



City of Swift Current

177—1st AVE NE, Swift Current, SK S9H 2B1

306-778-2787 • communityservices@swiftcurrent.ca • www.swiftcurrent.ca/play

InnovationPlex Conference Room Rental Form

LESSEE: Name: _____

Mailing Address and Postal Code: _____

Phone Number: _____ Email: _____

Event Date: _____ Event Time: _____

Event: Damage Deposit \$250.00 Per day \$400.00 Per hour (min 2 hours) \$75.00	Liquor License: Yes N/A
Kitchen: Yes—Additional fees may apply No	Head table required: Yes, number of people: _____ No
Total number of tables required: Rectangular: _____ (2 ft. x 6 ft.) Number of people per table: _____ Music: Disc Jockey Live Band None	Public address system required: Yes No Wireless Microphone and speaker required: Yes - \$100.00/day No

Kitchen required: Yes—additional fees may apply No Dishes required: Yes No	Podium and microphone required: Yes No	Pipe and drape: Yes - \$1.60/foot No How much? _____
Projector and screen required: Yes No (HDMI cord not provided)	Please list any additional requirements: _____ _____	

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

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: _____ Dated: _____

The InnovationPlex is located at 2001 Chaplin St E, Swift Current, SK

INNOVATIONPLEX

2001 Chaplin St E, Swift Current, SK S9H 5A8

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INNOVATIONPLEX OCCUPANCY LOADS

Facility	Maximum Occupant Load
Board Room (Upper)	
Tables & Chairs.....	14
Chairs.....	25
Board Room (Lower)	
Total Capacity.....	15
Conference Room	
Board Room Style.....	30
Classroom Style.....	25
Chairs.....	40
Standing.....	70
Hockey Rink	
Ice Surface.....	1580
Fixed Seats.....	2850
Standing Room (with fixed seats).....	200
Total Sporting Capacity.....	3050
Curling Rink	
Ice Surface (Curling).....	80
Ice Surface	
Standing Room.....	2016
Chairs.....	2016
Tables & Chairs.....	1592
Curling View (tables & chairs).....	125
Curling Lounge (tables & chairs).....	150
Auditorium	
Standing Room.....	350
Chairs.....	275
Tables & Chairs.....	200
Social Hall (Auditorium & Lounge Combined)	
Standing Room.....	475
Chairs.....	350
Tables & Chairs.....	300

Please Note:

Facility only provides 400 chairs with Auditorium/Social Hall
Occupancy loads remain the same with a liquor license in use

STAIRS

DN

BOARD ROOM

WASHROOMS

CONFERENCE ROOM

FUTURE WASHROOM

COFFEE LINE

COFFEE LINE

FUTURE WASHROOM



THE CITY OF SWIFT CURRENT
COMMUNITY SERVICES DIVISION

MEETING & CONFERENCE ROOMS

DATE: SEPTEMBER 28, 2017
PROJECT: SEPTEMBER 28, 2017
DRAWING NO: 1018
SCALE: N.T.S.