

# ART HAUSER CENTRE Ches Leach Lounge

For Rental information Contact (306) 953-4848  
Email: [ahc@citypa.com](mailto:ahc@citypa.com) or visit us at [www.citypa.ca](http://www.citypa.ca)



City of  
**Prince Albert**



# ART HAUSER CENTRE CHES LEACH LOUNGE

## Booking Information

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### **Licensee Responsibilities**

- Choose a Licensed Caterer – see list attached. Caterer/Renter to supply tablecloths, linens, dishes, etc. and coffee/tea service.
- Kitchen must be left clean.
- Choose a Band, DJ or other entertainment for event.
- If serving alcohol, obtain the required Liquor Permit and abide by all regulations outlined in the agreement.
- Bar must be left clean with dishes and utensils washed and counter tops cleaned.
- Arrange for volunteer bartenders, or book the facility bartenders (2 week notice), arrange for ticket sellers, if required or cash bar.
- Facility Decorations, if required. Contract outlines specifications.

### **Facility Responsibilities**

- Room set-up for event
- Event Worker available throughout the event booking.
- Room take down and clean-up, includes garbage take-out.
- Bartenders available, if requested 2 weeks in advance.
- Security provided at entrance

### **Facility Amenities**

Sound System & Podium  
10 – 6x8 Risers  
60 – 5foot Round Tables  
20 – 8 foot Rectangular Tables  
15 – 6 foot Rectangular Tables  
2 – 4 foot Rectangular Table  
1 – 3 foot Round Tables  
500 Black Chairs  
2 Projectors with Wall Screens  
Wireless Internet

**To book the Ches Leach Lounge, call 306-953-4848 or email [ahc@citypa.com](mailto:ahc@citypa.com) if you have any questions.**



**CITY OF PRINCE ALBERT  
ART HAUSER CENTRE**

690B 32<sup>nd</sup> Street East

Prince Albert, SK S6V 2W8

Phone: (306) 953-4848/ Fax: (306) 953-4855

[ahc@citypa.com](mailto:ahc@citypa.com)

**CHES LEACH LOUNGE APPLICATION FORM**

**Application Date:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Date of Birth (mm/dd/yy):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City & Postal Code:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Expected Occupancy:** \_\_\_\_\_

**Type of Event - Please Check One**

\_\_\_ Wedding Reception \_\_\_ Convention \_\_\_ Banquet \_\_\_ Meeting \_\_\_ Funeral

\_\_\_ Christmas Party \_\_\_ Cabaret \_\_\_ Other \_\_\_\_\_

**Office Use:**

Signed Application: \_\_\_\_\_

Contract #: \_\_\_\_\_

Deposit Invoiced: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Final Invoice: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Signed Contract Received: \_\_\_\_\_

City Bartender Hired: \_\_\_\_\_

Signed Terms & Conditions: \_\_\_\_\_

Bartender Cheque Requested: \_\_\_\_\_

## Ches Leach Lounge Set-Up Requirements

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Set up/Decorating Times							
Event Start Time							
Bar Hours							
Supper Time							
DVD Presentation/ Entertainment							
Dance Times							
Midnight Lunch							
Decoration Removal & Take Down							

EVENT REQUIREMENTS	PLEASE FILL IN THE FOLLOWING FOR YOUR EVENT
<b>Round Tables:</b> (Maximum 8 Individual Settings per table)	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Number Required:</b> _____
<b>Chairs:</b> (Maximum 8 per table)	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Number Required:</b> _____
<b>Stage – 10 sections – 6 x 8' – 18", 24" or 30" height</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Number Required:</b> _____ <b>Height: 18" 24" 30" *Railings required at 24" &amp; 30"</b>
<b>Podium</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Kinsmen Room</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CATERING SERVICES</b>	
<b>Caterer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Tables Required for Serving:</b> _____
<b>Company</b> _____	<b>Set up Date:</b> _____ <b>Time</b> _____
<b>Contact</b> _____	<b>Take Down Date:</b> _____ <b>Time:</b> _____
<b>Phone</b> _____	
<b>Caterer to supply tablecloths, linens and coffee service – discuss with your Caterer. Caterer responsible for kitchen cleanliness upon vacating – Checklist to be completed.</b>	
<b>Band</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Risers Required (10)</b> _____
<b>Name</b> _____	<b>Set up Date:</b> _____ <b>Time</b> _____
<b>Contact</b> _____	<b>Take Down Date:</b> _____ <b>Time:</b> _____
<b>Phone</b> _____	
<b>DJ</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Risers Required (10)</b> _____
<b>Name</b> _____	<b>Set up Date:</b> _____ <b>Time</b> _____
<b>Contact</b> _____	<b>Take Down Date:</b> _____ <b>Time:</b> _____
<b>Phone</b> _____	

