

ART HAUSER CENTRE Ches Leach Lounge Rental Information

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



City of
Prince Albert



ART HAUSER CENTRE CHES LEACH LOUNGE

Booking Information

Licensee Responsibilities

- Complete rental form and provide rental fee in full to secure booking.
- Choose a Licensed Caterer – see list attached. Caterer/renter to supply table linens, dishes, etc. and coffee/tea service.
- Follow facility checklists to ensure cleanliness of bar, kitchen, and Ches Leach Lounge upon vacating.
- Choose a band, DJ or other entertainment for event.
- If serving alcohol, obtain required Liquor Permit and abide by all regulations outlined in the agreement.
- Arrange for volunteer bartenders, or book the facility bartenders.
- Facility decorations, if required. Contract outlines specifications.
- Vacate facility by 2 AM, includes removing all decorations, liquor, etc.

Facility Responsibilities

- Room set-up for event
- Event Worker available throughout the event booking.
- Provide corkage (as outlined in contract).
- Room take down and clean-up, includes garbage take-out.
- Bartenders available, if requested 2 weeks in advance.
- Security provided at entrance.
- Free parking.

Facility Amenities

- Sound System, microphone & podium
- 10 – 6x8 Risers
- 60 – 5 foot Round tables
- 20 – 8 foot Rectangular tables
- 15 – 6 foot Rectangular tables
- 2 – 4 foot Rectangular tables
- 5 – Cocktail 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 if you have any questions.



**CITY OF PRINCE ALBERT
ART HAUSER CENTRE**

690B 32nd Street East

Prince Albert, SK S6V 2W8

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

ahc@citypa.com

CHES LEACH LOUNGE RENTAL 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: _____

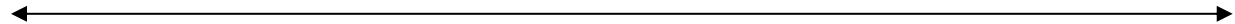
Event Date(s): _____

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							
Meal Time(s)							
Program/Entertainment							
Dance Times							
Midnight Lunch							
Decoration Removal & Take Down							

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

EVENT REQUIREMENTS	PLEASE FILL IN THE FOLLOWING FOR YOUR EVENT
LIQUOR & BEVERAGE SERVICES	
Alcohol Served	<input type="checkbox"/> Yes <input type="checkbox"/> No Liquor Permit Required & Responsibility of Group
Volunteer Bartenders	<input type="checkbox"/> Yes <input type="checkbox"/> No Bartenders must follow cleaning checklist
City of PA Bartenders	<input type="checkbox"/> Yes <input type="checkbox"/> No Open Table Wine? <input type="checkbox"/> Yes <input type="checkbox"/> No Cash Bar? <input type="checkbox"/> Yes <input type="checkbox"/> No Tickets? <input type="checkbox"/> Yes <input type="checkbox"/> No
Corkage (\$4.25/person) (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
AUDIO & VISUAL SERVICES	
Sound System	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ceiling Projector & Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No South _____ West _____ Both _____
Wireless Hand Held Microphone	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor Microphone with Cord & Stand	<input type="checkbox"/> Yes <input type="checkbox"/> No
Facility Laptop	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wireless Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No
Portable Projector Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No
Flipchart with Paper Must provide own markers	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Room Requirements:

Applicant Signature

Date



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

The Permit Holder is responsible for the following items:

1. Obtain all required permits, licenses and insurance for the event and abide by all regulations for each item.
2. Agrees to use the facility between 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. The facility must be vacated by 2:00 am. All further time will be charged at \$50.00 per hour, plus GST.
3. To remove all decorations, alcohol, empties, personal items and ensure that all hired services, such as, Caterer, DJ/ band and Decorator, have all equipment and belongings removed upon vacating the building. At the end of night, all items must be removed from all tables, including cups, garbage, glassware left behind, centerpieces, linens and any catering items, as the City staff are not responsible for this task. Any items left behind will be kept in the Art Hauser office for a maximum of 5 business days after the event. Office staff will contact event organizers to notify them of these items. After 5 business days, items will be disposed of or donated.
4. To inform the caterer to clean the kitchen and kitchen appliances, leaving the kitchen in the same condition, as it was when the caterer arrived. If the Art Hauser Centre Staff are required to clean the stovetop, oven, fridge and coolers, a charge will be added to the final billing. A Caterer inspection list will be left for the Caterer to follow.
5. To hire trained facility bartenders, if they cannot provide their own, with 2 weeks' notice of the start date of the event and the cost will be added to the final invoice. 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 and abide by all Saskatchewan Liquor and Gaming Authority regulations. Bartenders should have the Serve It Right course to be aware of responsible service of alcohol in a facility. Serve It Right forms will need to be completed during the event. Note that any beverage in glass bottle needs to be poured in a plastic cup. Wine bottles are permitted on the tables.
6. Complete a facility checklist with the Event worker prior to event and following event. This documents the state of the facility, in the event of facility damage.
7. To be responsible for all damages to the facility incurred as a result of the event and pay the full expenses to repair, replace and/or cleaning should any damage or additional cleanup occur.
8. Decorating: inform Decorator of these restrictions: no use of any tape on the walls, no nail, tack or pinholes in the walls, no confetti, rice, sprinkles, flower petals, sparklers and streamers or like materials allowed in the facility. All candles and open flame devices

