

SAAG

SOUTHERN ALBERTA ART GALLERY
MAANSIKSİKAITSIPIITSINIKSSIN

Facility Rental Guide 2024

BOOKING PROCESS

If you are considering the Southern Alberta Art Gallery Maansiksikaitsitapiitsinikssin (the Gallery) as a venue for your event, please complete the following steps to determine if the Gallery is a suitable site for you.

1. Review this Facility Rental Guide.
2. Contact rentals@saag.ca for availability.
3. Submit the Rental Inquiry Form at the end of this guide to rentals@saag.ca.
Inquiries must be received at least 4 weeks prior to the event. Please allow up to 3 business days for response.
4. If your proposed event is approved, you will receive a Rental Contract. The completed contract and non-refundable deposit (50% of the total rental fee) must be received by the Gallery within a week following approval; your event will only be considered confirmed and booked when we receive the completed contract and deposit.
5. Two weeks prior to your event, a representative from the Gallery will contact you to confirm the details of your event.
6. Final payment must be received one full business day prior to the event.

For more information, or to discuss your ideas, please call Keelan Cashmore, Visitor Services & Volunteer Coordinator at 403.327.8770 ex 21 or email at kcashmore@saag.ca.

CONDITIONS OF USE

Liquor Permit + Host Liability Event Insurance

	40 people or less	41 people or more
No alcohol served	No liquor permit or event insurance required	No liquor permit required. \$1,000,000 host liability event insurance required
Alcohol served	Liquor permit and \$2,000,000 host liability event insurance required	Liquor permit and \$2,000,000 host liability event insurance required

- In all cases where host liability event insurance is required, both the Southern Alberta Art Gallery and City of Lethbridge must be included as “additional insured”.
- If you are serving alcohol, you are required to obtain a liquor permit 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>.
- A copy of your liquor permit and proof of insurance must be submitted with your Rental Contract.

Publicity and Event Promotion

- You are required to use the correct name of the Southern Alberta Art Gallery Maansiksikaitsitapiitsinikssin, as well as the correct room/space name on any and all advertising, invitations, tickets, and other printed materials for your event.
- It is not the responsibility of the Gallery to sell tickets for external events.

Decorating

- Not Permitted: candles; hanging of decorations from the ceiling; attaching decorations to the windows or walls; glitter and confetti; tape; thumbtacks; lit candles or other open flames.
- Permitted: Stand alone decorations subject to the approval of the Gallery.

Set-Up

- Set-up for an event cannot take place during regular gallery hours unless agreed upon prior to submitting the Rental Contract.
- The Gallery will ensure that the rental area is clear, and will provide the appropriate number of tables and chairs required for the event (based on availability).
- The Gallery is not responsible for setting up tables and chairs unless agreed upon prior to submitting the Rental Contract.
- The Gallery will not be able to provide any event supplies (plates, cutlery, linens, ice, etc.). Please ensure you bring everything you may need.

Clean-Up

- The renter is responsible for clean-up according to the following checklist.
 - All food and beverages removed from the building
 - All garbage put into provided plastic bags and placed in the garbage can located outside the loading dock doors
 - All recyclable materials removed from the building
 - All decorations removed from the building
 - Sink and countertops wiped clean (if renting kitchen)
- Clean-up is to be completed immediately after the event, unless otherwise agreed upon prior to submitting the Rental Contract. Failure to comply with this checklist will result in the additional charge of \$45/hour.
- Arrangements can be made to pick up items the next day, but must be agreed upon prior to submitting the Rental Contract.

Equipment

- Equipment belonging to the Gallery may not be removed from the premises under any circumstances.
- The Gallery does not have AV equipment available for use during rentals.
- A limited number of Gallery tables and chairs are available for use during rentals - if tables and chairs are needed, be sure to mention this in your inquiry.
- If you are renting tables, chairs, or decorations from a third-party you are responsible for receiving them, setup, and takedown.
- We do not have provision for ice storage, nor do we provide ice.

Gallery Access

- Food and beverages are not allowed, under any circumstances, in the gallery spaces.
- If you have confirmed that the Gallery spaces will be open during your rental and you will be serving food and beverages, you must ensure you have staff or volunteers attending the galleries to prevent food or drink from entering and that guests are following the SAAG's code of conduct when interacting with the art.

Loss and Damages

- Replacement of lost or damaged equipment belonging to the Gallery or any damages sustained to the facility will be invoiced to the renter at full replacement cost.
- Any repairs to the facility and/or replacement of equipment as well as contracting for repairs and/or replacements shall be at the sole discretion of the Gallery.

Personal Property

- Personal property is the responsibility of the renter. The Gallery is not responsible for lost or missing items.

Doors

- Entrance doors to the Gallery may not be propped open at any time during an event.
- Back doors may be used for loading and unloading equipment; the renter must ensure that doors are closed and locked after materials have been delivered.

Smoking

- Under provincial legislation smoking is not permitted in public spaces. Please ensure that your guests smoke in permitted outdoor locations only.

Parking

- There is no off-street parking at the Gallery; however, there is ample parking on 3rd Avenue and around Galt Gardens. If agreed upon prior to the event, renters may access the loading dock from the Gallery parking lot to bring in tables, chairs, decorations, etc. Aside from this, the parking lot is reserved for staff members only.
- Other vehicles will be towed at the owner's expense.

Internet

- Wireless internet is available in all areas of the Gallery. Network names and passwords will be provided by the Operations Manager.

Refusal

- The Gallery reserves the right to refuse any booking.

RENTAL RATES

If cost is a barrier to your non-profit, please inquire about possible partnerships with or partial sponsorships by the Gallery.

