

# TOWNSHIP OF NORTH HURON



## REQUEST OF EXPRESSION OF INTEREST

### **For the operation of the Wingham Town Hall Theatre**

Proposals can be submitted to the Township of North Huron Offices at 274 Josephine Street,  
Wingham, ON. (519)357-3550 ext. 131  
Email: [dlockie@northhuron.ca](mailto:dlockie@northhuron.ca)

**DEADLINE FOR SUBMISSIONS: Tuesday, October 8th, 2024, at 3:00 pm (local time)**

## **REQUEST OF EXPRESSION OF INTEREST OVERVIEW**

The Township of North Huron invites all those interested in operating the Wingham Town Hall Theater to submit their proposal. This invitation is open to service clubs, individuals, local sports groups, private businesses, and not-for-profit organizations who desire an opportunity to provide this service.

Working closely with the Township of North Huron, Community Engagement Coordinator, you will receive the Wingham Town Hall Theatre Rental Policy as well as the current intake form. This includes information regarding providing staffing, cleaning, inventory control, and reporting any maintenance issues to the North Huron staff. The equipment owned by the Township of North Huron in the theatre will be available to you; however, any equipment that is leased or under a service contract is at your discretion once the service agreement period is over. Future repairs or replacement of capital equipment in the theatre will need to be addressed in the proposal. Any approved inspection costs during the lease (i.e. fire and health and safety) are an expense to the Township of North Huron. Any additional costs during the lease will be at the cost of the person/organization.

The Township will provide a council-approved schedule for hours of operation. You are required to provide a service within these times. Note that service is not permitted unless within the approved Wingham Town Hall Theatre Rental Policy.

The third party would be responsible for the collection of funds from the renter, receiving all revenue, and paying the Township's cost recovery rate per rental which will be determined on an annual basis in accordance with the current fiscal Fees and Charges By-law.

This is an excellent opportunity for any community organization or individual to raise funds. The Township stipulates that it requires one lead contact for the operations and management of the theatre. This person will be identified by the organization or business and will be the only point of contact for the Township.

## **EXPRESSION OF INTEREST**

Expression of interest from groups/individuals is welcomed. Your proposal must include the following information:

1. Lead name, contact name(s), address, phone number, and email address as appropriate.
2. A description of your capacity to operate the facility. Examples of previous similar work, size of your volunteer base/employee base, etc.
3. A concise explanation of how you plan to operate the theatre. How will it be staffed? What types of special events will be available? How will you ensure health code standards are met? What type of training you will provide for staff/volunteers? How will your pricing be determined?

4. Where appropriate, examples of similar work/service provided by you or your organization.
5. Compensation to the Township of North Huron for the use of the space and equipment to provide this service. This compensation will be set by the current Fees and Charges by-law for each fiscal year.
6. A list of any additional equipment you plan to bring into the facility
7. Other details that North Huron should be aware of may affect how you operate the theatre, for example: branding, signage, conflicts of interest, organizational policies, and hiring practices.

### **SUBMISSION PROCESS**

Clearly marked proposal (1 copy only) can be submitted to:

ATTENTION:

Denise Lockie

Township of North Huron

274 Josephine Street, Wingham, ON

P. O. Box 90,

Wingham, ON

N0G 2W0

[dlockie@northhuron.ca](mailto:dlockie@northhuron.ca)

Hard-copy proposals may be submitted in person, or by mail. All materials submitted in response to the REOI become the property of the Township of North Huron and will not be returned. Proposals will be submitted at the sole expense of the sender.

The deadline for submissions is Tuesday, October 8, 2024, at 3:00 pm (local time). Proposals will not be accepted after the deadline. It is the applicant's responsibility to secure proof that his/her proposal has been received by the Township of North Huron within the prescribed time limit.

Please submit questions via e-mail to the contact listed above.

### **SITE VISIT**

You can arrange a site visit and tour of the facility by contacting Denise Lockie, Community Engagement Coordinator at (519)357-3550 ext. 131.

