



Facility

RENTAL GUIDE

UPDATED FEBRUARY 2024



Booking Process

To book a room at the Galt Museum & Archives | Akaisamitohkanao'pa, please follow these steps:

1. **Review the information package** received from the front desk or online, which includes the Fee Structure, Conditions of Use, Frequently Asked Questions, Rental Contract and Insurance Form.
2. **Check for available dates** on the Galt's website www.galtmuseum.com.
3. **Fill out the online request form or email facilityrentals@galtmuseum.com with the date(s), type of event and time(s) of event.** You will receive a reply letting you know if we can accommodate your request.
4. If we are able to accommodate your request, **a contract will be emailed or faxed** to you.
5. **Your rental will be considered confirmed and booked** only when we receive the contract back along with your non-refundable payment (50% of the estimated cost of your event). We will send you a final copy of the rental agreement at that time.
6. **One to two weeks prior to your event**, a representative from the Galt will contact you to confirm your attendance, set-up details, timelines, etc.

You are encouraged to come into the Galt Museum & Archives | Akaisamitohkanao'pa anytime during our operating hours to look around the facility. You do not require an appointment to do so and only need to tell the front desk staff that you are a potential renter; they will give you access to all of the main floor spaces.

Hours of Operation

Mon	Closed
Tue–Sat	10–5 pm
Sun & Holidays	1–5 pm
Christmas, Boxing Day, New Years Day and Easter Sunday	Closed

For more information, or to discuss your ideas, please contact Lea-Ann Owsley, Facility Rental Coordinator at **403.320.4247** or **facilityrentals@galtmuseum.com**.

Galt Rental Contract

Renter Name:

Mailing Address:	City:
Postal Code:	Email Address:
Home Phone:	Cell/Work Phone:

Alternate Contact Name:

Home Phone:	Cell/Work Phone:
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Bill to (if different from renter):

Mailing Address:	City:
Postal Code:	Email Address:
Home Phone:	Cell/Work Phone:

Event Date:

Start Time:	End Time:
Anticipated Attendance:	Event Type:
Location of Event:	
Caterer:	On the list? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bar Service:	Phone Number:
Decorator:	Phone Number:
Photographer:	Phone Number:
Music/Entertainment:	

The City of Lethbridge and the Galt Museum & Archives require groups/individuals renting a facility to carry a minimum of **two million dollars (\$2,000,000)** of General Liability insurance coverage with the City of Lethbridge identified as an *Additional Insured*. This type of coverage ensures that, if you host an event in a City facility, you or your organization are provided protection if you are held responsible for injuries or property damage. We have an online portal in which facility users can purchase coverage at affordable rates. You may also contact your own insurance broker or use other online resources to obtain coverage.

- The portal is located at <https://lethbridge.instantriskcoverage.com/>
- Same day coverage can be arranged. The link is available through the Facility Programmer who books your event.
- Once you have obtained your own liability coverage for your facility booking, you will be required to provide proof of insurance to the City of Lethbridge. If using the Instant Risk Coverage (IRC) portal, a certificate will be sent to the City automatically.
- If you have already provided insurance to the City, there is nothing further you need to do.

Proof of Insurance	<input type="checkbox"/> copy attached
Liquor Licence (copy needed for the Galt's files on or prior to the date of the event)	<input type="checkbox"/> is aware <input type="checkbox"/> attached

SOCAN/Re-Sound (music)	\$45 (without dancing) or \$90 (with dancing)
Rental Fee	\$
Non-refundable Down Payment	\$
Non-profit Registration Number	

Set up Details (Can be attached on a separate page):

Audio Visual Equipment

Servus Credit Union Learning Studio: There is a projector and screen permanently installed on the ceiling of the Learning Studio. The projector has only two video connections, one HDMI and one VGA. You can connect to the sound system through a 3.5 mm headphone jack. If you are using this projector, you must bring your own adapters to connect to those ports. The projector and sound system connections are all located behind the cabinet in the south east corner of the room, and are included in the rental.

Viewing Gallery: There is a projector and screen permanently installed on the ceiling of the Viewing Gallery. The projector has one HDMI connection at the front of the Viewing Gallery by the patio doors. This HDMI connection will allow you to use **both video and audio** from your computer. If you are renting this projector, you **must** bring your own HDMI cord to connect to the front port.