EVENT REQUIREMENTS	PLEASE FILL IN THE FOLLOWING FOR YOUR EVENT	
<b>LIQUOR &amp; BEVERAGE SERVICES</b>		
<b>Alcohol Served</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Liquor Permit Required &amp; Responsibility of Group</b>
<b>Volunteer Bartenders</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Bartenders must follow cleaning checklist</b>
<b>City of PA Bartenders</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Open Table Wine?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Cash Bar?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Tickets?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Corkage</b> (Required for events serving alcohol)	Includes: cups, ice, pop, orange, lime, Clamato juices, limes, lemons, Caesar fixings, tonic water, club soda, bar utensils _____ Corkage Numbers	
<b>AUDIO &amp; VISUAL SERVICES</b>		
<b>Sound System</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Ceiling Projector &amp; Screen</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>South</b> _____ <b>West</b> _____ <b>Both</b> _____
<b>Wireless Hand Held Microphone</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Floor Microphone with Cord &amp; Stand</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Facility Laptop</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Wireless Internet</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Portable Projector Screen</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Flipchart with Paper</b> Must provide own markers	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Additional Room Requirements:**

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**Applicant Signature**

\_\_\_\_\_

**Date**



## **CITY OF PRINCE ALBERT CHES LEACH LOUNGE & KINSMEN ROOM RENTAL TERMS & CONDITIONS**

1. The Permit Holder shall obtain all applicable permits, licenses as required for the event and abide by all rules and regulations established by the governing agency for each applicable permit, license.
2. Any Permit Holder obtaining a liquor permit with an occupancy load of 200 people or more, may be required to meet with the City of Prince Albert Public Safety Compliance Team (PSCT) a minimum of 1 week prior to the event date to review safe bartending and liquor practices.
3. The City of Prince Albert provides a Janitor Event Worker who will be on duty for your event; the Permit Holder shall take direction from such personnel and comply with such direction. Please note that the City of Prince Albert does not tolerate verbal or physical abuse towards any staff member, including Security personnel.
4. For daily rentals, the facility will be available from 8:00 am to 2:00 am. Any time the Permit Holder remains on site past 2:00 am, they will be charged at the applicable hourly rate for all time in the facility to cover staff over-time. This includes decoration removal, loading of items by the band, caterer, etc.
5. At the end of the rental, the Permit Holder is responsible to remove all decorations, alcohol, empty containers, and any other items related to their event and ensure that the hired caterer, DJ or band also have all equipment and belongings removed upon vacating the facility. If this is not abided by, then the Permit Holder will be invoiced for all extra expenses incurred. There are no exceptions to this condition, without written approval by the Art Hauser Centre office staff 3 days in advance of the rental date.
6. The Art Hauser Centre Event staff will be responsible for normal clean-up following the event consisting of garbage removal from the garbage containers, cleaning of chairs, tables, washrooms, bar (if hired City of Prince Albert bartenders), windows, washing/vacuuming floors and carpet. The Permit Holder is responsible at the end of their event to remove all items from all tables, including cups, wine bottles, linens, center-pieces, catering items left behind, all decorations, alcohol, empties, etc. If items are not removed as outlined and the City of Prince Albert incurs additional expenses as a result of non-compliance, then the related costs will be recovered from the Permit Holder.
7. The City of Prince Albert has an exclusive agreement with Prince Albert Beverages to provide Coca-Cola beverages in the facility. The Permit Holder is not permitted to bring in other product not provided by Prince Albert Beverages or the facility.

