)
2 firepits (concrete/river rock)

LEVEL 16 FURNITURE

We are pleased to setup any of the meeting rooms to a **standard configuration**. Custom configurations may be subject to a porter labour fee and additional furniture rental. Specialty bar or food station rentals are available through your caterer. To keep the hallway accessible all food and beverage will need to be setup inside a booked meeting room.

VENUE FURNITURE SELECTION

Venue furniture use will be detailed in your Event Order and confirmed based on availability for your specific event date.

PREFERRED FURNITURE RENTAL SUPPLIERS

The Globe and Mail Centre has carefully selected excellent preferred furniture suppliers to ensure you receive the best caliber of products and service. Our preferred furniture suppliers will be able to assist you in your furniture design and delivery planning. We are pleased to offer preferred suppliers greater flexibility in access options whenever possible to maximize your setup time.

Please note any rental furniture must be **positioned by the vendor**.

NON-PREFERRED RENTAL FURNITURE SUPPLIERS

Any rental furniture supplied by a non-preferred furniture supplier is subject to a 40% landmark fee. For non-preferred furniture suppliers, delivery and pick-up is limited to your contracted venue times.

Non-preferred furniture suppliers must be **pre-approved** by your Event Manager in writing. The venue reserves the right to decline services of any vendor (even if the vendor has previously worked in the venue). You and vendor are required to complete the applicable Outside Vendor/Supplier form, and agree to The Globe and Mail's terms and conditions. Vendors will not be permitted on site unless there required form and supporting insurance and WSIB documentation is received. The forms are required fourteen (14) days in advance of the event.

Please note any rental furniture must be positioned by the vendor.



SUPPLIERS/VENDORS

All vendors and suppliers that require access to the venue to deliver goods or provide services on site must be **pre-approved** by the Event Manager in writing, and the venue reserves the right to decline services of any vendor (even if the vendor has previously worked in the venue). We are not responsible for any fees you may have incurred by contracting a vendor that is not permitted to offer services on site, and we strongly encourage you to seek approval before signing vendor contracts.

You and vendor are required to complete applicable Outside Vendor/Supplier Approval form, and agree to The Globe and Mail's terms and conditions fourteen (14) days in advance of the event. Vendors will not be permitted on site unless there required form and supporting insurance and WSIB documentation is received. Please contact the Events Manager for a copy of this form.

There are **no waste or packaging disposal** on site. Any items brought into the venue must also be removed by the vendor – including florals and decor or will be subject to the waste removal fee.

STORAGE: IN HOUSE FURNITURE AND OTHER ITEMS

Storage in the venue is extremely limited. All in-house furniture is included in the rental and must remain on the event floor during the event, unless specific arrangements have been made (which may require the rental of additional storage rooms). **Vendors cannot keep storage cases or packaging on site** and should make plans accordingly.

EVENT SIGNAGE AND VINYL DECOR

Custom venue signage and vinyl decor can be procured via the Preferred Event Signage and Vinyl Decor supplier.

Use of a non-preferred vinyl supplier **requires pre-approval** is subject to a \$500 access charge added to your bill. Non-preferred supplier installation is limited to any booked times with a Venue Supervisor on site for the duration of installation and deinstallation, and surfaces available for vinyl installation by non-preferred supplier are limited to the millwork and floor. All vinyl must be removed by the vendor during your tear down and any waste taken offsite.

Your vendor must be pre-approved by the Event Manager in writing, and the venue reserves the right to decline services of any vendor (even if the vendor has previously worked in the venue).

You and vendor are required to complete applicable Outside Vendor/Supplier form, and agree to The Globe and Mail's terms and conditions. The forms are required fourteen (14) days in advance of the event. Vendors will not be permitted on site unless there required form and supporting insurance and WSIB documentation is received. Please contact the Events Manager for a copy of this form and to get approval for any requested vendor.

FLOOR, WALL, CEILING AND OTHER SURFACE ATTACHMENTS

Nothing shall be posted, nailed, screwed or otherwise attached to columns, walls, windows, floors or other parts of the building or furniture ("Attachments") without the prior written consent of Events Manager. All Attachments must be pre-approved by Events Manager in writing and noted on the Event Agenda and Floor Plan, and all rigging is facilitated by our AV Services provider. You may be required to purchase rated hardware. You are responsible for any damage caused by any Attachments, and damage fees are assessed at the cost to repair the damage.

Drape, fabric and/or soft goods must be **certified flame retardant** according to **Ontario Fire Code**. Certification must be presented and pre-approved by the Events Manager in writing 14 days prior to Event.

