



## Social Event FAQ's for the Esplanade

### Can I bring the alcohol?

You may bring the alcohol for your event. We will require a copy of your liquor license and a copy of your 'Host Liability Liquor' insurance with \$2,000,000 liability. We have options for bar service shown on page 3.

### Can I bring my own food?

You are welcome to hire the caterer of your choice. You are also welcome to bring in your own food when proof of insurance has been provided. Please note that all food must arrive prepared and heated and that all leftovers, dishes and utensils must be removed from the venue for washing.

The Esplanade does not have in-house kitchen facilities and does not offer catering.

### What is available for refrigeration and ice?

We have a small commercial icemaker on site and some of our bar packages include ice. We have some freezer space on site as well. This can be coordinated on an as-needed basis and is dependent upon other events in the building. Refrigerator space will be available to chill liquor and mix.

### What is available for parking?

Free downtown 2 Hour on-street parking is available. The Esplanade Outdoor Parking lot is for pass-holders only on weekdays but has free parking after 6:00 pm weekdays and all day on weekends. The Esplanade has an underground parking lot that is available for a cost of \$5.00 per vehicle per day. The machines are cash only and accept change only. Alternatively, you may choose to buy out the underground lot for a cost of \$150.00 on Saturdays. One thing of which to be aware is that if the building is closed, the parkade is closed as well. Sundays we are closed to the public but arrangements can be made to have a staff member on site who would be able to open the underground parkade. Note: there is a 3 hour minimum charge to open the building or parkade.

### What can I do for decorating?

Please include decorating and take down time in your booking request.

We do not allow rose petals, glitter, rice, confetti or other similar products into the buildings at all. Should any of these be used, a cleaning charge of at least \$150.00 will be added to the final bill. We also do not allow any decorations to be taped or pinned to walls or to the curtains in the Esplanade's studio or the screening on the Esplanade Terrace. Decorations may be hung from the ceiling grid in the Studio Theatre but it requires the use of our City-owned lift and operator. This is available at a cost of \$55.00 per hour and must be booked in advance to ensure availability. If the lift is requested with less than 72-hours-notice, an additional charge may be added.

### What should I tell my decorator?

Decorators must be registered and insured. All décor items must be certified flame-retardant materials.

No open flame will be permitted on the premises. Decorating time may incur additional rental or after-hours fees and must be requested with the event booking.

### What do I need to clean up?

Basic cleanup of the space is included in our rental costs. If there is an extreme amount of mess or any petals, glitter, or confetti have been used, additional charges may apply. We ask that you remove all of your items and decorations at the end of the night. The City of Medicine Hat cannot be held responsible for any decorations or items left in the building.

Continued on next page

### **What is the 'After Hours Fee'?**

A fee of \$40.00 per hour applies to time beyond regular operating hours to recover the costs to have the building open for your event and secured upon your exit.

The Esplanade is open for regular hours between 12:00 PM and 5:00 PM Tuesday through Saturday. The Esplanade is closed Sundays and holidays except for special events.

### **What are SoCan and ReSound Fees?**

Copyright reimbursements to the legal owners must be collected and submitted by the venue whenever music is played for a public event. There are only a few specific areas where the fees may be waived:

Grand Rights – If the music or performers are ONLY performing original material and no covers.

Live Band – Any live band will not be charged the ReSound fee but if they play recorded music during the breaks then it would apply.

### **Why must we have an Event Host?**

We require that all social events utilize our Event Hosts. This person is able to act as a single point of contact for any technical, logistic or hospitality issues that may arise during the event. Another of their roles is that, in the event of an emergency, the Event Host is able to direct emergency personnel and coordinate evacuation.

### **What is available for cups and plates?**

We do not have plates, napkins or utensils available at our venue and you are welcome to provide your own.

We do have some glassware available in bar packages.

### **Where are the designated smoking areas?**

As City of Medicine Hat facilities are 100% smoke-free, smoking is not permitted in any space, including the Esplanade Terrace. Smoking receptacles are available outside of the buildings and the client will be responsible for any cleanup should these receptacles not be used.

### **What do I need to know about the Esplanade Terrace?**

**The closest washrooms** used for Terrace events are located on the 2nd floor to the west of the elevators. There are also washrooms on the main floor that are available for use.

**All public spaces are wheelchair accessible** via the elevators in the building.

**Note: in the event of an alarm**, elevators will return to the main floor and lock open.

If there are any special considerations required, please let us know so we may accommodate them.

