



EVENT/FILMING GUIDELINES

This Event Planning Guide contains much of the important information pertaining to holding an event at The Distillery Historic District. The information in this package is intended as a guideline only and is subject to change pursuant to the specific details, dates, and requirements of your event. To obtain more information about booking an event at The Distillery Historic District, please contact the Outdoor Events Department at 416-507-3454

Alcoholic Beverages

The Distillery Historic District Restaurant Group is a preferred supplier of food and beverage/catering service rights, including alcohol service and food concession rights, for all events at The Distillery Historic District. If your event requires food and/or beverage service, including alcohol service, **please call 416-203-2363**.

Audio/Visual Services

The preferred supplier of Audio/Visual to the Distillery Historic District is 5th Elements Events. Event organizers interested in renting staging for use at their event are encouraged to contact **5th Elements Events, 416-241-4440**.

Catering

The Distillery Historic District maintains a list of preferred third party caterers permitted on property. The Distillery Historic District Restaurant Group is available as a preferred caterer if your event requires food and/or beverage service, including catering or food concessions. All caterers providing service to events at the Distillery Historic District are subject to a 20% Landmark Fee. Bookings with the Distillery Restaurant Group are subject to a 15% Landmark Fee. For more information about having your event catered, **please call 416-203-2363**.

Common Space

Common areas in The Distillery Historic District are considered the cobblestone streets and adjacent sidewalks throughout the District only. Events are strictly prohibited from conducting activity inside, on the front steps of, or on the patios of the businesses and tenants of The Distillery Historic District.

Confirmation of Dates

No dates requested by a third party shall be confirmed by The Distillery Historic District until all requested information regarding the event have been received and evaluated by the District, a meeting between both parties has occurred, and an agreement has been negotiated and signed by both parties.

Damages

The event organizer/applicant is responsible for any costs related to an event which has not otherwise been agreed to in writing, prior to the event. The event organizer is liable for any loss or damage to The Distillery Historic District Property or equipment. These costs are payable immediately upon receipt of an invoice by the event organizers or may be deducted from the event's security deposit.

Deliveries

Scheduled deliveries for your event requiring vehicular access to the pedestrian pathways at the Distillery Historic District may be received between 7AM-11AM weekdays, and 9AM-11AM on weekends. Scheduled deliveries for your event not requiring vehicular access to the pedestrian pathways at the Distillery Historic District may be received between 7AM-11PM weekdays, and 9AM-11PM on weekends from Mill Street or the south parking lot, east of Parliament Street.



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- Electrical** The preferred supplier of electrical services to the Distillery Historic District is 5th Elements Events. Event organizers requiring electrical at their event are encouraged to contact **5th Elements Events, 416-241-4440.**
- Filming** For inquiries concerning filming *outdoor* areas of the Distillery Historic District, please contact the *Outdoor Events Department, 416-507-3454.*
- For inquiries concerning filming *indoor* properties areas at the Distillery Historic District, please contact the *Distillery Events, 416-203-2363.*
- Fire** Any form of open flame is prohibited.
- Fireworks** All forms of fireworks are strictly prohibited in the Distillery Historic District.
- First Aid** Events requiring First Aid services are welcome to secure a registered, certified private First Aid company of their choice. The amount and level of First Aid coverage required by your event may be instructed by The Distillery Historic District based on the format and content of your event.
- Food Sales** The sale of food is prohibited on The Distillery Historic District property unless otherwise arranged through the Distillery District Outdoor Events Department.
- Generators** The preferred supplier of electrical services to the Distillery Historic District is 5th Elements Events. Event organizers requiring electrical at their event are encouraged to contact **5th Elements Events, 416-241-4440.**
- The use of individual gas or diesel generators is prohibited.
- Indoor Events** Event coordinators interested in using any of the indoor event spaces (The Cannery Room, The Fermenting Cellar, etc) at the Distillery Historical District are welcome to contact *Distillery Events, 416-203-2363.*
- Insurance** All events at The Distillery Historic District are required to provide proof of valid Comprehensive General Liability Insurance and All-Risks Property Damage Insurance (including Fire Insurance) coverage in a minimum amount of \$5,000,000 for each occurrence. The amount and coverage required may be revised based on the format and content of your event. The Certificate of Insurance for Comprehensive Liability Insurance coverage to be provided must name the following as additional insured:
- Cityscape Development Corp.,
 - Dundee Distillery District Limited Partnership,
 - Dundee Distillery District Commercial Limited Partnership,
 - Dundee Distillery District (GP) Inc.,



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- Dundee Distillery District (GP) Commercial Inc.,
- Dundee Realty Corporation,
- 2007414 Ontario Inc.,
- 2007416 Ontario Inc.,
- 2007417 Ontario Inc.,
- 2007419 Ontario Inc.,
- Dundee Realty Management Corp. (collectively the “Affiliated Companies”)

All printed materials to be distributed or displayed are subject to prior approval. Any materials, displays or speeches that would be deemed frightening or offensive to any group are prohibited.

