



CITY OF SWIFT CURRENT

INNOVATION CREDIT UNION i-plex SOCIAL HALL RENTAL FORM

LESSEE: Name: _____
 Address: _____
 Postal Code: _____ Phone Number: _____
 Event Date/Time: _____ Email: _____

Social Event:
 Per Day \$1,418.00
 (includes Auditorium, Lounge & Kitchen)
 Setup/Cleanup
 (1 day) \$298.00
 (2 days) \$615.00

Liquor License:
 Yes
 N/A
 Business License:
 Yes
 No
 N/A

SET UP REQUIREMENTS

Total number of people attending: _____
 Total number of tables required:
 Oval: _____ 1.5 m x 1.8 m ovals (5 ft. x 6 ft.)
 Rectangular: _____ 0.76 m x 2.44 m (2.5 ft. x 8 ft.)
 Number per table (8 or 10): _____

Head table required:
 Yes Number of people: _____
 No

Stage pieces required:
 Yes - \$29.00/each (3 pieces complimentary)
 No
 How many? _____

Public address system required:
 Yes
 No

Music:
 Disc Jockey
 Live Band
 None

Wireless Microphone and speaker required:
 Yes - \$96.00/day
 No

Kitchen required: _____ Dishes required: _____
 Yes Yes
 No No

Portable bar required:
 Yes
 No

Pipe and drape: _____ Table cloths (30 oval) required:
 Yes - \$1.20/foot Yes - \$8.00/each
 No No
 How much? _____ How many? _____

Safe Food & Handling Certificate:
 Yes Projector and screen required:
 Yes (HDMI cord not provided)
 No No


Podium and microphone required:
 Yes
 No

Caterer's Name: _____ Phone Number: _____
 Disc Jockey/Band Contact: _____ Phone Number: _____
 Decorator's Name: _____ Phone Number: _____

Please list any additional requirements:

For decorating purposes: **ONLY WHITE STICKY TAC ADHESIVE** may be used to put up decorations. _____ (please initial)
**** Please note that there is a 90-day cancellation policy in effect. Liquor permits must be obtained by the lessee and posted at event. ****

Signed : _____ Date of Application : _____

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| <u>For Office Use Only</u> |  |
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TERMS AND CONDITIONS FOR THE CREDIT UNION i-plex BANQUET FACILITIES RENTAL

Please read the following terms and conditions for usage as they are set out to ensure that your event is a successful one.

