

Wedding & Special Events Guide



UNIVERSITY OF LETHBRIDGE
CONFERENCE & EVENT SERVICES



Table of Contents

- 3. Science Commons
- 3. Outdoor Space Details
- 4. Lux Hotel Campus Accommodations
- 4. Campus Map and Parking
- 5. Frequently Asked Questions
- 7. Booking Process
- 7. Facility Rental Fee Schedule
- 8. Catering Options
- 9. Conditions of Use
- 13. Rental Contract



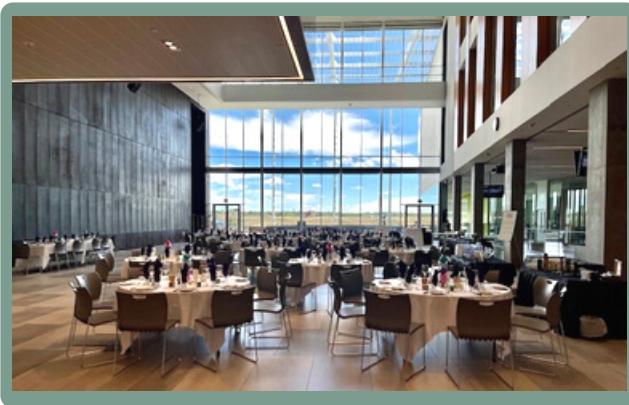
Science Commons Details

Science Commons is Lethbridge's newest rentable wedding venue!

With construction finished in 2019, Science Commons is a state-of-the-art venue with some impressive features, perfect for hosting wedding ceremonies and receptions.

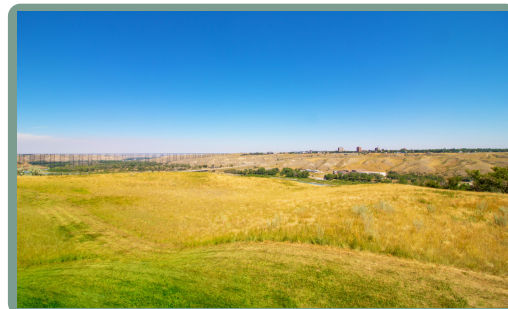
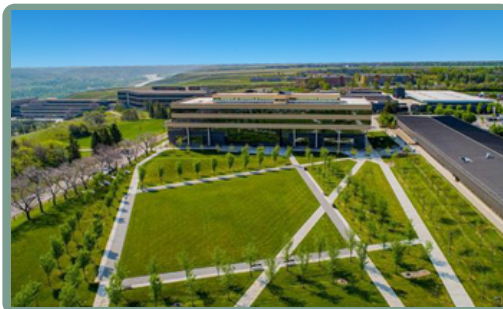
The Atrium can host groups of 20 - 416 people and can be set up in unique ways to get the most out of the space.

The Science Commons Patio is also available to rent on its own or with the Atrium. Experience amazing views of the Coulee valley and river bottom off the patio with minimal wind due to being East facing.



Outdoor Space Details

Showcasing our beautiful views of the Coulees, Aperture Park and The Quad are two outdoor green spaces to host your dream wedding ceremony.



Lux Hotel Campus Accomodations

The on-campus Lux Hotel operates from mid-May until mid-August and has three different room types within a 10-minute walking distance from the Science Commons.

- Executive Suite: \$120
- Two bedrooms: \$145
- Four bedrooms: \$215

(Please note all rates include taxes and parking, weekly, and monthly rates are available)

Call or email us for wedding group rates at 403-329-2244 or cnf@uleth.ca

For pictures and more information please visit our website, ulethbridge.ca/conference/hotel or scan the QR code here:



Campus Map & Parking

Parking lots S, N, E, F, and K are free on weekends. The closest parking lots to the Science Commons are Lot S (72 stalls) and Lot N.

On Weekdays Lot S becomes free after 7 pm and Lots N, E, and F become free after 5 pm.

