

Social Event FAQ's for the Esplanade and the Veiner Centre

Can I bring in my own alcohol? Are there any corkage charges?

You may bring your own alcohol. We will require a copy of your liquor license and a copy of your 'Host Liability Liquor' insurance in the amount of \$2,000,000. We must also provide one of our bartenders, for every 80 guests, at a cost of \$25 per hour. Alternately, you may hire a licensed and insured beverage service.

We do not charge any corkage type fees.

Can I bring in my own food?

You are welcome to hire the caterer of your choice. You are also welcome to bring in your own food.

Veiner Centre: The Veiner Centre offers catering. You may still hire the caterer of your choice or bring your own food. Access to the Veiner Centre's commercial kitchen and supplies is not permitted to either the public or to caterers.

Esplanade: The Esplanade-Bar rental space includes the use of a commercial size fridge and Commercial coffee maker and carafes - you provide your own coffee, cups, and cream/sugar. 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 ice-maker on site at each venue.

You are welcome to request ice but be aware that it is not a fast refilling machine. We have some refrigeration and freezer space on site as well that is available. This can be coordinated on an as needed basis and is dependent upon other events in the building.

What is available for parking?

Veiner Centre: The Veiner Centre has free outdoor parking.

Esplanade: 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 evenings or 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.

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 is permitted on the premises.

What do I need to cleanup?

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 Esplanade cannot be held responsible for any decorations or items left in the building.

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For further questions or to book the venue please call (403)525.8829
or email esplanadeevents@medicinehat.ca

Social Event FAQ's (continued)

Why am I being charged an 'After Hours Fee'?

The Esplanade is open for regular hours between 10:00 AM and 5:00 PM Monday through Friday and 12:00 PM to 5:00 PM on Saturdays. The Veiner Centre is open 9:00 AM to 10:00 PM weekdays and 12:00 PM to 4:00 PM on Sundays. The Veiner Centre is closed on Saturdays and holidays. The Esplanade is closed on Sundays and holidays except for special events. A fee of \$40.00 per hour applies to time beyond normal hours to recover the costs to have the building open and secured upon your exit.

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 Esplanade Event Host?

As we are a bit of a unique venue between a full-service hotel and a self-service community hall, we require that all social events in the building 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 or utensils available at our venues and you are welcome to provide your own. We do have some glassware available for rent such as wine glasses and ceramic coffee mugs.

Where are the washrooms for 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.

Is there handicapped access to the Esplanade Terrace and Lobby spaces?

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.

When does the decision of whether to cancel the Esplanade Terrace need to be made and who makes that decision?

Unless extreme weather is present, the responsibility for the decision to move 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.

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 Terrace. Smoking receptacles are available outside of the building and the client will be responsible for any cleanup should these receptacles not be used.

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. We 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!

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