



CITY OF SWIFT CURRENT

STOCKADE LOBBY RENTAL FORM 2018/2019

LESSEE:

Name: _____

Address: _____

Postal Code: _____ Phone Number: _____ (h)

Event Date/Time: _____ (w)

Key Deposit:

\$50.00

Social Event:

Lobby per hour \$30.00
 Lobby per day \$160.00

Business License:

Yes
 No
 N/A

Liquor License:

Yes
 N/A

SET UP REQUIREMENTS

Total Number of People Attending: _____

Head Table Required:

Yes
 No

If yes, Number of People : _____

Total Number of Tables & Chairs Required:

Rectangular: _____ (3 ft. x 8.0 ft.)

Chairs: _____ Blue/or Orange Chairs

Riser(s) (2-4'x 8'-18" high):

Yes
 No

Kitchen (KP Concession):

Yes
 No

Podium:

Yes
 No

Music:

Disc Jockey
 Need internet access

Yes
 No

Live Band

None

Drapery (for rent):

Yes
 No

How much: _____ft

Bar Counters:

Yes
 No

How many: _____

Coat Rack(s): _____

Yes
 No

Coffee Urn(s): 100 cups (for rent)

Yes
 No

How many: _____

Power Pedestal:

Yes
 No

Safe Food Handling Certificate:

Yes
 N/A

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/OR SELF ADHESIVE HOOKS** 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: _____

<u>For Office Use Only</u>		
Garbage Barrels: _____	Garbage Bags: _____	Brooms/Shovel: _____
Mop/Pail: _____		

TERMS AND CONDITIONS FOR THE STOCKADE LOBBY FACILITY RENTAL AT KINETIC PARK 2018/2019

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 \$50.00 damage deposit must be paid at the time of booking the Stockade Lobby. The \$50.00 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 PRIOR to the event. The keys to the rented facility will be issued upon the Lessor receiving payment of the outstanding balance. If the facility staff determines that the facility has not been left in a clean and orderly state, or there is damage to the facility, after the use of the facility, the Lessee will not be refunded their damage deposit (\$50.00).
- (2) A refundable \$50.00 Key Deposit must be paid at the time that the keys are picked up for all rentals. The Key Deposit will be refunded to the renter when the keys are returned. Keys are required to be picked up for each rental, as staff is not always scheduled to work after hours or on weekends. It will be the responsibility of each renter to unlock and lock the building during and following their rental. If keys are not returned the cost to replace them, including administrative charges, will be from the lessee's damage deposit.
- (3) The Lessee is required to fill out a floor plan indicating how the table and chairs are to be arranged, one week prior to their event. Kinetic Park staff will set up the 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.
- (4) The City of Swift Current's Kinetic Park caterer has exclusive right to all public events to provide concessions for the event. They have 1st right of refusal. The definition of a food exhibitor/vendor is: they can only have a booth in the event; they **CAN NOT** use the kitchen. As well, their menu must be approved ahead of time by the Kinetic Park Superintendent or his designate, to make sure that it is not in direct competition with the concession. The definition of a concession is: public function selling product to public. The definition of a caterer is: providing food for a private function, and not charging each individual for the product. All requirements of regulatory agencies including but not limited to Public Health must be adhered to.
- (5) Tablecloths and paper products are **not** supplied.
- (6) The Lessee must provide liquor and soft drink dispensers. The City of Swift Current has an exclusive contract to use Coca Cola in it facilities.
- (7) **The Lessee shall remove all belongings or associated belongings immediately following the completion of their function and/or booking.**
- (8) The Lessee shall be responsible for leaving the premises in a clean condition. This includes all tables cleaned off and all garbage disposed of in the garbage dumpster, which is located on the West side of the Stockade. **ABSOLUTELY NO CONFETTI OR RICE (FOR THROWING) IS ALLOWED IN THE FACILITY.**
- (9) The Lessor is not responsible for any articles left in the facilities, kitchen area, or storage rooms.
- (10) 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.
- (11) 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.
- (12) All fire regulations must be adhered to as per attached paper.
- (13) Any items attached to walls of the facility must be attached with **WHITE** sticky tac adhesive, or self adhesive hooks. **UNDER NO CIRCUMSTANCES CAN DECORATIONS BE ATTACHED TO THE WALL WITH STAPLES, TACKS, NAILS OR TAPE** unless approved by the Kinetic Park Superintendent or his designate. **THE USE OF HELIUM BALLOONS IS NOT ALLOWED.**
- (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 liable when the INFRINGEMENT occurs.

