



CONDITIONS OF USE

1. The Galt Museum and Archives requires all Renters to have **host liability [event] insurance**:
 - a. If **more than 60 people** will be present at the event and **no alcohol** will be served:
Coverage of one million dollars [**\$1,000,000**] host liability [event] insurance
 - b. If **alcohol will be served**:
Coverage of two million dollars [**\$2,000,000**] host liability [event] insurance
 - The Renter is responsible for securing host liability [event] insurance
 - Proof of insurance is required NO LATER than 10 days before an event is held.
 - In all cases where host liability [event] insurance is required, the **City of Lethbridge** must be included as an "additional insured".
 - **FORM INCLUDED**
2. No post-dated cheques will be accepted by the Galt Museum & Archives for payment for an event.
3. Decorating: **The Galt is first and foremost a Museum and Archives.**

NOT PERMITTED:

 - Tape/thumbtacks
 - Wild flowers [live flowers are only allowed if they are obtained from a professional florist]
 - Candles
 - Hanging of decorations, etc. from the ceiling
 - Attaching decorations to the windows or walls

PERMITTED:

 - Arches and other stand alone decorations
 - 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 Booking Coordinator at the Galt Museum & Archives. Set up for weddings will be done from 8:30 am through 10:00 am.

The Galt Museum & Archives will not be able to provide you with any tools or supplies so please ensure you bring everything you may need.
4. **Food and beverages are not allowed, in any circumstances, in the exhibit area.**
5. **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 with at least 14 days notice so that a guide can be booked.
6. **Parking** is allowed in the Museum parking lot on the **north side** of building.

7. **Entrance doors** to the Galt Museum & Archives are not allowed to be propped open at any time during an event.
8. **Personal property** is the responsibility of those attending your function, including 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
9. **Replacement of lost or damaged equipment** belonging to the Galt Museum & Archives will be added to the rental bill at full replacement cost.
10. **Equipment** belonging to the Galt Museum & Archives is not allowed off the premises.
11. **Internet service** There is unsecured WiFi available [*not password protected*]. *If you require regular internet service, please note this in your rental contract under Set Up Details on page 2.*
12. The Galt Museum & Archives is a **smoke-free building** – please ensure your guests smoke in permitted outdoor locations only. **Please be advised or reminded that under Provincial Legislation effective January 1, 2008:**
SMOKING IS NO LONGER 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 will not be allowed within five (5) metres of a doorway, window or air intake of a public or workplace "
13. **If you are serving alcohol**, please ensure you **supply a liquor permit** as required by Alberta Gaming and Liquor Commission (AGLC) regulations. You can obtain more information at any liquor store or at the AGLC website: <http://www.aglc.gov.ab.ca/liquor>. A copy of your liquor permit will be needed on the day of your booking for our files.
14. Events are to **end by 1:00 a.m.**
15. You are required to use the **correct name** of the Galt Museum & Archives: **Galt Museum & Archives**, as well as the **full room/space name** on any and all advertising, invitations, and other printed materials for your event: **Viewing Gallery, Servus Credit Union Learning Studio, Friends of the Galt Board Room, Small Meeting Room**. If you require any clarification, please contact our Marketing/Communications Officer at 403.320-4009 or info@galtmuseum.com.
16. **The Renter is responsible for clean-up according to the checklist on page 3.** 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 to this checklist will result in the additional charge of \$75 per hour. It is the Renter's responsibility to communicate this with their contracted caterer.
17. **Music:** if you play recorded music, **a license fee must be paid** to the Society of Composers, Authors and Music Publishers of Canada. You will be charged for this fee on your rental contract and **we will remit this fee to SOCAN on your behalf.**
18. The Galt Museum & Archives reserves the right to refuse 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 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

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