



# LOUNGE

\*the Credit Union i-plex is a multi-use facility

2001 Chaplin Street East  
Swift Current, SK  
306-778-2787

## Chairs and Tables

- 300 chairs
- 30 oval tables (6 x 5 feet)

## Capacity

- Chairs - 150
- Tables and Chairs - 100

## Additional Comments

- table cloths, paper products (ie. napkins) and drink dispensers are **not** supplied
- decorations must be hung with white sticky-tac adhesive
- room is adjacent to the Auditorium (divided by a folding wall)
- 90 days cancellation notice required
- set-up sheets required for any event
- room dimensions are 2,000 sq. feet

## Available for Use

- 300 sets of kitchen utensils and dishes.
- 3 coffee urns (1-100 cup, 2-50 cup)
- kitchen with fridge and stove
- kitchen use may be shared between Lounge and Auditorium renters.

## Available for Rent

- 4' x 8' stage pieces (\$29.00 each)
- Pipe and drapery (\$1.500/foot)
- 



<b>Damage Deposit</b>	per rental	\$625.00
<b>Social Events</b>	per day	\$700.00
	per hour min 2 hours	\$95.00
<b>Setup/Cleanup</b>	1 Day	\$298.00
	2 Days	\$550.00



# CITY OF SWIFT CURRENT

## INNOVATION CREDIT UNION iPlex LOUNGE RENTAL FORM

**LESSEE:** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Event Date/Time: \_\_\_\_\_ Email: \_\_\_\_\_

- Events:
- Per Day \$700.00
  - Per Hour min 2 hrs \$95.00
  - Setup/Cleanup
    - (1 day) \$298.00
    - (2 days) \$550.00

- Liquor License:
- Yes
  - N/A
- Business License:
- Yes
  - No
  - N/A

### SET UP REQUIREMENTS

Total Number of People Attending: \_\_\_\_\_

Head table required:

- Yes If yes, Number of People \_\_\_\_\_
- No

Total Number of Tables Required: \_\_\_\_\_

Oval: \_\_\_\_\_ 1.5 m x 1.8 m ovals (5.0 ft. x 6.0 ft.)  
 Rectangular: \_\_\_\_\_ 0.76 m x 2.44 m (2.5 ft. x 8.0 ft.)

Public address system required:

- Yes
- No

Stage pieces required:

- Yes - \$29.00/each
- No

How many? \_\_\_\_\_

Wireless microphone and speaker required:

- \$100.00/day

Bar required:

- Yes
- No

Kitchen required:

- Yes
- No

Safe Food & Handling Certificate:

- Yes
- N/A

Dishes required:

- Yes
- No

Music:

- Disc Jockey
- Live Band
- None

Pipe and drape:

- Yes - \$1.50/foot
- No

How much? \_\_\_\_\_

Podium required:

- Yes
- No

Caterer's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Disc Jockey/Band Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Decorator's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please list any additional requirements:**