- (15) If the Lessee (or anyone providing music for the Lessee's booking) requires access to this facility's internet connection to download music for the booking, they MUST obtain the correct SOCAN TARIFF. Downloading of music for any bookings at Kinetic Park does NOT fall under the City of Swift Current's SOCAN TARIFF 21 License for this building.
- (16) 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 the 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: _____

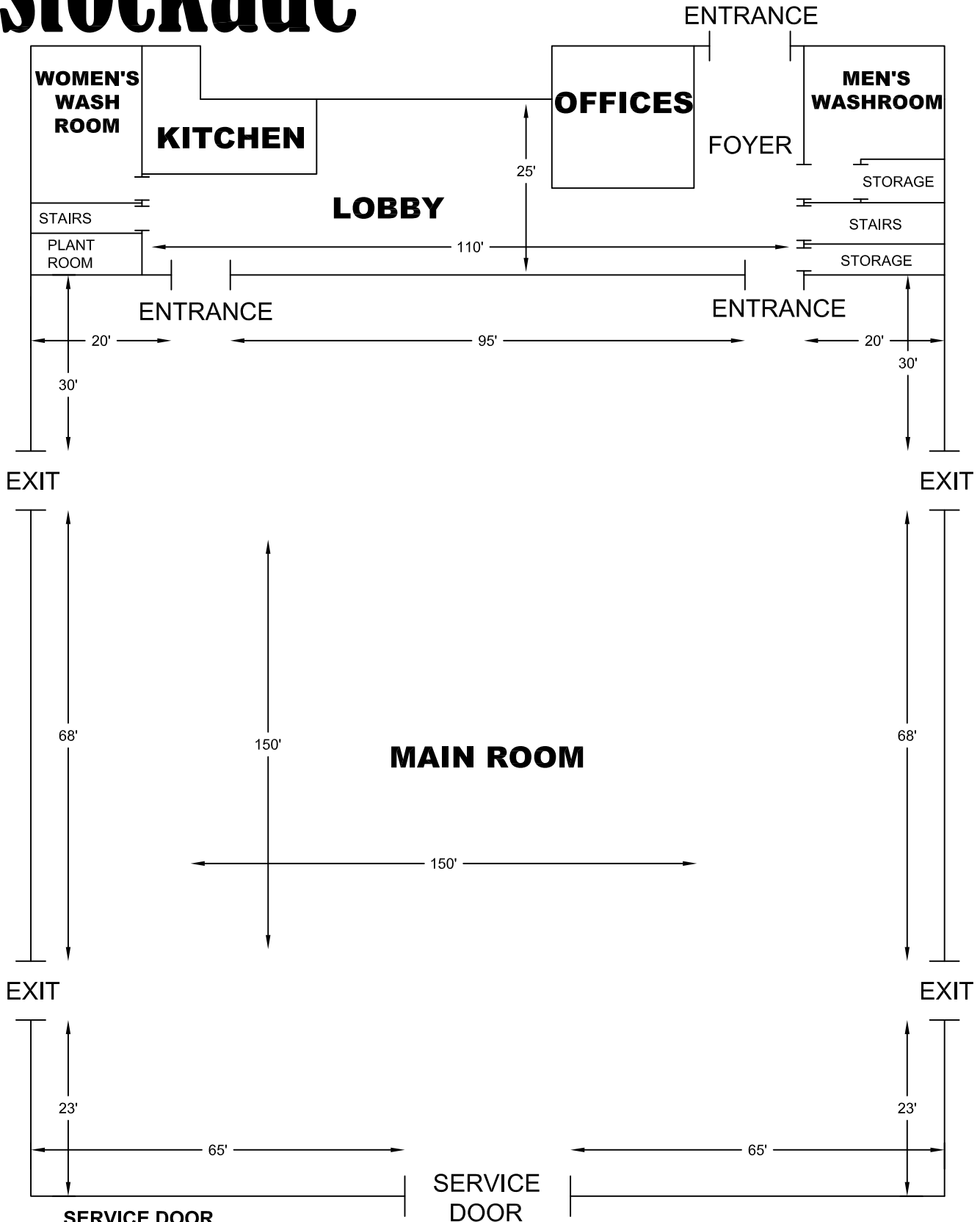
Signature

Signature

Date: _____

Date: _____

Stockade



SERVICE DOOR
 15' - 8" wide x 14' high
Ceiling Height
 Center : 20'
 Walls: 10' - 6"

STOCKADE LOBBY DESCRIPTION



Damage Deposit	per rental	\$50.00
Key Deposit	per rental	\$50.00
Event (lobby only)	per hour	\$30.00
	per day	\$160.00

Capacity

- Tables & Chairs – 197 people
- Without Tables & Chairs – 249 people

Room Dimensions

- Stockade Lobby
110" x 25"

Chairs and Tables

- Depends on how many people will be attending the event.

Available for use:

- 2 coffee urns
- Drapery (for rent), bar counters, coat rack(s), power pedestal and podium
- Concession/Catering available – Louie D.: 306-774-6677
louied@sasktel.net
- table cloths, paper products (i.e. napkins), and drink dispensers are **NOT** supplied

Additional Comments

- decorations must be hung with white sticky-tack adhesive/or self adhesive hooks
- 90 days notice needed to cancel weddings/special events
- set-up sheets required for any event one week prior too

Occupant Capacity Loads

Facility **Maximum Occupant Load**

Stockade(Exhibit Area)

Cabaret with bar, etc.	1200 people
Tables & chairs with dance floor	1500 people
Tables & chairs for banquet (no dance floor)	2000 people
Concert style - chairs with stage	2500 people
Theatre style - chairs - no stage	2815 people

Lobby

With Tables & chairs	197 people
Without tables & chairs	249 people

Notes

* Facility only provides 700 chairs max for the Stockade Exhibit area

** 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.