

**Major Terms and Conditions**  
**Media Centre User Agreement and Supporting Agreements**

<b>Facility:</b>	Hamilton City Hall, 71 Main Street West together with all public access areas.
<b>Media Centre Area:</b>	Approximately 3,464 sf of total rentable area located on the basement level of City Hall.
<b>Broadcast Lock-up:</b>	Approximately 356 sf of useable area designated within the Media Centre.
<b>Press Conference Centre:</b>	Approximately 332 sf of useable area designated within the Media Centre.
<b>Licensor:</b>	City of Hamilton.
<b>Licensee or User:</b>	An approved Member user consistent with the City Hall Media Centre Accreditation Policy & Procedure attached as Appendix A to Report CM23008.
<b>Member:</b>	Is a journalist whose primary occupation is news gathering and news reporting and is an employee, employer or owner/operator of a media outlet, including digital-only independent outlets/sole proprietorships, with a valid Media Centre Use Agreement for the Media Centre; and whose organization/outlet is a member is in compliance with the City of Hamilton’s approved Accreditation Policy and Procedure attached as Appendix “A” to Report CM23008.
<b>Term:</b>	Per use or annual increments not to exceed a term period of 5 years for any one agreement.
<b>Renewal/Extension Rights:</b>	N/A
<b>Termination:</b>	Subject to the length of Term, Licensor may terminate on not more than 6 months notice.
<b>Use and Purpose:</b>	For that of news gathering and news reporting.
<b>Gross Licence Fee:</b>	<p>On a per Member basis, paid annually:</p> <p>Per non-dedicated workstation: \$80.00 + HST  Per dedicated workstation: \$100.00 + HST</p> <p>Gross Licence Fee will be pro-rata where use agreements are made on a per use basis.</p> <p>Broadcast Area (individual locker): \$50.00 + HST</p> <p>Digital Access Only Members will be provided digital access to City announcements and press conferences at a cost of \$0 + HST upon confirmation of accreditation.</p> <p>All fees to be reviewed and adjusted annually.</p>
<b>Additional Costs:</b>	

<b>Operating Costs:</b> <b>Utilities:</b> <b>Janitorial:</b> <b>Property Taxes:</b>	in Gross Licence Fee in Gross Licence Fee in Gross Licence Fee in Gross Licence Fee
<b>Insurance:</b>	<p>Liability insurance in the amount of \$2 million for users of the media centre will be covered under the City of Hamilton’s group insurance rate. Premiums for insurance coverage will be paid for by the Communications &amp; Strategic Initiatives Division with membership fees of Media Centre users to be allocated to insurance costs paid by the City.</p> <p>The City of Hamilton also offers a digital-only membership option in which media events can be attended virtually and insurance is not required.</p>
<b>Repair &amp; Maintenance:</b>	Licensor responsibility.
<b>Media Centre Access Hours:</b>	Between the hours of 8:00 am and 10:00 pm, Monday to Friday.
<b>Security:</b>	Licensor issued security passes to Users of the physical Media Centre
<b>Parking:</b>	Subject to Council approval and creation of a new Media category for parking passes, which would allow a single pass to be shared between pre-determined vehicles associated with a specific media.
<b>Common Facilities:</b>	Are those areas in common with the public and remain under the exclusive control of the Licensor.
<b>Other:</b>	<p>Access and use of the Media Centre is non-exclusive and under the control of the Licensor.</p> <p>Access to the Press Conference Centre area of the Media Centre is the purview and administration of the Communications and Strategic Initiatives Division and the Mayor’s Office and is for the official use of City of Hamilton business.</p> <p>The Licensor, in its sole discretion, may designate and allocate desk spaces together with reasonable rules and guidelines for the use of the Media Centre.</p>