- (1) In all cases, a refundable \$615.00 deposit for cleaning and damage must be paid at the time of booking the i-plex. The \$615.00 deposit will be fully refunded if the booking is cancelled 90 days prior to the event date. The balance from the established rental rate at the time of the booking must be paid in full one (1) month PRIOR to the date booked.
- (2) For an additional fee of \$615.00, all renters will be able to setup and cleanup the day prior to and the day after the event. Should the renter choose **NOT** to book and pay for this privilege, they will not have access to the facility until the day of their event. Lessees also have the option of renting the facility for just the day of the event, and the day prior or after the event for an additional cost of \$298.00. **Note: Both options require the Lessee to vacate the premises at 2am the evening of the event.**
- (3) The Lessee is required to fill out or select the floor plan indicating how the table and chairs are to be set. City staff will set up the Banquet Facility according to directions given by the Lessee on the written plan and to the best of their abilities based on past set up experience. The Lessee is responsible for any alterations in arrangements after the submission of the original plan. If a dance floor is not incorporated into the finalized floor plan, the Lessee is also responsible for the re-arrangement of tables and chairs to create a dance floor if desired following the banquet.
- (4) The kitchen facility and supplies may be shared between lessees of the Lounge and Auditorium. The City of Swift Current provides 400 place settings (dinner plate, bowl, cutlery, glass and coffee cup), 2 coffee urns, 1 fridge, 2 coolers, 1 freezer and 1 range with each rental. Tablecloths and paper products are **NOT** supplied. Before leaving the premises, all dishes and coffee urns must be washed and properly stored. The kitchen must also be left in a clean state. If the facilities staff determine that the kitchen premises has not been left in a clean and orderly state after use or the provided settings have not been returned, the Lessee will be charged the cost of replacement, clean up, staff wages and cleaning products.
- (5) The Lessee must provide liquor and soft drink dispensers. The City of Swift Current has an exclusive contract to use Coca Cola in its facilities.
- (6) The Lessee shall remove all belongings or associated belongings immediately following the completion of their function and/or booking.
- (7) The Lessee shall be responsible for leaving the premises in a clean condition. This includes all tables cleaned off and all garbage put in the garbage containers supplied. **ABSOLUTELY NO CONFETTI OR RICE (FOR THROWING) IS ALLOWED IN THE FACILITY.**
- (8) The Lessor is not responsible for any articles left in the facilities, kitchen area, or storage rooms.
- (9) The occupancy loads for the banquet facilities are per attached according to the type of function and manner of set up for tables and chairs. **These limits must be adhered to;** the Public Health Department has established these limits for your safety and comfort.
- (10) The Lessee shall be responsible for strict adherence to any laws concerning the possession or consumption of alcoholic beverages. This includes hours of service for alcoholic beverages, time factors regarding cessation of alcoholic beverage service and upon the completion of the event, the clearing of beverages at the appropriate time and any other rules and regulations set forth by the governing body overseeing liquor sales and distribution.
- (11) All fire regulations must be adhered to as per attached paper.
- (12) The Lessee shall not have access to the auditorium until 11:00 a.m. the day of the function unless previously agreed upon with the Lessor. This stipulation allows for facility staff to clean following previous functions and arrange the banquet facility as requested by the Lessee. Any items attached to walls of the facility must be attached with **WHITE** sticky tac adhesive. **UNDER NO CIRCUMSTANCES CAN DECORATIONS BE ATTACHED TO THE WALL WITH STAPLES, TACKS, NAILS OR TAPE** unless approved by the on-site facility staff, Facilities Manager or Recreation and Scheduling Superintendent.
- (13) The Lessee shall be out of the premises by 2:00 AM unless the booking has stated earlier. In order to stay longer, other arrangements must be made with the Facilities Manager or Recreation and Scheduling Superintendent when the rental agreement and payment has been fully authorized. This stipulation is to allow the staff the opportunity to clean and prepare for the bookings later in the day.
- (14) The City of Swift Current has a SOCAN TARIFF 21 License for this building. This license covers any copyright music performed in public that is not for a profit. Performances of music during recreational activities and at shows and events, such as exhibitions, fairs, skating rinks, receptions, conventions, assemblies, fashion shows, minor hockey, figure skating, roller skating, ice skating, youth figure skating carnivals, amateur rodeos, circuses, ice shows, fitness activities and dance instruction. As well, as entertainment given for the benefit of members of clubs, associations, employees of firms or persons attending a social functions, all constitute "public performances not for profit". If the Lessee is hosting a "public performance" that is held on the sole bases to make a profit (ex: concert), it is then up to the Lessee to obtain the correct SOCAN TARIFF. www.socan.ca. The use of copyright material at such functions, in the absence of permission of the copyright owner, constitutes INFRINGEMENT OF COPYRIGHT. Therefore, if the Lessee does not have the correct SOCAN TARIFF, they will be liable when the INFRINGEMENT occurs.
- (15) The Lessee shall assume all liability whatsoever as to the event and does hereby agree to indemnify and hold the Lessor harmless from any and all claims, demands, actions or causes of actions of every character growing out of the operation of said event, and it further agrees that the Lessee shall provide full and ample Public Liability and Public Property Damage Insurance to cover the event. The Lessee shall be responsible for any damage done to the premises or equipment belonging to the Lessor during the term of occupancy by the Lessee.

Please note: The area you have rented is located in a multi-use facility. There may be other events going on at this venue during the time of your booking.

The contents contained in the above terms and conditions are hereby agreed to and have been received by the Lessee for the purposes of staging

_____ on _____, _____.

Lessor: City of Swift Current

Lessee: _____

Signature

Signature

Date: _____

Date: _____



Capacity

- Chairs - 450
- Tables and Chairs - 330

Additional Comments

- decorations must be hung with white sticky-tac adhesive
- room is a combination of the Auditorium and Lounge (divided by a folding wall)
- 90 days cancellation notice required
- set-up sheets required for any event
- table cloths, paper products (ie. napkins), and drink dispensers are not supplied
- room is 5,600 sq. feet

Chairs and Tables

- 300 black chairs
- 30 oval tables (6 x 5 feet)

