



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 174/2024

Approved: Monday, August 12, 2024

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Common Ground Art Gallery for the lease of 3277 Sandwich Street, Room #40 and Terrace Room, which are part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | Common Ground Art Gallery |
| b) Tenant's Address | 3277 Sandwich Street, Room #40 & Terrace Room
Windsor, Ontario N9C 1A9 |
| c) Commencement Date | August 1, 2024 |
| d) Termination Date | July 31, 2025 |
| e) Leased Premises | 3277 Sandwich Street, Room #40 & Terrace Room
Windsor, Ontario N9C 1A9 |
| f) Area of Leased Premises | Useable Space: 565.00 square feet
Common Space: 29.14 square feet
Total Rentable Space: 594.14 square feet |
| g) Annual Basic Rental | \$7,438.63, plus HST |
| h) Monthly Basic Rental | \$ 619.89, plus HST |
| i) Security Deposit | None |
| j) Land Taxes | Included in gross rent |



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- k) Utilities** Included in gross rent
- l) Permitted Use** Office / Meeting Space
- m) Insurance** General Liability Insurance
Minimum Limit \$2,000,000
Tenant's Legal Liability Insurance
Minimum Limit \$300,000
The Corporation of the City of Windsor to be listed as an additional insured, include cross liability and 30 days' notice of cancellation
- n) Renewal** One (1) year option to renew, upon mutual consent and on the same terms and conditions, save and except rent. The term recommended herein represents the renewal period
- o) Guarantor** None
- p) Special Provisions:** The parking lot located south of the Mackenzie Hall Cultural Centre is not owned by the City, nor does it form part of the Leased Premises or Mackenzie Hall lands. Tenant acknowledges that said parking lot may not be available for use by the patrons and tenants of Mackenzie Hall in the future

For use of any room within the Mackenzie Hall Cultural Centre by the Tenant other than the Leased Premises, the current fee schedule approved by City Council applies to the rental of each room. Tenant is responsible for confirming rates with staff when booking rentals

Tenant will be responsible for ensuring its proposed use of the Art Gallery is approved and booked through the Recreation Clerk on site. In the event the Art Gallery has been booked by a third party, the Tenant will be unable to use same



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Tenant will be responsible for completing its own events booking for the Leased Premises

Tenant shall ensure any special events are communicated to the Recreation Clerk on site in order to coordinate the logistics of having multiple events happening at the same time

Tenant will be responsible for securing their own furniture for events (ex. having their own tables and chairs)

Use of the kitchen for events will be subject to a charge of \$28.25/hour

Events happening outside of Mackenzie Hall operating hours will be an additional cost of \$28.25/hour, and if it is a holiday, the additional cost will be at time and a half (\$42.38/hour) to cover the staff costs.

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Renewal Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director of Recreation and Culture, and in financial content to the City Treasurer.

Report Number: CAO 174/2024

Clerk's File: APM/14713

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

August 13, 2024



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Department Distribution

Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Senior Executive Director, Corporate Services
Executive Director, Recreation & Culture
Commissioner, Community & Corporate Services
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer

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