

**S4 Audio Visual Policy**

Contracts at Universal, Paramount and The Manor are required to stipulate the company’s S4 Entertainment and Audio Visual policy on the clients booking agreement with the venue. The client is required to initial the noted policy at time of signing with the venue in acknowledgment of the terms and conditions in place.

**Universal Eventspace Policy**

Outside (externally sourced) audio visual equipment is not permitted within Universal Eventspace. Use of the venues in-house audio and lighting system is mandatory. The convener acknowledges they are responsible for contracting all sound and lighting services directly with S4 Entertainment Audio Visual. Pricing to be reviewed directly with S4 Entertainment and Audio Visual.

\*\*\*905-326-4822 ext.3015 or [sam@s-4.ca\*\*\*](mailto:sam@s-4.ca***)

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**Paramount Eventspace Policy**

Outside (externally sourced) audio visual equipment is not permitted within Paramount Eventspace. Use of the venues in-house audio and lighting system is mandatory. The convener acknowledges they are responsible for contracting all sound and lighting services directly with S4 Entertainment Audio Visual. Pricing to be reviewed directly with S4 Entertainment and Audio Visual.

\*\*\*905-326-3000 ext.268 or [vito@s-4.ca](mailto:vito@s-4.ca)\*\*\*

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**The Manor Event Venue Policy**

Use of The Manor’s DJ booth is mandatory (if the client secures a band, the policy is waived). The “Manor Sound Plug In Fee” ($400 Victoria Hall, $500 Alexander & Elizabeth Hall) will be invoiced directly by S4 Entertainment and Audio Visual if the client does not secure DJ services with our in-house DJ company S4 (+ 13% tax). In the event an outsourced DJ is contracted, the clients outsourced DJ will set-up within the designated booth space and patch-in to the built in speakers. The client’s DJ is required to provide all other necessary equipment. An S4 technician will be on-site throughout the duration of the event (client to include the technician within the vendor meal count).

\*\*\*905-326-4822 ext.2405 or [alessandra@s-4.ca](mailto:alessandra@s-4.ca)\*\*\*

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*Revised March 5, 2018 Diane Kolodziej @ 4:30pm*