



MEDALTA
in the Historic Clay District

FACILITY USER GUIDELINES

Medalta Reception Gallery, Yuill Family Gallery, Courtyard, Kilns and Turning Room User Guidelines

General

These Guidelines will form the Rental Agreement between Renters and Friends of Medalta Society operating as Medalta in the Historic Clay District, hereafter referred to as Medalta.

The facilities which are being rented and which are listed above are located within a larger Museum and Gallery space within the Historic Clay District, a Provincial Heritage Site. All of the buildings, structures and artifacts contained within, as well as on the surrounding properties both above and underground are part of the museum collection and are protected Heritage Resources under the Alberta Historical Resources Act. You may take photographs of artifacts and the buildings, but they cannot be removed, or repositioned from their current location. Artifacts and heritage structures cannot be damaged or altered in any way. Artifacts found around the site including shards cannot be used for decorating purposes. **No disturbance or collecting is allowed. Violation is punishable by a fine of up to \$50,000 and/or 1 year imprisonment. It is very important that the site and its artifacts are preserved for future generations.**

Access to the facilities listed in your Rental Agreement is wheelchair accessible. Access to any space other than the area specified in your contract and Reception Area Lobby is strictly prohibited, unless otherwise stated on your Rental Agreement. Please be aware that due to the very sensitive and historic nature of our museum spaces and collection, any renters, guests or service providers/subcontractors occupying space outside of the specified event space could result in the immediate termination of the event.

Failure of renters, their guests and service providers to vacate the property by the time indicated on the Rental Agreement, will incur fines of \$300 per hour or portion thereof.

Should damages occur, items not be returned, clean-up not be completed, decorations not be removed or left behind, additional charges will be invoiced to the renter for the replacement or repair and/or cleaning charges at the rate of \$50 per hour or portion thereof.

Courtyard

When the Reception Gallery is rented, the Courtyard cannot be rented to anyone other than renters of the Reception Gallery. There is however, an additional charge for renting the Courtyard. Be aware that using the space is somewhat weather dependant (unless you have rented tents) so you must make the call by 9:00 am on the day of your event as to whether you wish to proceed with using it. If you choose not to proceed, you will be refunded 50% of the Courtyard rental fee.

Hours

Access times vary depending on the type of event you are hosting and the facility that you have booked. These times will be specified in your Rental Agreement unless otherwise stated on the Addenda.

All events must take place between the hours specified in your Rental Agreement. When your end time is 2:00 am, music and sale of alcohol **must** end by 12:30 am, consumption of alcohol by 1:00 am with all guests and service providers vacated by 2:00 am.

It is incumbent upon Renters and Decorators to take into consideration these times when planning their decorating.

All service providers/subcontractors must have rental areas cleaned up and vacated by 2:00 am (or as otherwise indicated on the Rental Agreement.) Prior to the event, renters should assign an MRP (most responsible person) to be in charge of clean-up at the end of the function. This will help ensure that you are able to vacate the property on time, avoiding any penalties.

Note that neither renter nor their service providers/subcontractors will be allowed on site prior to the times specified in the contract.

At the conclusion of your event, the designated person must notify the Events Supervisor prior to vacating, so that the venue may be assessed and site inspection completed with photos of damages/cleaning.

Advertising

Medalta's logo may only be used on any materials with prior approval. Please speak to the Events Coordinator.

Capacity of venue

Capacity is based on the room you are renting and the event you are hosting. Please speak to the Events Coordinator or refer to your Rental Agreement.

Caterers and Decorators

All caterers and decorators are required to be pre-authorized by meeting with the Events Coordinator and signing specific guidelines. Once this is completed, and the Caterer and Decorator have provided their services and met all guidelines at one event, their name will be placed on our Approved List. They will be permitted to work at future events at our facility, provided they continue to meet the guidelines. Medalta reserves the right to deny or revoke authorization to any sub-contractor whom it feels does not meet the appropriate standards or fails to meet the conditions of our guidelines.

Decor and Display

All decorations and signs must be freestanding with the exception of hanging items from the 15' beams. No items may be hung from the lights nor may the lights be redirected. Magnets may be used anywhere there is metal. Confetti, rice, sparklers, flower petals (fresh or other), candles or flames of any type are **not permitted**. Glitter is extremely difficult to remove and you could be charged additional cleaning fees if used excessively. Absolutely no push pins, nails, tacks, tape, screws, 3M fasteners or reusable adhesive (sticky tack, white tack, etc.) may be used to attach decoration items to surfaces. Medalta will ensure that this guideline is strictly adhered to. We reserve the right to remove any decorations which are not properly installed.

