

# Community Room Rental Application

Mailing Address : Grande Prairie Museum  
P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :  
Located at 102 St & 102 Ave in the Muskoseepi Park  
Phone : 780-830-7090  
Fax : 780-831-7371  
Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)  
[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company: \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Phone # \_\_\_\_\_ ext. \_\_\_\_\_ Cell Phone # \_\_\_\_\_

What name should appear on the contract? \_\_\_\_\_

Is this a non-profit organization?  yes  no Society number: \_\_\_\_\_

**NOTE:** Society Certificate must be present for non-profit rate.

What type of event are you interested in booking in the Community Room?

Private Corporate Event  Private Personal Event  Other  Awards Ceremony

Trade Show/Convention  Wedding

Please tell us more about your event: \_\_\_\_\_

\_\_\_\_\_

What is your estimated attendance? \_\_\_\_\_

**NOTE:** for the room capacity, please see rental guide on page: - 5 -

Regular Hours (starting September): Mon-Fri: 8:30am to 6pm; Sat & Sun: 10am to 6pm

Summer Hours (July and August only): Mon-Fri: 8:30am to 7:30pm; Sat & Sun: 10am to 6pm

Set Up Date: \_\_\_\_\_ Times: From \_\_\_\_\_ to \_\_\_\_\_

Take Down Date: \_\_\_\_\_ Times: From \_\_\_\_\_ to \_\_\_\_\_

Actual Event Date: \_\_\_\_\_ Times: From \_\_\_\_\_ to \_\_\_\_\_

**NOTE:** Rental times are only booked within Museum hours. Rental times must include set up, unloading for the event, and clean up/take down.

Any rental with four hours or less is considered a half day; any additional time requested beyond 4 hours, during museum hours, are subject to an hourly rate, please see rental guide on pages: - 4 to 6 -

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.



# Community Room Rental Application

Mailing Address : Grande Prairie Museum

P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :

Located at 102 St & 102 Ave in the Muskoseepi Park

Phone : 780-830-7090

Fax : 780-831-7371

Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)

[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

Room set up required: Banquet  Boardroom  Theatre  Classroom Style

2

Do you require security?  yes  no **NOTE: ALL EVENTS HAVING LIQUOR SERVICE MUST HAVE NECESSARY LICENSE/ EVENT INSURANCE, AND SECURITY. Security will be provided by GPM contracted security provider. Renter is responsible for security fees, and required to use the services of the professional bartenders.**

Will you be providing music?  yes  no  
Dancing?  yes  no

**NOTE: IF YES, SOCAN or ReSound FEES WILL APPLY.**

Are you hiring a company to provide sound, lighting or visual equipment?  yes  no  
Do you require equipment that you will like to use during your rental?  yes  no

**NOTE: Renters are responsible for setting up all technological equipment provided and ensure proper compatibility with the renter's equipment. Technical support is not available. All additional equipment and supplies are the responsibility of the renter. The following are available and included in the rental of the Community Room only. Please complete the floor plan on the next page and check off all equipment that you would like to use during your rental.**

TV & DVD player  moveable podium  
 projector  Tables  
 microphone  Chairs  
 extension cord  telephone line  
 WIFI connection  flipchart

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.



# Community Room Rental Application

Mailing Address : Grande Prairie Museum

P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :

