


Policies and Procedures

1. No decorations, signage or display materials are to be taped, tacked or attached to walls, pillars and interior or exterior doors unless authorized by Evraz Place.
2. No portion of a display is to obstruct any exit aisles or doorways. All materials used for display or decorative purposes, are to be inherently flameproof or properly treated with a chemical retardant. The use of open flame candles or straw and hay is prohibited.
3. Motor vehicles or gasoline powered equipment on display are restricted to ¼ tank of fuel and are to be equipped with a locked tank cap. Batteries are to be disconnected and a drop sheet to be placed fully underneath each vehicle or piece of equipment.
4. The Government of Canada Copyright Act states that SOCAN (Society of Composers, Authors & Music Publishers of Canada) has authority to collect license and royalty fees. Evraz Place is required by law to obtain performing rights licenses and remit fees back to SOCAN. This licensing fee will apply to receptions, conventions, fashion shows and dances. Some bands may be already licensed, if so, please provide a copy, and the fee will be waived.
5. Shipments of goods for events must be pre-arranged with Evraz Place. No shipments will be accepted prior to the day of the event. All boxes etc. must be clearly marked with the name, date and the building location of the event or they will not be accepted.
6. All electrical cords, connections and appliances are to comply with the Electrical Code.
7. All function areas will be assessed after each event for damages and a damage charge may apply.
8. All wording for advertising, tickets, posters and print must be approved in advance by Evraz Place management.
9. The Licensee acknowledges that I.A.T.S.E. (International Alliance of Theatrical & Stage Employees) is a certified union with an exclusive contract at Evraz Place and agrees not to violate said contract in the operation of their event.
10. All personnel required for any event must be provided by Evraz Place.
11. Any changes regarding room set up, event and/or access times and menus must be given 72 hours (3 business days) prior to the event or labour & set up charges will apply.
12. Should the number of guests attending the event differ from the original number quoted, Evraz Place reserves the right to provide an alternative room to suit the group size.

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13. Invoicing will be based on the guaranteed number or actual number of attendees, whichever is the greater.
 14. Evraz Place is not responsible for damages, or loss of any articles left on the premises, prior to, during or following any event.
 15. Decorations and equipment must be removed at the end of the event, unless prior arrangements have been made.
 16. Excess food items from the buffet may not be taken out of the facility.
 17. Evraz Place has INLAND AV as our audio-visual supplier, if any other Supplier is used, you will be responsible to pay charges, in respect of use of the facility, electrical equipment, and electrical power.
 18. Evraz Place reserves the right to inspect and control all events including conduct and performance of entertainers and audible level of music played.
 19. All prices regarding food and beverage, rentals, equipment charges are subject to change without notice.
 20. If Date of Cancellation or Changes is 270 days or less prior to the commencement of the Licence Period, no refund or reduction in the Licence Fee (Deposit) shall occur, and the Venue shall be entitled to the costs charged for this part of the Premises and any other related costs associated with such room changes or cancellations or date changes.

* For Special Events (weddings & social events): A Deposit of 50% will be required at the time of booking the space. An additional deposit of 90% of the total estimated charges will be required 1 week prior to the function date. The balance remaining will be invoiced.
 21. Any damages or additional costs incurred as a result of failing to comply with any Evraz Place policy will be charged to the event/convener.