The sound system has a Bluetooth connection for phones and other devices. Ask a museum attendant for assistance getting connected to the system.

For renters arranging DJs and live bands, it is important for them to know that the wall and floor outlets in the Viewing Gallery are 120 volt and 15 amp outlets.

Will you need to use the Galt’s projector? Yes (\$100) No

Candles, confetti, sparklers and fireworks are not permitted on Galt Museum property.

By signing this contract, the Renter acknowledges and accepts all the conditions and requirements specified in the Contract and attached Conditions of Use; confirms that the information given above is accurate and complete; and agrees to report any changes to that information to the Facility Rental Coordinator at the Galt Museum & Archives immediately.

Signing also confirms the Renter understands and accepts that the initial payment comprises 50% of the estimated cost of the event, is non-refundable and due at the time this contract is signed. The balance of the payment is due no later than one business week before the booking date.

I certify that I have reviewed the Conditions of Use and the Cleaning Checklist attached to the Facility Rental Guide. Failure to adhere to the Cleaning Checklist will result in an additional charge of \$200.

_____ Date _____

Renter Signature

_____ Date _____

Galt Museum & Archives Representative Signature

Approved Caterers

The only caterers allowed to provide services at events at the Galt are those who have been approved and are on this list. The following caterers are familiar with the rules and regulations of the Galt Museum & Archives | Akaisamitohkanao'pa. They have all served functions at the Galt and understand the layout of the building and the services offered. Please give them a call for your catering needs.

Bourbon and Butter	587.425.2223	bourbonandbutteryl@gmail.com facebook.com/BourbonandButterYQL
Chef Stella Diner Catering	403.394.4204	Contact: Emanuela Stella chefstellalethbridge@outlook.com www.chefstellalethbridge.com
Country Kitchen Catering	403.328.7756	booking@countrykitchencatering.ca www.countrykitchencatering.ca
Italian Canadian Club Catering	403.317.3977	italianclub@hotmail.ca www.lethbridgeitalianclub.com
Karoll's Catering & DJ Services	403.394.8333	karollscatering@gmail.com www.karolls-catering.com
LA Chefs	403.320.7702	lacheefs@lacheefs.ca www.lacheefs.ca
London Road Market	403.328.1751	www.londonroadmarket.ca
Prime Catering	403.331.6921	info@primecatering.ca www.primercatering.ca
MA Catering Company Ltd	403.849.7529	macateringco@gmail.com

All caterers will be charged a 3% catering commission fee on food and alcohol served in the Galt Museum & Archives. Renters should make sure that the caterer they hire is aware of this catering commission fee.

The Galt Museum & Archives encourages all caterers and renters to use the green organic food waste bin in the catering kitchen.

Conditions of Use

1. No post-dated cheques will be accepted by the Galt Museum & Archives for payment.
2. Decorating: **The Galt is first and foremost a Museum and Archives.**

NOT PERMITTED:

- Tape and thumbtacks
- Confetti
- Wild flowers (live flowers are allowed if they are obtained from a professional florist)
- Lit candles and other open flames
- Decorations hung from the ceiling or attached to windows or walls

PERMITTED:

- Arches and other stand-alone decorations
- Flower petals (**must** be cleaned up by the Renter)
- CSA-approved electric mini-lights and other electricity-dependent décor (there are many electric outlets available)

Please note that setting up decorations prior to your event is done as per the schedule agreed upon by you and the Facility Rental Coordinator at the Galt Museum & Archives. Galt staff will do the set-up of tables and chairs for weddings from 8:30 am through 10 am. **If you are renting chairs, tables, or decorations from a third party you are responsible for receiving them, setup and takedown.** The Galt Museum & Archives will not be able to provide any tools or supplies so please ensure you bring everything you may need.

PLEASE NOTE: An 18-foot **Christmas tree** will be in place in the Viewing Gallery from the last week of November through January 2.

