



Social Event FAQ's for the Esplanade

Can I bring the alcohol?

You may bring 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 a licensed and insured 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 or tableware.

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 \$6.00 per vehicle per day. The HotSpot parking app is required to register your vehicle. Alternatively, you may choose to buy out the underground lot for a cost of \$150.00 on Saturdays, when available. One thing of which to be aware is that if the building is closed, the parkade is closed as well. The Esplanade is closed to the public on Sundays 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 \$75.00 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?

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. Please ask your decorator to provide the estimated time required for set up and take down.

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 Entandem 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 portion of the fee but they will be charged for the Socan portion of the fee. If they play recorded music during the breaks then Socan will also 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 have limited 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
or call (403)502.8580

continue reading for BAR SERVICE FEES

Esplanade Bar Packages

Option 1 – Client provided Bar **

- Client Supplies everything (AGLC certified bartenders, float, liquor, drink mixes, glassware & garnishes)
- Liquor license and event insurance required
- Venue provides one fridge for chilling product, studio green bar space
- No additional charges

Option 2 – Hybrid Bar

- Client to provide float, liquor, drink mixes, glassware & garnishes
- Liquor license and event insurance required
- 2 CMH Bartenders for a maximum of 8 hours (Must include 1 hour for setup and 30 minutes for clean up)
- One fridge for chilling product, studio green bar space and ice
- Tables cleared end of night of all bar related items
- Leftover liquor boxed for removal
- \$450.00
- wine glass rental is available for an additional \$2.00 per person

Option 3 – Full service

- Event insurance required
- 2 CMH Bartenders for a maximum of 8 hours
- Studio green bar space and ice
- A selection of hard liquor, mix, wine, canned cocktails and local beers
- \$9.00 per drink

Notes for all packages

- Last call 12:30 am, bar closed 1:00 am
- Bar space will be outside of the Studio Theatre in the *Green Bar* area
- Liquor license, insurance and float must be dropped off 24 hours in advance.

**** \$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

