La Cité des Prairies
Centre communautaire culturel francophone de Lethbridge

2104 6 AVENUE SOUTH, LETHBRIDGE, ALBERTA, T1J 1C3
403-388-2917 | info@scfl.ca | www.citedesprairies.info

EVENT HALL

RENTAL GUIDE AND AGREEMENT

Société du Centre Francophone de Lethbridge (SCFL)

Welcome and thank you for choosing the hall « Louis-Philippe Cormier » at La Cité des Prairies for your special event ! We are pleased to assist you and help you make your event a success !

The 'Société du Centre Francophone de Lethbridge' (SCFL) is a non-profit organisation responsible for the management of the francophone community centre « La Cité des Prairies ». We offer a multi-purpose room rental where the possibilities are endless ! The event hall can be transformed into something unique each time ! It has wonderful acoustic and very good amplification as well as the right amount of space for your music show, play, wedding reception, birthday celebration, conference, training session, staff party, school & family reunion and more ! We hope that you will have a great experience at La Cité des Prairies !

HOURS OF OPERATION

Our offices are open **Monday to Friday, 8.30 AM to 1 PM.**

Please contact the SCFL Administration by email (info@scfl.ca) or by phone (403-388-2917) for all bookings. We will need to know what type of event is being held, the date & time and how many people are expected. According to demands and availaibility, the SCFL will let you know if your needs can be accomodated.

Please note that the event hall availability is based on the SCFL's own schedule of events.

A rental agreement can be sent by email or be given in person.

The SCFL will officially reserve the event hall upon receipt of the completed & signed rental agreement, along with proof of insurance and a 50% non-refundable deposit.

One week before the event, the SCFL will contact you to confirm set-up arrangements and to recoup any outstanding amount as well as a liquor license (if applicable).

Payments can be made in cash, e-transfer or cheque. No post-dated cheques will be accepted. **The SCFL reserves the right to cancel the event if documents or payments are not received at latest 24 hours prior to the event.**

CONDITIONS OF USE

An event liability insurance is mandatory for ALL rentals. No exceptions will be made.

At least One Million dollar ($1,000,000) coverage is required if no alcohol is being served or sold.

In the event where alcohol is being served or sold, at least a Two Million dollar ($2,000,000) coverage is required. You can purchase your Event Liability Insurance through any insurance broker.

Renter will be liable for any physical damage, legal actions and / or loss of reputation or business opportunities the SCFL might incur as a consequence of the actions of the renter or any of the renter's guests while renter is in control of the facility and shall indemnify and hold harmless the SCFL and all its employees and volunteers against any and all legal actions which may arise from the renter's use of the room.

The SCFL's insurance policies do not cover or protect against loss of renter's property or damage or injury to renter's guests or their property.

LIQUOR LICENSE

If you choose to serve free alcohol during the event, we require a Liquor License from the Alberta Gaming and Liquor Comission (AGLC). The license can be purchased online at aglc.ca/eventlicense.

If you choose to sell alcohol during your event, we require a Liquor License from the AGLC where you can purchase the license online at aglc.ca/eventlicense.

The AGLC recommends that you apply for your license at least 14 days prior to your event. **A copy of the license is required by the SCFL prior to your event**.

PUBLIC RELATIONS AND PROMOTION OF EVENTS

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

DECORATIONS

All decorations must be taken down and removed from the building immediately after the event. The SCFL is not responsible for providing the tools or other equipment necessary for the event. All tools and equipments must be provided by the renter.

The following decorations are not permitted :

- Lit candles and open flames
- Hanging, anchoring or sticking materials from the ceiling, on walls or windows (Tape and thumbtacks)
- Writing on walls, ceiling or windows
- Spray confetti

The following decorations are permitted under conditions :

- Use of decorative confetti is allowed, provided that renter ensures that all confetti is cleaned afterwards (refer to cleaning list attached)

- Use of helium balloons is allowed, provided that **NO HELIUM BALLOON is left hanging in the ceiling after the event**. All balloons must be attached to a weight to prevent any from going into the ceiling.

The following decorations are permitted :

- Arches and other stand alone decorations.
- Other suggestions must be discussed and be granted approval from the SCFL administrator prior to the event date.

Note 1: The event hall is decorated for Halloween every year from October 21st to 31st.

Note 2 : The event hall is decorated for Christmas and the New Year, every year from November 25th to January 10th.

Please note that setting up decorations prior to your event is done as per the schedule agreed upon by you and the SCFL administrator.

CLEAN-UP

Clean-up of the event hall, the bar area, the bathrooms and the entrance hall are included in the rental fee. However, the renter is responsible for returning the facility in good condition. **Failure to do so will result in a penalty of minimum $100**. All personal property and other items that were not present when renter arrived must be removed from the building. The following is a list of clean-up expected from the renter.

