

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON OCTOBER 30, 2018
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	CITY OF LONDON DAYS AT THE BUDWEISER GARDENS – DAY 2 KNIGHT EVENTS/MEALS ON WHEELS LONDON

RECOMMENDATION

That, on the recommendation of the City Clerk, the request from Day 2 Knight Events/Meals on Wheels London to host the Seniors Prom 2019 on October 3, 2019, BE APPROVED as a City of London Day at the Budweiser Gardens; it being noted that only one other request has been received for 2019.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None

BACKGROUND

The City of London agreement with the London Civic Centre (LP) provides for five community days annually for community use at the Budweiser Gardens. The agreement makes the following provisions:

“The Landlord and the Tenant acknowledge and agree that each of them shall permit the City to have exclusive use of the Project (excluding areas over which the London Knights or other subtenants or licensees have exclusive possession) on five (5) days in each calendar year on sixty (60) days’ notice prior to the Tenant and the Landlord on an entirely rent-free basis, except as set out in this subsection, for the purpose of community events which are primarily “not for profit” in nature, on dates which do not conflict or compete with events previously arranged or booked by the Tenant for the Project. The City shall be entitled to all ticket revenue and any revenue generated by special concession at such events, and all other revenue normally derived from the Project, such as from the food and beverage facilities, shall be included in Gross Revenue. The City shall pay for all out-of-pocket direct costs incurred by the Tenant for such occasion, such as the costs of staffing, security, janitorial and maintenance services. However, the City shall not be required to pay costs that the Tenant would have incurred anyway even if the City’s event had not been held. For these purposes, “community events” means events which are primarily for civic purposes, high school, university or college sports and events, celebrations or charity events and shall include without limitation, high school and college graduations, community banquets and receptions and speaker programs but shall not include any events which have previously used the Project in accordance with normal rental or use arrangements”.

On behalf of the Day 2 Knight Events/Meals on Wheels London, Dan Knight has submitted the attached correspondence dated October 2, 2018, requesting a “rent free” day at the Budweiser Gardens for their Senior Prom on October 3, 2019. This is a first-time applicant.

Requests received for 2019

Organization	Date	Approval Status
Parkinson’s Society SW Ontario Signatures	June 3, 2019	Pending
Day 2 Knight/Meals on Wheels Senior Prom	Oct. 3, 2019	Pending

Given that only one other request for the use of a City of London Day at the Budweiser Gardens in 2019 has been received to date for consideration of approval, the Civic Administration recommends that this request be approved.

The policy for City events at the Budweiser Gardens is attached as Appendix “A” for information purposes.

RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

Attachments

/ab



Request for City of London Days at Budweiser Gardens

Please refer to the "City of London Days at Budweiser Gardens" Council Policy on page 2 for related guidelines. Requests may be mailed to: City Clerk, PO Box 5035, London, ON, N6A 4L9 or emailed to csaunder@london.ca. Phone enquiries should be directed to the City Clerk's Office at (519) 661-CITY Ext. 4937.

Note: Adobe Reader can only save a blank copy of this form. Please print your completed form for your records.

Organization information

Organization name	Charitable registration number (if applicable)	Request date (YYYYMMDD)
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Contact information

Contact name	Title	
Address		
Telephone number	/ extension	E-mail address

Event details

Event name	Date of event (YYYYMMDD)
Event description (maximum 1,000 characters, attach additional details if needed)	

Event eligibility

- City of London sponsored event
- Not-for-profit sporting event of provincial or national significance
- Major community-wide, not-for-profit civic event
- Major community-wide, not-for-profit charity event

Confirmations

- This event has not previously used the facility in accordance with normal rental or use arrangements.
- Budweiser Gardens has confirmed that this date is available.

POLICY FOR CITY OF LONDON DAYS AT BUDWEISER GARDENS

OBJECTIVE

The City of London agreement for partnership and lease of the Budweiser Gardens provides for up to five community-sponsored events on a "rent-free basis" provided the City or event sponsor pay for all direct and out-of-pocket expense incurred by the London Civic Centre Corporation.

TYPES OF EVENTS ELIGIBLE

The following types of events will be eligible:

1. City of London-sponsored events such as opening ceremonies for sporting events and major community celebrations, which have not previously used the facility in accordance with normal rental or use arrangements.
2. Not-for-profit sporting events which are of a provincial or national significance, including championships for high schools, colleges or universities located within the City of London, which have not previously used the facility in accordance with normal rental or use arrangements.
3. Major not-for-profit civic events which are celebrations or charity events of a local, community-wide nature and have a direct benefit to the London community, which have not previously used the facility in accordance with normal rental or use arrangements.

MAXIMUM EVENT DAYS

1. The City is limited to five event days each year.
2. No group can have more than one event day per year.
3. No group can have more than two event days over a five-year consecutive period, with the exception of the annual United Way Harvest Lunch and Campaign Kick-Off, unless an exemption is approved by the Municipal Council due to unique circumstances.

EVENT DATES

The City of London shall provide sixty (60) days prior notice to Budweiser Gardens for use of the facility for a community-sponsored event, and the date of the event may not conflict or compete with events previously arranged or booked by Budweiser Gardens.

REQUIREMENTS OF USER GROUPS

1. The user group will be responsible for all direct and out-of-pocket expenses which are incurred.
2. The user group will be responsible for entering into an agreement with the Budweiser Gardens for use of the facility and all obligations arising from that agreement.
3. The user group will be responsible for all advertising, sponsorship and ticketing for the event subject to any conditions set out by the Budweiser Gardens.