8. All events that serve alcoholic beverages are required to purchase corkage from the City of Prince Albert. It is the responsibility of the Permit Holder to provide corkage numbers to the Art Hauser Centre office a minimum of 72 hours prior to the event start date. Corkage includes beer & liquor cups, ice, Coke product (Coke, Diet Coke, Coke Zero, Sprite, and Ginger Ale), Tonic Water, Club Soda, Orange, Lime and Clamato juices, fresh limes & lemons and Caesar fixings. Beverage product, such as milk, cranberry juice or other product not included in the facility corkage may be provided by the Permit Holder upon request and approval by the City of Prince Albert. The corkage must be paid prior to the event start date. **NO GLASS BOTTLES, OTHER THAN WINE BOTTLES ARE PERMITTED IN THE BANQUET AREA. ALL BEER, COOLERS OR OTHER BEVERAGES IN GLASS BOTTLES MUST BE Poured INTO THE PLASTIC CUPS BY THE BARTENDERS.**
9. If the Permit Holder wishes to hire the facility bartenders, bartending services must be booked 2 weeks prior to the start date of the event and the cost will be added to the rental contract for prepayment. If the Permit Holder has volunteer bartenders, then the bartenders must be responsible for the cleanliness of the bar area, as outlined in a checklist provided by facility staff prior to vacating the facility. All volunteer bartenders are responsible for abiding by Saskatchewan Liquor and Gaming Authority rules and regulations for serving alcohol.
10. The Permit Holder shall be responsible to ensure their hired caterer leaves the kitchen in the same condition as it was when the caterer arrived. If the Art Hauser Centre Staff are required to clean any areas or appliances in the kitchen, then a cleaning charge will be added to the final billing. A Caterer Inspection list will be left for the Caterer to follow as provided by the staff on duty.
11. The Permit Holder shall be responsible for all damages to the facility incurred as a result of the Permit Holder's event and will be responsible to pay the costs of repairs should any damage occur. A walk through checklist on the day of the event **MUST** be completed with facility staff to review the state of the facility prior to use and staff will perform the same inspection, preferably with the Permit Holder following the event. Both parties will sign off on the inspections.
12. Decorating: there will be absolutely **NO** use of any tape (duct, packing, scotch, etc.) on the walls, no nail, tack or pinholes in the walls, no confetti, rice, sprinkles, flower petals, sparklers/glitter, and streamers or similar materials allowed in the Art Hauser Centre. All candles and open flame devices used at tables must be held in totally non-combustible holder and designed so that if accidentally knocked over, the flame will not come in contact with any combustible material, such as a table cloth. (P.A. Fire Prevention Bylaw). If decorations are to be hung from the ceiling, then the Permit Holder is responsible for all decorating and must use the hooks provided on the ceiling tracking. All hanging material is to be removed following the event.
13. The Permit Holder hereby agrees and obligates itself to save harmless and indemnify the City of Prince Albert against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by

anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises.

14. Failure to pay for said damages will result in the termination of future reservations until such payments have been received and may also be subject to permanent bans from the facility.
15. In the event the Permit Holder cancels, the rental is non-refundable and non-transferrable. The payment is only refunded when the Art Hauser Centre is able to rent the date to another group, as per the following Cancellation Policy timeframes:
  - i. Over 30 Days' Notice – full refund
  - ii. 15 – 30 Days' Notice – 75% of Deposit refunded
  - iii. 8 – 14 Days' Notice – 50% of Deposit refunded
  - iv. 0 – 7 Days' Notice – no refund
16. The City of Prince Albert may in its sole discretion cancel this booking where:
  - a. The facility is required for City of Prince Albert purposes;
  - b. The booking was secured by misrepresentation, or transferred without the City of Prince Albert's prior approval;
  - c. The facility is not being used for the purpose set out in the application;
  - d. Where there has been a breach of the rentals terms and conditions, as set out in the Rental Contract herein;
  - e. The facility required technical or emergency repairs, which cannot be performed at any other time;
  - f. Where the City of Prince Albert needs to cancel in reference to the above condition, the City of Prince Albert shall give notice to the Permit Holder as soon as possible thereafter, by whatever means may be available to them. It is the Permit Holder's responsibility to provide current contact information to the Art Hauser Centre Office.
17. The City of Prince Albert Bylaw 19 of 1993 prohibits smoking in all City of Prince Albert owned and operated facilities. In compliance with the City of Prince Albert Bylaw 28 of 2018, smoking is prohibited within a 9 metre range from any main entrance/exit door and air intake ventilation.
18. The event organizer is responsible for obtaining proper liability insurance to ensure protection against any lawsuits arising from their function/event. The City of Prince Albert recommends that Event Liability Coverage in the amount of \$5 Million dollars is obtained and that coverage includes: Commercial General Liability, Third Party Property Damage/Bodily Injury, Tenant's Legal Liability, and Host Liquor Liability (if applicable). All policies should also state the City of Prince Albert as an additional insured.
19. The City of Prince Albert maintains the right to adjust facility rentals and fees for service rates on an annual basis.
20. Full payment of the whole rental rate is required immediately upon booking to secure the date of the rental. Any remaining fees, such as corkage, security,



extended hours must be paid in full at the Art Hauser Centre office prior to the event date; otherwise the facility will not be accessible and available for the Permit Holder. Facility staff on duty is NOT permitted to accept payments.

