



Request for Use of City of London Day – Budweiser Gardens

Please refer to the “City of London Days at Budweiser Gardens” Council Policy, below, for related guidelines. Requests may be mailed to: City Clerk, P.O. Box 5035, LONDON, ON, N6A 4L9 or e-mailed to csaunders@london.ca. Phone enquiries should be directed to the City Clerk’s Office at (519)661-2500 Ext. 4937.

Request Details	
Name of Organization	United Way London and Middlesex
Description of Event	United Way annual Campaign Launch & 3M Harvest Lunch event. Lunch is served to a crowd of 3000 Londoners & Middlesex County members in anticipation of the announcement of our annual goal. It is very well attended by many City of London employees, family members and members of all local media.
Date of Event	Thursday September 19 2013
Contact Information	Name of Individual _____ Carolyn Botten _____ Address _____ 409 King St , London _____ _____ Phone Number(s) _____ 519-438-1723 x 276 _____ _____ E-Mail _____ cbotten@uwlondon.on.ca _____

POLICY FOR CITY EVENTS AT THE 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 sponsored events such as opening ceremonies for sporting events and major community celebrations.
2. Not-for-profit sporting events which are of a provincial or national significance, including high school, college or university championships.
3. Major not-for-profit civic events which are celebrations of a community-wide nature.

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.

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 co-ordinate this policy.

APPROVAL

Council approval is required for all City events.