



FACILITY RENTAL GUIDE
SOUTHERN ALBERTA ART GALLERY



SAAG GALLERY HOURS: SUN: 1 PM – 5 PM | MON: CLOSED | TUES–SAT: 10 AM – 5 PM
SAAG ADMIN HOURS: MON–FRI: 9 AM – 5 PM

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BOOKING PROCESS

If you are considering the Southern Alberta Art Gallery (SAAG) as a venue for your event, please complete the following steps to determine if SAAG is a suitable site for you **prior** to contacting our Exhibitions and Events Manager:

- 1** Review the information package that is available in The Shop at SAAG and online at www.saag.ca.
- 2** Take the time to review our Conditions of Use and Floor Plan.
- 3** Come to SAAG anytime during regular hours to look around the building and determine if our facility will suit your needs. You do not require an appointment to look around the facility, and only need to tell the Visitor Services staff that you are a potential renter.

Once you've determined that SAAG is a suitable venue for your event:

- Contact our Exhibition and Event Manager at facilityrental@saag.ca at least six weeks prior to your event. Please include the time, date, type of event and the number of people you anticipate attending. You will receive a reply back letting you know if we can accommodate your request. Please note that availability is based first and foremost on SAAG's own programs and events.
- If we are able to accommodate your request, a contract will be emailed, faxed or mailed to you.
- When we receive the signed contract back along with the non-refundable initial payment (50% of rental fee) and copies of your liquor license and host liability event insurance (if applicable), the date will be booked. Please note that we will not reserve the date until all proper documents and payments have been received.
- Two weeks prior to your event, a representative from SAAG will contact you to confirm attendance and set-up details.
- Final payment is due by 5PM the day prior to your event. Please note that the deposit and final payment must be made by cash, certified cheque, money order or credit card; no post-dated cheques will be accepted for payment of an event.

CONDITIONS OF USE

Host Liability Event Insurance

- If 60 people or fewer will be in attendance and no alcohol will be served: host liability event insurance is not required.
- If 61 people or more will be in attendance and no alcohol will be served: coverage of one million dollars (\$1,000,000) host liability event insurance is required.
- If alcohol will be served, regardless of the number of people in attendance: coverage of two million dollars (\$2,000,000) host liability event insurance is required. Please note: if alcohol is being served, the liquor license number is required for the host liability event insurance. See below for more information about obtaining a liquor license.
- In all cases where host liability event insurance is required, the Southern Alberta Art Gallery and the City of Lethbridge must both be included as "additional insured". Proof of insurance is required at the time of booking. Host liability event insurance can be purchased through any insurance broker.

Liquor License

- If you are serving alcohol, please ensure you obtain a liquor permit as required by Alberta Gaming and Liquor Commission (AGLC) regulations. You can obtain more information at any liquor store or at <http://www.aglc.gov.ab/liquor>
- A copy of your liquor license is required at the time of booking

Public Relations and Promotion of Event

- You are required to use the correct name of SAAG: Southern Alberta Art Gallery, as well as the correct room/space name on any and all advertising, invitations, tickets, and other printed materials for your event. If you need clarification about this please contact our Exhibition and Event Manager at facilityrental@saag.ca
- All publicity materials must be submitted to SAAG for approval prior to public posting. Please note: you should submit your materials to SAAG for approval before producing mass quantities
- SAAG reserves the right to withhold approval for publicity materials
- It is not the responsibility of SAAG to sell tickets for external events

Decorating

- NOT PERMITTED: Candles; hanging of decorations from the ceiling; attaching decorations to the windows or walls; Glitter and confetti; tape; thumbtacks
- PERMITTED: Stand alone decorations subject to the approval of SAAG

Set-up

- Set-up for an event cannot take place during regular gallery hours
- SAAG will ensure that the rental area is clear, and will provide the appropriate number of tables and chairs required for the event (based on availability), but is not responsible for setting them up, unless otherwise arranged in advance of the event.
- SAAG will not be able to provide you with any tools or supplies (garbage bags, cleaning materials, tape, bottle openers, ice, etc.), unless otherwise arranged in advance of the event. Please ensure you bring everything you may need.