21. If the Permit Holder wishes to set up for their rental the day before without incurring additional charges, the Permit Holder must contact the Art Hauser Centre Office no more than 5 business days prior to the event date to obtain approval. If approval has been granted, the City of Prince Albert still has the ability to accommodate another booking and cancel set up on short notice.
22. When renting the Ches Leach Lounge, the Kinsmen Room may be utilized by the Permit Holder at no additional rental fee, only if the Kinsmen Room has not been booked for another function. If the Kinsmen Room has been requested for a rental during a set-up timeframe of the Permit Holder's rental date, the City of Prince Albert may honor the request for the Kinsmen Room rental to another group.
23. The City of Prince Albert will invoice the Permit Holder upon booking. All payments are to be made payable to the City of Prince Albert and can be mailed to or paid in person at the Art Hauser Centre Office, located at 690B 32 Street East, Prince Albert, SK, S6V 2W8, open Monday to Friday from 8:00 am - 4:45 pm. The Art Hauser Centre office accepts cash, cheque, debit, Visa & MasterCard. There is a \$20.00 charge for NSF cheques. Past due accounts will be charged at 1.5% interest over 60 days from the invoice date and will be sent to collections if payment isn't received after 120 days.
24. Please read the contract, sign and return the document to the Art Hauser Centre office at 690 - 32nd Street East - Prince Albert, SK, S6V 2W8 or email [ahc@citypa.com](mailto:ahc@citypa.com) immediately upon receipt. If updates are required, a new signing will be required for all changes to reflect agreement by both parties.

For questions, please contact the Art Hauser Centre office at 306-953-4848 or email [ahc@citypa.com](mailto:ahc@citypa.com). Thank-you for booking the Art Hauser Centre facility for your event.

I, \_\_\_\_\_, have reviewed the rental terms and conditions with the City of Prince Albert employee, \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_. I am in agreement to be responsible to adhere to all rental terms and conditions, as set forth in the Rental Contract with the City of Prince Albert.

\_\_\_\_\_  
PERMIT HOLDER SIGNATURE

\_\_\_\_\_  
CITY OF PRINCE ALBERT EMPLOYEE SIGNATURE



## Prince Albert & Area Licensed Caterers

### **Amy's on Second**

2990 – 2<sup>nd</sup> Avenue West  
Prince Albert, SK S6V 7E9  
306-763-1515

### **My Place Catering**

2345 10<sup>th</sup> Avenue West  
Prince Albert, SK S6V 5P7  
306-922-2299

### **PA Golf & Curling Club**

900 22<sup>nd</sup> Street East  
Prince Albert, SK S6V 1P1  
306-765-5205

### **Shananigan's**

2144 6<sup>th</sup> Avenue West  
Prince Albert, SK S6V 5K6  
306-764-2647

### **Executive Chef Services**

**Kevin Tetz**  
Box 52  
Christopher Lake, SK  
306-960-9134

### **The Loft**

400 – 40<sup>th</sup> Street East  
Prince Albert, SK S6V 5P9  
306-763-2195

### **Granny Brown's Catering**

3A 516 River Street East  
Prince Albert, SK S6V 0A6  
306-941-8734  
[info@grannybrowns.com](mailto:info@grannybrowns.com)

### **Marie's Catering**

General Delivery  
Bellevue, SK SoK 0Y0  
306-423-5253

### **Yellow Fender Catering**

215 Main Street  
Christopher Lake SoJ 0N0  
306-982-4240

### **Farm Flavor**

585 – 19<sup>th</sup> Street East  
Prince Albert, SK S6V 1K3  
306-764-4778

### **Neighborhood Caterers**

Box 345  
Canwood, SK SoJ 0K0  
306-468-2606

### **Funky Fresh Bistro**

819 Central Avenue  
Prince Albert, SK S6V 4V2  
306-763-1303

### **Humpty's Restaurant**

Robert Dunn  
1201 – 2<sup>nd</sup> Avenue West  
Prince Albert, SK S6V 5B1  
306-764-6770

### **PA Metis Women**

54 – 10<sup>th</sup> Street East  
Prince Albert, SK S6V 0Y5  
953-4879 or 763-5356