3. **Food and beverages are not allowed, under any circumstances, in the exhibit area.**
4. **Access to the exhibit area** is only allowed if proper fees are paid as per the fee schedule. If you require guided tour service, this must be requested at least 14 days in advance so that a guide can be booked.
5. **Parking** is allowed in the Galt parking lot on the **north side** of the building.
6. **Entrance doors** to the Galt Museum & Archives MAY NOT be propped open at any time during an event.
7. **Personal property** is the responsibility of those attending your function, including anything left in the unsupervised coat check. The City of Lethbridge shall not be liable for loss or damage to the property of others while such property is in or on City property. A Lost and Found is kept at the Museum, so please contact us after the event if anything is missing and we will check for it.

8. **Replacement of lost or damaged equipment** belonging to the Galt Museum & Archives will be added to the rental bill at full replacement cost.
9. **Equipment** belonging to the Galt Museum & Archives is not allowed off the premises.
10. There is **open public internet available**. If you require regular internet service, please note this in your rental contract under Set-up Details on page 2.
11. The Galt Museum & Archives is a **smoke-free building**—please ensure your guests smoke and vape in permitted outdoor locations only. **Please be reminded that under Provincial Legislation effective January 1, 2008:**

SMOKING AND VAPING ARE NOT PERMITTED IN PUBLIC PLACES

“A public place is **all or any part** of a building, structure or other enclosed area to which members of the public have access, and

“Smoking and vaping will not be allowed **within five (5) metres** of a doorway, window or air intake of a public or workplace.”

12. **If you are serving alcohol**, please ensure you **supply a Special Event Licence (SEL)** as required by Alberta Gaming and Liquor Commission (AGLC) regulations. You can apply for a SEL on the AGLC website: aglc.ca/event-licence/. The AGLC recommends that you apply for your licence at least 14 days prior to your event. A copy of your SEL will be needed for our files on the day of your booking.
13. Events are to **end by 1 am**. Renters should announce a **last call at 12 am** for liquor sales and have their guests out at 1 am. Renter then has from 1–1:15 am to clean up.
14. You are required to use the **correct name** of all our facilities on any and all advertising, invitations, and other printed materials for your event: Galt Museum & Archives, Viewing Gallery, Servus Credit Union Learning Studio, Friends of the Galt Board Room, ATCO Gas Centennial Room. If you require any clarification, please contact our Marketing and Communications Officer, Peter Tah at **403.320.4009** or peter.tah@galtmuseum.com.
15. **The Renter is responsible for clean-up according to the checklist on page 8**. Clean-up is to be completed immediately after the event, unless otherwise arranged in advance of the event. All other clean-up functions will be performed by staff of the Galt Museum & Archives. Failure to comply with this checklist will result in an additional charge of \$200. It is the Renter’s responsibility to communicate this with their contracted caterer.
16. **Music**: if you play recorded music, **a licence fee must be paid** to the Society of Composers, Authors and Music Publishers of Canada. You will be charged this fee on your rental contract and **we will remit this fee to SOCAN on your behalf**.
17. **Photography**: There is no additional charge for your photographer during your scheduled rental hours.
18. The Galt Museum & Archives reserves the right to refuse or cancel a booking.

Clean Up Check List

Bar Area

- Counter-top wiped clean
- Sink wiped clean
- All garbage put into plastic bags and placed in the dumpster immediately north of the loading dock
- All recyclable materials to be put into plastic bags and removed from the building

Rental Space

- Tables are to be cleared (leaving the tablecloths), and all garbage and recyclable containers put into plastic bags for disposal
- Floors are to be cleared of flower petals, garbage and recyclable containers, which are to be put into plastic bags for removal
- All garbage is to be placed in the dumpster immediately north of the loading dock
- All recyclable materials are to be removed from the building
- All food is to be removed from the building
- All dishes are to be removed from the building

Catering Kitchen

- All garbage and recyclable containers put into plastic bags for removal
- Sinks are to be cleaned
- All garbage is to be placed in the dumpster immediately north of the loading dock
- All recyclable materials are to be removed from the building
- All food is to be removed from the building
- All dishes are to be removed from the building

All materials must be removed from the museum by your "end time." Thank you for your business.

Frequently Asked Questions

Acoustics

An acoustic ceiling was installed in the Viewing Gallery in 2009. Larger ensembles and amplified sounds can now be accommodated.

