



## **CONDITIONS AND RESPONSIBILITIES OF RENTER**

*Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping the **Mercury Room** a well maintained and safe location for future use.*

### **DEPOSIT/RENTAL FEES**

A signed contract and date-hold deposit must be received to reserve your date(s) and time(s). The balance of your rental fee is due within seven (7) days or less after your event. No terms are implied or granted and no work will be allowed to commence until your deposit is received.

### **INDEMNIFICATION AND HOLD HARMLESS CLAUSE**

The Renter shall indemnify and hold harmless the Mercury Room and any of its officers, employees, servants, agents, contractors, and volunteers from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the Mercury Room by the user group and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Mercury Room.

### **CATERING**

All catering services are provided through the Mercury Room in-house catering. The Renter may arrange catering through the Mercury Room's preferred external caterers, but use of an alternate caterer may result in an increased deposit and/or rental fee. All caterers working at the Mercury Room are required to have a valid Alberta Health Services (AHS) approved Food Safety Certificate.

For alternate caterers, the Mercury Room is able to provide pots, pans, knives or utensils, at an additional charge. The kitchen will be provided in a clean condition and should be returned to a clean condition immediately following your event. Final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists posted in the kitchen area.

### **CATERING/BAR GUEST COUNT**

Final guest count changes **MUST** be submitted in writing at least seven (7) days prior to your event. Additions may be made to your guest list up to two (2) days prior to your event. However, no refunds will be given for reductions to the guest count seven (7) days prior to your event.

### **CAPACITY**

Main Room—80 for seated dinner, 100 lecture style, 125 standing reception  
Room 80—50 for seated dinner, 80 lecture style, 100 standing reception  
Both Rooms—125 seated or 185 standing

### **SITE DECORATION**

The Mercury Room wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. No glitter or confetti is allowed on site. Only low tack tape is allowed on our floors and wall. Any damages will be charged after your event.

**Contact/Renter Initials:**

**Date:**

**CONDUCT**

There is absolutely no drug use or smoking of any kind tolerated on premises or within 10 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. The Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Mercury Room staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the event costs shall be made.

**LOAD-IN/LOAD-OUT AND STORAGE**

All load-ins and load-outs must take place within the designated timeframe given by the Mercury Room. The Mercury Room is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the renter or renter’s representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, renter, or renter’s representative. Limited storage is available upon request. Storage fees will be applied to any items left beyond normal load-in/load-inout times. This also applies to items left post event for shipment out via courier. Note: it is not the responsibility of the Mercury Room to ensure that pick-ups are scheduled and executed.

**CLEANING**

The Mercury Room will be in a clean condition prior to your event. The fee to cover the cost of typical clean-up of the rental space after the event is included in the rental fee. However, any unforeseen cleaning, such as removal of decorations, will be charged at a rate of \$25/hour.

**LOST AND FOUND**

The Mercury Room will take no responsibility for personal effects and possessions left on premises during or after any event. Lost and found items will be held for up to 30 days.

**DAMAGES**

Beyond ordinary wear and tear, the Renter shall be responsible for any damages caused by the Renter’s use of the Mercury Room. Any necessary repairs will be arranged for by the Mercury Room, at the Renter’s expense.

**MINORS**

No Minors are permitted on the premises after 9:00 pm.

**Contact/Renter Initials:**

**Date:**