

Lethbridge Sport Council Community Room Conditions of Use

1. Liquor License

- a) You must **first** obtain approval in writing from the City of Lethbridge Recreation and Culture General Manager or designate to serve alcohol within the LSC Community Room.
- b) Once approved by the City of Lethbridge, you must obtain a liquor license as required by Alberta Gaming, Liquor, & Cannabis (AGLC) regulations. You can obtain more information at any liquor store or at <https://aglc.ca/liquor/liquor-licences/applying-liquor-licence>
- c) A copy of your liquor license and City of Lethbridge approval must be submitted to info@lethbridgesportcouncil.ca in advance of your booking date.
- d) Alcohol must remain in the LSC Community Room and may not be brought onto the arena concourse.
- e) 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. Damage or Repairs

- a) 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.
- b) 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. Bookings and Cancellations

- a) Organizations can book up to three (3) months in advance of their event.
- b) Users must provide at least 48 hours' notice of cancellation of booking to avoid possible suspension of further bookings.
- c) Cancellations are subject to a 10% (or minimum \$25) cancellation fee at the discretion of the Lethbridge Sport Council.

6. The community room maximum occupant load is 38

7. Children must be supervised at all times.

8. Amenities

- a) Complimentary wireless internet is available.
- b) IT rental is available for an additional charge.
- c) Food and beverages may be served in the room for an additional charge.

9. 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 shawn@lethbridgesportcouncil.ca. To voice a concern, please contact the Executive Director at 403-320-5412. Voice mail is available for after office hours.

Revised May 2020