

**Room Booking Guidelines
Community Centre & County Hall Buildings**

Revised December 2019



2984092

Report prepared by Diehl Townsley, Director, Facility Services

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Introduction

*** Amenity – “a useful or pleasant facility or service...”**

Strathcona County invites you to enjoy the Community Centre, located in the Centre in the Park.

The Community Centre was built to create a space for governance, cultural activities, learning and social interaction for the community, and municipal operations.

Strathcona County’s Community Centre and County Hall buildings offer meeting room amenities to the community ranging from small meetings to larger scale events. The site contains rooms in a variety of sizes and equipment flexibility that caters to business, community groups, and Strathcona County municipal uses.

This facility guide will explain what space and services are available and how to get in touch with us for more information or to reserve a room.



* <http://dictionary.reference.com/browse/amenity>

Contacts

ROOM BOOKING

For booking information please contact:

Email ccbookings@strathcona.ca

Fax 780-464-8404

For general inquiries

Event Booking Assistant, 780-410-8505

For special or large group events

Event Booking Specialist, 780-410-8502



- Our business hours for bookings are Monday to Friday, 8 a.m. to 4 p.m.
- Business and external meetings available weekdays 5 p.m. – 9 p.m. Weekends 8 a.m. to 8 p.m. (with exceptions)

The booking office is located at:

Community Centre Information Desk
401 Festival Lane
Sherwood Park, Alberta

Mailing address is:

Community Centre & County Hall
Bookings, Facility Services
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7

More information is also available at the website <http://www.strathcona.ca>

CATERING

For catering information, please contact Vicky's Bistro & Wine Bar

catering@vickys.ca
Ph: 780-264-2100
#100, 501 Festival Avenue
Sherwood Park, AB
T8A 4X3



Amenities

MEETING ROOMS & CATERING

The state-of-the-art rooms in the Community Centre and County Hall have amenities available for a successful meeting or event.

We offer:

- Room set-ups to your specifications.
- On-site catering is available through Vicky's Bistro & Wine Bar tailored to your budget, appetite and tastes. The owners will work with you to provide the catering service that meets your needs for your meeting or event.
- Up-to-date audio visual equipment, teleconference phones, whiteboards, flipcharts, and furnishings are available for your use at no extra charge.
- Some rooms have access to an outdoor plaza area.

There may be added costs for additional services including labour, custodial or security required for larger events. Our guest services staff will help you to assess your needs. Please see **Appendix 2** for a complete list of room capacities, equipment availability and rates.

PARKING

Parking options include: paid parking in two underground parkades, and no charge street and surface lot parking. Parkade parking is available at the current meter rates. Reserving stalls for an event is not permitted. Bicycle racks are also available.

A detailed map, rates and times for parking is found at www.strathcona.ca/parking



Community Centre Meeting Room

Meeting Priority and Purpose

PRIORITY ORDER

To manage our internal bookings, and to maintain our mandates to environmental, economic, and social sustainability, bookings are based on a priority system and must adhere to specific purposes that balance business need with community use. The priority booking chart shown below determines in what order rooms will be reserved.

Chart 1 Priority Booking Order

Priority Order	
1	County Governance
2	County & Library business, programs and sponsored event
3	Community: not-for-profit company, association, society or political parties
4	For-profit company events
5	Discretionary uses ie: wedding ceremonies

MEETING OR EVENT PURPOSE

The use of the meeting rooms and Agora meet a standard requirement by Strathcona County for the purpose of being open to the community, but also supporting the activities of Strathcona County sustainability frameworks. Before calling to book a room, review the decision tree below to help ensure your meeting purpose will support Strathcona County's mandate for the use of the amenities.

Chart 2 Meeting Purpose

Do the following values apply to your meeting event?	
1	Supports human rights philosophy
2	Is safe and free from physical danger to staff, volunteers, or participants
3	Supports our environment, social, and economic sustainability objectives as outlined in our strategic plan
4	Creates opportunity for community connectivity through the arts, culture, learning, business or leisure
5	Will not interfere with municipal business operation (eg. no excessive noise)
6	Is a legal activity
7	Are service-related animals only in attendance (eg. seeing-eye dog)

Chart 3 Acceptable Uses

Acceptable Uses	
1	Governance and municipal operation requirements
2	Functions for group or company business that aligns with the objectives of the sustainability frameworks
3	Community development and well-being through events sponsored by groups that are open to all residents of the County
4	Community celebrations
5	Commercial partnership meetings or events with Economic Development & Tourism
6	County business functions and celebrations
7	Political events

NON-PROFIT GROUPS

Strathcona County supports non-profit groups by offering a discounted room fee of 50% as outlined in Appendix 1, the Meeting Room Fee Schedule. A non-profit group is defined under the standards of the Alberta Companies Act, and the Societies Act.