CITY CONTACT

The City Clerk will be the primary contact for user groups and will be delegated responsibility to coordinate this policy.

APPROVAL

Council approval is required for all City events.

ADOPTED June 13, 2017 (By-law No. CPOL.-27-223)

From: dan@day2knightevents.com
To: [Bush, Anastasia](#)
Subject: RE: City of London Days at Budweiser Gardens
Date: Tuesday, October 02, 2018 2:30:03 AM
Attachments: [image001.png](#)
[image002.png](#)
[FORM - City of London Day Bud Gdns Request.pdf](#)

Hi Anastasia,

I'm sorry for my extremely tardy response to your email. I have reattached the form for consideration. I had the date wrong in my calendar and have updated the document to include the October 3rd date Budweiser Gardens and I have discussed for this event.

Thank you so much!

Dan

Dan Knight
Owner & Operator, Day 2 Knight Events
dan@day2knightevents.com
519-280-8633


From: Bush, Anastasia <abush@london.ca>
Sent: September 25, 2018 8:31 AM
To: 'dan@day2knightevents.com' <dan@day2knightevents.com>
Subject: FW: City of London Days at Budweiser Gardens

Good morning, Dan. Thank you for your interest in the City of London Days at Bud Gardens.

Please will you confirm that the date of your event will be April 1, 2019? Your email suggests that the April 1 date on your request is not firm; however, you must specify your date in order for Council to consider the request. Council will give permission for a specific day.

Please update your form, and edit your narrative to the limits allowed by the form. Feel free to contact me with questions.

Thank you!
Anastasia

 **Anastasia Bush**
Administrative Assistant II
City Clerk's Office
City of London

PO Box 5035, London ON N6A 4L9
P: 519.661.CITY (2489) x 5422 | Fax: 519.661.4892
abush@london.ca | www.london.ca



From: Saunders, Cathy
Sent: Tuesday, September 25, 2018 7:38 AM
To: Bush, Anastasia <abush@london.ca>
Subject: Fwd: City of London Days at Budweiser Gardens|
Sent from my iPad|
Begin forwarded message:

From: <dan@day2knightevents.com>
Date: September 25, 2018 at 12:34:42 AM EDT
To: <csaunder@london.ca>
Subject: City of London Days at Budweiser Gardens

Hi,

Please find attached my request for a London Day at Budweiser Gardens for Seniors Prom 2019.

The form didn't let me continue but wanted to add a couple of things:

- This event was such a huge success last year that I decided to partner with Meals on Wheels London in 2019 to ask the seniors to make a donation of their choice to attend the event which will be donated to Meals on Wheels London after all expenses are covered. Sponsorship will also be secured to cover those costs to ensure more money is going to the cause.
- I will be taking the lead on the event and engaging the community to get involved to make this a very special evening for many seniors in our community.
- The event will take place at TBD date in April. I met with Budweiser Gardens and they approved the concept and agreed we would determine a date.

Thanks so much for your time and consideration!

Dan

Dan Knight
Owner & Operator, Day 2 Knight Events
dan@day2knightevents.com
519-280-8633



London
CANADA

City of London Days at the Budweiser Gardens Policy

Policy Name: City of London Days at the Budweiser Gardens Policy

Legislative History: Adopted June 13, 2017 (By-law No. CPOL.-27-223); Amended July 24, 2018 (By-law No. CPOL.-27(a)-397)

Last Review Date: June 25, 2018

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes the general guidelines for utilization of City of London Days at the Budweiser Gardens for the purpose of up to five community-sponsored events on a “rent-free basis” provided the City or event sponsor pay for all direct and out-of-pocket expense incurred by the London Civic Centre Corporation.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy applies to event(s) which meet the eligibility criteria set out in this policy.

4. The Policy

4.1 Eligible Events

The following types of events will be eligible:

- a) City of London-sponsored events such as opening ceremonies for sporting events and major community celebrations, which have not previously used the facility in accordance with normal rental or use arrangements.
- b) Not-for-profit sporting events which are of a provincial or national significance, including championships for high schools, colleges or universities located within the City of London, which have not previously used the facility in accordance with normal rental or use arrangements.
- c) Major not-for-profit civic events which are celebrations or charity events of a local, community-wide nature and have a direct benefit to the London community, which have not previously used the facility in accordance with normal rental or use arrangements.

4.2 Maximum Event Days

- a) The City is limited to five event days each year.
- b) No group can have more than one event day per year.
- c) No group can have more than two event days over a five-year consecutive period, with the exception of the annual United Way Harvest Lunch and Campaign Kick-Off, unless an exemption is approved by the Municipal Council due to unique circumstances.

4.3 Event Dates

The City of London shall provide sixty (60) days prior notice to Budweiser Gardens for use of the facility for a community-sponsored event, and the date of the event may not conflict or compete with events previously arranged or booked by Budweiser Gardens.

4.4 Requirements of User Groups

- a) The user group will be responsible for all direct and out-of-pocket expenses which are incurred.
- b) The user group will be responsible for entering into an agreement with the Budweiser Gardens for use of the facility and all obligations arising from that agreement.
- c) The user group will be responsible for all advertising, sponsorship and ticketing for the event subject to any conditions set out by the Budweiser Gardens.

4.5 City Contact

The City Clerk will be the primary contact for user groups and will be delegated responsibility to administer this policy.

4.6 Event Approval

City Council approval is required for all City of London Days at Budweiser Gardens events.