Audio Equipment

We have a sound system that is compatible with MP3 players. Wireless microphones and microphone stands are available.

Audio-Visual Presentations

The Servus Credit Union Learning Studio has a ceiling-mounted projector with a VGA and an HDMI port on the wall in the southwest corner of the room. If you are planning to use the projector, you must bring your own cables and adapters to connect to those ports. Please note that if you are connecting to the VGA port, there is no audio cable to connect to the sound system in the room; you must bring your own speakers.

There is a projector and screen permanently installed on the ceiling of the Viewing Gallery. The projector has one HDMI connection at the front of the Viewing Gallery by the patio doors. This HDMI connection will allow you to use **both video and audio** from your computer. If you are renting this projector, you **must** bring your own HDMI cord to connect to the front port. For renters arranging DJs and live bands, it is important for them to know that the wall and floor outlets in the Viewing Gallery are 120 volt and 15 amp outlets.

Cooler

A cooler is available in the Catering Kitchen for beverages and food.

Food Preparation

Food preparation is not permitted at the Galt Museum & Archives; a servery is available for staging.

Ice and freezers

We do not have provision for ice storage. We recommend you bring coolers/tubs. We do not provide ice.

Liquor Licence and Storage

We do not have a liquor licence. You or your caterer must provide your own. Your liquor will be kept in a locked area if it arrives before you do.

Rehearsals

We would be pleased to host your rehearsal in the week prior, during Museum hours. Please call our Facility Rental Coordinator to arrange the details.

Photography

Professional photographers must pay a \$50.00 per hour fee to take pictures inside the Museum, except photographers at rentals. They must leave a business card at the front desk when they come in. There will be no prebooking and no moving of furniture. If there is facility rental set-up in the Viewing Gallery, there will be no access to that area.

There is no fee for outdoor photography. The Galt does not coordinate a schedule for the 1891 red brick hospital wall to the south of the museum—it is a first come, first use basis and anyone can have their pictures taken there.

Videography

To facilitate equitable use of the space, the Galt has implemented the following policies for videography:

- Facility rentals for videography must be booked in advance. Please contact our Facility Rental Coordinator at facilityrentals@galtmuseum.com to arrange the date and time of your rental.
- For videography rentals, a charge of \$200 for a two-hour time slot will apply for use of the museum space to film. This fee is payable at the front desk when you arrive.
- Your rental fee does not grant you exclusively use of the museum during your video session. You must work around others enjoying the Galt's facilities. Any event or gathering taking place outside of the space you have rented is not available for videos.
- Please consult with museum staff before moving furniture and/or other fixtures.
- In the Viewing Gallery, curtains will be raised to separate the recording space from the museum's main entry. Note: these curtains do not block sound from the entryway.
- The Galt reserves the right to refuse access to anyone not adhering to these policies.

Set-up Timing

Set-up of your seating plan will take place in the morning of your wedding. Galt staff will do the set-up of tables and chairs for weddings from 8:30 am through 10 am. You will have access to the Galt to decorate beginning at 10 am. Setting up decorations prior to your event is done as per the schedule agreed upon by you and the Facility Rental Coordinator at the Galt Museum & Archives.

Tablecloths

White tablecloths are included in the rental fee of the Servus Credit Union Learning Studio. They are provided for Viewing Gallery events for \$6.50 each.

Security

The Galt Museum & Archives | Akaisamitohkanao'pa is an open and welcoming space for all, and is not a securitized space. The Galt does not provide security. Therefore, it is the renter's choice whether or not to hire security, but they **must be fully licensed and uniformed** from a private security firm. Proof of licensing **must** be provided to the Galt in the form of an invoice, email or license from the professional security agency that has been hired.

Decorations & Furniture

If you are renting chairs, tables, or decorations from a third party you are responsible for receiving them, setup and takedown. The Galt Museum & Archives will not be able to provide any tools or supplies so please ensure you bring everything you may need.