used at tables must be held in a 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). Any hanging decorations from the ceiling must use the hooks provided on the ceiling track or magnets. No other material is permitted. Upon removal no strings/material should be left on the hook. Only sticky tack can be used on the walls.

9. Indemnification: to hereby agree and obligate itself to save harmless and indemnify the City of Prince Albert and representatives against all costs, claims and actions for bodily injury, death or property loss or damage arising from the operations or purported operations of the Permit Holder or his servants, employees, contractors or agents pursuant to this Agreement or from any failure by the Permit Holder to comply with the Agreement.

The City of Prince Albert is responsible to:

1. Provide an Event Worker to be on site the whole duration of the rental to assist with all facility items. The City of Prince Albert enforces that verbal or physical abuse will not be tolerated.
2. Provide all corkage items as follows: plastic 7 oz. and 16 oz. cups, ice, Pepsi products (Pepsi, Diet Pepsi, Ginger Ale, Root Beer, Dr. Pepper), Tonic Water, Club Soda, Orange, Lime and Clamato juices, fresh limes & lemons and Caesar fixings. The final corkage must be paid prior to the booking start date and number provided to the office to be added to the rental permit.
3. Schedule Event Worker to set up room, be present during occupancy and clean up facility upon vacancy. Clean-up services will include garbage removal, cleaning of chairs, tables, washrooms, windows, washing/vacuuming floors and carpet. The User Group is to remove all items from every table at the end of the night for Event Worker to clean.

City of Prince Albert Policy:

1. Cancellation & Refund

The City of Prince Albert Cancellation Policy requires written cancellation with applicable refund of the deposit only if the City of Prince Albert is able to replace the held booking dates or deems the cancellation as no loss of revenue in prevention of not being able to book out to another User Group the dates and times held for the cancelled event.

If the City of Prince Albert deems a refund applicable or the date held is booked to another group, then a refund will be applied as follows:

- a. Notice provided over 30 days – full refund of deposit**
- b. Notice provided between 15 – 30 days – 50% of deposit**
- c. Notice provided below 14 days – no refund of deposit**

The City of Prince Albert may need to cancel or postpone the use of the facility in the event of a Force Majeure Event, defined as one or more of the following acts, which makes an event performance impossible, infeasible or unsafe:

- a. Failure of technical facilities;
- b. Shortages of energy or other essential services;

- c. Labour disputes, including, without limitation, strikes, lockouts, job actions, or boycotts;
 - d. Fires;
 - e. Explosions
 - f. Floods
 - g. Acts of God;
 - h. Acts or Regulations of any public authority or bureau, civil tumult, epidemic or pandemic;
 - i. Acts or threats of terrorism;
 - j. Civil disorder, such as threats, insurrections, riots or other forms of civil disorder in or around the facility.
2. Bylaw No. 28 of 2018 prohibits smoking in public places, including vaping and chewing tobacco. Smoking may occur outdoors when 9M away from the Ches Leach Lounge south entrance. Please use the ash tray pail provided to keep the area clean.
 3. The City of Prince Albert maintains the right to adjust facility rentals and fees for service rates on an annual basis to account for a Consumer Price Index adjustment, as approved by City Council.
 4. Security cameras are located on the exterior of the facility for public and employee safety. Photographic equipment is prohibited in the change rooms and washrooms.
 5. Rental Payment: Full rental of \$1,500.00 is payable at time of booking. Any remaining expenses for the rental are due 1 week prior to rental date. Acceptable payment types include cash, cheque (payable to City of Prince Albert), Visa, MasterCard or debit. Payment can be made in person or mailed to the Art Hauser Centre office, 690-B – 32nd Street East, Prince Albert, SK S6V 2W8, and open Monday to Friday from 8:00 am – 4:45 pm. There is a \$30.00 charge for NSF cheque. Past due accounts will be charged at 1.5% interest over sixty (60) days from the invoice date.