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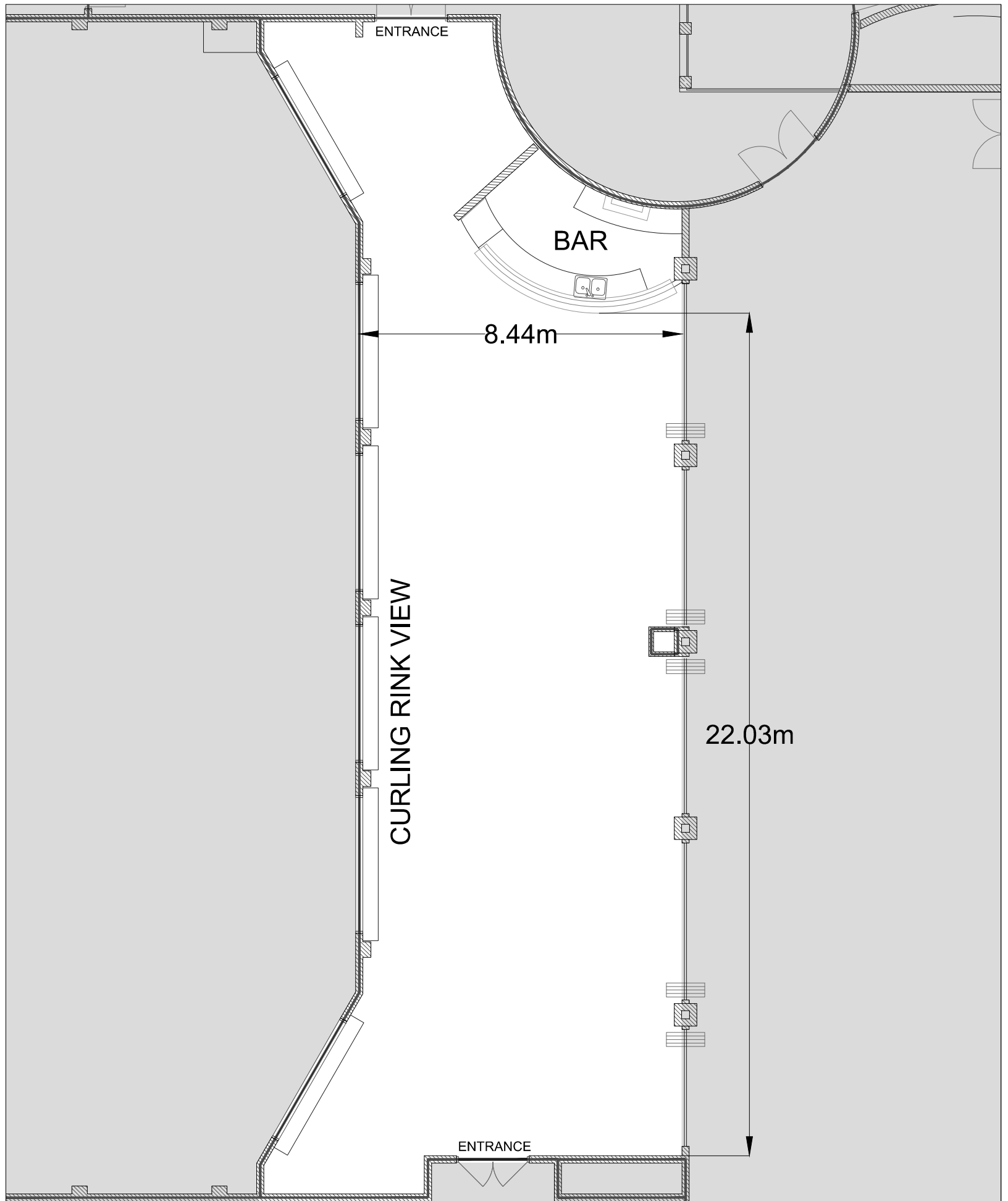
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For decorating purposes: **ONLY WHITE STICKY TAC ADHESIVE** may be used to put up decorations. \_\_\_\_\_ (please initial)  
 \*\* Please note that there is a 90-day cancellation policy in effect. Liquor permits must be obtained by the lessee and posted at event. \*\*

Signed: \_\_\_\_\_ Date of application: \_\_\_\_\_

**For Office Use Only**





ENTRANCE

BAR

8.44m

CURLING RINK VIEW

22.03m

ENTRANCE



THE CITY OF SWIFT CURRENT  
COMMUNITY SERVICES DIVISION

CURLING LOUNGE  
BLANK FORM

Title: CURLING LOUNGE BLANK FORM		Date: SEPTEMBER 29, 2017
Drawing Location: H:\ENG\800\MAPPING\DWG\PARKS\FACILITY BOOKING FLOOR PLANS		Plot Date: SEPTEMBER 29, 2017
Filename: CURLING LOUNGE BLANK		Drawn By: KLB
		Scale: N.T.S.