For a map view please go to, ulethbridge.ca/campus-life/campus-maps or scan the QR code here:



(Use the + in the top left to zoom in to see the names of the parking lots)



Frequently Asked Questions



Decorations

Permitted:

- Centerpieces, arches, and other self-supporting structures
- CSA-approved electric mini-lights and other electricity-dependent decors (if positioned near an outlet, not attached to any University property)

Not Permitted:

- Decorations attached to walls, ceilings, floors
- Open flames, lit candles, confetti, sparklers, or fireworks on University property
- Tape and thumbtacks
- Confetti and flower petals
- Wildflowers (live flowers are allowed if obtained from a professional florist)



Furnishings

- Only the furniture in the building can be used for an event and is not allowed off the premises.
- We offer the following existing furniture in the building to be used for your event.
 - 5ft round tables that can seat 8 people per table
 - 8ft rectangular tables
 - 6ft rectangular tables
 - Grey event chairs
 - Cocktail tables that can seat 4 bar height chairs per table
 - 4 stage panels
 - Each one is 6'x8' and can be set to 16" high or 24" high.
 - Black skirting for both heights is available.
 - 4 coat racks
 - Each coat rack has 30 hooks
 - Each hook can hold potentially 3 coats.
 - Soft seating North of the atrium on level 7 needs to remain in its location, as well as the blue couches set up around south and north stairs that are fixed to floor.

Frequently Asked Questions



Setup

- Please note that University staff will set up the items from the University inventory Monday to Friday and any weekend events will have the set up completed by Friday at 3 p.m.
- If you are renting other items or decorations from a third party you are responsible for receiving them, setting them up, and taking them down.
- The University of Lethbridge will not be able to provide any tools or supplies so please bring everything you need with you.



Parking/Loading/Unloading

- Lot S becomes free after 7 pm on weeknights and on Saturdays and Sundays.
 - There are 72 stalls, including 6 accessible stalls.
- The next closest parking lot is Lot N.
- The loading zone is located on the side of the building going towards Lot H.
- We can not block the lot from the public during an event.



Event Times

- Events are to end by 1:30 a.m. Last call should be announced by 12:30 a.m. for liquor sales and have their guests out by 1:30 a.m. This supersedes any time established on a liquor permit.
- Your event cleanup will be from 1:30 a.m. to 2 a.m.



AV

- Clients are responsible to provide a DJ who would need to supply their own sound systems and speakers.
- Our overhead projector and screen are not available for use.



Lighting

Lighting can be adjusted by the caterer upon request.

Booking Process

1. Review this information package which includes the Facility Fee Schedule, Catering Options, Conditions of Use, and Rental Contract.
2. Fill out the attached form and email cnf@uleth.ca with the date(s), type of event, and time(s) of the event. You will receive a reply letting you know if we can accommodate your request.
4. If we can accommodate your request, a contract with cost estimates will be emailed to you.
5. Your rental will be considered **confirmed** and **booked** only when we receive the signed contract along with your 50% deposit.

Facility Rental Fee Schedule

Facility	Description	Rates
Science Commons Atrium	Rectangular Table Seating setup <ul style="list-style-type: none"> • Maximum – 416 seats Rectangular and Round setup <ul style="list-style-type: none"> • Maximum – 400 seats Round Table Seating setup <ul style="list-style-type: none"> • Maximum – 392 seats 	\$1750/day plus GST 50% deposit at the time of contract signing (credit card only)
Science Commons Patio	Patio Seating set up <ul style="list-style-type: none"> • Maximum - 184 seats 	\$1250/day plus GST 50% deposit at the time of contract signing (credit card only)
Aperture Park	Outdoor green space for wedding ceremony	\$500/day plus GST 50% deposit at the time of contract signing (credit card only)
The Quad	Outdoor green space for wedding ceremony	\$500/day plus GST 50% deposit at the time of contract signing (credit card only)

Your rental will be considered confirmed and booked only when we receive the signed contract along with your 50% deposit.

Catering Options

The caterers approved by the University of Lethbridge to provide services at the University of Lethbridge are listed below.

LA Chefs

LA Chefs Catering & Events Ltd. is a full-service catering company located in the Coast Lethbridge Hotel & Conference Centre. LA Chefs Catering and Events has a partnership with Lethbridge Event Rentals to ensure perfection on your wedding day.



403 - 320 - 7702



[www.lachefs](http://www.lachefs.com)



[@lachefs](https://www.instagram.com/lachefs)

Prime Catering

Our catering team of event specialists will take care of all the fine details to ensure your event unfolds seamlessly. Our highly skilled Executive Chef and his team will prepare you a meal that is both satisfying and memorable. Your guests will feel welcomed, comfortable and special from the first moment they walk through the door until the final glass is poured.