EVENT HALL

- All tables must be put back in the drawers under the stage.
- All chairs must be placed in stacks of 9 and put back in their storage unit and along the back wall behind the black curtains.
- All decorations must be taken down and disposed of/ taken away immediately after the event.

BAR AREA

- Countertop must be wiped clean
- Sinks must be wiped clean
- Microwave and fridge must be wiped down (if used)
- Any glassware belonging to the SCFL must be washed and left on the counter
- All food and beverage must be taken away

GARBAGE

- All garbage must be put in garbage bags and placed in the garbage bin located in the school parking lot on 21st Street South.
- All recyclable materials must be removed from the building. You are also welcome to use the blue recycle bin at the bar area for all cans and plastic bottles.

SCFL EQUIPMENT AND FACILITY

It is prohibited to remove equipment belonging to the SCFL under any circumstances from the building.

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 renter's and guests' personal belonging during the event.

HOURS OF EVENT HALL USE

The event hall « Louis-Philippe Cormier » **can be rented between 9AM and 3AM the following day**. All activities including take down of decoration and clean-up shall conclude no later than 3AM. **An extra fifty dollars ($50) per 30 minute will be charged to the renter for facility occupancy past 3AM**.

The SCFL will not accept rentals starting after 8PM under any circumstances.

SECURITY

The SCFL reserves the right, on large guests events, to request the presence of one or more security guard/s at la Cité des Prairies throughout the duration of the event. Security guard fees will be determined depending on amount of hours of the event, or you can choose to provide your own security guard from a professional agency.

SMOKE-FREE BUILDING

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

The Tobacco Reduction Act came into effect on January 1, 2008 to provide a province-wide smoking ban in all public places and workforces. The Act also prohibits smoking within five (5) 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 vehicles along 21 Street South.

The École La Vérendrye parking lot on 21 street south is reserved for school staff only during school hours. All other vehicle will be towed at owner's expense during those hours.

WIRELESS INTERNET

Wireless internet is available in all areas of La Cité des Prairies. The password to other wireless connection is **Bonjour2023**. Cable connection is available in the event hall.

CANCELLATION POLICY

Renters can cancel at anytime from the day booking is done. However, any amount paid towards the booking is non-refundable. It is important that renters have their proof of insurance secured before making payments as no amount will be refunded once payment is made.

PRICE LIST

Room	Dimension	Capacity	Price
Salle Louis-Philippe Cormier (Including bar area)	244 m^2	Seated only : 150 Reception : 250 Seat + table : 150	Full day: $700 1 to 4 hours: $400 Additional hour (after 4 hours): $100 *30% discount available on **(only) full day rental for non-profit organisations***

Additional fees	Prices
Glassware	$15
10 square and 8 rectangular tablecloths (Including cleaning)	$25
Sound System including microphone	$30
Projector (computer not included)	$50
Set-up (as from 7 PM) the day prior to the rental date or clean up the day after the rental date (Must be completed before 8 AM)	$150

Rental price includes clean-up, 9 round tables, 20 rectangular tables, 150 chairs, access to bar area, fridge, coffee machine, microwave, wireless and/or cable internet.

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

AGREEMENT

☐ I have read, understood and agree to the conditions and requirements of use of the event hall “Louis-Philippe Cormier”.

☐ I am aware that a **non-refundable** deposit (50% of the rental price) must be paid upon signing of the rental agreement to officially book the event hall.

☐ **I am aware that a proof of insurance is due at the time of booking or at latest 2 weeks before the event date**. The SCFL reserves the right to cancel the rental agreement if proof of insurance is not received prior to the event.

☐ **I am aware that the balance payment is due at least 1 week to latest 24 hours 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 liquor licence (if applicable) is due at least 1 week to latest 24 hours prior to the event**. The SCFL reserves the right to cancel the rental agreement if documents are not received prior to the event.

☐ 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.

☐ I am aware that a security guard must be on duty at La Cité des Prairies in the case where my event has over 100 guests and is open to the public; and that I will be charged appropriate fees as per amount of hours of my event.

_____	_____	_____
Renter’s name	Renter’s Signature	Date

RENTAL CONTRACT

RENTER'S INFORMATION

Organisation:

Contact Name :

Mailing address :

Phone number :

Email address :

Billing address :
(If different than mailing address)

EVENT INFORMATION

Date of Event:

Type of event (birthday party, dance, reception, etc) :

Equipment required:

☐ Chairs	☐ Sound system ($30)	☐ Projector ($50)
☐ Round tables	☐ Tablecloths ($25)	☐ Glassware ($15)
☐ Rectangular tables	☐ White board	☐ Coffee Machine
☐ Internet	☐ Access to refrigerator	

Start time: End time:

Anticipated attendance: Set-up time:

☐ Serving alcohol
☐ Selling alcohol

To be completed by SCFL Representative

COSTS

Rental Full day : _____ 1-3 hours : _____ less than 1hr : _____

Discount (If applicable) : _____ Table cloths (if applicable) : _____

Projector (if applicable) : _____ Glassware (if applicable) : _____

Sound system (if applicable) : _____ Set up or take down (if applicable) : _____

Security guard (if applicable) : _____ Others : _____ (Reason :_____)

Total Costs : _____

50% NON-REFUNDABLE deposit : _____ (Cash/Cheque/E-transfer)

Date Received : _____

Remaining amount due 1 week to 24 hours prior to event : _____
(Cash/Cheque/E-transfer)

Date Received : _____

Proof in insurance received : Yes / No

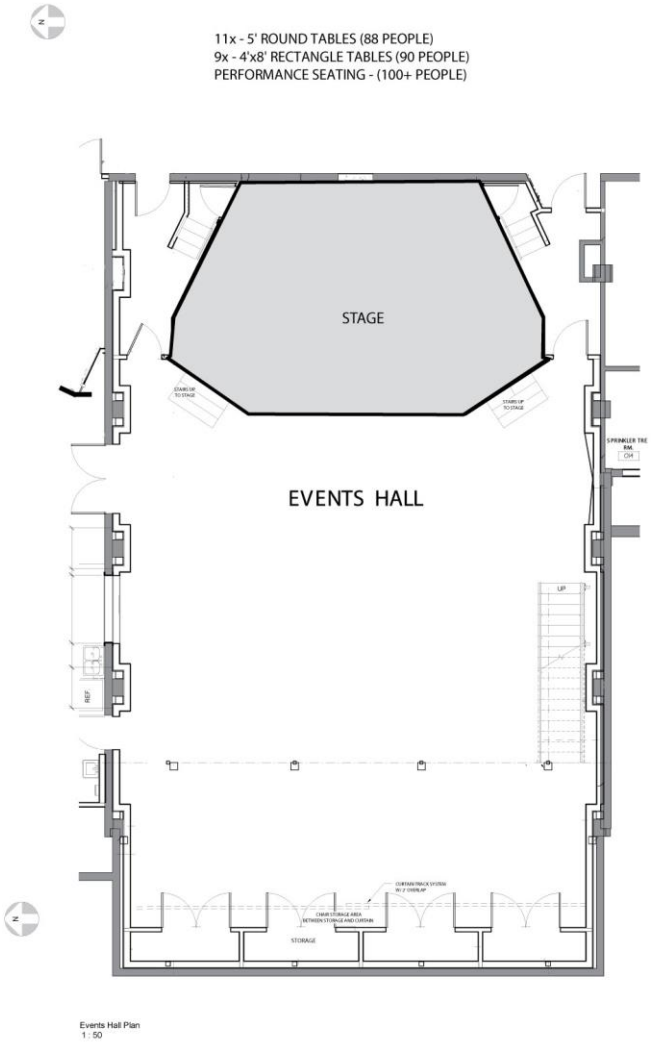
Proof of liquor license received : Yes/ No

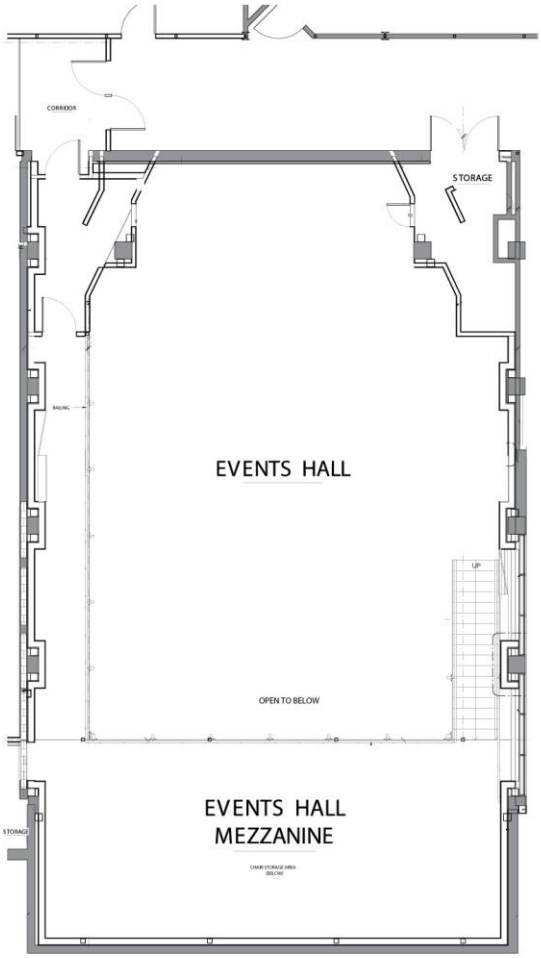
Credit Card information : _____

_____	_____	_____
Renter	Signature	Date
_____	_____	_____

SCFL Representative Signature Date

SITE PLAN





LOWER LEVEL UPPER LEVEL