No materials can obstruct emergency exits or attach to fire signs or equipment.





LADDERS

The use of a ladders to climb higher than 6' is only permitted by venue staff.

GREEN ROOM AND STAFF SPACE

A small Green Room suitable for **1-2 guests** is available for events on Level 17. Access is provided via an electronic card. ID is required as collateral for card distribution and will be held by the venue until the card is returned. If more people require preparation space, a meeting room should be booked.

DAMAGES

Liability for damages to the premises during set-up, Event, and tear-down of Event will be charged accordingly. You will be held responsible for the members of your group, including all staff, attendees and vendors. The Globe and Mail assumes no liability or responsibility for personal property or equipment brought into the Premises.

Personal effects, materials and equipment must be removed from the venue at the end of the function, unless **prior arrangements were made** with Event Manager for next-day pick up of limited items.

SMOKING AND SPECIAL EFFECTS

- Smoking is prohibited in all indoor and outdoor spaces.
- The use of open flame or pyrotechnics is prohibited. Votives must be in glass votive holders. Battery-powered candles are suggested alternatives to flame. Special use of flame may be possible with pre-approval and a special Fire System Bypass with security guard fees will apply.
- Propane is prohibited in all indoor and outdoor spaces. Butane and all other compressed gases or flammables must be pre-approved by the Events Manager.
- Birdseed, bubbles, rose petals, confetti, rice, glitter, fake snow or organic materials (such as sand, dirt) are not permitted.
- The use of hazers requires approval of the Event Manager and must be supplied by the Preferred A/V Supplier, and a special Fire System Bypass with security guard fees will apply. Fog machines are not permitted.
- Any weaponry must be pre-approved and used with all necessary safety precautions and permits where applicable.
- Please note any materials designed to be in direct contact with the floor should not have any sharp edges capable of damaging the floor surface.



STAFF AND SERVICES

VENUE STAFF

The Events Manager will prepare an event staffing plan and will ensure it meets safety and employment standards.

Staff require legislated breaks and work minimum and maximum hours per shift. It may not be possible to make day-of schedule changes due to these requirements.

To ensure service excellence, The Globe and Mail sets the minimum number of staff required to ensure an appropriate staff-to-guest ratio. Should vendors have a staffing shortfall on an event day, The Globe and Mail reserves the right to hire additional staff at your expense to ensure safety and service excellence.

VENUE SUPERVISOR (VS)

- Your VS is **your primary contact** on the day of your event and is on site with you for the full duration of the setup, event and tear-down.
- Multiple Venue Supervisors may be scheduled to split long shifts and/or cover breaks with overlapping hand-off or to service multiple floors
- Your VS oversees the day-of event services including elevator, coat-check, catering, beverage services, event rentals, vendors deliveries, set up, service and removal.
- Your VS has the ability to work with you to alter setups and schedules at your direction, and the authority to make decisions regarding compliance with policies and protocols.
- Your VS is the Active Fire Warden during your event, and is the point of contact during emergencies.

EVENT STAFF

Based on your Event Agenda, the Events Manager will schedule additional Event Staff including Ground Floor Access Security, Floor Security Coat Check, and Custodial Attendants.

The Ground Floor Access Security is required for the full duration of the agreement to facilitate access to the event floor from the lobby.

If your event has Terrace access, an additional Security Guard must be posted on the Terrace.

If the event has potential to attract more attendees than the floor capacity, additional security staff will be required to monitor and limit guest access.

If the event has alcohol service and minors in attendance, additional security will be required for I.D.ing. Wrist bands may be required at the discretion of The Globe and Mail, and any costs incurred will be charged to your account. Additional security will be required on events with shots and doubles being offered.

Pre-event set up of in-house furniture and your post-event cleaning are included in the Venue Rental Fee. Event Staff will be subject to the same shift/break terms as the Venue Supervisor. Porter charges for mid-event room configuration charges will apply.



BEVERAGE / BAR STAFFING

BEVERAGE SUPERVISOR, BEVERAGE ATTENDANTS AND BARTENDERS

All beverage and bar service require a Beverage Supervisor who ensures the setup, supervision and service standard of beverages.

Additional beverage staff or bartenders will be required based on bar and beverage orders, and will be provided by The Globe and Mail. Bartenders have SmartServe certification. Staffing ratios are at the discretion of the venue.

SECURITY GUARDS

For events with bar services, additional Floor Security Guards staff will be allocated to your event based on the number of guests, at the discretion of the venue.

STAFFING REQUIREMENTS

When charged at hourly rates, staff are subject to a minimum of hours as noted below. Product costs and bar furniture rentals are not included.