For questions, please contact the Art Hauser Centre office at 306-953-4848 or email ahc@citypa.com Thank-you for the booking of 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

Shananigan's

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

My Place Catering

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

Funky Fresh Bistro

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

PA Metis Women

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

Sweet Stells Cakes & More

922 Central Avenue
Prince Albert, SK S6V 4V3
306-763-2253

Prince Albert Inn

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

Farm Flavor

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

PA Golf & Curling Club

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

Quiznos

311 2nd Avenue West
Prince Albert, SK S6V 5E8
306-922-2522
306-930-2911
(discount available)

Wedding Decorations & Event Rentals

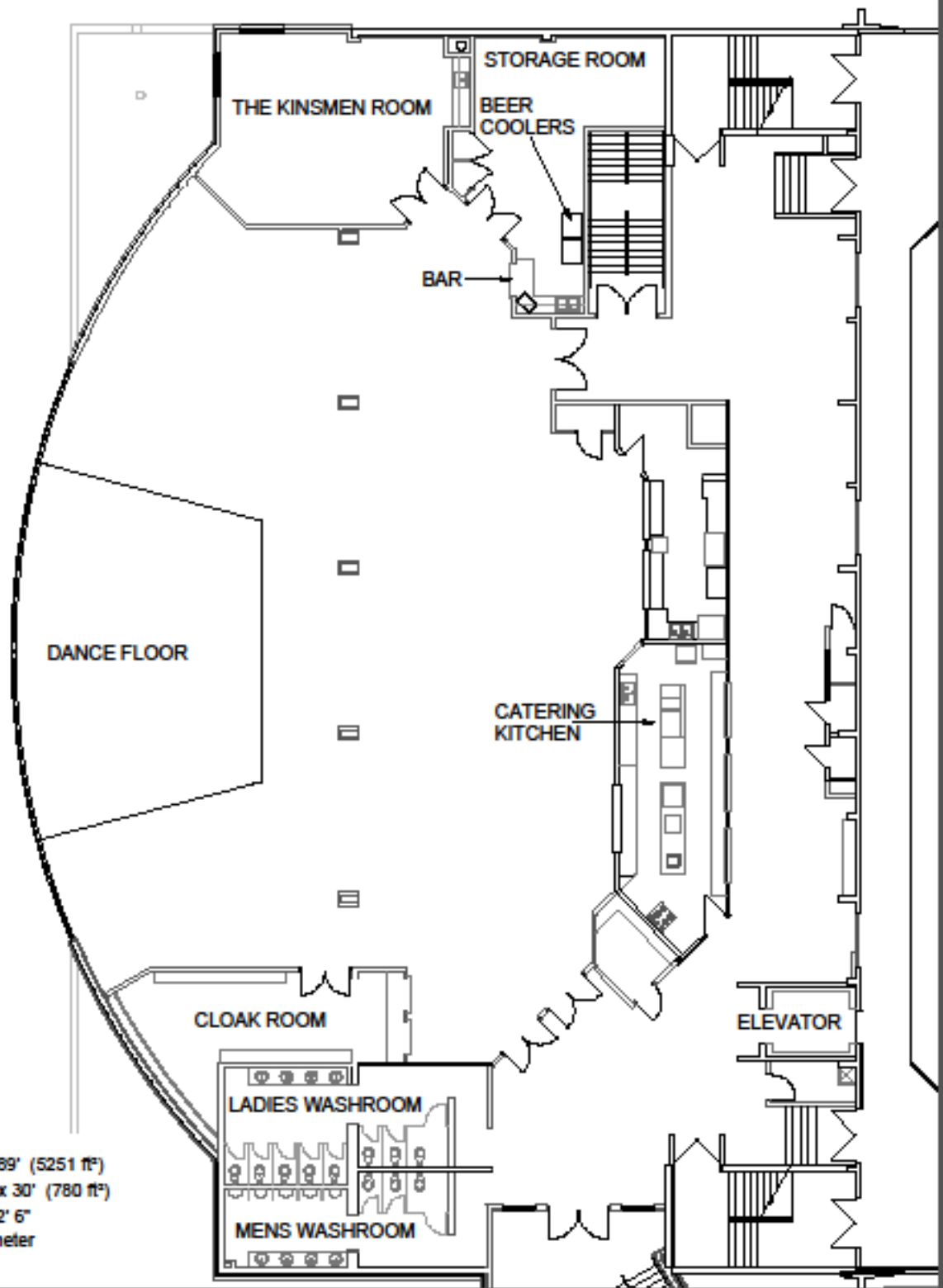
Delicate Petals

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

PA Exhibition Centre

Exhibition Park
Prince Albert, SK
306-764-5085

CHES LEACH LOUNGE



SIZE: APPROX. 59' x 89' (5251 ft²)
DANCE FLOOR - 26' x 30' (780 ft²)
CEILING HEIGHT - 12' 6"
TABLE SIZE - 5' Diameter

EVENT: _____

EVENT DATE: _____

CONTACT: _____

CONTACT PHONE #: _____