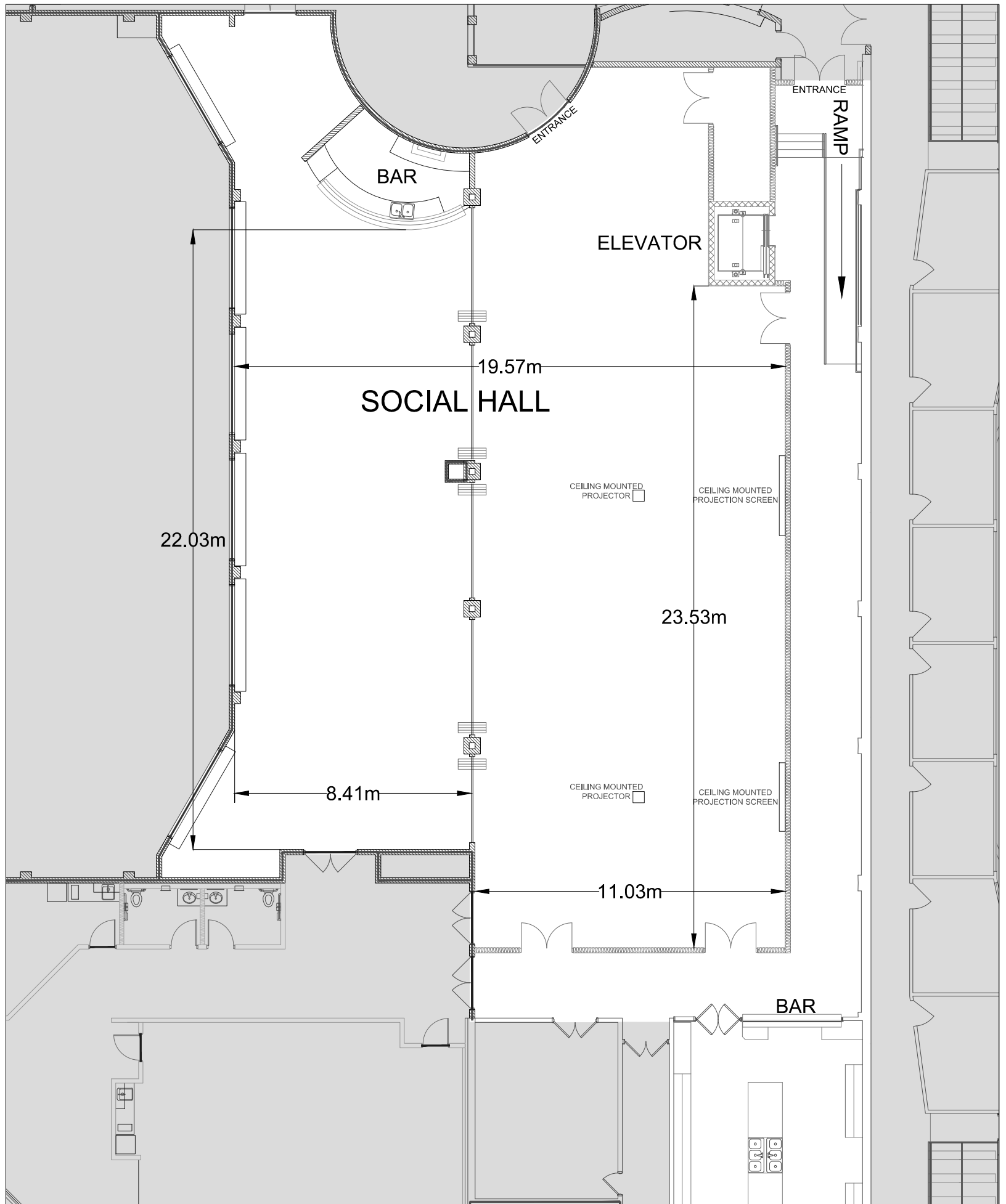
Available for Use

- Auditorium kitchen with fridge and stove
- 300 sets of kitchen utensils and dishes with Auditorium kitchen
- 3 coffee urns with Auditorium kitchen (1-100 cup, 2-50 cup)
- Lounge bar
- projector and screen (HDMI cord not provided)
- sound system and podium

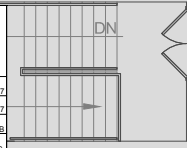
Available for Rent

- Additional 4' x 8' stage pieces (\$29.00 each)
- Pipe and drapery (\$1.20/foot)
- Oval table cloths (\$8.00 each)

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|----------------------------------|------------|-----------|
| Damage Deposit | per rental | \$615.00 |
| Event | per day | \$1418.00 |
| Set-up/Clean-up | 1 day | \$298.00 |
| Day Before 7:30 a.m. – 4:30 p.m. | 2 days | \$615.00 |
| Day After 8:00 a.m. – 12:00 p.m. | | |
| Upper Atrium | per day | \$318.00 |



