



## **LSC Community Room Conditions of Use**

### **1. Liquor License**

- a) If you are serving alcohol, you must obtain a liquor license 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>
- b) A copy of your liquor license is required at the time of booking.
- c) Alcohol must remain in the LSC Community Room and **may not** be brought onto the arena concourse.
- d) Lethbridge Sport Council recommends that your organization have host liability event insurance which can be purchased through your insurance broker. You and your organization are responsible for any and all claims made as a result of the use of the Lethbridge Sport Council Community Room, Nicholas Sheran Ice Centre and agree to indemnify and save harmless the Lethbridge Sport Council and City of Lethbridge against all claims relating thereto.

### **2. Public Relations and promotion of Event**

- a) You are required to use the correct facility and room name on any and all advertising, invitations and other printed materials for your event: **Lethbridge Sport Council Community Room, Nicholas Sheran Arena.**

### **3. Set-up and clean-up**

- a) LSC will ensure the Lethbridge Sport Council Community Room is clean, provide 20 tables and 40 chairs, but is not responsible for setting them up, unless otherwise arranged in advance of the event.
- b) You are responsible for ensuring all garbage is placed into the garbage and recycling placed in the appropriate recycle containers.
- c) You are responsible for returning tables and chairs to their original arrangement.

### **4. Replacement** of damaged equipment belonging to Lethbridge Sport Council, 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 replacement, shall be at the discretion of Lethbridge Sport Council and the City of Lethbridge.

5. Children **must** be supervised at all times.

6. Organizations can book no more than four (4) months in advance of their event.

7. Community users **must provide at least 48 hours notice of cancellation of booking** to avoid possible suspension of further bookings.

8. **Complimentary wireless internet** is available.

9. **There is plenty of free parking** in the Nicholas Sheran Arena parking lot.

10. **Lethbridge Sport Council, in their sole determination,** reserves the right to refuse any booking.

Renters, who have a general question or wish to change a contract are requested to call 403-320-9371 or email [programs@lethbridgesportcouncil.ca](mailto:programs@lethbridgesportcouncil.ca) . To voice a concern, please contact the Executive Director at 403-320-5412. Voice mail is available for use after office hours.

