



# DOWNTOWN PLAZA EVENT BOOKING INFORMATION

## Overview

In addition, to Roberta Bondar Pavilion and Ermatinger Clergue National Historic Site, the City of Sault Ste. Marie allows event bookings at the Downtown Plaza.

Prior to booking an event in a downtown setting we recommend that you visit the site and use the **Downtown Plaza Site Inspection Checklist** to help ensure all details are appropriately considered for your event.

## Amenities

- Stage and audio-visual system.
- Washroom facilities are available.
- Electrical services are available.
- In-house sound system is available with two wireless mics and mics stands.
- Some tables and chairs can be provided upon request.
- Alcohol is available upon request in the designated lower area indicated by barricades.
- Food vendors available upon request.
- Wood fires and outdoor heaters available upon request.

## Natural Downtown Environment

### Noise

- Stand quietly and listen; take note of what you hear (traffic, music, people talking).
- Your permit does not provide exclusive use of the site and the plaza will remain open so take note of the general public that may be in the area.
- Consider the day/month/season you are visiting the site visit the site at a similar day/time/month to ensure the noise levels are representative.

### Scenery

- Consider the location of the gardens, water feature (or skating pad), permanent fixtures (building, benches, etc.).
- Consider the ground – asphalt, concrete, woodchips, snow, etc.
- Look at what is in the distance/background of the key focal points in the space; this is what will be in the background of your pictures and any promotional materials after your event.
- Observe the overall appearance of the area to ensure the space fits with your vision for your event.



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## Logistics

### Accessibility

- Downtown plaza is fully accessible.
- Barricades and bollards are movable.
- Review plans for using walkways, seating areas and seating arrangements.

### Vehicles/Deliveries

- Vehicles are not permitted on the plaza or pedestrian pathways unless permission is given.
- All deliveries are to be received and removed during designated permit times. If additional delivery/set up time is required, please ensure these times are indicated when making the booking request.
- Advise anyone making deliveries in advance that they will need to have a device to assist with moving items around the plaza.

### Inclement weather

- Space is limited in the changeroom area.
- Plan in advance for weather (rain, wind, extreme heat).
- If your “back-up plan” involves installing a tent or shelter at the event site, ensure necessary approvals are received from the city in advance. Stakes will not work at the plaza and if a tent is being put up must have weights to anchor it in place.

### Confetti

- To ensure the plaza stays clean confetti is not allowed.

## Physical Environment

### Parking

- Parking is available at the adjacent Bingham lot.
- Additional parking is available after 4:30pm on weekdays and on weekends in the North and South Civic lots across Bay St.

### Transit

- Bus stops along Queen St are conveniently located. Please consult Sault Transit schedule.

### Construction

- Consider any construction currently occurring along Queen St. or areas adjacent to the plaza.

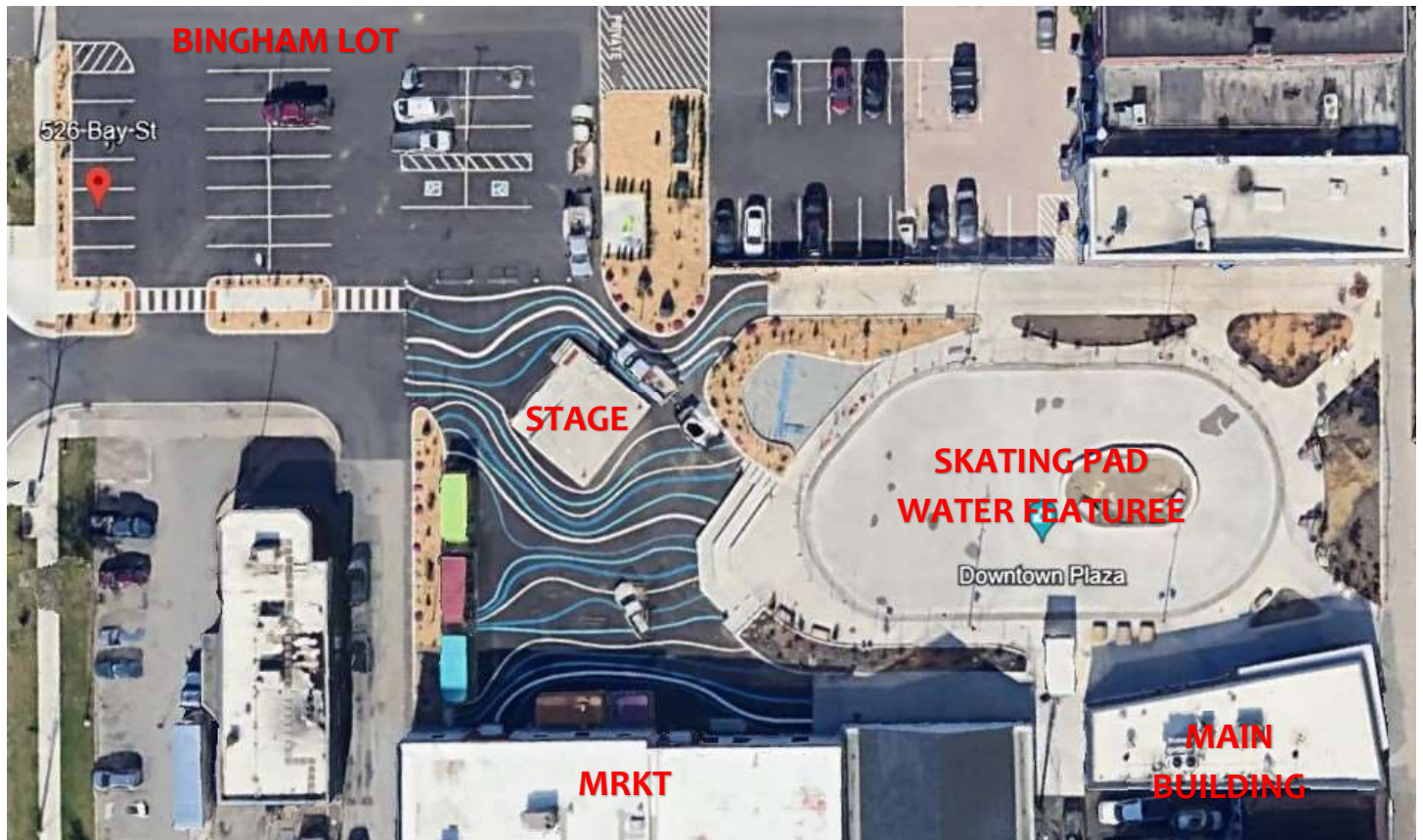
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## Cost/Fee

Plaza Booking Fee – 38.27 + HST.

Subject to additional fees dependent on size of event and usage.

## Downtown Plaza Layout



## Contact Information

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8:30am-4:30pm