Facility Rental Fee Schedule

Rates for these rooms are based on the following time slots: half day is four hours or less, ending before 5 pm | full day is more than four hours, or any length of time after 5 pm

Facility	Description	Rates	Non-profit Rates
Friends of the Galt Board Room <ul style="list-style-type: none"> • WiFi available 	Maximum Seating 10 boardroom style Dimensions 6.45 m x 3.21 m 21' 2" x 10' 6" 20.70 m ² 223 f ²	Half Day: \$80 Full Day: \$140 <ul style="list-style-type: none"> • Room not available for rent after 5pm 	Half Day: \$50 Full Day: \$85 <ul style="list-style-type: none"> • Room not available for rent after 5pm
Servus Credit Union Learning Studio <ul style="list-style-type: none"> • WiFi available • Linens included 	Maximum Seating 26 boardroom style 40 theatre style 40 round table style Dimensions 10.23 x 7.00 m 33' 7" x 23' 0" 71.61 m ² 771 f ²	Half Day: \$200 Full Day: \$300	Half Day: \$120 Full Day: \$180 <ul style="list-style-type: none"> • No non-profit rates after 5pm
Viewing Gallery for Events <ul style="list-style-type: none"> • Patio included • Linens are available for rent • WiFi available • Permanent bar available • No additional charge for your photographer during your scheduled rental hours 	Maximum Seating 150 mix & mingle 160 theatre style 112 round table style Dimensions 23.30 m x 10.63 m 76' 5" x 34' 11" 247.68 m ² 2666 f ² Tradeshow table capacity 8–20	Daytime (8 am–5 pm) Half Day: \$500 Full Day: \$650	Daytime (8 am–5 pm) Half Day: \$400 Full Day: \$550
		Evening (after 5 pm) Half Evening: \$600 Full Evening: \$800	Evening (after 5 pm) Half Evening: \$500 Full Evening: \$700
Viewing Gallery for Video Recording <ul style="list-style-type: none"> • WiFi available • Curains to separate the recording space from main entry 	Dimensions 23.30 m x 10.63 m 76' 5" x 34' 11" 247.68 m ² 2666 f ²	Two-hour time slot: \$200 Includes set up of curtains separating the recording space from the museum's main entry. Note: these curtains do not block sound from the entryway.	

<p>Viewing Gallery for Weddings Patio included WiFi available Permanent bar available No additional charge for your photographer during your scheduled rental hours</p>	<p>Maximum Seating 150 mix & mingle style 160 theatre style 112 round table style</p> <p>Dimensions 23.30 m x 10.63 m 76'5" x 34'11" 247.68 m² 2666 f²</p>	<p>Ceremony only: \$600 Two hour time slot all days all year <i>except for Saturdays between MAY–SEP.</i></p> <p>Ceremony only: \$750 Two hour time slot <i>on Saturdays between MAY–SEP.</i></p> <p>Reception: \$850 Less than five hours.</p>
<p>Patio</p>	<p>Area Dimensions 12.63 m x 8.31 41'5" x 27'3" 105.08 m² 1131 f²</p>	<p>Ceremony, Reception and Dance Package: \$1600 until 1:00 am.</p>

Non-profit rates are available for organization that can provide their charitable status or non-profit numbers.

WiFi internet service is open public internet. If you require regular internet service, please note this in your rental contract under Set Up Details on page 2.

Admission to the museum for your guests can be arranged for a flat fee of \$250 for an unlimited number of guests, or a fee of \$5 per person.

All prices include the use of a podium, microphones and projector screen.

Additional equipment available for use includes:

- Digital Projector \$100 per day
- White Tablecloths \$6.50 per day each (Viewing Gallery rentals only, to be billed after the event based on actual usage)
- Large Screen TV \$100 per day

All prices for additional equipment and in the rate schedule are subject to change. Prices quoted will be valid for three months. Prices listed do not include GST, which will be added to the total.

Description of Room Set-ups

- Reception style seating: Tall cocktail tables, round tables, mostly stand-up with food and beverage service.
- Board-table seating: square or rectangular with seating on all 4 sides
- Theatre-style seating: Rows of chairs with aisles
- Round-table seating: Round tables with chairs
- Classroom seating: Long rectangular tables with seating on one side only
- U-shape seating: Long rectangular tables with seating on one side, set in a U with the top end left open