A four foot fire lane will be provided at the time tables, chairs and stage are set up. These lanes must be kept clear at all times by renters and their service providers/subcontractors. Please make sure all your

helpers understand these guidelines, particularly if they are in charge of resetting the space after a wedding ceremony.

All decorations must be removed from the facility that you are renting prior to vacating the building at the end of your event.

Food/Catering

All food preparation and service must meet Public Health guidelines, as specified by Alberta Health Services. Food handling that does not meet such guidelines will not be permitted. You or your caterer must provide your own equipment (chafing dishes, dinnerware, etc.). Medalta does not provide stoves, ovens, or dishwashers.

The Servery and equipment, (see list of equipment below in 'Equipment' section) is subject to the same cleaning policy as the rest of the facility/equipment. Please be aware that the ice maker provided will not produce enough ice to meet all of your needs, so we highly recommend that you plan to bring extra ice to the event.

It is imperative that all food items be stored on stainless steel counters or in the coolers and/or freezer overnight and must be removed from the premises by the end of the event. This includes candy for candy bars.

If the Caterer/Renter is using a barbeque, the barbeque must be CSA approved; it must be located a minimum of 3 meters from any building and there must be protection from spills and drips provided to the concrete. If there is grease spilled onto the concrete there will be a charge-back to the rental party for damages and/or cleaning.

Under no circumstances shall gum be included at candy bars.

Equipment

Rental of the Galleries include supply of and set-up/tear-down of rectangular and round banquet tables with chairs; however table cloths and table settings are the responsibility of the Renter or their catering/decorating service provider.

The set-up of equipment and floor plan must be confirmed with the Events Coordinator at least one month prior to the event and the room will be set up as per the floor plan when you arrive at the agreed upon move-in time. Minor changes can be made up until 4 days prior to the event. If Renters are requiring two set-ups (i.e., ceremony and reception), it is the responsibility of the Renter and/or their service provider(s) to reset the room.

Table sizes and quantity available are as follows:

- Banquet tables 60" in diameter (45 available)
- Rectangular tables 6' x 30" (35 available)
- Rectangular tables 8' x 30" (20 available)
- Rectangular tables 4' x 2' (4 available)
- High chairs x 2

- Cocktail tables c/w black spandex covers (**9 available with or without black spandex covers @ additional charge**)

Folding chair size is as follows:

- Seat cushions = 16" x 16"
- Height from floor to top of backrest = 29 ¾"
- Height from floor to top of cushion = 17"
- Overall width of chair = 18 ½"

Included in your rental fee is a simple P/A system including 2 cordless mics for emcees, I-pods and laptops, but we do not supply a sound system for DJs or musicians. In the Reception Gallery the speakers have been hung on either side of the overhead doors on the north side of the room and in the Yuill Family Gallery they have been hung on the south side.

We have in-house A/V equipment including 2 large screens mounted on the north side of the Reception Gallery which you may want to take into consideration when designing your floor plan. The A/V equipment used in the Yuill Family Gallery currently is portable. Note that there is an additional charge for using A/V equipment.

Additional available services include a facility clean up service (allowing you to walk away after your party), stage rental, pipe and drape rental, couple time in the kiln (an opportunity to escape for 30-60 minutes following your ceremony to take a breath with wine and snacks in one of our candle-lit private kilns on a vintage love seat), cliff-side ceremony, rehearsal dinner rentals and self-guided tours.

Renters/caterers must provide their own equipment (tablecloths, chafing dishes, dinnerware, stemware etc.). Medalta does not provide stoves, ovens or dishwashers. The Servery includes 2 microwaves, ice maker and caddy, 2 commercial coolers, commercial warming unit, commercial freezer, 2 portable bars, and 4 bussing carts that are available for your use but will be subject to the same cleaning policy as the rest of the facility/equipment. While the Servery is not a full kitchen, it will provide a place to set up and organize food service.

When using electrical receptacles in the Reception Gallery, please be aware that not all of them are 20 amps, so some circuits may blow if more than one small appliance is plugged into the same receptacle at the same time.

There is an ATM in the lobby as well as wireless internet in the galleries.

Insurance

Event insurance is required by the renter, in the form of Comprehensive General Liability insurance with limits not less than \$2,000,000 naming The Friends of Medalta Society as an "Additional Insured" for the event or activity. If you are renting the Reception Gallery and have made arrangements to come in the day before to begin decorating, etc., then your insurance must cover you for both dates.

