

*** LA CITÉ DES PRAIRIES ***

**Rental Guide
and
Agreement**

**Society for the Center Francophone of
Lethbridge
(SCFL)**

2104, 6th Ave S, Lethbridge, Alberta

The SCFL is a not-for-profit organization responsible for the management of the francophone community centre “La Cité des Prairies”. La Cité des Prairies offers multi-purpose room rental.

SCFL Hours of Operation: Monday to Friday 10:00 AM - 5:30 PM

- Please contact the SCFL Administration by email or by phone at least four weeks before your planned event. Describe what type of event, date, time and how many people are expected. The SCFL will contact you to let you know if they can accommodate your needs.

Please note that room availability is based on the SCFL’s own schedule of events.

- A rental agreement will be sent to you by email, fax or by mail.
- The SCFL will reserve the room upon receipt of the completed and signed rental agreement, along with a non-refundable payment of 50% of the total contract value. This payment must be made three weeks before your event.
- One week before the event date, the SCFL will contact you to confirm set-up arrangements.
- Please note that the final payment, a copy of the insurance and a copy of the liquor license (if applicable) are due by 5 PM the day prior to the event and that all payments must be made in cash or by cheque. No post-dated cheques will be accepted.

Conditions of Use

Event Liability Insurance

- If no alcohol is served, an insurance with coverage of at least one million (\$1,000,000.00) dollars is required.
- If alcohol is served, an insurance with coverage of at least two million (\$2,000,000.00) dollars is required.

You can purchase your Event Liability Insurance through any insurance broker.

Liquor License

- If you chose to serve free alcohol during the event, Alberta Gaming and Liquor Commission (AGLC) requires a Liquor License. You can obtain more information at: <<http://aglc.ca/licences/default.asp>> or at any liquor store.
- If you chose to sell alcohol during the event, Alberta Gaming and Liquor Commission (AGLC) requires a Liquor License. You can obtain more information at: <<http://aglc.ca/licences/default.asp>> or at any liquor store.

Public Relations and Promotion of Events

- Any printed material relating to your event must state the correct name of « La Cité des Prairies » and the event room.

Decoration

- All decorations must be removed immediately after the event.

The SCFL is not responsible for providing the tools or other equipment (tape, bottle openers, etc..) needed for the event. The user must ensure to provide what he needs.

Prohibited

- Use of candles
- Hanging, anchoring or sticking material from ceilings, or on walls or windows
- Use of confetti
- Writing on walls/ceilings/windows
- Helium balloons

Permitted

- Stand alone decorations. Other suggestions must be approved by the SCFL.

Set-up

- The SCFL is not responsible for setting up the rooms. However, you may pay for a set-up service at an additional cost of **\$25/hour**.

Set-up service must be arranged at the time of reservation.

Clean-up

- Clean-up (washrooms, floors) is included in the rental fee but the renter is responsible to return the facility in a good condition. Clean-up does not include set-up up and take-down of tables and chairs. Failure to do so will result in a penalty of **25\$**. The following outlines what needs to be done before leaving:
 1. Glassware cleaned and returned to original place.
 2. All food and beverages removed from the building.
 3. All garbage put into garbage bags and placed in the garbage bin located in the school parking at the southwest corner of the building.
 4. All recyclable materials removed from the building.
 5. All decorations must be removed and disposed of immediately following the event.

The SCFL is not responsible for providing any tools or supplies (tape, bottle openers, etc.) for the event. Ensure to bring everything you need.

SCFL Equipment and Facility

- It is prohibited to remove equipment belonging to the SCFL under any circumstances.
- Any loss or damage of equipment belonging to the SCFL or damage to the facility, will be charged to the renter. Repairs or replacement of equipment, along with contracting costs are at the sole discretion of the SCFL.

The SCFL is not responsible for any loss of belongings during the event.

Entrance doors

- Under no circumstances may entrance doors to the Cité des Prairies be left open during an event, it's set up or take down.

Smoke-free building

- La Cité des Prairies is a smoke-free building. Please ensure sure that your guests smoke outside in the appropriate locations only.

The Tabacco Reduction Act came into effect on January 1, 2008 to provide a province-wide smoking ban in all public places and workplaces. The Act also prohibits smoking within five meters of windows, doorways and air intakes of public places and workplaces to protect indoor air quality.

Parking

- La Cité des Prairies does not have an official parking lot. Event participants are encouraged to park their car along 21st Street or 6th Avenue South.

The École La Vérendrye parking lot at the southwest corner of the building is reserved for school staff only at all times. All other vehicles will be towed at the owner's expense.

Wireless internet

- Wireless internet is available in all areas of la Cité des Prairies. The access code is available upon request.
- Cable connection is also available inside the event hall.

THE SCFL RESERVES THE RIGHT TO REFUSE A BOOKING.

PRICES LIST*

Room	Dimension	Capacity	Price
Salle Louis-Philippe Cormier (Including bar area)	244 m²	Seated space : 160	Full day: \$600
		Reception : 250	1 to 3 hours: \$250
		Seat + table : 150	1 hour or less: \$100
			50% discount available on full day rental rate for non-profit organisations
Additional fees		Prices	
Glassware		\$10	
Round and rectangle Tablecloths (Including cleaning)		\$25	
Projector (computer non included)		\$50	
Set-up the day prior the rental date or clean up the day after the rental date		\$150	

* Rental price include clean-up, tables, chairs, microphone, sound system, access to bar area, fridge, coffee machine, white board, wireless or cable internet access.

- Tables: 9 rounds (5 ft. in diameter) and 10 rectangles (6 x 2.5 ft.)
- Chairs: 150

❖ If you would like to rent the room for a music show with amplification, a technical device is available. A professional technician is mandatory.