- For non-profit groups to receive the reduced rental rate, the group shall provide assurances that they benefit the residents of Strathcona County and can provide a copy of their non-profit company registration.

Booking Timelines

The booking staff will help make arrangements for your meeting or event that best meet your needs while still accommodating Strathcona County business. To secure your booking, contact us as early as possible.

For bookings in the Agora, or for meeting rooms:

- Contact the Event Specialist to confirm costs, booking availability and additional services that may be required. A sample rental agreement is attached as **Appendix 3**.

Room Rental Recovery

1. All incremental or additional, above standard requests for building, security, custodial and staff liaison costs incurred by Strathcona County shall be the responsibility of the organizing group or department.
2. Any damages incurred shall be assessed by Facility Services and charged to the organizing group or department.
3. Strathcona County reserves the right to set service levels based on the nature and size of the activity. These charges will be identified at the time of booking.
4. Large Community-focused events and applicable fees will be determined on an individual basis to adjust rates based upon the merits of the event, at the discretion of the Director of Facility Services.

Strathcona County – Our vision

Strathcona County, located in the heart of Alberta, is an energetic and thriving community. A leader in North America's petroleum industry and a champion for advancing diverse agricultural business, we use our energy to power our new tomorrow.

We are a specialized municipality, and work cooperatively with our urban and rural residents to govern as a single municipality. Proud of our distinct governance model, we promote and demonstrate our achievements.

We are a welcoming place to live and attract people of all ages, cultures and walks of life to join us. Families thrive in our dynamic, caring and safe community.

We strive to be a model of ecological integrity, protecting our environment and preserving our agricultural heritage.

Investment in infrastructure, quality services, cultural and recreational programs, and facilities is a priority and sets us apart.

Becoming Canada's most livable community

Strathcona County's strategic plan is found at:

<https://www.strathcona.ca/council-county/plans-and-reports/strategic-plan/>

General Use Guidelines: Terms & Conditions

Purpose: Renter may use the Facility for the purpose specified in the attached Contract. The Renter must have written approval from Strathcona County to sublease, assign, subcontract or transfer the use of the space.

Age Requirements: Renter must be a minimum of 18 years of age to book a room and is responsible for communicating terms and conditions to all participants as well as insuring that adult supervision is provided during the entire length of the booking.

Compliance with Laws: The Renter shall comply with all municipal, provincial and federal laws, regulations and bylaws, and will obtain, at its own expense any and all insurance, permits, licenses, and approvals.

Contracted Services: The Renter shall be directed to work with a preferred facility contractor whenever possible. The Renter is responsible for all costs associated with the use of the contractor. Contracted services include, but are not limited to Lighting, Electrical, Telephone, Cable, Internet, Computer, Satellite, Catering and Food Service, Show Contractor, Decorating, and Audio Visual Contractors. Permission to work with any other contracted service must be requested in writing 120 days prior to the facility rental date. Outside contractors may be subject to additional charges.

Electrical Services: The Renter may be required to use an electrician for special hook-ups and power loading at the discretion of the Facility Event Representative. The electrician must be pre-approved by the Facility Event Representative at least 30 days prior to the event. The electrician may be required for set-up, event monitoring, and takedown depending on the event requirements. Renter is responsible for all costs of the electrician.

Decorations: Display material, banners, promotional signs, etc. shall not be attached in any way to the building structure (walls, ceiling, fixtures, doors, etc.) Decorations must be removed up the conclusion of the event. Latex and/or helium balloons are prohibited unless special written permission is granted by the Facility Event Representative, Director of Facility Services or his assigned designate.

Filming and Pictures: Written approval from Strathcona County is required from the Facility Event Representative for any filming or pictures.

Displays/Booths: A written list of sponsors or display booth operators must be provided to the Facility Event Representative for written approval 30 days in advance. Failure to do so may result in the display booth being closed or the Renter may be levied with additional charges for extra displays/booths. Renter is responsible for electrical requirements. The Facility Event Representative will designate locations.