**Unless extreme weather** is present, the responsibility for the decision to move an event off the Terrace lies with the client and should be communicated to your Event Host at the earliest possible time to ensure event continuity. Unless otherwise arranged, we generally are unable to have both the Terrace and the backup space 100% setup for the maximum capacity. It will take a **minimum** of 60 minutes for the backup space to be properly prepared for your event.

### **What else do I need to know?**

At our City owned venues, we are proud of the unique spaces that show case modern architecture mixed with Arts & Heritage. Our staff will work very hard to make every event a success limited only by your imagination.

We will be pleased to work with you to create a truly memorable event!

For inquiries and bookings please e-mail [Facilitybookings@medicinehat.ca](mailto:Facilitybookings@medicinehat.ca)  
or call (403)502.8580

continue reading for BAR SERVICE FEES

Bar options for receptions

**1. Option 1 - \$300 || for events of 75 participants/attendees or less**

- a. Bar Location: Studio Green Bar
- b. Bar Staffing: One bartender (CMH employee). Bartenders begin one hour before bar opens to set up and work until 30 minutes after the bar closes to pack up.
- c. Hours and Scope of Bar Operations: 6:30 pm cocktails, bar open at 7 pm, last call at 12:30 am, bar closed at 1:00 am
- d. If the Bar is open for more than 6.5 hours in a day, an additional \$45 per additional hour (or part thereof) will be charged
- e. Bar Includes: Portable bar, basic mix selection (Cola, Diet Cola, Lemon Lime, Soda Water), coffee, wine glasses, disposable cups, pouring spouts, corkscrews, cooler, tubs, ice, Fridge space for chilling drinks (note: City is flexible in regards to drop off time for liquor and float, provided drop off occurs not less than one hour prior to start of Bar service)
- f. Bar Clearing: Tables will be cleared at end of night by Bar Staff. City shall not be liable for any materials, drinks, liquor or other property left at the Bar by any person. Bar Staff will box leftover liquor for removal within 24 hours following Bar service. Bar Staff will complete Bar-associated recycling and garbage bagging tasks as required.
- g. \$50 Gratuity (including GST) per bartender is included in the above noted charge. Additionally, the client has the option of allowing tipping.

**2. Option 2 – \$550 || for events of 75 to 150 participants/attendees**

- a. Bar Locations: Studio Green Bar
  - b. Bar Staffing: Two bartenders (CMH employees) Bartenders begin one hour before bar opens to set up and work until 30 minutes after the bar closes to pack up.
  - c. Portable bar
  - d. Hours and Scope of Bar Operations: 6:30 pm cocktails, bar open 7 pm, last call 12:30 am, bar closed 1:00 am
    - i. Bar open more than 6.5 hours additional \$90 per hour
  - e. Bar Includes: Portable bar, gratuity, basic mix selection (Cola, Diet Cola, Lemon Lime, Soda Water), wine glasses, disposable cups, pouring spouts, corkscrews, cooler, tubs, ice
  - f. Bar Clearing: Tables will be cleared at end of night by Bar Staff, City shall not be liable for any materials, drinks, liquor or other property left at the Bar by any person. Bar Staff will box left over liquor for removal within 24 hours following Bar service. Bar Staff will complete Bar-associated recycling and garbage bagging tasks as required.
    - i. Fridge space for chilling drinks (note City is flexible in regards to drop off time for liquor and float, provided drop off occurs not less than one hour prior to start of Bar service.
- \$50 Gratuity (including GST) per bartender is included in the above noted charge. Additionally, the client has the option of allowing tipping.

**3. Option 3 - \$225 || for events with client supplied bartender \* *Damage Deposit required* \*\***

- a. Bar Locations: Studio Green Bar
- b. Hours and Scope of Bar Options Last call 12:30 am, bar closed 1:00 am
- c. Bar Includes: Use of Portable Bar, 8 bags ice, disposable cups, pouring spouts, corkscrews, cooler, tubs
  - i. Fridge space for chilling drinks (note City is flexible in regards to drop off time for liquor and float, provided drop off occurs not less than one hour prior to start of Bar Service.

**4. Option 4 - \$175 || for events with client supplied bartender \* *Damage Deposit required* \*\***

- a. Bar Locations: Studio Green Bar - Portable Bar
- b. Hours and Scope of Bar Options: Last call 12:30 am, bar closed 1:00 am
- c. Fridge space for chilling drinks

i. Assigned drop-off time for liquor

**\* \$75 discount when using a licensed and insured beverage service**

**\*\* \$250 Bar Security Deposit required at least one week prior to event date and will be removed from the final invoice if the bar space and supplies are left clean and intact.**

**Client is responsible for the float, liquor license and event insurance no matter which option is chosen.**