Should alcohol be served please refer to the "Alcohol & Alcohol Insurance" section below.

You must submit proof of insurance to the Events Coordinator no later than five (5) business days in advance of your event. It is incumbent upon you to ensure that all of your service providers have adequate liability insurance.

Alcohol, Alcohol Insurance and Bar Options

When hosting an event at Medalta, there are several options available if you choose to have a bar. Note that if discounted rental rates have been granted to groups such as non-profits and partners, the bar must be operated by Medalta and all profits become those of Medalta.

Option 1:

Renters may assume full responsibility of the bar, providing their own alcohol, ProServe certified bartenders, liquor permit, Host Liquor Liability insurance (as part of their Comprehensive General Liability insurance) and all supplies required for the bar. All profits from the bar then become those of the renter. There is a \$500 Bring Your Own Bar fee if you choose to do this.

When renters assume this responsibility, they must obtain an appropriate liquor permit. More information may be obtained at www.aglc.gov.ab.ca/licences/specialevents.asp.

All alcohol service providers must be insured accordingly, to the satisfaction of Medalta. Please contact your insurance broker or go to www.palcanada.com

Option 2:

Renters may turn the full liability and responsibility of the bar over to Medalta, in which case renters assume neither responsibility nor liability for the bar. No liquor permit nor host liquor liability insurance is required.

If gross bar sales are less than \$750, renters pay for the bartender(s) for a minimum of 4 hours.

Current rates are \$20/hour/bartender for up to 8 hours; hours worked after those are charged at \$30/hour/bartender.

If renters choose to have a host bar, Medalta bartenders will keep a tally of drinks sold and renters will be invoiced Medalta's current drink prices including GST. As an alternative, renters can choose to have bartenders collect a minimum fee for drinks and the difference between this price and Medalta's current bar price would be charged back to the renter.

Note that ProServe certified bartenders are available for hire from Medalta. A minimum of 3 hours per bartender is charged. Note that our bartenders are very familiar with working bars at Medalta, so we ask that you give them your first consideration, should you want to hire bartenders. If bartenders are **not** allowed to put out a tip jar, are selling tickets, or are serving a host bar, 15% gratuity is charged on total bar sales and/or drinks served at Medalta's current drink prices.

Regardless of how you choose to run your bar, alcohol will only be permitted in designated licensed areas and consumption must adhere strictly to Alberta Gaming & Liquor Commission and Medalta guidelines. Failure to comply with this may result in liquor service being terminated during your event. Drinks are not allowed outside of the licensed area.

Please note that the AGLC only allows alcohol that has been purchased in Alberta to be served in Alberta. Homemade wine or alcohol is not permitted. Liquor licenses must be clearly displayed where alcohol is being served. We require that copies of your bartenders' ProServe certification, liquor license and proof of appropriate insurance be submitted to the Events Coordinator at least five (5) working days

prior to the event for validation and renters must ensure that the liquor license and receipts for alcohol purchases be on site for your event. Unless otherwise stipulated on the permit, liquor may only be served to members of the Renter's organization or invited guests and the event may not be advertised as being open to the public.

Under no circumstances will alcohol be allowed to be stored on the premises overnight.

Smoking

All buildings within Medalta are smoke and drug free facilities. **NO EXCEPTIONS.** Smoking is permitted in designated areas only where proper smoking receptacles are provided and no closer to entrance doorways than 5 metres (15 feet). Smoking is not allowed in the Courtyard.

Garbage/Clean-Up/Recycling

Medalta will put away tables, chairs, staging, and draping after renters have vacated the building. You and your service providers/subcontractors are responsible for cleanup of all rental areas, including damp mopping of major spills and any spills that could be deemed a safety hazard. All excessive debris and food must be removed from floors. The portable bars must be wiped and all ice removed. All left-over drinks and ice are to be disposed of in Servery sinks and not thrown outdoors nor placed in garbage or recycling receptacles. Please be sure to discuss this with your service providers or volunteers.

Garbage dumpsters and recycling bins and plastic bags will be provided by Medalta and all garbage and refundables must be in plastic bags that are tied and placed into the appropriate bin before vacating the premises.

Please remember that it is not the responsibility of Medalta Event Staff to clear tables of bar related nor food related items unless they have specifically been hired as bartenders or bussers. This responsibility must be assumed by the renter and/or service providers.