Venue Supervisor, Beverage Supervisor	Lead Bartenders	Coat Check, Bartenders, Wait Staff Bar Backs, Beverage Attendants, Custodial Attendants	Ground Floor Access, Floor Security & Terrace Security
<i>4 hour minimum</i>	<i>4 hour minimum</i>	<i>4 hour minimum</i>	<i>5 hour minimum</i>
<i>VS - Full Contract Duration</i> <i>BVS - required 2.5 hours prior to bar start time, 2 hours after*</i> <i>*subject to change based on bar requirements</i>	<i>Required 2 hours prior to bar start time, 2 hours after</i>	<i>Coat Check - required 1 hour prior to guest arrival, 30 minutes after departure</i> <i>Custodial Services - required 30 minutes prior to guest arrival, 30 minutes after departure</i> <i>Bar/Beverage Staff - required 2 hours prior to service start time, 2 hours after</i>	<i>Ground Floor Security - Full Contract Duration</i> <i>Floor Security - 30 minutes prior to guest arrival until guest departure</i>

Events booked on statutory holidays are subject to a Holiday staffing fee.





A/V SERVICES

Audio/visual (A/V) Services are available through The Globe and Mail's A/V Supplier EPIQ Vision, who is the **only vendor** permitted to operate the venue's sound, lighting, presentation, power and rigging systems, and supply lighting, sound, staging, presentation, power and rigging equipment on site.

PRODUCTION MANAGEMENT

The EPIQVision Production Manager will work with you to best find the equipment, staffing and schedule plans to realize your vision and work with your budget. The Production Manager will provide a detailed quote and agreement for your review.

A/V TECHNICIANS

The A/V technicians are responsible for the setup and operation of all technical equipment and staging, and will arrive at time agreed upon with the Production Manager. All day-of requests for adjustment to the technical set-up and operations such as staging, lighting or microphones, go through the technicians.

Please note while there is overhead work being done and/or an elevated work platform lift is in use, your staff or team members may not be permitted in the event space. Two (2) or more technicians may be required.

CONNECTIVITY & WIFI

Basic Wireless Internet access is provided complimentary in all event spaces and meeting rooms. Internet access for conferencing and broadcasting is available for an additional charge.

OTHER A/V SUPPLIERS

Should the services of an outside provider be utilized for a specialty, stand-alone service. These services cannot include supplying equipment for lighting, sound, rigging or staging.

Your vendor **must be pre-approved** by the Managing Director 30 days in advance of your event in writing, and the venue reserves the right to decline services of any vendor (even if the vendor has previously worked in the venue or under other circumstances). We are not responsible for any fees you may have incurred by contracting a vendor that is not permitted to offer services on site, and we strongly encourage you to seek approval before signing vendor contracts.

The Globe and Mail will charge an External A/V Fee of \$2,000 plus an hourly technician per day. Outside providers will be required to provide appropriate indemnity, insurance and other related provisions to protect The Globe and Mail and its guests. Further requirements are outlined on the **Outside Technical Services Approval Form**.

MUSIC TARIFFS

The Music Tariffs are mandatory fees and include both SOCAN and Re:Sound fees which are applied for all events that include live or recorded music.

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a Canadian not-for-profit organization that focuses on providing Canadian and international music creators and publishers their performance rights. For more information about SOCAN visit www.socan.ca

Re:Sound is a Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound is legally authorized to collect and distribute royalties for artists and record companies worldwide as payment for the public use of their music in Canada.



For more information about the Re:Sound fee please visit www.resound.ca

SOCAN FEES

You are responsible, and billed for, the mandatory SOCAN fee, which the Globe and Mail will remit to SOCAN on your behalf.

These costs will depend on group size, and if your event will have dancing.

RESOUND FEES

You are responsible, and billed for, the mandatory Re:Sound fee, which the Globe and Mail will remit to SOCAN on your behalf.

These costs will depend on group size, and if your event will have dancing.

AMPLIFIED SOUND

All events must comply with City of Toronto noise by-law.

Disturbing noise in or around the event spaces and/or meeting rooms that infringe on the rights of other clients, guests or staff of The Globe and Mail is considered a violation of the Agreement and may result in immediate technician response and/or event cancellation.

Any Globe and Mail staff member can instruct a technician to reduce sound levels to a level acceptable by The Globe and Mail if the neighboring spaces are being impacted by your event.

Any potentially impactful sounds must be tested in advance, and a maximum threshold will be set.

Amplified sound on the Terrace is allowed 10 am–11 pm Mondays–Saturdays, 10 am–10 pm Sundays.