# Occupant Capacity Loads

Facility	Maximum Occupant Load
<b>Boardroom</b>	
Total Capacity	20
<b>Hockey Rink</b>	
Fixed Seats	2850
Standing Room (with fixed seats)	200
Total Sporting Capacity	3050
<b>Ice Surface</b>	1580
<b>Curling Rink</b>	
Ice Surface (Curling)	80
Ice Surface	
Standing Room	2016
Chairs	2016
Tables and Chairs	1592
Curling View (Tables and Chairs)	125
Curling Lounge (Tables and Chairs)	150
<b>Auditorium</b>	
Standing Room	350
Chairs	275
Tables and Chairs	200
<b>Social Hall</b> (Auditorium and Lounge combined)	
Standing Room	475
Chairs	400
Tables and Chairs	390

## Notes

\* Facility only provides 400 chairs with Auditorium/Social Hall

\*\* Occupancy loads remain the same when a liquor licence is in use



## Public Assembly Fire Safety Regulations

The following conditions form part of the rental agreement and shall apply to all shows, trade shows, concerts, fairs, circuses, dances, cabarets, banquets, receptions, weddings or other such assembly events which are temporary in nature, involve the cooking of food for sale, or involve hazardous materials or processes.

1. All fire exits, access routes to exit and corridors shall remain free of obstructions at all times.
2. All decorative materials, drapes curtains, interior finishes, table pieces and displays shall be flame resistant in accordance with CAN/ULC –S109, Flame Tests of Flame-Resistant Fabrics and Films.
3. Open flame appliances or devices such as alcohol burners, candles, and torches shall be securely supported in noncombustible containers and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.
4. Extension cords shall be in good working order and free of frays and damage. Electrical connections shall be subject to inspection for fire safety.
5. Occupant loads shall be determined in accordance with the National Building Code of Canada and shall be posted where clearly visible to all occupants. Occupant loads will not exceed those posted specific area of the building or for the building as a whole. (See attached Sheet)
6. Combustible waste shall not be allowed to accumulate in or around structures or in or near exits and shall be removed daily.
7. All electrical and heating appliances must be “Listed” and “Labeled” by an approved testing laboratory such as Underwrites Laboratories of Canada (ULC), Canadian Standards Association (CSA) or Canadian Gas Association (CGA) and must be acceptable to the owner of the building.
8. Propane appliances may be used outdoors but must be properly connected and leak tested and located no less that 3 m from any building opening. Propane tanks are not to exceed 45 Kg. Propane tanks will not be allowed indoors. Propane appliances may be allowed to be used indoors but must be fueled from a tank on the exterior of the building via approved fuel lines.



9. All cooking appliances which generate grease laden vapors must have an approved venting system vented to the exterior of the building or be fitted with an approved filter mechanism which removes all grease laden vapors from the air.
10. All deep frying systems must have an automatic suppression system installed. The fire suppression system must bear a label for the UL300 standard and must have been inspected by a licensed installer within 6 months prior to the event.
11. All cooking concessions and display concessions with flammable or combustible liquids must be set up so as to limit public access to hazardous areas of the display and must have a 6 liter Class "K" fire extinguisher.
12. Vehicles and fueled equipment displayed indoors shall have the batteries disconnected, the caps for fuel tanks shall be locked or secured against tampering and fuel shall be limited to the amount required for moving the vehicle or equipment in and out of the structure.
13. The operators of the event shall supply a complete layout of booths, concessions, stages, kiosks, etc. to the fire department for review 7 days prior to the event.
14. All operations are subject to inspection by the Swift Current Fire Department, the Swift Current Building Department, Public Health, Liquor Licensing, and Electrical Inspection Branch prior to and throughout the event.
15. Fire lanes around the exterior of facilities shall be maintained in such a manner as to allow fire department vehicles access to all areas of the building.



16. Indoor fireworks and pyrotechnics displays will NOT be allowed in buildings in the City.