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|---|--|--|---------------|
| | | THE CITY OF SWIFT CURRENT COMMUNITY SERVICES DIVISION | |
| SOCIAL HALL BLANK FORM | | Date: OCTOBER 2, 2017 Plot Date: OCTOBER 2, 2017 Drawn By: KLB | Scale: N.T.S. |
| Drawing Location: H:\ENG\800\MAPPING\DWG\PARKS\FACILITY BOOKING FLOOR PLANS | | Filename: SOCIAL HALL BLANK | |



Occupant Capacity Loads

| Facility | Maximum Occupant Load |
|---|-----------------------|
| Boardroom | |
| Total Capacity | 20 |
| Hockey Rink | |
| Fixed Seats | 2850 |
| Standing Room (with fixed seats) | 200 |
| Total Sporting Capacity | 3050 |
| Ice Surface | 1580 |
| Curling Rink | |
| Ice Surface (Curling) | 80 |
| Ice Surface | |
| Standing Room | 2016 |
| Chairs | 2016 |
| Tables and Chairs | 1592 |
| Curling View (Tables and Chairs) | 125 |
| Curling Lounge (Tables and Chairs) | 150 |
| Auditorium | |
| Standing Room | 350 |
| Chairs | 275 |
| Tables and Chairs | 200 |
| Social Hall (Auditorium and Lounge combined) | |
| Standing Room | 475 |
| Chairs | 400 |
| Tables and Chairs | 390 |

Notes

* Facility only provides 400 chairs with Auditorium/Social Hall

** Occupancy loads remain the same when a liquor licence is in use



Public Assembly Fire Safety Regulations

The following conditions form part of the rental agreement and shall apply to all shows, trade shows, concerts, fairs, circuses, dances, cabarets, banquets, receptions, weddings or other such assembly events which are temporary in nature, involve the cooking of food for sale, or involve hazardous materials or processes.

1. All fire exits, access routes to exit and corridors shall remain free of obstructions at all times.
2. All decorative materials, drapes curtains, interior finishes, table pieces and displays shall be flame resistant in accordance with CAN/ULC –S109, Flame Tests of Flame-Resistant Fabrics and Films.
3. Open flame appliances or devices such as alcohol burners, candles, and torches shall be securely supported in noncombustible containers and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.
4. Extension cords shall be in good working order and free of frays and damage. Electrical connections shall be subject to inspection for fire safety.
5. Occupant loads shall be determined in accordance with the National Building Code of Canada and shall be posted where clearly visible to all occupants. Occupant loads will not exceed those posted specific area of the building or for the building as a whole. (See attached Sheet)
6. Combustible waste shall not be allowed to accumulate in or around structures or in or near exits and shall be removed daily.
7. All electrical and heating appliances must be “Listed” and “Labeled” by an approved testing laboratory such as Underwrites Laboratories of Canada (ULC), Canadian Standards Association (CSA) or Canadian Gas Association (CGA) and must be acceptable to the owner of the building.
8. Propane appliances may be used outdoors but must be properly connected and leak tested and located no less that 3 m from any building opening. Propane tanks are not to exceed 45 Kg. Propane tanks will not be allowed indoors. Propane appliances may be allowed to be used indoors but must be fueled from a tank on the exterior of the building via approved fuel lines.



9. All cooking appliances which generate grease laden vapors must have an approved venting system vented to the exterior of the building or be fitted with an approved filter mechanism which removes all grease laden vapors from the air.
10. All deep frying systems must have an automatic suppression system installed. The fire suppression system must bear a label for the UL300 standard and must have been inspected by a licensed installer within 6 months prior to the event.
11. All cooking concessions and display concessions with flammable or combustible liquids must be set up so as to limit public access to hazardous areas of the display and must have a 6 liter Class "K" fire extinguisher.
12. Vehicles and fueled equipment displayed indoors shall have the batteries disconnected, the caps for fuel tanks shall be locked or secured against tampering and fuel shall be limited to the amount required for moving the vehicle or equipment in and out of the structure.
13. The operators of the event shall supply a complete layout of booths, concessions, stages, kiosks, etc. to the fire department for review 7 days prior to the event.
14. All operations are subject to inspection by the Swift Current Fire Department, the Swift Current Building Department, Public Health, Liquor Licensing, and Electrical Inspection Branch prior to and throughout the event.
15. Fire lanes around the exterior of facilities shall be maintained in such a manner as to allow fire department vehicles access to all areas of the building.



16. Indoor fireworks and pyrotechnics displays will NOT be allowed in buildings in the City.