Collecting and removing any rental items such as dinnerware, glassware, décor and linens are the responsibility of the Renter by 2am.

Loading Access/Deliveries

Delivery and pick up times are to be prearranged with the Events Coordinator. Please refer to the Rental Agreement for stipulated rental beginning and end times.

Parking

Free parking is available on site. There is overflow parking areas located both north and south of the main parking lot. No vehicles are to be left in the Courtyard overnight.

Pets

No pets, except service animals, are allowed in the facility.

Photography

Photography will be permitted in contracted areas; however, photography in restricted areas can be arranged for an additional fee. If you are providing self-guided tours for your guests, then there is no

additional charge. Please speak to the Events Coordinator about your plans for photography as all photographers must have signed our Photography Guidelines prior to your event.

Staffing

Event staff will be on site for the entire event **solely** to address rental issues, answer questions and assist with the security of the building. We ask that you designate a Most Responsible Person, (MRP) to be our staffs' point of contact person during your event. This person should introduce themselves to the Event Supervisor at the beginning of your event.

Fire and Safety

Emergency exits must remain easily accessible (minimum 4' pathways) and may never, under any condition, be blocked by tables, chairs, stages, people, decorations, etc. All seating aisles must remain clear of all obstructions whenever an audience is present.

Due to the sensitive and historic nature of our facility, candles or flames of any type – whether enclosed or not - are prohibited. Professional Caterers only may use exposed flames for the purpose of keeping chafing dishes warm, but these must be attended to at all times. Battery operated or electric flameless candles are permitted.

No gas or propane fixtures may be used or stored inside the facility. Any such material used outside the facility must adhere to CSA standards.

Note that it is the responsibility of renters (and not Event Staff) to ensure children attending their event are supervised.

Holds, Deposits, Payments and other Charges

Tentative bookings may be made with no commitment until another interested party makes an inquiry about the same date. At that time, you will be contacted and have 48 hours to respond as to how you wish to proceed. If you decide to proceed with a date the first step in the booking process is to complete the Booking Request form found at the following link

<https://fs9.formsite.com/medalta/form12/index.html>. Once this information is received the Rental Agreement and invoice for required Security Deposit will be prepared. The rental dates are not secure until both the deposit and signed Rental Agreement are received. At this time, the Events Coordinator will review the booking with you. For this reason, all booking confirmations are best done in person, however, alternate arrangements may be made for out of town renters.

An invoice for the full rental fee will be sent to you 190 days prior to the event. This invoice must be paid within 10 days. If payment is not received by this time, we reserve the right to cancel the event and any obligations, implied or in writing, that have been made.

Any balance of costs for the use of the facility resulting from additional negotiated services, penalties, damages or clean-up costs incurred through the course of the event will be deducted first from the refundable Security Deposit, and any remaining balance will either be invoiced directly to the Renter or a refund cheque will be sent to the renter within 30 days of the event.

Payments may be made by Visa, MasterCard, cash, e-transfer, debit card or certified cheque. Personal cheques will only be accepted if payment is made more than 90 days prior to the event date.

SOCAN (Society of Composers, Authors and Music Publishers of Canada) require Medalta to collect from renters a fee if music of any kind is played at your event. The fee is determined by the type of event and Gallery that you are renting and will be added to your rental fee.

Services and equipment available but not included in your rental fee:

- Audio visual equipment - \$150.00
- Gift registry
- One-of-a-kind custom dinnerware to commemorate your special occasion (prices vary)
- Self-guided tours of the Museum. Must be booked minimum two weeks in advance of your event - \$225.00 plus GST
- Cocktail tables c/w black spandex covers - \$17.00 each
- Bar service (free with \$800 minimum bar sales; includes all supplies, plastic cups)
- Photo sessions in restricted areas of the museum - \$250
- Couple time in the Kiln - \$350 (including furniture rental)
- Walk Away Clean Up Service - \$750
- Cliffside Ceremony - \$600 (\$300 with rental of Courtyard)
- Pipe and Drape Rental - \$100 (includes setup)
- Stage Rental - \$150 (includes setup)
- Rehearsal Dinner – (price/availability vary depending on the number of guests)
- Bring Your Own Bar Fee - \$500 (if Medalta runs the bar it's free, given \$750 in sales)

Please speak to the Events Manager for any of the above.