Cleaning: The Renter is responsible for maintaining the event area in a clean and orderly fashion during the event. The Renter will be levied an additional charge if extra expense is incurred as a result of any loss, damage, or additional cleaning required as a result of the event. Strathcona County will maintain all common areas within the facility (i.e. washrooms, foyer, etc.) excluding any designated event area. The booking party shall be responsible for any loss, damage, or additional cleaning required as a result of the booking.

Ticket Sales: The Renter is responsible for acquiring all licenses required for the sale of admission tickets at the event. Written approval must be obtained from the Facility Event Representative for any admission charges. Strathcona County reserves the right to a percentage of admission fees charged by the Renter.

Sponsorships and Signage: Due to the contractual agreements with corporate sponsors, use of the public areas for signage/displays must have prior written approval from the Facility Event Representative. Any signage/displays must remain in the area of the event and must not cover any existing sponsorship advertising within the event area. Renter must work in conjunction with the show contractor and the Facility Event Representative for displaying advertising materials. Renter is unable to use the Strathcona County logos, trademarks, or trade names for promotions or advertising without prior written consent from the Facility Event Representative.

Administrative Fees: Strathcona County reserves the right to forward any additional administrative fees and costs to the Renter at the discretion of the Facility Event representative. This will be done through an amendment to the facility rental contract with advanced notice for the Renter.

Alcohol: Consumption of alcohol on County premises is allowed with permission by the Chief Commissioner and by permit only. Booking party must provide proof of liquor permit and Host Liquor Liability insurance prior to function. A copy of the permit must be submitted to the facility prior to the function and must be posted during the function. Alcohol may be consumed within the contracted rented area only.

Sale and/or Promotion of Merchandise: Sale of merchandise must be approved 30 days in advance. The Renter will submit the request in writing to the department director or designate and must be specific to the event. Strathcona County reserves to the right to a percentage of profits charged by the Renter.

Emergency Procedures: The Renter shall make themselves aware of the nearest emergency exits and shall follow the County's emergency procedure as instructed by County personnel. Any incidents or accidents are to be reported to County personnel immediately.

Smoking: Smoking is prohibited as per the *Tobacco Reduction Act, c, T-3.8, 2005*, and includes the exterior plazas if used as part of an event.

Security: Events where anticipated attendance exceeds 500 people or where alcohol is available may require additional security services. The need will be assessed by the Facility Event Representative and will include an additional charge. All security services will be provided by Strathcona County.

Catering & Food Services: Catering is available exclusively from the restaurant tenant in the facility. Information is available from the Facility Event Representative.

Parking: Parking is provided by way of paid underground parkade, street level parking, and nearby Festival Place parking. Parking in the parkade is available at the current meter rates and reserving stalls for an event is not permitted. Bicycle racks are available.

Additional Staffing Requirements: Strathcona County reserves the right to set service levels based on the nature and size of the activity. These charges will be identified at the time of booking.

Vacating the Premises: No onsite storage is permitted. Equipment shall be removed immediately after an event and Strathcona County shall not be held responsible for any damages or losses to any equipment used for the event. Additional time for takedown can be arranged with the booking representative at the time of booking for a fee.

Outstanding Invoices: Any outstanding invoices shall result in the Renter being restricted from using the building until payment in full has been received.

Miscellaneous

Performance, events, or activities in the facility which could potentially pose a danger to any resident, Strathcona County staff member, volunteer, or contractor shall not be permitted. All events and displays shall meet Strathcona County security, fire and safety standards.

Burning of any material, including candles, will not be permitted inside or on the exterior plazas without the approval of the Director of Facility Services.

Any damages incurred shall be assessed by Strathcona County and charged to the Renter.

Cancellation



Strathcona County reserves the right to immediately cancel any booking in the event that: Strathcona County required the space for an emergency meeting; a mechanical failure or situation beyond the reasonable control of the County; it is felt that any part of the agreement is breached; the Renter is not in compliance with applicable County bylaw, rules regulations and policies of health, fire or other municipal office, agencies, department, the Alberta Liquor Control Board and/or local police department. The County shall give the Renter as much notice as reasonably possible.

Responsibility/Liability for Damage


The Renter agrees to hold harmless and indemnify Strathcona County, its servants and agents from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs (on a solicitor and his own client basis), which arise out of or during the use of this Facility under this rental contract, except for the negligence of Strathcona county. The Renter shall be responsible for personal injury or damage, or for the loss of theft of any articles of clothing or equipment of the Renter, or anyone attending on the invitation of the Renter.