CATERING SERVICES

The Globe and Mail Centre is pleased to recommend excellent suppliers of catering services.

Please note that for any events with **alcohol services**, you must offer your guest light meals via a licensed caterer for the full duration of the alcohol service. Offerings will need to be of substance and of multiple food groups in order to comply with liquor laws.

PREFERRED CATERERS

Our Preferred Caterers are pre-approved, reputable food service companies that have gone through a competitive selection process. These caterers can work with you directly to customize menus and provide quotes for services.

Any unlisted Caterer is subject to an approval process and must be approved before the event has been contracted. Please note the venue reserves the right to decline services of any caterer (even if the caterer has previously worked in the venue). Additional requirements for unlisted caterers are outlined on the Unlisted Caterers Agreement Form.

Catering set-up and breakdown time will need to occur within the booked rental times. The Caterer is responsible for removal of all food and waste at the end of your event, and you will need to ensure that this is included in your Caterer's agreement. No outside food or beverage of any kind may be brought into the venue.

LANDMARK FEE

A 15% landmark fee applies to food and labour services provided by a Preferred Caterer. The landmark fee will be included on your catering Invoice and remitted to the venue.

Catering provided by unlisted Caterers is subject to a 30% landmark fee and is subject to the venue's approval. A \$4,000 **landmark fee deposit** will be applied to your event account, and reconciled post-event with a copy of the caterer's final invoice. If a copy of the caterer's invoice is not received within 5 days of the event, the \$4,000 fee will remain the amount owing. The Globe and Mail will not collect landmark fees directly from caterers nor pursue invoice copies from unlisted caterers. Additional requirements are outlined on the Unlisted Caterers Approval Form.

Landmark fees apply to donated food based on the value of food and staffing.

EVENT RENTALS

Rentals of standard tables, glassware, catering and tableware must be rented from our Exclusive Event Rental Supplier – “Event Rental Group” via your Caterer, and deliveries are scheduled during the booked rental time. We will not consider accepting other rental vendors unless there is a need that cannot be met by the existing vendor and then, additional fees may apply. In the case that our exclusive Event Rental supplier cannot furnish an item/s, you are to advise and seek approval from the Event Manager to source another vendor.

Any **satellite food or bar stations** require rental furniture and pinspot lighting for service and safety. Based on your floorplan our AV Services provider will help you ensure there is adequate lighting.

CATERING FACILITIES

LEVEL 17

The Level 17 catering kitchen equipment list includes: reach-in refrigerator, under-counter refrigerators & freezer, ice maker, ware-washer, dish tables, shelf tables, mobile work tables, counters and sinks, utility carts and racks, combi-oven/steamers and hot holding cabinets.



LEVEL 16

The Level 16 servery kitchen equipment list includes: under-counter refrigerator, ice maker, ware-washer, dish tables, counters and sinks and a hot holding cabinet.

Please note the use of additional powered equipment is only available through the AV Services provider, including any equipment for food service and fees will apply.

BEVERAGE SERVICES

EXCLUSIVE BEVERAGE SERVICES

All beverages are **exclusively supplied and served** by The Globe and Mail or our approved activation suppliers. Outside Cocktail/Mixology Vendors must be pre-approved and will be subject to a landmark fee of 30%. Donated products are permitted and will charged a corkage fee.

BAR SERVICES & SATELLITE RENTALS

Liquor service is offered between the hours of 11:00 a.m. and 1:00 a.m. All Beverage prices are noted on the beverage menu, and are subject to change.

Please be advised, our liquor license does not allow any outside alcohol to be brought in for consumption in any area of our venue. Should one of our staff members find alcohol has been brought in, the bottle/container will be immediately confiscated and the Client will be charged \$1,000.

The use of the built-in marble bar is included in the venue rental. You are responsible for the rental of **satellite bar furniture**, which you can secure directly from our preferred furniture rental companies, or included in your Caterer's rental.

Beverage staffing and service ratios are set by the venue based on event attendance, floor plan, agendas, and will be detailed by the Event Manager.

EVENT MARKETING

USE OF GLOBE MARKS AND LOGOS

You can only use The Globe and Mail and/or The Globe and Mail Centre logos with the prior written consent of The Globe and Mail.

You are permitted to use "The Globe and Mail Centre" name (and not logo) solely to indicate your use of the venue for your specific event invitations or event listings, and can not suggest that their Event is affiliated with or presented by The Globe and Mail or by The Globe and Mail Centre. Any other use of The Globe and Mail and The Globe and Mail Centre name is restricted and must be approved by The Globe and Mail in writing.

