INNISFAIL

LIBRARY & LEARNING CENTRE (LLC)
FACILITY RENTAL INFORMATION

Are you looking for a space to hold your next meeting, seminar or gathering?

The Library Learning Centre (LLC) has a variety of options available to accommodate your group. For your next event, consider renting the LLC's Community Room!

A beautiful, flexible space that can accommodate many different events with the amenities and options that will make your event a success. Or consider renting the Foyer in addition to the Community Room. It is perfect for break out groups or as a lounge space to accompany your event.

RENTAL FEES

Spaces are rented by the hour or by the day.

- All prices include GST
- Prices are subject to change

LLC COMMUNITY ROOM

	Hourly	Daily (8-12 Hours)
Adult (18-64)	$85.00	$680.00
Youth (17 & under) & Non-Profits	$50.00	$400.00
Non-Local & Commercial*	$110.00	$880.00

** Non-Local are users who do not reside in Innisfail or rural Red Deer County*

LLC COMMUNITY ROOM

LLC FOYER

	Hourly	Daily (8+Hours)
Flat Rate	$30.00	$240.00

LLC FOYER

For more information or to check the availability of our facilities, please contact the Town of Innisfail at 403-227-3376 or email ask@innisfail.ca

FACILITY RULES & REGULATIONS*

**Subject to change without notice.*

NON-REFUNDABLE BOOKING FEE

Rental fees must be paid in full for bookings made less than 30 days prior to the rental date. To secure a booking made more than 30 days prior to the rental date, a payment of 50% of the total rental cost must be paid at the time of booking. The balance must be paid **no later than 7 days prior to the rental date**.

DAMAGE DEPOSIT

Special event rentals require a damage deposit at the time of booking. The damage deposit amount is contingent whether alcohol is being served - $150 without alcohol being served or $350 if alcohol is being served. It will be released upon confirmation that no damage occurred, no extra cleaning was required, or additional time was used. Additional cleaning will be charged at $75/hr. Any damage expenditures exceeding the damage deposit amount will be the responsibility of the renter and will be invoiced accordingly.

REQUIREMENTS FOR SERVING ALCOHOL

ALCOHOL LICENSE PERMIT REQUIREMENTS

Alcohol service is permitted in the Community Room if AGLC regulations are adhered to. Permits and regulations are available online at www.aglc.ca. It is the responsibility of the renter to ensure the liquor license permit is visibly displayed during the event. Proof of the licence must be provided to the Town at least 7 days prior to the event.

LIABILITY INSURANCE REQUIREMENTS

For special event rentals serving alcohol, the renter must obtain $2 Million of Liability Insurance with the Town of Innisfail as an additional insured party. Proof of insurance must be provided to the Town at least seven days prior to the event.

AGLC requirements for serving times must be followed. The Town recommends that alcohol service go **no later than midnight** on weekend reservations. This will allow patrons and organizers the legally required amount of time to finish service and ensure everyone gets home safe.

RESPONSIBILITIES

- Town Staff will ensure that space and amenities are available to the renter at the beginning of the reservation.
- Renter is responsible for the space at all times during the reservation.
- All patrons must be out, and all cleaning must be completed at the close of the reservation.
- The Town recommends erring on the side of caution when booking time.

The Town of Innisfail now has insurance available to event organizers.

Click here or visit www.innisfail.ca/insurance to sign up.

FACILITY/EQUIPMENT INFORMATION

LLC COMMUNITY ROOM

FACILITY INFORMATION

Rental Operation Hours: Monday to Thursday: 8 a.m. - 10 p.m.
Friday & Saturday: 8 a.m. - 2 a.m.
Sunday: 8 a.m. - 10 p.m.

Guidelines for the Community Room:

- 100 people in a dining room arrangement (people seated at tables)
- 125 people seated at chairs for a speaking engagement (chairs set-up facing the front of the room)

AUDIO AND VIDEO EQUIPMENT REQUEST

Audio and video systems are available in the Community Room. They can be rented separately or together. Please see below for specific details.

Video System: Projector, Screen and Computer Package ($60)

Sound System: Microphone, Use of Speakers ($60)

- Wireless Hand microphone

Media Inputs Available: AUX Input (Audio Only)

Both Audio and Video Systems ($80)

Conditions of AV Equipment Use:

- Renter must use the Town supplied laptop (no exceptions)
  - Includes Media Player Software, Microsoft Office Suite (including Powerpoint) and access to the internet.
- Renter must provide their own media – computer is compatible with USB Data Sticks or access to media online.
- The computer is a PC (Windows).
- Staff can arrange for a test of the equipment prior to the event.

EVENT SET-UP: INVENTORY

No additional charge.

- Podium
- Green/black padded chairs (70)
- Folding chairs (130)
- 60" round tables (15) - (seats a max of 6 green chairs with arms or 8 folding black)
- 3 x 6 folding gray table (16) - seat 8 folding, seat 6 green/black

MISCELLANEOUS

- WiFi
  - **Name:** Town Public Wifi
  - **Password:** townpublicwifi

KITCHEN: AVAILABLE INVENTORY

No additional charge.

- Fridges (two)
- Stove/Oven
- Dishwasher
- Place settings for 50 people (including Dinner/Lunch Plates, Coffee cups, Silverware, Wine Glasses)
- Coffee Maker (filters & grounds are not included)
- Juice spout container 200 cup

Cost of any dishware that is broken or missing after the event will be deducted from the damage deposit. Please place all used dishes in the dishwasher. Renters are responsible for washing all dishes; however, the final dishwasher load may be started and will be unloaded by staff.

OTHER USER RESPONSIBILITIES

Table/Chair Setup:

- Set up is the responsibility of the renter.
- Storage room open for renter access.

Renters Clean-up List:

- Breakdown will be done by staff (to ensure tables/chairs go back properly).
- Wipe down tables, chairs & any significant spills on floor.
- Place garbage in the outdoor bin.
- Empty fridge/freezer of any beverages/food brought for event.
- Remove recyclables from premises.

Decorating Rules:

- Tape can be on pillars & glass.
- Sticky-tack on drywall.
- Take down and remove all decorations from facility.

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