Located at 102 St & 102 Ave in the Muskoseepi Park

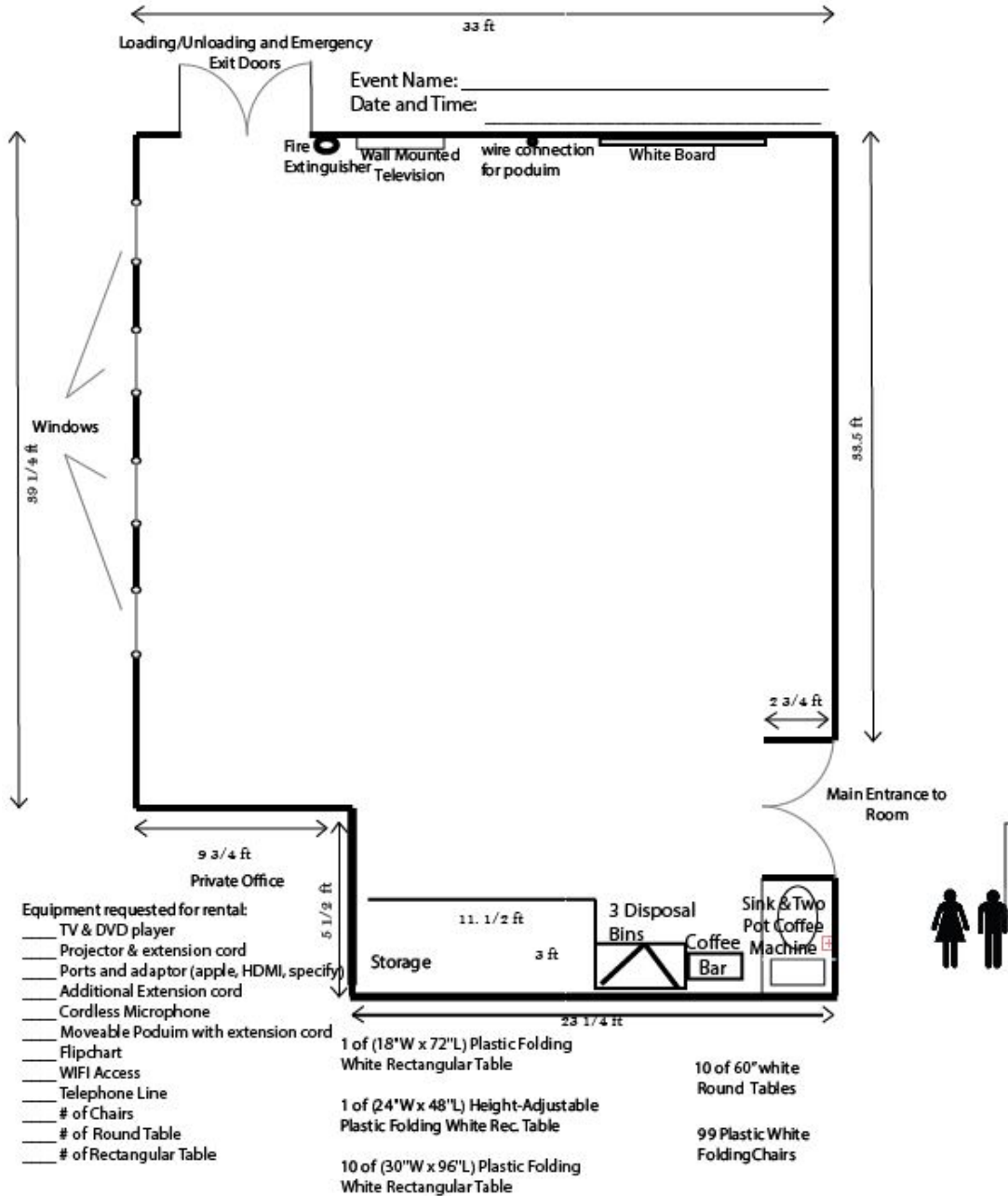
Phone : 780-830-7090

Fax : 780-831-7371

Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)

[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

## Blank Floor Plan



Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.



# Community Room Rental Application

Mailing Address : Grande Prairie Museum

P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :

Located at 102 St & 102 Ave in the Muskoseepi Park

Phone : 780-830-7090

Fax : 780-831-7371

Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)

[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

## FACILITY RENTAL GUIDE

4

Thank you for choosing the Grande Prairie Museum, Community Room. To help with the success of your event, we have provided the following information to review before completing and submitting your facility rental application form. Please be sure to read all sections carefully, fill up the form above and return completed form to us.

### Rental Time and Security Deposits:

- Rental times are only booked within Museum hours. Start time is 30 minutes after museum opens, and to be finished and packed up at least 30 minutes before Museum closing as end time.