The Renter must pay for all damage to this facility or furnishings, however caused, arising out of or during the use of this facility under this contract. Future rental contracts will not be considered for any group that has an outstanding account with Strathcona County in this regard.

APPENDIX 1 - MEETING ROOM FEE SCHEDULE
Effective September, 2019

Strathcona County							
Meeting Room Fee Schedule & Non-Profit Rates							
Community Centre & County Hall Meeting Rooms							
	Fees before GST						
	Daily	Daily Non-profit	Half Day	Half Day Non-Profit	Hourly	Hourly Non-profit	
COUNTY HALL							
Meeting Room L3	\$256.00	\$128.00	\$128.00	\$64.00	\$60.00	\$30.00	
Meeting Rooms L1, L4, L5, L6	\$196.00	\$98.00	\$98.00	\$49.00	\$30.00	\$15.00	
Foyer (Security Costs)	Variable						
COMMUNITY CENTRE							
Council Chambers	\$410.00	\$205.00	\$205.00	\$102.50	\$62.00	\$31.00	
Agora	\$620.00	\$310.00	\$310.00	\$155.00			
Meeting Rooms 1,3,4,5	\$196.00	\$98.00	\$98.00	\$49.00	\$30.00	\$15.00	
Plazas A & B	\$160.00	\$80.00	\$80.00	\$40.00	\$27.00	\$13.50	
Meeting Room 2	\$256.00	\$128.00	\$128.00	\$64.00	\$60.00	\$30.00	
SECURITY		Min. 4 hrs	Each additional hour	 STRATHCONA COUNTY			
After 10 p.m. weekdays, anytime weekends		\$120.00	\$30.00				

APPENDIX 2 - DESCRIPTION & EQUIPMENT LIST – ROOMS

		Capacity	Public Use	Projector / Display	HDMI / VGA Inputs	Computer	ClickShare	Apple TV	Video Conference	Conference phone compatible	Speaker phone	Microphone	Document Camera	Whiteboard	Flipchart
BUILDING SITE Meeting Room Name															
COMMUNITY CENTRE															
Agora	500	✓	✓	✓	✓	✓	✓					✓		✓	✓
CC - Council Chambers	150	✓	✓	✓	✓	✓						✓	✓		
CC - Meeting Room 1	20	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓
CC - Meeting Room 2	48	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓
CC - Meeting Room 3	24	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓
CC - Meeting Room 4	20	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓
CC - Meeting Room 5	14	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓
COUNTY HALL															
CH - Meeting Room L1	20	✓	✓	✓	✓	✓	✓		✓	✓	✓			✓	✓
CH - Meeting Room L3	50	✓	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓
CH - Meeting Room L4	14	✓	✓	✓	✓	✓		✓		✓					
CH - Meeting Room L5	10	✓								✓					
CH - Meeting Room L6	6	✓								✓					
CONFERENCE PHONES	Please contact the Bookings Office for any equipment requests														
Wired: Mitel Conference Pod (2), Conference Saucer (2) Bluetooth (BYOD*): Evoko Minto (2)															
BYOD* Bring Your Own Device															

Alcohol being served? yes ☐? require copy of permit, insurance and approval from Chief Commissioner as per policy SER-004-001

Customer name	_____	Contract number	0
Contact name	0	Contact phone number	0
Set up notes			

Notes to customer**Booking for the purpose of a meeting:**

You must cancel 7 days or more before your booking date in order to receive a full refund.

No refunds will be issued with less than 7 days notice.

Bookings for the purpose of an event:

You must cancel 6 months or more before your booking date to receive a full refund.

A refund of 50% will be refunded with 90 days notice prior to your booking date.

No refunds will be issued with less than 90 days notice.

Additional notes to customer

Terms and conditions

Sign and return this Room Rental Contract and the Terms and Conditions attached as Schedule "A" within 48 hours to confirm booking. If not signed and returned the contract will become null and void without further notice.

_____ Print - Name	_____ Sign - Name	_____ Date
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_____ Print - Facility Services Representative	_____ Sign - Facility Services Representative	_____ Date
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Collection and use of personal information

Personal information is collected in accordance with section 3 of the Municipal Government Act and section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is protected by FOIP. It will be used to coordinate room rentals and contracts, and for the promotion of rental services. If you have any questions about the collection and use of the information contact the Manager of Facility Services at 780-464-8408.

Community Centre floor plan