Rental Agreement

Renter Information

Company name :

Contact Name :

Mailing address :

Phone number :

Fax number :

Email address :

Billing address :

(If different than mailing address)

Event information

Date of Event:

Type of event (concert, dance, reception...):

Equipment required:

Chairs Sound system Multimedia projector (\$)

Round tables Microphone Tablecloths (\$)

Rectangular tables White board Glassware (\$)

Internet wireless

Start time:

End time:

Anticipated attendance:

Set-up time:

Serving alcohol

Selling alcohol

To be completed by the SCFL

Prix de l'espace loué : _____

Montant du premier dépôt _____
non remboursable (50%)

Charge(s) additionnelle(s) : _____

Détails : _____

Montant total : _____

Preuve permis d'alcool reçu : Oui
(Si applicable) Non

Preuve d'assurance reçue : Oui
 Non

Autres commentaires :

Renter Agreement

- I have read the conditions of use and accept all conditions and requirements.

- I am aware that a copie of the Liquor License needs to be provided before the event date (if applicable).

- I am aware that a copy of the Event Liability Insurance needs to be provided before the event date.

- I am aware that a non-refundable deposit (50% of the total price) must be paid upon signing of the rental agreement to reserve the space at the Cité des prairies.

- The deposit is attached to the rental agreement.

- I am aware that the balance of the payment is due by 5 PM the day prior to the event. The SCFL reserves the right to cancel the rental agreement if payment conditions are not respected.

- I am aware that the deposit and final payment must be made by cash or cheque. No post-dated cheques will be accepted.

- I am aware that the replacement cost of loss or damaged of equipment or material belonging to the SCFL or any damage to the facility, will be invoiced to me at full replacement cost.

By signing this rental agreement, the renter acknowledges and accepts all the conditions and requirements specified in the rental agreement; confirms that the information given is accurate and complete; and agrees to report any changes to the administrator of the SCFL immediately. If this rental agreement is submitted electronically, the renter acknowledges that the rental agreement is binding, even without an original signature.

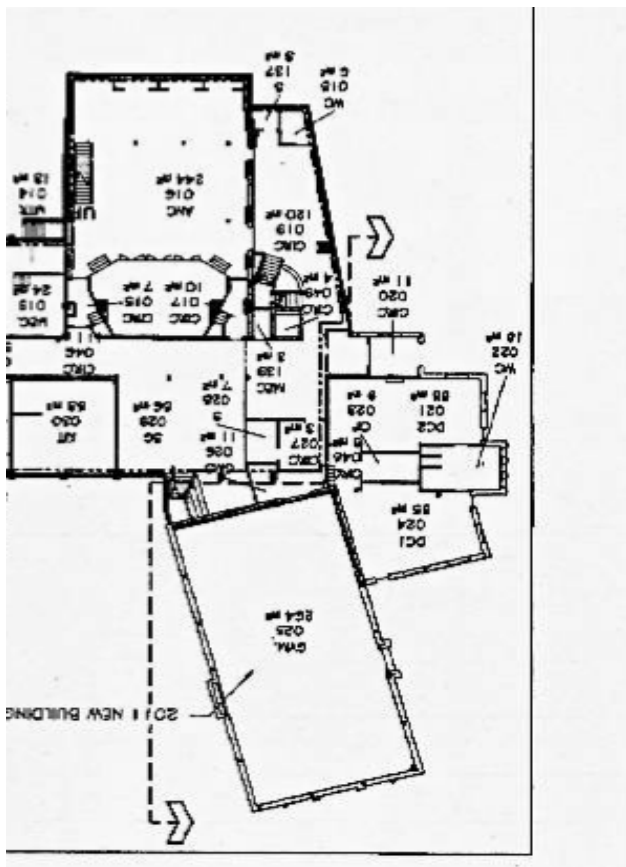
Renter's name
(Print)

Signature

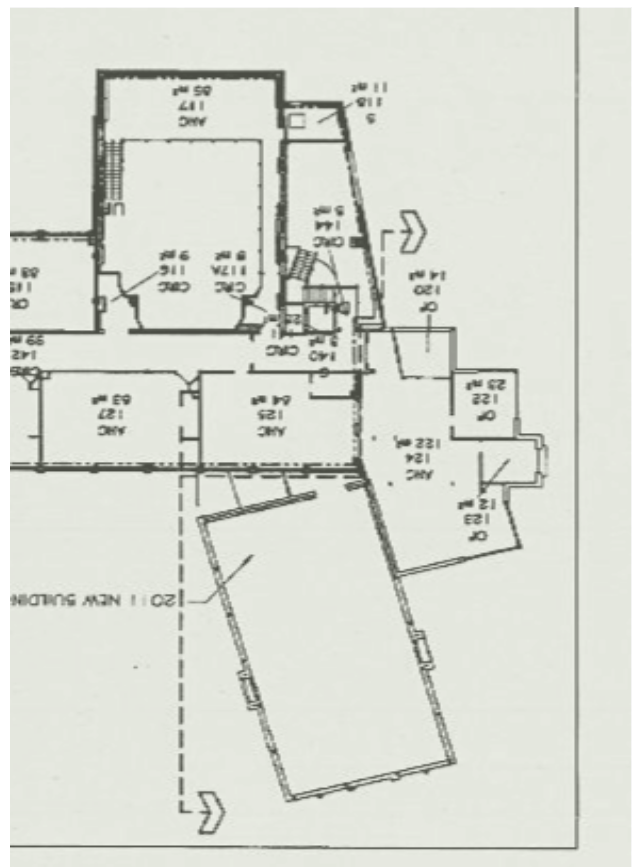
Date

<i>SCFL representative</i>	<i>Signature</i>	<i>Date</i>
----------------------------	------------------	-------------

Site plan



Lower level



Upper level