403 - 331 - 6921



[www.primecatering](http://www.primecatering.com)



[@primecateringql](https://www.instagram.com/primecateringql)

Chartwells Fresh Fork

Whether planning a simple breakfast or an upscale executive luncheon, you will find our most popular menu selections in either our Executive Standard Menu or our Premium Event Menu. Custom menus and special requests can be arranged with our Catering Professional Team.



403 - 332 - 4475



[www.thefreshfork](http://www.thefreshfork.com)



[@uuletheats](https://www.instagram.com/uuletheats)



Conditions of Use

WHEREAS the University has facilities and equipment for the use and operation of hosting meetings, conferences, and events and further provides catering, food, and administration services in relation thereto (hereinafter referred to as "Conference and Event Facilities", "Conference & Event Services" or jointly as "Conference and Event Facilities and Services")

AND WHEREAS the Group is desirous of making use of the University's Conference and Event Facilities and Services.

NOW, THEREFORE, THIS AGREEMENT WITNESSES that in consideration of the terms and conditions set out herein, the Parties hereto agree as follows:

1. **BOOKING:** The University agrees to provide the Group with Conference and Event Facilities and Services for the period of time as outlined.

2. **DEPOSIT and CANCELLATION:** With the signing of this contract, the University facilities are removed from our inventory and considered sold. We then make financial commitments based on the revenues we expect to achieve from your full performance of the contract. Therefore, it must be understood and agreed by the Group that canceling your entire group ("Cancellation") may expose us to substantial losses.

A 50% non-refundable deposit of the estimated cost of the event is due at the time the contract is signed.

The remaining balance is due no later than one month prior to the event.

PAYMENT: The Group agrees to pay to the University as outlined in the Facility Rental Fee for the Conference & Event facilities and services, as follows:

- A rental fee for the use of the Conference and Event facilities or such portions thereof as assigned to it.
- The cost of all catering, food, refreshment, and beverage services provided to the Group.
- All administrative costs relating to the University's planning, coordination, and management of the Conference/Event as requested by the Group.
- The Group agrees to pay the University for any cancellation payments as outlined above

4. **ADDITIONAL SERVICES & CHARGES:** At the time of entering this Agreement, the University shall assign such portions of its Conference and Event Facilities as required for the purpose of accommodating the number of the Group registrants. In the event that the proposed number of actual registrants varies from the number of registrants proposed by the Group, the University shall have the right to reassign such portions of its Conference and Event Facilities to accommodate the actual number of registrants. The Group shall be responsible for any increased or additional charges or rates arising from the reassignment of the Conference and Event Facilities. If at the request of the Group the University provides administrative services such as planning, coordination, or management of the Conference/Event, the Group agrees to pay all costs, charges, expenses, and any other outgoings of any nature incurred by the University in providing such services.



5. **CATERING SERVICES:** Catering and Food Services as provided to the University by one of the 3 preferred caterers, shall be prepared to serve up to the guaranteed number of confirmed registrants if two hundred (200) or less, and 5 percent over the number of confirmed registrants if in excess of two hundred (200). The University shall not be bound to provide catering and food services to the Group more than the amount outlined above. All catering and food services required by the Group shall be provided by the University under the exclusive control of the University Food Services Director, and neither the Group, its registrants nor invitees shall be permitted to bring food of any kind onto the University Grounds or its facilities unless such food is medically required by the registrant or invitee. Personal guest rooms at the University of Lethbridge are exempt and you are welcome to bring outside food into your personal space. All other food requirements in classrooms, meeting rooms, and office spaceband general areas will be provided by Chartwells, LA Chefs, or Prime Catering.

[Click here for the Provision of Food & Alcohol Policy.](#)



6. **PROVISION OF ALCOHOL:** If the provision and service of alcoholic beverages are required by the group this must in compliance with the University's Alcohol Policy and Alberta Gaming and Liquor Commission rules and regulations. The University requires that alcohol be served either under the University's Class C license or with a Special Event License being put in place, to be determined by the University. No alcohol can be served or consumed by a participant of the group that is under the age of 18. A copy of the license must be submitted to the University Conference and Event Services Department and to Insurance and Risk Services prior to your event start.