Literature

No third party shall be permitted to use The Distillery Historic District’s name in any marketing material for the purposes of advertising the event or soliciting sponsorship for the event until a contract outlining such agreement(s), if any, has been signed by both parties.

Noise

The Distillery District is a pedestrian arts and entertainment complex catering to the art/entertainment community featuring outdoor concerts, festivals, patios and other similar entertainment mediums. The Licensed Area also sits adjacent to a parking lot and train tracks. The Distillery Historic District and its Outdoor Events Department makes no representations and can provide no assurances that there will not be disruptions to the Licensee during the event.

Parking

Parking onsite at the Distillery District is paid parking at all times. The reservation of parking spots for valet or event purposes can be coordinated through the Distillery District Outdoor Events department at a charge of \$40 (CAD) per 24 hours. Reserved parking will be granted at the sole discretion of the Distillery District Management.

Photo Permits

Photo Permits are required for all commercial photography including Engagement, Wedding and corporate still photography. Photo Permit fee: \$225.00 + HST= \$254.25. The Permit Fee is non-refundable.

All permits are booked in 4 hour blocks. The Photo Permit allows you to take pictures on the streets of The Distillery Historic District only. Please note taking pictures inside any buildings, tenant spaces, stores and restaurants is prohibited. **To order a Distillery District Photo Permit please visit:** http://thedistillerydistrict.com/photo_permits.php



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Event organizers are free to determine the security needs of their event and how those needs will be met; subject to Distillery approval. Based on the format and content of your event The Distillery Historic District reserves the right to direct the number of private security and paid-duty Toronto Police officers onsite during your event.

Security

Where event organizers contract for independent security services other than Toronto Police, whether remuneration is exchanged or not, the contracted Security Service must be licensed and must obtain, maintain and provide evidence of Comprehensive Liability Insurance which includes a limit of \$5,000,000 per occurrence and names The Distillery Historic District as additional insured.

Signage

The event organizer shall not erect or place any signage or canopies of any kind on the exterior of the building or in the District without permission from the Distillery Historic District Management.

The preferred supplier of Audio/Visual to the Distillery Historic District is 5th Elements Events. Event organizers interested in renting staging for use at their event are encouraged to contact **5th Elements Events, 416-241-4440**.

Sound Amplification

Sound systems must be approved in advance and operated at acceptable sound levels. Events will be permitted to provide music to be performed within the event area between the hours of 9:00 AM to 11:00 PM during the day(s) of the event, at levels in accordance with the City of Toronto's noise by-law. The Distillery Historic District at all times reserved the right to decrease, prohibit or discontinue any sound amplification and related devices.

Sponsorship

All Event Organizers must seek The Distillery Historic District's approval of any sponsor attached to or forms part of the Event to avoid any conflict with the properties affiliated with The Distillery Historic District and any sponsors thereof or that may be in conflict with the vision and mandate of The Distillery Historic District.

Stage

The exclusive staging supplier for the Distillery Historic District is 5th Elements Events. Event organizers interested in renting staging for use at their event are encouraged to contact **5th Elements Events, 416-241-4440**.



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Sustainability

The Distillery Historic District is a designated Canadian National Historic Site. Once The Gooderham and Worts Distillery, the Distillery Historic District now represents the largest and best preserved collection of Victorian Industrial Architecture in North America. The Distillery Historic District opened in 2003 and today is widely regarded as Canada's premier arts, culture and entertainment destination. Home to a collection of more than 100 retail, artistic, cultural and entertainment establishments and tenants, the Distillery Historic District is a local and national place of interest. The Distillery Historic District encourages event coordinators to exercise reasonable efforts in making green choices in the planning and execution of all events.

Tents

The Distillery Historic District does not require building permits for the installation of tents done by certified tent companies on Distillery property. Heating and cooking equipment are not permitted inside tents.

Events requiring tents are welcome to book through the Distillery District's Preferred tent rental company: **Advanced Tent Rentals, 416-203-8332.**

Vehicle Access

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Other

Events or symbols appearing on The Distillery Historic District grounds shall not promote the hatred or derision of any group;

Organized protests are prohibited;

Events causing/intending to cause unreasonable danger to the health and safety of the public are prohibited;

Any action which could incite violence is prohibited;

The desecration of flags or other national symbols is prohibited;

Events appearing on The Distillery Historic District grounds shall be consistent with the principle of respect for the dignity and worth of all persons.

Violation of or failure to comply with these stipulations will result in immediate cancellation and/or termination of the Event by The Distillery Historic District and may result in financial penalty payable by the organization and/or event.