Regular Hours (starting September): Mon-Fri: 8:30am to 6pm; Sat & Sun: 10am to 6pm

Summer Hours (July and August only): Mon-Fri: 8:30am to 7:30pm; Sat & Sun: 10am to 6pm

- The Grande Prairie Museum will place a temporary hold on the date you have requested for a maximum of one (1) month only once your application is received. During this time, we will send a City contract.
- Once you received the contract, ensure to sign with your witness and return along with payment of half of the rental fee before (Two weeks after letter is dated). The deposit serves to confirm and secure the date and facility. Once the signed contract and deposit is received, we will process your contract. Please make your cheque or Money Order payable to City of Grande Prairie. Also, we can process payment with our debit/credit card machine.
- Set up/clean up times should be scheduled at the time of booking and included in rental time.
- It is the renter's responsibility to return the room to its original condition of cleanliness after the booking.
- Charges will apply if any damage is found. Charges will be based on the actual cost of repairs.
- It is the renter's responsibility to arrange for caterers to remove dishes/food after the booking.
- Food/beverages may be brought in by the renter. A two pot coffee machine and supplies are available in the room for use.
- There is no kitchen facility available for use with the rental. There is a sink available in the room.
- All food, recycling and decorations must be removed after booking.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.



# Community Room Rental Application

Mailing Address : Grande Prairie Museum  
P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :  
Located at 102 St & 102 Ave in the Muskoseepi Park  
Phone : 780-830-7090  
Fax : 780-831-7371  
Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)  
[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

- The City of Grande Prairie is not responsible for any damages or losses that may occur to renter's decorations.
- Use of the Church is not included in the Community Room rental.
- Photos are permitted in the Museum and Heritage Village. The City of Grande Prairie does not provide photography services; renters are responsible for arranging their own photographer and covering all related expenses.
- Pets are not permitted on Museum grounds unless they are a certified service animal.
- For safety reasons, children are the responsibility of the renter and must be supervised at all times.
- No smoking within 5 metres of a doorway. Smoking anywhere on the Museum property. Please ensure your guests smoke only in the designated smoking area outside of the Heritage Village gates near the Museum's entrance.

## Room Capacity

- The Grande Prairie Museum has one large rental space available for meetings. The room is approximately 1400 square feet and seats:
  - 64 people banquet
  - 24 people boardroom
  - 36 people classroom style
  - 99 people theatre
- Please fill in the blank floor plan (page 3), available for use are:
  - ten (10) eight-foot rectangular tables
  - ten (10) round tables, and
  - ninety-nine (99) chairs.

Maximum Occupant Load of the Grande Prairie Museum, Community Room, in accordance to Alberta Fire Code Article 2.7.1.3.

<b>STANDING SPACE</b>	<b>258</b>
<b>SPACE WITH FIXED SEATS</b>	
<b>SPACE WITH NON-FIXED SEATS</b>	<b>207</b>
<b>SPACE WITH NON-FIXED SEATS AND TABLES</b>	<b>163</b>

## Rental Rate (tax included)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.



# Community Room Rental Application

Mailing Address : Grande Prairie Museum

P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :

Located at 102 St & 102 Ave in the Muskoseepi Park

Phone : 780-830-7090

Fax : 780-831-7371

Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)

[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

- Any additional time requested beyond 4 hours, during museum hours, are subject to an hourly rate of \$45.41 (private rate) or \$38.11 (non-profit rate) which must be requested upon booking.
- A certificate of non-profit status must be provided in order to be eligible for non-profit rates.

<b>PRIVATE FULL DAY RENTAL:</b> During Museum hours   <b>\$363.30</b>	<b>NON-PROFIT FULL DAY RENTAL*:</b> During Museum hours   <b>\$304.90</b>
<b>PRIVATE HALF DAY RENTAL:</b> 4 hours or less; during Museum hours   <b>\$181.65</b>	<b>NON-PROFIT HALF DAY RENTAL*:</b> 4 hours or less, during Museum hours   <b>\$152.45</b>
<b>PRIVATE HOURLY RENTAL:</b> hourly rate; during Museum hours   <b>\$45.41</b>	<b>NON-PROFIT HOURLY RENTAL*:</b> hourly rate, during Museum hours   <b>\$38.11</b>

## Cancellations and Refund

- Cancellations of bookings must be made 72 hours before the time of the booking or the deposit will be forfeited.
- Check will be issued for refund in approximately a week to 10 days and send thru mail to client.