Cancellation Policy

Should you cancel your booking, all rental and security deposits are non-refundable. They are however, transferable to an alternate date within one year pending availability and if cancellation is made at least

180 days in advance of the original booking. Any change of date must be in writing and renter is responsible for any additional fees as a result of fee increases.

If you cancel the event more than 180 calendar days prior to the event, your invoiced payments (other than deposits) will be refunded, less a 10% administration fee and any expenditure which we have made on your behalf for the event.

If you cancel the event less than 180 calendar days prior to the event, you will lose any invoiced payments made and invoices that are outstanding are still due.

Cancellations may only be made in writing, by fax, or email to the Events Coordinator or designate at Medalta.

Q&A

Q. Can we bring alcohol in the day before our event?

A. No, alcohol can only be brought in on the day of your event.

Q. Can we use Medalta's dishwasher?

A. Sorry, but the dishwasher is only for Medalta's use.

Q. Does Medalta supply table linens, glassware and tableware?

A. No, we do not. These are usually provided by your caterer if they are a full-service caterer. If not, there are rental companies in Medicine Hat that can provide everything that you will need.

Q. Can we begin moving in before the scheduled time?

A. Renters' move-in times are specified on the first and/or last page of the Rental Agreement.

Q. Is our Security Deposit refundable?

A. Yes, your Security Deposit will be refunded to you after your event if there are no additional charges incurred at your event; i.e., cleaning charges, A/V equipment rental, Self-guided tours etc. If there are additional charges over and above your Security Deposit, these will be invoiced to you after your event and the difference will be payable to Medalta. If the balance is owing to you, Medalta will mail you a cheque.

Q. If we cancel our booking, do we get our \$1000 security deposit back?

A. Unfortunately, once you sign the Rental Agreement, your deposit becomes non-refundable if you cancel. It can however, if cancelled at least 180 days in advance of the original booking, be transferred to another date within one year, pending availability. The renter is responsible for any additional fees as a result of fee increases.

Q. If we rent the Courtyard and the weather doesn't warrant being outdoors, do we lose our full Courtyard rental fee?

A. If you let us know by 9:00 am on the day of your event that you will not be using the Courtyard, Medalta will refund half of the Courtyard rental fee.

Q. How long can you hold my tentative booking?

A. Tentative bookings can be held until another potential renter asks about the date. At that time, you will be contacted to find out how you want to proceed and will only have 48 hours to make your decision.

Q. Does Medalta set up and tear down all tables, chairs and staging?

A. Yes, Medalta sets up according to your floor plan and we tear down all of our equipment after your event. If you are hosting your ceremony and reception here, the banquet tables will be set up on the other side of the draping but it is up to you to tear down the drape partition and re-set the room after your ceremony.

Q. Can we leave our decorations overnight for pick up the next day?

A. No, everything has to be removed by the specified time in your Rental Agreement. We often have events the day following yours so it makes it very difficult to put away our equipment and prepare the venue for the next event if your decorations etc. are left here. Décor removal is the responsibility of the decorator if you have hired one.

Q: Can we leave rented equipment overnight for pick-up by local companies the following day?

A. Some rented items may be left for pick-up the following business day provided arrangements have been made with the Events Coordinator. Dirty plates, glasses and cutlery etc. are not included and must be removed immediately following your event. As an alternative, these may be placed outdoors under the overhangs which will provide some protection until the rental company picks up on the next business day.

Q: Can we choose to stay past the time identified on our Rental Agreement and pay the \$800/hour late penalty?

A: This is not an option for renters. A penalty of \$800 will be charged however, if you do not vacate by the time specified on your Rental Agreement.

Q: Do we have to bring our own ice?

A: Yes, all renters must bring in their own ice if they are assuming responsibility for the bar and have purchased their own liquor permit. We have an ice machine here and you are welcome to use what it can provide, but unfortunately, it cannot keep up to the demand of most events. We have a commercial freezer, so you are welcome to use it for storing your ice.

Q: When will we be invoiced for any additional expenses we incur? I.e. self-guided tours, bartenders, photo shoots and rental of A/V equipment?

A: All additional expenses or negotiated services will be invoiced to you AFTER your event. If you have provided a security deposit, these expenses will be subtracted and the difference either invoiced to you or you will receive a refund cheque from us for the difference.

Q: What type of insurance do I need?

A: You must supply proof of liability insurance **not less than \$2,000,000** which names **Friends of Medalta Society** as the additional insured. It must insure you from the time you move in. If you are hosting a bar and have secured a liquor permit, then your insurance policy must also include Host Liquor Liability insurance.