[Click here for the Alcohol Policy.](#)



7. **LATE PAYMENT & DEFAULT:** The Group agrees to pay all accounts due to the University within thirty (30) days of receipt, and the Group agrees to pay interest at the rate of 18 percent per annum on the unpaid balance outstanding at any particular time, or a service charge of Fifty dollars (\$50.00) Dollars, whichever is greater at the time of payment. The Group agrees that if it is in default of payment within thirty (30) days of receipt of invoice, or is in default of any portion thereof, the Group shall be required to pay to the University forthwith, all costs, charges, and expenses, including Agency and Collection fees, Solicitors costs, client and solicitor fees incurred in taking action in recovery of the monies owing to the University by the Group.

8. **SMOKING and CANNABIS POLICY:** The University has a smoking policy that is compliant with the City of Lethbridge Smoking By-Law and smoking in the interior of any of the University facilities is strictly prohibited. Signs are clearly posted on the exterior of the University buildings indicating the designated smoking areas outside the facilities. The Group and its participants may smoke only in designated areas.

[Click here for the Smoking Policy.](#)



[Click here for the Cannabis Policy.](#)



9. **FORCE MAJEURE:** The University shall be released from its obligation to perform in whole or in part, any of the terms and conditions of this Agreement, including any obligation it may have in providing Conference Facilities and Services, or any portion thereof, for any cause beyond its reasonable control which renders performance impossible or contrary to law. The University shall not be liable for any loss or damages, direct or indirect, suffered by the Group or its registrants and invitees for failure to perform its obligations in such circumstances.

10. **HOLD HARMLESS AND INDEMNIFICATION:** The Group, its employees, registrants, participants, promoters, agents, contractors, subcontractors, hired parties, guests, invitees, and any other party in connection with the Group with respect to the conference/event, assumes all responsibility and liability for the requested use of the Conference and Event Facilities and agrees to defend, indemnify and hold the University harmless from any and all expenses, including legal expenses, claims, loss, damage, injury or death to any person or property loss or damage arising from the use of the facility and any of the activities in connection with the conference/event.

11. **DAMAGE TO CONFERENCE AND EVENT FACILITIES:** The Group agrees that it is fully responsible for the acts of the Group's employees, officers, agents, contractors, subcontractors, hired parties, invitees and participants using the Conference and Event Facilities and agrees to reimburse the University for any and all damages to the facility, the lands upon which the facility is located, the facility's equipment, fixtures, furniture and further to this will also be responsible for any and all clean- up or hazardous waste related expenses, including disposal, shipping, damages, and or penalties or fines imposed as a result of its use.

12. **PROPERTY OF OTHERS:** The University shall accept no responsibility for the care, theft, or loss of money, valuables, business or personal effects of the Group, its employees, contractors, agents, registrants, participants, and any other party who may be in attendance at the Group conference/event.

13. **INSURANCE:** The Group agrees to obtain at its own expense and provide the University, Conference, and Event Services with a certificate of insurance from a licensed agency or broker permitted to transact business in the province of Alberta and as follows:

- A. Proof of comprehensive general liability insurance in the sum of not less than Two Million Dollars (\$2,000,000).
- B. With the Governors of the University of Lethbridge added as an additional insured (with respect to the operations of the group); and
- C. 30 days cancellation or material change notice
- D. The Certificate holder information is as follows:

The Governors of the University of Lethbridge
4401 University Drive W.
Lethbridge, AB T1K 3M4

SIGNAGE AND ADVERTISING: University policy prohibits the fixing of any materials whatsoever to walls, floors, or ceilings in any manner whatsoever, and without restricting the generality of the foregoing, by use of nails, staples, tapes, or any other substance. The Group agrees to comply with the University's Signage and Advertising Policy. The Group further agrees that any signs to be used by it for the purposes of the Conference/Event must be of professional quality and that the University's permission must be obtained prior to placement of any signs in any location upon the University Grounds or Facilities. The University has the right to remove any signs or advertising posted by the Group which is placed in a prohibited area or the content of which is not acceptable and may be deemed inconsistent with the University's interests, goals, and philosophies. The use of the University logo is expressly prohibited without the prior written permission of the University.

[Click here for the Signage and Advertising Policy.](#)



Facilities Management

14. **PARKING:** Unless otherwise designated parking must be paid in designated meter parking locations. Any tickets or fines arising from parking violations on the University grounds are the responsibility of the Group and its participants.