## Socan Fees

Society of Composers, Authors & Music Publishers of Canada

Notice RE Tariff 8 – Wedding Receptions, Conventions, Assemblies and Fashion Shows

Please note: A performing rights license is required when renting a facility for a private function such as a wedding reception, anniversary, convention, assembly or fashion show, if music will be performed during the event. This license fee is remitted to the society of Composers, Authors and Music Publishers of Canada (SOCAN).

SOCAN is a not-for-profit organization which, under the Copyright Act of Canada (RSC, 1985, C-42) is authorized to collect for the public performance of music in Canada. SOCAN distributes the money collected to Copyright owners in the form of a royalty.

Therefore, you are required by federal law to pay for a performing rights license under Tariff 8. These fees are approved by the Copyright Board and are published annually in the Canadian Gazette.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.



# Community Room Rental Application

Mailing Address : Grande Prairie Museum

P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :

Located at 102 St & 102 Ave in the Muskoseepi Park

Phone : 780-830-7090

Fax : 780-831-7371

Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)

[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

The rates are:

Room Capacity (seating and standing)	Without Dancing (Fee Per Event)	With Dancing (Fee Per Event)
2018	2018	
0-100	\$22.06	\$44.13

Notice of Tariff 5.B Use of Music to Accompany Live Events

## ReSound Fees

Please note a performing rights license is required when renting a facility for a private function such as a wedding reception, anniversary, convention, assembly or fashion show, if music will be performed during the event. This license fee is remitted to the ReSound society of Composers, Authors and Music Publishers of Canada.

ReSound, an agency similar to SOCAN, collects royalties on behalf of artists and record labels for the use of recorded music in establishments owned by the City.

Therefore, you are required by federal law to pay for a performing rights license under Tariff 5.B. The rates are:

Room Capacity (seating and standing)	Without Dancing (Fee Per Event)	With Dancing (Fee Per Event)
2018	2018	
0-100	\$9.25	\$18.51

**Insurance Requirements:** (subject to change without notice)

The City of Grande Prairie requires that all rental parties provide proof of insurance coverage of:

- Meeting – no insurance required
- Birthday Parties, Baby Showers– no insurance required
- City Events – no insurance required
- Any event that involves a liquor license – 5 million insurance

With inclusive limits third party liability, including a clause for liquor liability if applicable, 10 business days prior to your event.

## Liquor License

Rental users are required to use the services of the professional bartenders. A corkage fee will be applicable. A liquor license must be obtained for each event as per the regulations of the Alberta Gaming & Liquor Commission. The liquor license must be received for the event at least forty-eight (48) hours in advance of the event time. Liquor sales and consumption times must be the same as stated on your rental agreement.

## Security

Security is required for events having liquor service. The Grande Prairie Museum has an in-house contracted security service. The cost for security is charged back to the rental user.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.



# Community Room Rental Application

Mailing Address : Grande Prairie Museum  
P.O. Bag 4000, Grande Prairie, AB T6V 6V3

Physical Location :  
Located at 102 St & 102 Ave in the Muskoseepi Park  
Phone : 780-830-7090  
Fax : 780-831-7371  
Email : [culture@cityofgp.com](mailto:culture@cityofgp.com)  
[www.cityofgp.com/culture](http://www.cityofgp.com/culture)

Security must be present during the time liquor is served and/or according to the times as stated on the AGLC liquor license. Security fee is \$26.77 +GST an hour multiply by numbers of security guards needed during the event.

## Decorating

- No tape or duct tape allowed on floors or walls or community room photos.
- Anything already hanging on the walls must remain on the walls.

## Parking

Please have guests, park across the bridge in the Park area. Parking behind the Museum is strictly for staff and disabled permit holders only (this will be enforced). Loading/unloading is permitted. Caterers can load and unload through south community room doors or the main entrance to the facility only.

Parking Map



**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN COMPLETED FORM TO: Grande Prairie Museum, P.O. Bag 4000, Grande Prairie, AB T6V 6V3 or email [culture@cityofgp.com](mailto:culture@cityofgp.com)



This Facility Rental Application Form is not an Agreement nor a Contract.  
A formal contract will be drafted once your requirements have been determined.

