

### These Conditions of Use & Policies apply to all rentals within the Legacy Park Pavilion

Please read through them carefully. If you have any questions please reach out to the Recreation & Culture department by phone or email. For after-hours help call 403.320.3111

**Proof of User Group Insurance must be provided to the Recreation & Culture department a minimum of 2 business days before the booking date and time.**

**Cancellations:** Can be made up to 2 weeks prior to the event, however a **50% total booking cancellation fee** will be applied to ALL cancellations that are not weather related. No refund will be issued to cancellations that occur within 2 weeks leading up to the booking date.

**Keys:** A lockbox hosts the keys and is on location. An access code will be emailed during the week leading up to the booking date, and will only be valid during the booking time. Keys are to be returned to the lockbox immediately after use. The renter must lock all access points before leaving: entrance/exit doors, washrooms, storage areas, window roll shutters, etc.

**Facility Access:** Is limited to the hours shown on the contract, including setup & cleanup. All equipment must be taken down at the end of the booking. If you require additional hours, contact Recreation and Culture.

Outside access is limited to the patio on the south side of the building. The other surrounding outdoor spaces are public and are not included in the booking.

**Cleanliness:** The renter is responsible for performing the following by the end of the booking:

- Return tables to original positions
- Wipe up any large spills or messes
- Replace garbage bags provided. Tie plastic bags and place in large central bin

**Damage:** Renters shall pay for all damages that occur as a result of their use, outside of normal wear.

- Lost keys will result in a \$200 replacement & rekeying charge

**Liquor:** Is only permitted inside of the building. A permit is required for the possession of alcohol. Permits must be sent to [leisure@lethbridge.ca](mailto:leisure@lethbridge.ca) a minimum of 2 business days before the booking date. Visit [Liquor licences | AGLC](#) to obtain a permit.

**Parking:** Is limited to the public parking lots within Legacy Park and are non-reservable.

**Animals:** Are not permitted inside of the building, with the exception of service animals.

**Smoking:** Tobacco, vaping, and cannabis smoking in public buildings is prohibited (By-Law 3896)

**Equipment:** 10 tables and 60 chairs are available for use at no additional charge. A sink and fridge/freezer combo is available for use.

The renter is responsible for providing any additional equipment needed for their rental. Barbeques are only permitted on the north side patio, at least 5 meters away from the building.