Clean-up

- The renter is responsible for clean-up according to the following checklist. Clean-up is to be completed immediately after the event, unless otherwise arranged in advance of the event. Failure to comply to this checklist will result in the additional charge of **\$75/hour**.

Clean-up checklist:

- Countertops wiped clean
- Sink wiped clean
- Dishwasher loaded and started. Any additional glassware that doesn't fit should be rinsed out and left on the counter, ready to be loaded
- All food and beverages removed from the building
- All garbage put into plastic bags and placed in the garbage can located outside loading dock doors
- All recyclable materials removed from the building
- Opening and closing of server doors/folding countertop is the responsibility of SAAG; a SAAG staff member will attend to this.
- Stack and wipe chairs (when required)
- Wipe and fold tables
- All decorations removed from the building

Exhibition Areas

- Exhibition areas are not available for staging your event
- SAAG will make the final decision on whether the exhibition areas will be open or closed. Dependent on staff availability and size of event.
- Food and beverages are not allowed, in any circumstances, in the exhibition areas

Equipment

- Equipment belonging to SAAG may not be removed from the premises under any circumstances without the written consent of the Exhibitions and Events Manager.

Replacement

- Replacement of lost or damaged equipment belonging to SAAG, or any damages sustained to the facility, will be invoiced to you at full replacement cost. Any repairs to the facility and/or replacement of equipment, along with contracting for repairs and/or replacements, shall be at the sole discretion of SAAG.

Personal property

- Personal property is the responsibility of the renter. SAAG is not responsible for lost or missing items.

Doors

- Entrance doors to SAAG may not be propped open at any time during an event.

Smoking

- **SAAG is a smoke-free building** – please ensure your guests smoke in permitted outdoor locations only. Please be advised or reminded that under Provincial Legislation, smoking is no longer permitted in public places.

The Tobacco Reduction Act was passed in December 2007 to provide a province-wide smoking ban in all public places and workplaces. The Act also prohibits smoking within five (5) metres of windows, doorways and air intakes of public places and workplaces to protect indoor air quality.

Parking

- There is no off-street parking at SAAG, however, there is plenty of parking on 3rd Avenue and around Galt Gardens, and the meters are free on evenings and weekends. Service vehicles may access the building from the SAAG parking lot, however the parking lot is reserved for staff members only. Other vehicles will be towed at the owner's expense.

Internet

- Wireless internet is available in all areas of SAAG. Network names and passwords will be provided by the Exhibitions and Events Manager

