

Auditorium Guidelines

Thank you for your interest in The Hamilton Spectator. In hopes that the auditorium will meet your function's needs, please review our guidelines below.

It is advisable to call in advance to confirm auditorium availability for your event.

GUIDELINES

1. The auditorium is meant solely for charitable and not-for-profit initiatives. Business development activities are not permitted.
2. The auditorium is available from 6:00 p.m. - 10:30 p.m. (set-up can begin after 5:30 p.m. pending availability and tear down must be completed by 11:00 p.m.).
3. There is a \$129.15* (\$114.29 + HST) charge for use of the auditorium.
4. Parking is available on Spectator property as well as in the west half of the parking lot across the street. Entry into the building is by the main entrance only.
5. Basic set-up includes theatre or classroom style as indicated on the booking sheet. Maximum capacity is 200 people and is based on theatre style set-up (chairs only). This may be reduced based on the set-up requirements indicated.
6. AV equipment is not available. Please arrange your own audio-visual equipment needs.
7. Visitors are allowed access to the auditorium and front lobby area only. All other areas of the building are restricted.
8. Hanging, pinning or taping items on the walls or doors is prohibited and will be removed immediately.
9. Absolutely no exchange of money through entrance fees, seminar fees (including pre-paid), sale of items, solicitation for funds (fundraising), registration etc. is permitted.
10. Spectator staff including security is not available to help with your auditorium needs during your function. Please ensure all your needs have been addressed before your event begins.
11. Food and beverages, including alcoholic beverages, dancing, music or animals are not allowed in the building at any time.
12. Smoking is permitted outside of the building, 15m from the front entrance.
13. All damages and extra cleanup may be subject to additional charges.
14. On arrival, please check in with Security at the front entrance.

BOOKING YOUR EVENT

In order to confirm your booking, the [Auditorium Booking Sheet](#) and [Payment Form](#) must be completely filled out and received within 10 business days prior to the booking date. Failure to meet this requirement may result in cancellation of your booking without notification.

To check availability please contact our auditorium booking coordinator:

Lisa Rogers

Phone: 905.526.3521 | 1.800.263.6902 ext.3521

Email lrogersl@thespec.com

The Hamilton Spectator may, in their sole discretion, prohibit any group from using the auditorium whom they believe to be abusing the guidelines. Such abuse includes providing false information and misappropriation of the auditorium and will be dealt with on an individual basis with the booking facilitator. *Fee is subject to change without notice.

Auditorium Booking Form

To confirm your booking, fax or send completed booking form along with completed payment form to:
Auditorium Booking c/o The Hamilton Spectator, 44 Frid St. Hamilton, ON L8N 3G3
Fax: 905.526.2470

BOOKING DETAILS

Function Date: _____ Function Type: _____

Time: _____ to _____ Est. Guests _____

include enough time for set-up and teardown

Group Name: _____

Address: _____

City: _____ Postal Code _____

Email: _____

Phone: _____ Alt. Phone: _____

On-Site Contact: _____

EVENT DESCRIPTION

SET- UP STYLE (Select One)

Basic set-up includes registration table, two 8' tables, podium, microphone, stage and screen.
Please circle one of the set-up styles below.

Theatre Style
(rows of chairs)

Classroom Style
(tables and chairs)

Other: _____
provide details

Additional: _____

I the undersigned, have read, fully understand and acknowledge compliance of the auditorium guidelines. I release and forever discharge The Hamilton Spectator, a division of Metroland Media Group Ltd., and its affiliates and related companies, employees, directors, officers, agents and assignees from and against any and all actions, claims, demands or liabilities whatsoever, including but not limited to claims based on negligence, breach of contract and fundamental breach and liability for physical injury, death or property damages which the undersigned or any of his/her administrators, heirs, successors or assignees might have or could have, by reason of or arising out of the undersigned's participation in use of the auditorium. I agree to hold The Hamilton Spectator and its affiliates and related companies, employees, directors, officers, agents and assigns harmless against any injury, accident, loss or damages resulting from the undersigned's participation in use of the auditorium.

SIGNATURE: _____ DATE: _____

Office use only: PR: _____ IB: _____ TN: _____

Auditorium Payment Form

To confirm your booking, fax or send completed payment form along with completed booking form to:
Auditorium Booking c/o The Hamilton Spectator, 44 Frid St. Hamilton, ON L8N 3G3

Fax: 905.526.2470

BOOKING DETAILS

Group Name: _____

Registered Charitable No. _____

Contact Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Alt. Phone: _____

Booking Date: _____ Time: _____

PAYMENT INFORMATION

All charges will be made directly to the credit card provided. Please complete the credit card authorization form below and fax it to us at least 10 business days prior to your function date. Cancellations within 48 hours will not be refunded. All other cancellations will be subject to a \$20 administration fee.

I, _____ authorize The Hamilton Spectator to apply
Print name
the \$129.15 (\$114.29+HST \$14.86) fee for use of the Auditorium to the following credit card.

Credit Card # _____ Exp. _____

Name of Cardholder: _____

Signature of Credit Card Holder: _____

Date: _____

We accept Visa, MasterCard and American Express credit cards.
HST number: 1375 2424 RT0003

Office use only:

Issued by: _____

TN: _____