### **Red Ribbon Catering**

Hwy 2 North  
Prince Albert, SK  
306-922-2755  
306-960-1701

### **RH Catering**

Box 231  
Meath Park, SK SoJ 1T0  
306-929-2295

### **Prince Albert Inn**

3680 – 2<sup>nd</sup> Avenue West  
Prince Albert, SK S6V 5G2  
306-922-5014

### **Catering by Cooks**

Box 804  
Kinistino, SK SoJ 1H0  
306-864-2563

## Wedding Decorations & Rentals

### **Delicate Petals**

909B Central Ave  
Prince Albert, SK  
306-764-3350

### **Craft Haven**

Hwy 2 North  
Prince Albert, SK  
306-763-0470

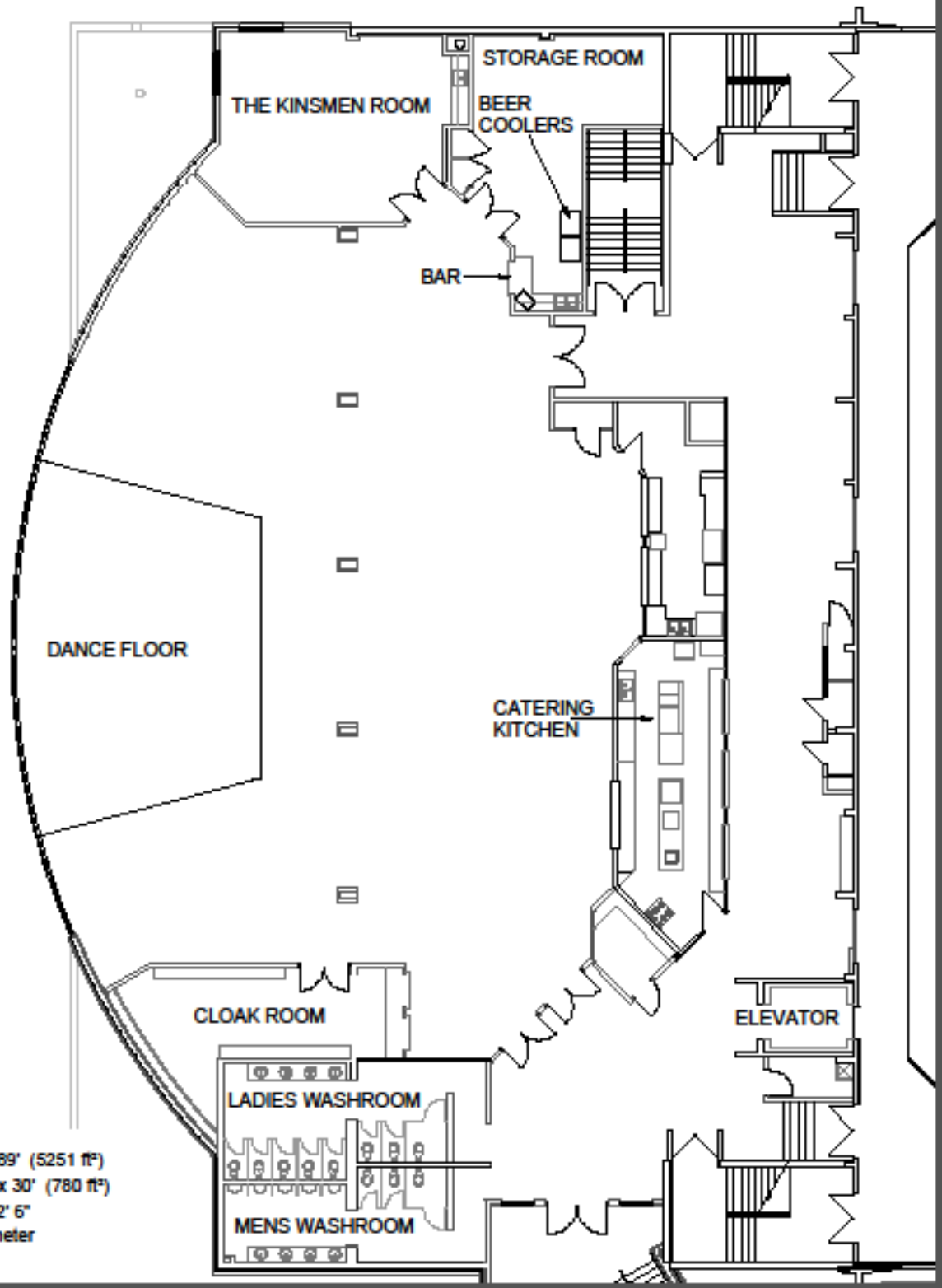
### **Prestigious Event Planning & Rentals**

Bay 4 4260 5<sup>th</sup> Ave East  
Prince Albert, SK  
306-960-8585

### **PA Exhibition Centre**

Exhibition Park  
Prince Albert, SK  
306-764-5085

# CHES LEACH LOUNGE



SIZE: APPROX. 59' x 89' (5251 ft<sup>2</sup>)  
DANCE FLOOR - 26' x 30' (780 ft<sup>2</sup>)  
CEILING HEIGHT - 12' 6"  
TABLE SIZE - 5' Diameter

EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_