Where you are permitted to use The Globe and Mail Centre or The Globe and Mail's logos, brand, trade names and marks ("Globe Marks"), You must: (i) comply with any instruction on the use of Globe Marks (e.g. brand guidelines), (ii) only use Globe Marks in connection with the Event; (iii) stop using the Globe Marks following the end of the Event and (iv) not alter Globe Marks in any way; (v) ensure that any use respects the brand and reputation of The Globe and Mail and The Globe and Mail Centre.

SOCIAL MEDIA

Multi-media, social networking websites, blogs and Internet posts for both professional and personal use postings by you, your agents, or any guests must not contain any information that is confidential or proprietary to The Globe and Mail or to any third party that has disclosed information to The Globe and Mail. The Globe and Mail reserves the right to request the removal of any posts that it determines to be inappropriate in its sole discretion. Any posts must respect the brand and reputation of The Globe and Mail and The Globe and Mail Centre.

Your event manager will ask you for preferences regarding listings and features in The Globe and Mail Centre site and Social Media before and after the Event. Any links or Event details for feature can be sent to the Events Manager.



EMERGENCY PROCEDURES

IN THE EVENT OF AN EMERGENCY,
PLEASE NOTE THE FOLLOWING PROCEDURES:

FIRE PROCEDURES

Should you discover smoke or fire on your floor, immediately activate a fire-pull station. Manual pull stations are located outside each stairwell door as well as beside any door that is equipped with a magnetic lock. Pulling this emergency device will cause alarm tones throughout the building and will release doors equipped with magnetic locks, including stairwell doors. 351 King Street East has a two stage fire alarm system.

The Venue Supervisor will provide direction in the event of a fire alarm according to the two-stage system:

ALERT TONES (1 PING TONES)

Alert tones indicate there is an alarm condition in the building, but it does not affect your floor. When you hear alert tones, please adhere to the following safety procedures:

1. Stand by and prepare to evacuate.
2. If there is a requirement to evacuate, you will be notified by the Fire Alarm System (Evacuation Tones) and/or Emergency Voice Communication System

EVACUATION TONES (CONTINUOUS TONES)

Evacuation tones indicate that there is an alarm condition in the building that does affect your floor.

When this occurs, please adhere to the following safety procedures:

- Leave the floor via the stairwells.
- Do not carry items such as coffee cups, purses, back packs, etc. down stairwells during evacuation. Do not attempt to use the elevators.
- Once you have exited the building, proceed to your company's designated meeting location – away from the building in alarm – and await further Instructions.

Once the emergency has cleared, announcements will be conducted advising that the evacuated floors can be repopulated. Security and Life Safety Officers will conduct sweeps of the stairwells to ensure that all persons who needed to evacuate have done so safely.

EMERGENCY EXITS

Signs are posted throughout the floors indicating locations of emergency exits. Most signs will include an arrow indicating the direction of the emergency exit.

Upon discovery of fire:

- Remain calm.
- Leave fire area(s).
- Close all doors behind you. Do not lock doors.
- Activate the fire alarm system as soon as possible, use the pull station.
- Exit the building via the nearest exit.



- Telephone the City of Toronto Fire Services by dialing 9-1-1. Never assume this has been done.
- Give the correct address: 351 King Street East, the location of the fire, and your name.
- Do not return into the building until it is declared SAFE to do so by a Fire Official.

Immediately upon hearing the fire alarm:

- Remain calm.
- Exit the building via the nearest exit.
- Close all doors behind you.
- Call 9-1-1.
- Listen for instructions.
- If you encounter smoke in an exit, consider using an alternative exit.

When you leave the building:

- Before opening a door, feel the door and the doorknob for heat.
- If the door is hot, remain in the area and ensure the door is unlocked. Dial 9-1-1 and alert them to your location.
- If the door is free of fire and/or smoke, close the door behind you and leave by the nearest exit. Close all doors behind you.
- Assist those who require assistance leaving the building. (Only if safe to do so)
- Use an alternative exit if you encounter smoke in the stairway.

If you cannot leave the building:

- Close the door but leave it unlocked to ensure entry by the Fire Department is possible.
- Dial 9-1-1.
- Seal all cracks where smoke can enter by using wet towels or sheets.
- Keep low to the floor if smoke enters the room.
- Wait to be rescued. Remain calm. Do not panic.
- Listen to instructions.

Meeting Place:

- All Clients, guests and staff should go to David Crombie Park (on the South-West corner of Berkley Street and The Esplanade) and remain at this meeting point until it is safe to return to the building. Only the City of Toronto Fire Department has the authority to declare the building safe to enter.