Refusal

- SAAG reserves the right to refuse a booking

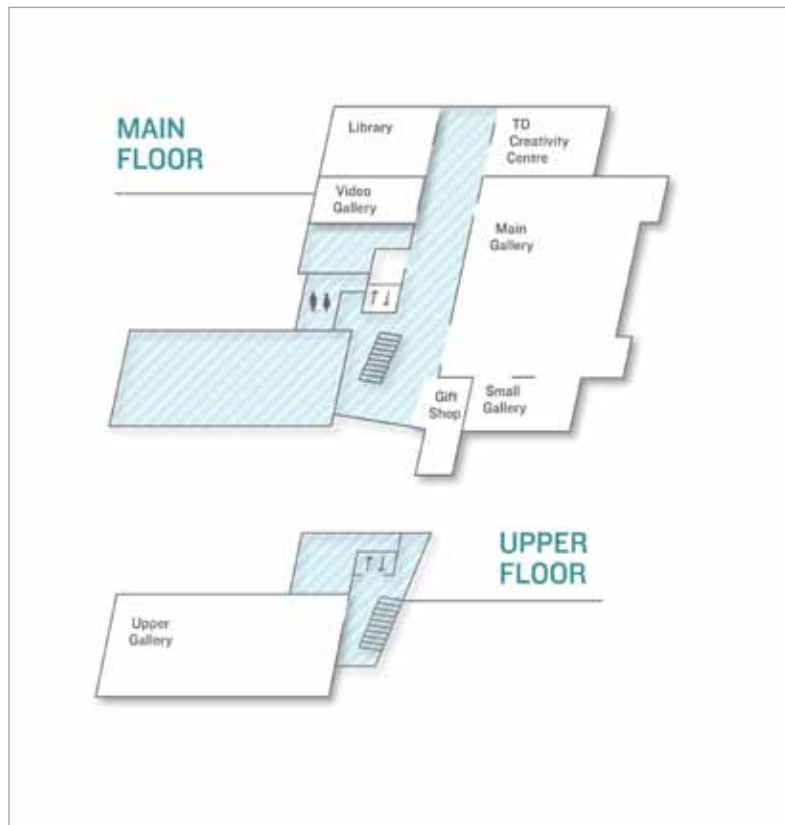
FEE SCHEDULE

RENTAL SPACE	DIMENSIONS	CAPACITY	PRICE
TD Creativity Centre	680 square feet	25 - 50 (depending on seating arrangement)	\$125 Half-day \$225 Full-day \$175 Evening
Library	546 square feet	18 - 35 (depending on seating arrangement)	\$100 Half-day \$200 Full-day \$150 Evening
Total Facility (includes the use of servery and glassware)	2607 square feet	128 - 200 (depending on seating arrangement)	\$500 Evening

Extras

- Servery: \$25 half-day; \$50 full-day and evening
(included in Total Facility Rental; includes use of glassware)
- Digital projector: \$25
- Exhibition Tours: price dependant on size of event

FLOOR PLAN



1 TD Creativity Centre

- Seating and table arrangements include: Classroom style, Theatre, Round (6 tables), Reception/Standing, Board Room, U-Shape, Hollow Square

2 Library

- Seating and table arrangements include: Classroom style, Theatre, Round (4 tables), Reception/Standing, Board Room, U-Shape, Hollow Square

3 Gathering Space

- Seating and table arrangements include: Rounds (16 tables), Reception/Standing

RENTAL CONTRACT

Renter Information

NAME:

COMPANY:

MAILING ADDRESS:

PHONE:

FAX:

EMAIL:

BILLING ADDRESS:
(If different than above)

Event Information

DATE:

RENTAL SPACE : TD Creativity Centre Library Total Facility

STYLE: Reception Meeting Training Session Fundraiser Other

TIME: For evening rentals, the time included in the fee is 5 PM to 10 PM, which includes set-up and clean-up time. Each additional hour after 10 PM is \$25 per hour and must be arranged with SAAG prior to your event. SAAG does not allow events to go past midnight.

Set-up time:

Please note that set-up for an event cannot take place during regular gallery hours

Start time:

End time:

Please note that a \$25 fee will be applied if you are not out of the gallery by your stated end time. An additional \$25 will be applied for every additional hour you are in the gallery. Please budget your time accordingly to accommodate enough time for clean-up.

ANTICIPATED ATTENDANCE:

SERVING ALCOHOL: Yes No

CATERER:

ENTERTAINMENT:

Additional Services and Equipment

Please check all that apply and refer to the fee schedule

- ACCESS TO EXHIBITIONS AREAS**
SAAG will make the final decision on whether the exhibition areas will be open or closed.
Dependant on staff availability and size of event.
- EXHIBITION TOURS**
If your group is interested in receiving tours of the exhibitions our Events and Facility Coordinator will contact you to discuss various options and costs.
- TABLES: included in rental fee, based on availability**
Inventory: 30 round tables (5 ft. in diameter), 10 rectangle tables (6 x 2.5 ft.), 6 half-moon tables
- CHAIRS: included in rental fee, based on availability**
Inventory: 150 chairs
- DIGITAL PROJECTOR: \$25 rental fee, based on availability**
- SERVERY: includes use of glassware**
\$25 Half-day; \$50 Full-day and Evening; included in Total Facility Rental
- SOUND SYSTEM: included in rental fee, Please include details of your sound system requirements:**

For SAAG use only

RENTAL FEE: \$

ADDITIONAL FEES: \$

TOTAL: \$

NON-REFUNDABLE DEPOSIT: \$

50% of total

PROOF OF LIQUOR LICENSE: Yes No

If applicable

PROOF OF HOST LIABILITY EVENT INSURANCE: Yes No

If applicable