15. **RIGHT OF ENTRY:** The University reserves the right to enter the facility being used by the Group at any time for the purpose of inspection, repair, maintenance, or emergency or to address any unacceptable, unlawful, or prohibited behavior and activities of the Group.

16. **GOVERNING LAW:** This Agreement shall be governed by the laws of the province of Alberta and the federal laws of Canada.

17. **CONCURRENT AGREEMENTS:** The terms and conditions of this Agreement are specific to the services and facilities being provided by the University's Conference and Event Services and nothing contained herein is superseded or replaced by any other Agreement the Group may enter with any other party or entity, including but not limited to, The University of Lethbridge Students Union.

18. **EVENT SET-UP AND EQUIPMENT:** The Group is solely responsible for any equipment owned, leased, under control of, or brought to the Conference and Event Facilities by the Group, its employees, officers, agents, contractors, subcontractors, or hired parties because of its rental of the facility. The Group assumes full responsibility for any claims, losses, or damages to any such equipment. Use of any equipment not owned by the University is subject to approval prior to the event.

The Group also assumes full responsibility for the conduct of, and any services provided by, its employees, officers, agents, contractors, subcontractors, or hired parties because of its rental of the Conference and Event Facilities. The University is not responsible for any claims, losses, or damages related to the conduct of, or the services provided by, the Group, its employees, officers, agents, subcontractors or hire parties.



RENTAL CONTRACT

Billing Information
Name:
Mailing Address (incl. city, postal code):
Home Phone #:
Cell Phone #:
Email Address:

Credit Card Information
Name on Card:
Credit Card Type: Visa: _____ Mastercard: _____ American Express: _____
Card Number:
Security Code:
Expiration Date:
Cardholder Signature:

Event Contact (If different from billing)
Name:
Home Phone #:
Cell Phone #:
Email Address:



Event Information	
Date of Event:	
Type of Event:	
Location of Event:	
Anticipated Start Time:	End Time:
Caterer: LA Chefs _____	Prime Catering _____ Fresh Fork _____
Number of Meals:	
Budget for Meals:	
Will alcohol be served? Yes _____ No _____	
If yes, type of bar service: Full-Service _____ Cash Bar _____ Toonie Bar _____ Other _____	
Liquor License (Require a copy ahead of event)	
Decorator Name:	
Decorator Phone Number:	
Photographer Name:	
Photographer Phone Number:	
Music/Entertainment/DJ Name:	
Phone Number:	
Number of Proposed Attendees:	



Insurance

The Group agrees to obtain at its own expense and provide the University, Conference & Event Services with a certificate of insurance from a licenced agency or broker permitted to transact business in the province of Alberta to secure the booking and as follows:

A certificate of insurance issued by an insurer/agent licenced to do business in the Province of Alberta evidencing:

Commercial General Liability

- with limits of not less than **\$2,000,000 per occurrence** covering off bodily injury and property damage, products and completed operations, advertising, and personal injury with 30 days cancellation or material change notice: and
- adding the University of Lethbridge as an **additional insured** (with respect to the operations of the group)

Request the certificate holder be in the name of the University as follows:

The Governors of the University of Lethbridge
4401 University Drive W.
Lethbridge, AB T1K 3M4

Proof of Insurance: _____ attached

Set Up Details:



Parking

Parking Required: Yes _____ or No _____

- Not needed during evenings and weekends
- Please check times for specific lots needed for event parking
- Additional fees may be required

AV Equipment

The client is responsible for AV equipment and setup.

Any additional comments/information:





By signing this contract, the Renter acknowledges and accepts all the conditions and requirements specified in the Contract and attached Conditions of Use; confirms that the information given above is accurate and complete; and agrees to report any changes to that information to the University of Lethbridge Conference and Event Services.

The Group also assumes full responsibility for the conduct of, and any services provided by, its employees, officers, agents, contractors, subcontractors, or hired parties because of its rental of the Conference and Event Facilities. The University is not responsible for any claims, losses, or damages related to the conduct of, or the services provided by, the Group, its employees, officers, agents, subcontractors or hire parties.

THIS AGREEMENT made this day _____ of _____ 20_____.
 IN WITNESS WHEREOF the Parties have hereunto set their respective hand and seal on the year and date first written above.

University of Lethbridge EVENT Group

EVENT Group

Per:

Date:

