



PALLISER PAVILION

Kinetic Park - 1700 17th Ave SE

ABOUT THIS FACILITY:

Palliser Pavilion is a fantastic facility to host weddings, banquets, meetings, and BBQs. It hosts an Auditorium used for events, and the Stampede Room upstairs is utilized for meetings.

Washrooms are not wheelchair accessible.

PALLISER PAVILION AUDITORIUM

Capacity: Tables, Chairs, Dance Floor & Stage - 350; Tables & Chairs - 400; Chairs & Stage - 450; Chairs - 550

\$1,487.25 Daily • \$223.75/hr (min 2 hr) Damage Deposit \$625.00

Weekday (8:00am - 6:00pm) \$993.00 Daily

Monday to Thursday - 125 people or less (8:00am -4:00pm) \$112.00/hr

Set up/clean up one day \$313.00/1 day • \$577.75/2 days (Fri & Sat)

Day before 8:00am—4:30pm • Day after 8:00am—2:00pm

Available for use

- Rectangular tables, black plastic chairs, plates, cutlery & coffee cups, coffee Urn, kitchen with fridge, freezer, 2 coolers & 2 stoves *No dishwasher
- Podium, sound system, built in projector & screen
- Rectangular tables & chairs
- ATM

Available for rent

- Pipe & Drapery, stage pieces

Additional

- Occupancy loads remain the same when a liquor license is in use
- 90 days notice required for cancellation

STAMPEDE ROOM

Located upstairs, not wheelchair accessible

Capacity: Boardroom style - 28; Classroom - 20; Theatre style- 60

\$168.25 Daily • \$31.50/hr (min 2 hr)

Damage Deposit \$50.00

Available for use

- Rectangular tables & chairs
- ATM
- TV with webcam (HDMI cable and extension cords not included)





CITY OF SWIFT CURRENT RENTAL FORM

PALLISER PAVILION

Company: _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Event Date: _____ Event Time: _____

1700 17th Ave SE

Office: 306-778-1621

On Call: 306-741-8110

PALLISER PAVILION AUDITORIUM Damage Deposit: \$625.00

Daily: \$1,487.25
 Hourly (Min 2 hours): \$223.75/hr
 Weekday (8:00 am - 6:00 pm): \$993.00
 Monday-Thursday - 125 people or less (8:00am -4:00pm) \$112.00/hr
 Setup/Cleanup: \$313.00/1 Day \$577.75/2 Days

STAMPEDE ROOM

Damage Deposit: \$50.00
 Daily: \$168.25
 Hourly (Min 2 hours): \$31.50
 Setup (Stampede room only): _____

PALLISER PAVILION AUDITORIUM

SET UP REQUIREMENTS

Total number of people attending: _____

Head Table required: Yes No Qty: _____

Podium: Yes No

Power Pedestal: Yes No

Internet Access: Yes No

Projector & Screen (HDMI Cable not provided): Yes No

PA System: Yes No

Caterer/Food Truck's Name: _____

DJ/Live Band Contact: _____

Decorator's Name: _____

Coat Rack: Yes No Qty: _____

Coffee Urn (100 cup): Yes No Qty: _____ 2 available

Music: DJ Live Band N/A

Liquor License: Yes N/A

Business License: Yes N/A

Safe Food Handling: Yes N/A

Phone Number: _____

Phone Number: _____

Phone Number: _____

AVAILABLE FOR RENT

Stage 8'x8'x36" (20) \$73.75/each Qty: _____

4'x8'x36" (5) \$73.75/each Qty: _____

Risers 4'x8'18" (6) \$32.25/each Qty: _____

Pipe & Drapery \$1.90/ft Qty: _____

Chairs: \$2.30Day \$3.45/Weekend

_____ + _____ = _____

(200) Included - Additional Total

Tables: \$22.75/Day \$33.75/Weekend

_____ + _____ = _____

(50) Included - Additional Total

Wireless Microphone \$117.25: Yes No

Portable Beer Cooler Trailer \$200.50/Day: Yes No

Railway Sign \$155.50/Week

Description: _____

Portable Signage (permit required) \$89.25

Description: _____

ADDITIONAL NOTES:

FOR DECORATING PURPOSES, **ONLY WHITE STICKY TAC ADHESIVE** MAY BE USED TO PUT UP DECORATIONS. _____ (PLEASE INITIAL)

90 Day cancellation policy in effect for events, 7 day cancellation for meetings. Liquor permits must be obtained by the lessee and posted at event.

Food truck vendors must complete Vendor Application Form and have a City of Swift Current business license.

*Additional charges may apply

SIGNED: _____ DATED: _____

Reservations: 306-778-2787 communityservices@swiftcurrent.ca



CITY OF SWIFT CURRENT
Community Services



@CityOfSwiftCurrent



@swiftcurrent



@SC_Play



swiftcurrent.ca/play

TERMS AND CONDITIONS FOR THE PALLISER PAVILION SOCIAL HALL

Please read the following terms and conditions for usage as they are set out to ensure that your event is a successful one.

- 1) In all cases, a refundable \$625.00 damage deposit must be paid at the time of booking the Palliser Pavilion. The \$625 .00 deposit will be fully refunded if the booking is cancelled 90 days prior to the event date. Once the 90 day cancellation deadline has passed, the rental fee is non-refundable. If the rental is cancelled with less than 90 days notice, the full rental fee, less the damage deposit, will still be due. The balance from the established rental rate at the time of the booking must be paid in full PRIOR to the event. If the facility staff determines that the facility has not been left in a clean and orderly state, or there is damage to the facility, the Lessee will not be refunded their damage deposit.
- 2) For an additional fee of \$577.75, all renters will be able to setup and cleanup the day prior to and the day after the event. Should the renter choose **NOT** to book and pay for this privilege, they will not have access to the facility until the day of their event. Lessees also have the option of renting the Palliser Pavilion for just the day of the event, and the day prior or after the event for an additional cost of \$313.00. **Note: Both options require the Lessee to vacate the premises at 2am the evening of the event.**
- 3) The Lessee is required to fill out or select and return a floor plan indicating how the table and chairs are to be arranged, one week prior to their event. Kinetic Park staff will set up the facility according to directions given by the Lessee on the written plan and to the best of their abilities based on past set up experience. The Lessee is responsible for any alterations in arrangements after the submission of the original plan.
- 4) The City of Swift Current's Kinetic Park caterer has exclusive right to all public events to provide concessions for the event. They have 1st right of refusal. The definition of a food exhibitor/vendor is: they can only have a booth in the event; they **CAN NOT** use the kitchen. As well, their menu must be approved ahead of time by the Kinetic Park Superintendent or his designate, to make sure that it is not in direct competition with the concession. The definition of a concession is: public function selling product to public. The definition of a caterer is: providing food for a private function, and not charging each individual for the product. All requirements of regulatory agencies including but not limited to Public Health must be adhered to.
- 5) The City of Swift Current provides 2 coffee urns, drapery (**for rent**), 1 fridge, 2 coolers, 1 freezer, and 2 stoves with each rental. Tablecloths and paper products are **not** supplied. Before leaving the premises, all dishes and coffee urns must be washed and properly stored. The kitchen must also be left in a clean state at the end of the event.
- 6) The Lessee must provide liquor and soft drink dispensers. The City of Swift Current has an exclusive contract to use Coca Cola in its facilities.
- 7) **The Lessee shall remove all belongings or associated belongings immediately following the completion of their function and/or booking.**
- 8) The Lessee shall be responsible for leaving the premises in a clean condition. This includes all tables cleaned off and all garbage disposed of in the garbage dumpster, which is located behind the Palliser Pavilion. **ABSOLUTELY NO CONFETTI OR RICE (FOR THROWING) IS ALLOWED IN THE FACILITY.**
- 9) The Lessor is not responsible for any articles left in the facilities, kitchen area or storage rooms.
- 10) The occupancy loads for the banquet facilities are per attached according to the type of function and manner of set up for tables and chairs. **These limits must be adhered to:** the Public Health Department has established these limits for your safety and comfort.
- 11) The Lessee shall be responsible for strict adherence to any laws concerning the possession or consumption of alcoholic beverages. This includes hours of service for alcoholic beverages, time factors regarding cessation of alcoholic beverage service and upon the completion of the event, the clearing of beverages at the appropriate time and any other rules and regulations set forth by the governing body overseeing liquor sales and distribution.
- 12) All fire regulations must be adhered to as per attached paper.
- 13) Any items attached to walls of the facility must be attached with **WHITE** sticky tac adhesive or self-adhesive hooks. **UNDER NO CIRCUMSTANCES CAN DECORATIONS BE ATTACHED TO THE WALL WITH STAPLES, TACKS, NAILS OR TAPE** unless approved by the Kinetic Park Superintendent or his designate. Helium balloons are allowed in the building however all must be taken down at the end of the rental including any that made their way to the ceiling. If any ceiling balloons are left, a portion of the damage deposit will be held to cover the cost of removal.
- 14) The City of Swift Current has a SOCAN TARIFF 21 License for this building. This license covers any copyright music performed in public that is not for a profit. Performances of music during recreational activities and at shows and events, such as exhibitions, fairs, skating rinks, receptions, conventions, assembles, fashion shows, minor hockey, figure skating, roller skating, ice skating, youth figure skating carnivals, amateur rodeos, circuses, ice shows, fitness activities and dance instruction. As well, as entertainment given for the benefit of members of clubs, associations, employees of firms or persons attending a social functions, all constitute "public performances not for profit". If the Lessee is hosting a "public performance" that is held on the sole bases to make a profit (ex: concert), it is then up to the Lessee to obtain the correct SOCAN TARIFF. www.socan.ca. The use of copyright material at such functions, in the absence of permission of the copyright owner,

constitutes INFRINGEMENT OF COPYRIGHT. Therefore, if the Lessee does not have the correct SOCAN TARIFF, they will liable when the INFRINGEMENT occurs.

- 15) If the Lessee (or anyone providing music for the Lessee's booking) requires access to this facility's internet connection to download music for the booking, they MUST obtain the correct SOCAN TARIFF. Downloading of music for any bookings at Kinetic Park does NOT fall under the City of Swift Current's SOCAN TARIFF 21 License for this building.
- 16) The Lessee shall assume all liability whatsoever as to the event and does hereby agree to indemnify and hold the Lessor harmless from any and all claims, demands, actions or causes of actions of every character growing out of the operation of said event, and it further agrees that the Lessee shall provide full and ample Public Liability and Public Property Damage Insurance to cover the event. The Lessee shall be responsible for any damage done to the premises or equipment belonging to the Lessor during the term of occupancy by the Lessee.

**** Please note: The area you have rented is located in a multi-use venue. There may be other events going on at this venue during the time of your booking. ****

The contents contained in the above terms and conditions are hereby agreed to and have been received by the Lessee for the purposes of staging:

_____ on _____, _____

Lessor: City of Swift Current

Lessee: _____

Signature

Signature

Date: _____

Date: _____

Kinetic Park Directions



Kinetic Park
1700 17th Ave SE
Phone: 1-(306)-778-1621
Email: communityservices@swiftcurrent.ca



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.

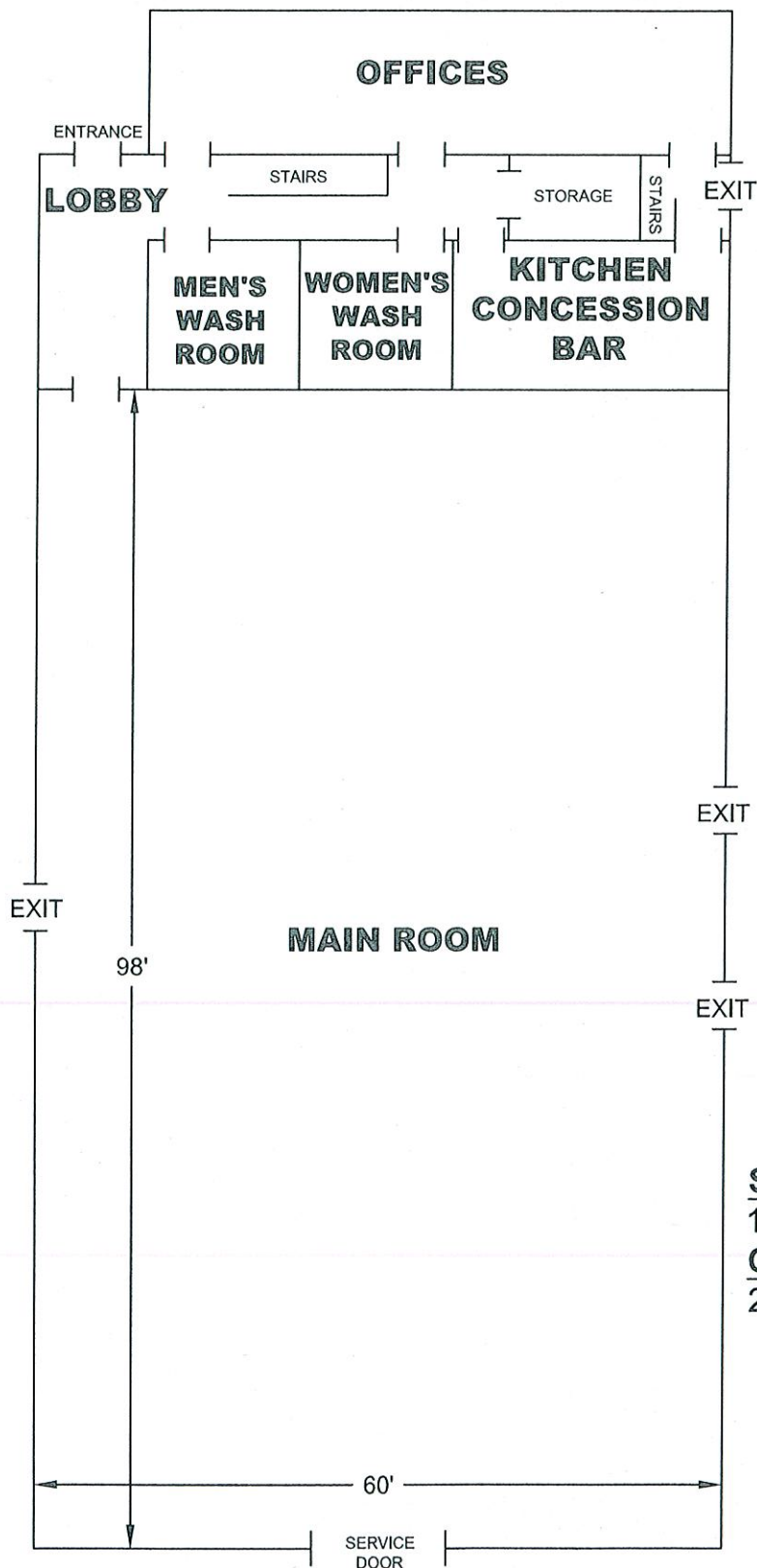


9. All cooking appliances which generate grease laden vapors must have an approved venting system vented to the exterior of the building or be fitted with an approved filter mechanism which removes all grease laden vapors from the air.
10. All deep frying systems must have an automatic suppression system 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.

Palliser Pavillion



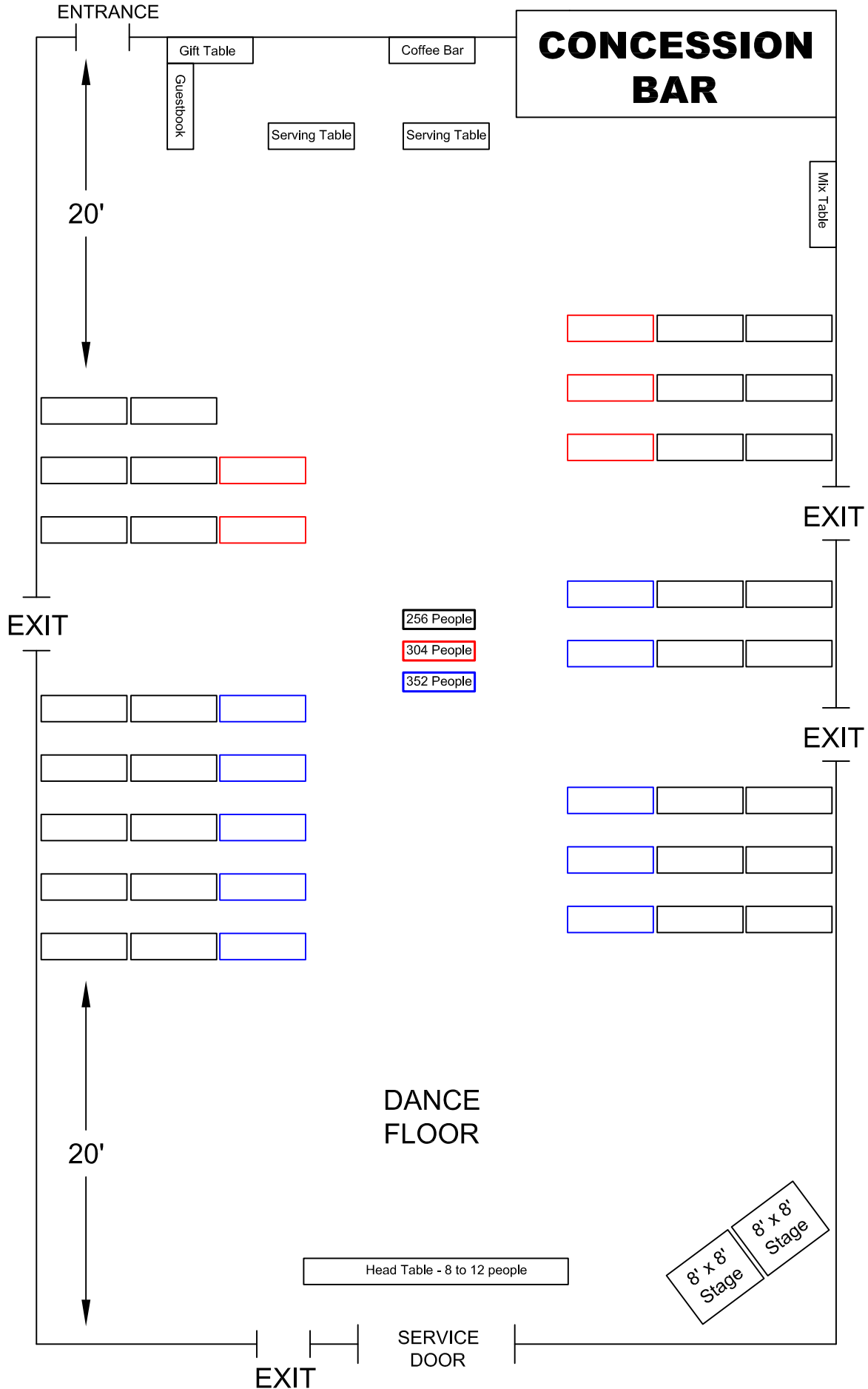
SERVICE DOOR

15' - 11" wide x 15' - 10" high

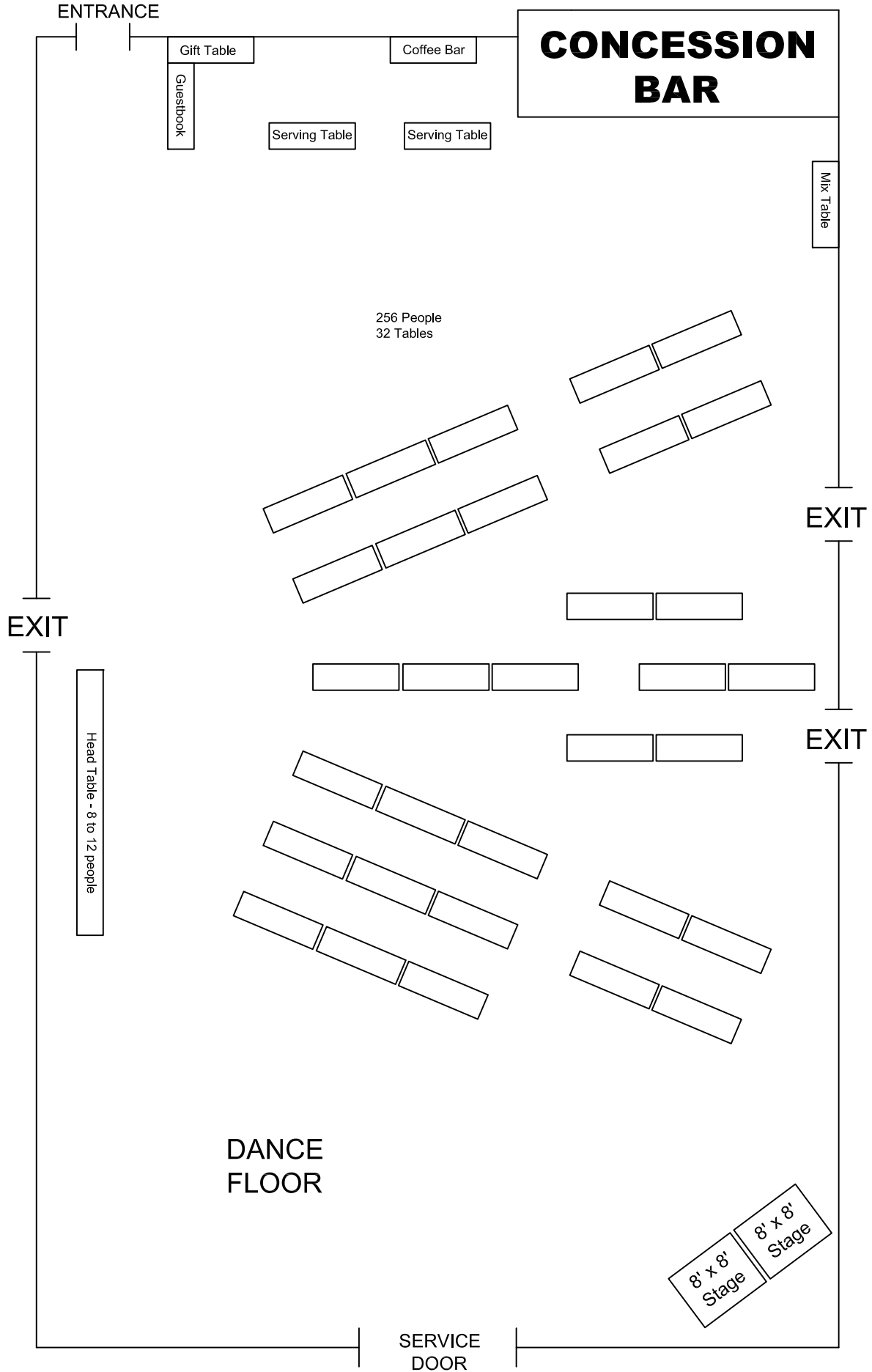
Ceiling Height

20'

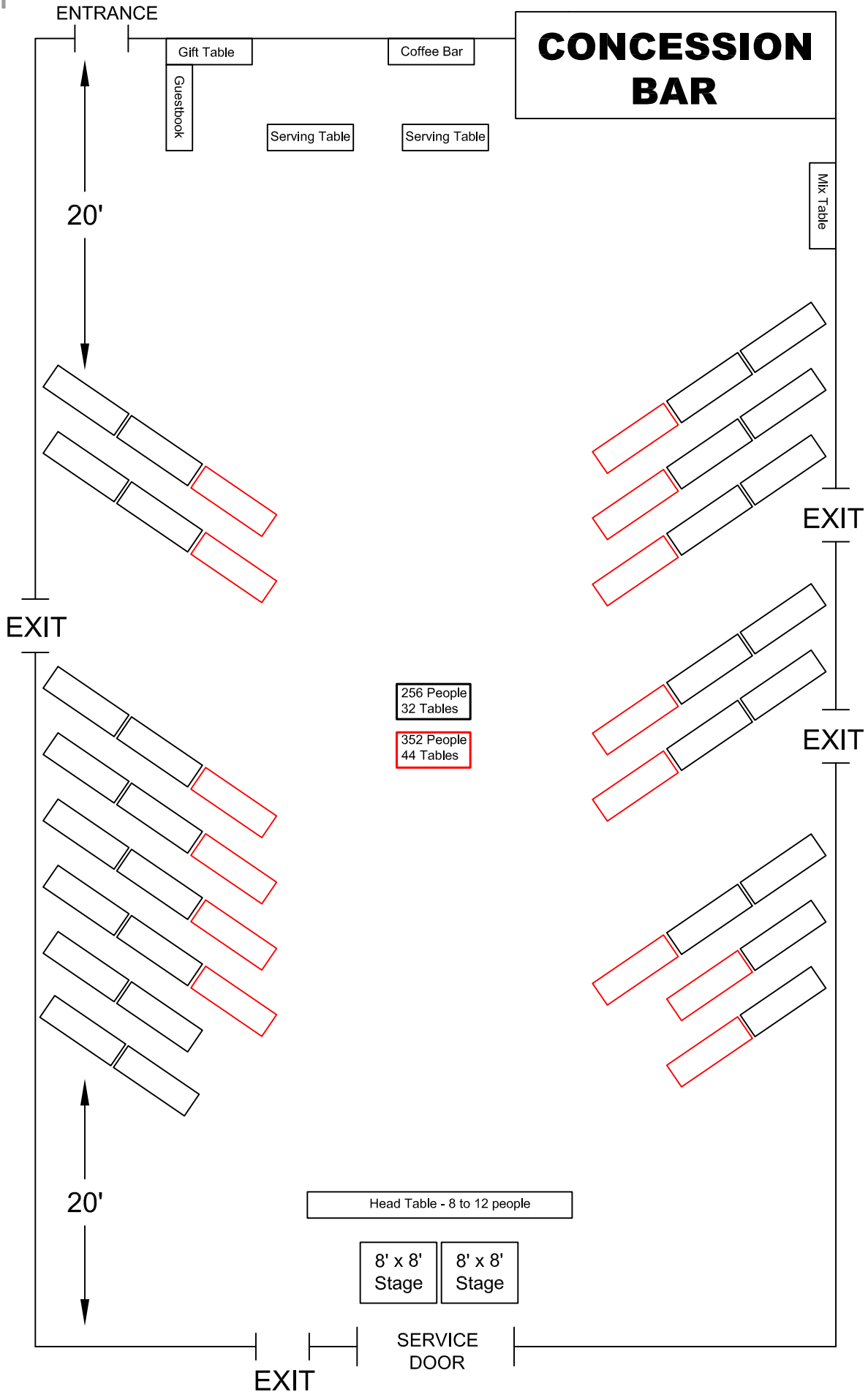
Kinetic Exhibition Park - Palliser Pavilion #1



Kinetic Exhibition Park - Palliser Pavilion #2



Kinetic Exhibition Park - Palliser Pavilion #3



Kinetic Exhibition Park - Palliser Pavilion # 4

