



## 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 9:00 am through 10:30 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. A 'Lost and Found' is kept at the Museum: please contact us after your event if anything is missing and we will check for it: 403.320-3954.
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** is available in some rental areas – 48 hours notice is required for hook-up of service, if needed. Additional IT services will be billed at cost.
12. Video, PowerPoint and other presentations requiring a **projector in the Viewing Gallery** are **not advised during daylight hours**. The Viewing Gallery is not equipped with room darkening blinds. There is no refund if a presentation was held during daylight hours and was not visible.
13. 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
14. **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.
15. Events are to **end by 1:00 a.m.**
16. 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, Community Savings 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](mailto:info@galtmuseum.com).
17. **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.
18. The Galt Museum & Archives reserves the right to refuse a booking.



For more information, or to discuss your ideas, please contact the Galt Museum Facility Booking Office [Lea-Ann Owlsley] at 403.320-4247 | [leaann.owlsley@galtmuseum.com](mailto:leaann.owlsley@galtmuseum.com)

GALT MUSEUM & ARCHIVES [www.galtmuseum.com](http://www.galtmuseum.com) located at the west end of 5 Ave S, off Scenic Dr | parking access off 4 Ave S | Lethbridge

# 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

## DECORATIONS

- All decorations are to be moved to the loading dock
- Subject to prior arrangement with the Facility Booking Clerk, decorations used for events held Friday or Saturday evenings may remain on the loading dock until 12:00 noon the following day. The Galt Museum & Archives assumes no responsibility for lost or damaged items stored on the loading dock.

## 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



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