Rental Space	Dimensions	Capacity	Price	Non-Profit Price
Classroom	680 sq. ft	Boardroom: 20 Theater: 50	Half Day: \$180 Full Day: \$310	Half Day: \$135 Full Day: \$230
Library	546 sq. ft	Boardroom: 16	Half Day: \$80 Full Day: \$140	Half Day: \$60 Full Day: \$100
Full Building	6272 sq. ft	Capacity: 250	Half Day: \$440 Full Day: \$750	Half Day: \$330 Full Day: \$600

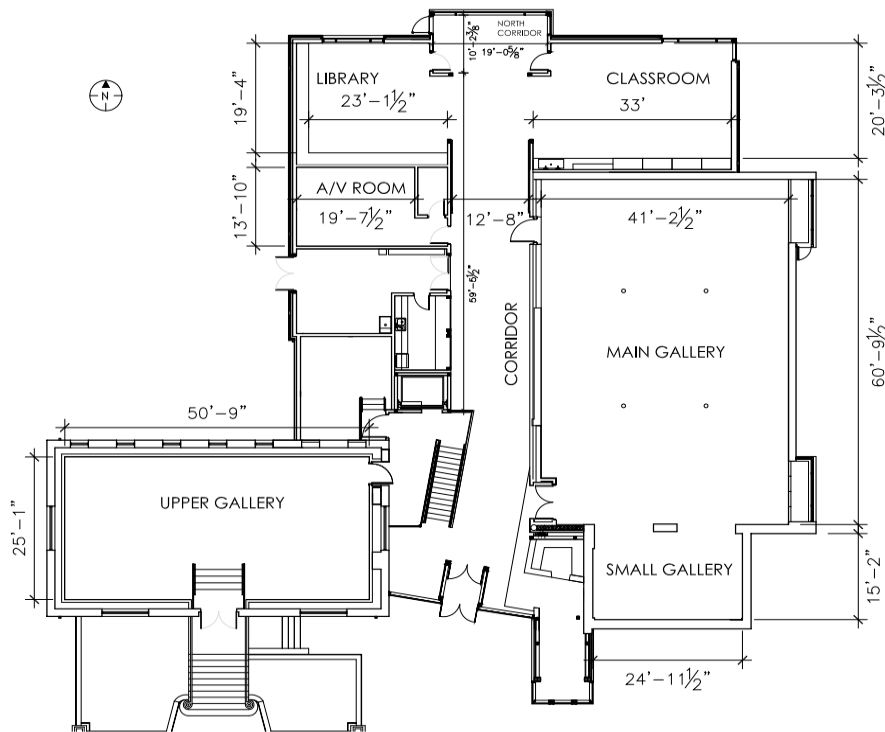
Half Day: 4 hours or less Full Day: 4 - 8 hours

2-hour photo or video session	Price: \$100	Non-Profit Price: \$75
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Extras

- Coffee and Tea Service: \$25 for up to 25 people, \$50 for up to 50 people.
- Kitchen: \$25 half day, \$50 full day.
- Exhibition Tours: price dependent on size of event. Limited availability.

FLOOR PLAN



General Rental Availability*

Monday	9 AM - 5 PM
Tuesday	9 AM - 5 PM
Wednesday	9 AM - 5 PM
Thursday	12 PM - 8 PM
Friday	9 AM - 8 PM
Saturday	9 AM - 5 PM

Gallery Open Hours**

Wednesday	12 PM - 5 PM
Thursday	12 PM - 8 PM
Friday	12 PM - 8 PM
Saturday	12 PM - 5 PM

*Inquiries can be made for rentals outside of these hours; an additional fee of \$45/each hour outside of our general availability will be applied to account for additional staffing.

**Members of the public will have access to the building and exhibition spaces during the Gallery's open hours.

Rentals can not be booked during the Gallery's install periods; for 2024, those dates are: Jan. 15 - 27, April 22 - May 11, 2024, June 24 - July 6, 2024, and Sept. 30 - Oct. 12, 2024

APPROVED VENDORS

Caterers

Antojitos Latin Market and Café	403.360.8160	antojitosfoods.ca
Bourbon and Butter	587.425.2223	bourbonandbutter.ca
Bread Milk & Honey	403.381.8605	breadmilkhoney.ca
Chef Stella Diner Catering	403.394.4204	chefstellaethbridge.com
Corner Cafe and Catering	587.425.3370	cornercafe.ca
Country Kitchen Catering	403.328.7756	countrykitchencatering.ca
LA Chefs	403.320.7702	lacheefs.ca
London Road Market	403.328.1751	londonroad.ca
Owl Acoustic Lounge	403.942.1770	owlacousticlounge.ca
The Penny Coffee House	403.320.5282	pennycoffeehouse.com
Prime Catering	403.331.6921	primecatering.ca
Two Guys & A Pizza Place	403.331.2222	twoguyspizza.ca

Rental Equipment

Lethbridge Event Rentals	403.942.3311	info@lethbridgeeventrentals.com
Long & McQuade	403.380.2130	lethbridge@long-mcquade.com

Insurance

Schwartz Reliance Insurance	403.320.1010	schwartzrelianceinsurance.com
Western Financial Group	403.327.1889	westernfinancialgroup.ca
Sharp Insurance	403.590.2008	sharpinsurance.ca
Aon Risk Solutions	403.267.7010	aon.com

RENTAL INQUIRY FORM

Renter Information

NAME _____

COMPANY _____

EMAIL _____

PHONE _____

Event Information

DATE _____

EVENT _____

SET UP TIME _____

START TIME _____

END TIME _____

NUMBER OF GUESTS _____

RENTAL SPACE: Classroom Library Full Facility

EXTRAS: Coffee and Tea Service Kitchen Exhibition Tours

SERVING ALCOHOL Yes No

CATERER _____

ENTERTAINMENT _____

EVENT DESCRIPTION