### **SELECTION PROCESS**

The selection process for the Wingham Town Hall Theatre will be by staff and council of the Township of North Huron and will be evaluated on the following:

- 1) Capacity to offer service to the patrons of the Wingham Town Hall Theatre. (25%)
- 2) Methodology – demonstration of the required process to achieve deliverable items, ability to improvise additional deliverables to meet the needs of the Theatre, and ability to provide

deliverables in clear and concise format. The plan should also include provisions for ongoing equipment repairs and maintenance. (20%)

- 3) Team and Lead Qualifications – demonstrated understanding of the project scope with experience. (20%)
- 4) Knowledge of the community and the facility. (10%)
- 5) Benefit to the Township of North Huron. This could be either monetary, community betterment or a combination of both. (25%)

Any proposal will not necessarily be accepted, and the Township of North Huron reserves the right to negotiate all, or part of the proposal selected before it is awarded. The successful applicant will be requested to sign a contract with the Township of North Huron. The length of that contract is dependent upon the proposal submitted. The Township of North Huron reserves the right to not award any contract to any applicant for any reason.

#### **INSURANCE**

The selected operator will have to provide for the Township of North Huron proof of a minimum of \$5,000,000 liability insurance naming the Township of North Huron as an additional insured. The operator agrees to indemnify and save harmless the Township of North Huron from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party, by or from any of the acts of the operator, his servants or agents. This will be part of an indemnity clause in the final agreement.

#### **COMPLIANCE WITH THE LAW**

All Contractors and Vendors of the Township are required to provide for the Township of North Huron proof of WSIB coverage or proof of exemption. The operator shall agree to fulfill all its obligations in compliance with the Occupational Health and Safety Act and further agrees to take responsibility for any health and safety violations that may occur. The vendor shall indemnify and save harmless the municipality from any charges, fines, penalties, and costs that may occur concerning any violation under the said Act arising from this agreement. The selected operator shall comply with all Federal Laws, Laws of the Province of Ontario, By-Laws of Huron County, and the Township of North Huron.

It is the current understanding of the Township that all staff and volunteers have current safety training. The third party is required to provide documentation to the Township on an annual basis confirming staff and volunteers have received the required health and safety training. The required training must be in accordance with the Occupational Health and Safety Act.

**HEALTH CODE**

The Township of North Huron has the right to approve any product sold at the theatre. The sale of tobacco products and alcohol is prohibited. All products must meet health code standards outlined by the County of Huron Health Unit and promote a positive image for the Township and the vendor.

The vendor shall supply current Material Safety Data Sheets for any chemicals and/or required products used at the theatre and shall forward updates to the Community Engagement Coordinator as they occur.

The theatre is inspected regularly by the North Huron Health and Safety Committee. Any vendor must comply with all regulations.

**BACKGROUND INFORMATION**Schedule:

Weekdays (Monday to Friday)

Load-In – No earlier than 12:00 pm

Sounds Checks – No earlier than 4:00 pm

Access to the Greenroom space – No earlier than 4:00 pm

Note: in addition to the above timelines, the Township will permit non-intrusive weekday bookings starting at 8:30 am. A non-intrusive booking is defined as a booking that does not require any audio/sound system, and that does not require access to the Greenroom space.

Weekends (Saturday to Sunday)

Load-In – No earlier than 8:00 am

Sound Checks – No earlier than 8:00 am

Access to the Greenroom space – No earlier than 8:00 am

No rentals shall be permitted to proceed past 1:00 am

**PRODUCTS**

All performances must follow all current government guidelines pertaining to the Licensing of visual and audio copyright regulations.

**EQUIPMENT/FACILITY DETAILS**

The Theatre rental space available shall include:

- The Theatre Stage Area (approximately 500 square foot stage).
- The Theatre Seating Area (approximately 420 total seats, including 12 accessible seats).
- The Greenroom Area (approximately 600 square feet of space, including a kitchenette, bathrooms, and seating area); and
- Barrier-free access via a commercial elevator on the southwest corner of the building.

<u>EQUIPMENT</u>	<u>STATUS</u>
Seating	Township of North Huron owned
Seat Cushions	Township of North Huron owned
Sound Equipment	Township of North Huron owned
Projector	Township of North Huron owned
Projector Screen	Township of North Huron owned
Lighting	Township of North Huron owned
Tables/Chairs	Township of North Huron owned
Ladder	Township of North Huron owned

### **CLEANING AND MAINTENANCE**

The Township of North Huron custodians are responsible for all regular cleaning of the facility, including washroom and specialized equipment. The monthly inspection of the facility will determine if any additional funds are required for specialty cleaning. The successful candidate is responsible for reporting any/all required maintenance, repairs, and upgrades. All Township assets must be intact at the end of the contract in the same condition as it is at the beginning of the contract unless stipulated. A security deposit will be part of any agreement to operate the theatre.

End