

Facility Rental Quick Information Guide

Lethbridge's most unique venue! Nestled in the Oldman River Valley, the Nature Centre is surrounded by the best of southern Alberta's natural features, including porcupines, cactus, deer and century old cottonwood trees! Spaces with views of the surrounding landscape and historic High Level Bridge are perfect for meetings, retreats, workshops or presentations. Take a break from work and enjoy our award winning Living Roof or book it for your yoga or photography class. By hosting your event in our LEED® Gold Certified facility, you will have a smaller impact on the local environment all while enjoying your time in a picturesque nature setting. The HSNC offers exceptional space with an array of amenities at an affordable price!

What spaces are available for rent?

Community Room

- Excellent for meetings, presentations, workshops, planning sessions, small family gatherings.
- Windows with stunning views of the Nature Reserve and High Level Bridge
- Easy access to outdoor patio space

Exhibit Gallery

- Excellent for meetings, presentations, workshops, planning sessions, or small family gatherings.
- Windows with views of the Nature Reserve and High Level Bridge

Living Roof

- Excellent for yoga, tai chi, plein air classes, or private photography sessions
- Excellent break out space during all-day meetings
- Outdoor space with views of the nature reserve, surrounding coulees and high level bridge

Entire Facility

- Excellent for AGMs, small conferences, convention groups or mix & mingles
- Window with views of the nature reserve and High Level Bridge

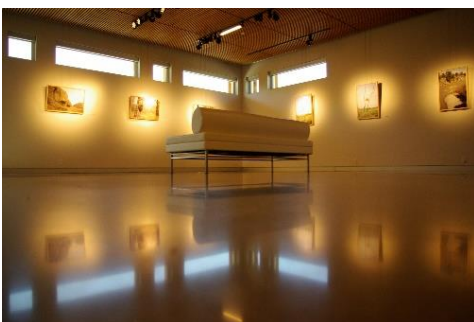


Exhibit Gallery



Community Room



Living Roof

What is included in my rental?

1. Full service kitchenette, including mugs, glasses, plates, bowls and silverware. (Not included in rental of Living Roof)
2. Heavy duty plastic tables (round or rectangular) and chairs. Cocktail tables and matching linens are available at an additional charge. Linens for rounds and rectangular tables are available at an additional charge
3. A/V Equipment:
 - Data projector (Built-in)
 - Projector screen (Built-in)
 - HDMI/VGA cable
 - Audio cable to supplement VGA hookup
 - Wireless lapel or handheld microphone & Speakers (Built-in)
 - BlueRay (Exhibit Gallery only)
 - Conference phone (available for an additional charge)

NOTE: We do not supply laptop or desktop computers. Equipment not compatible with Apple computers. We do not supply adapters (often referred to as dongles).

4. Access to Exhibit Room & Living Roof
 - *Exhibit Room and Living Roof are open to the public during normal operating hours. Private access/use of these spaces is available for an additional charge.
 - *Customizable interpreter led programs available on request at an additional charge
5. Internet Access: There is free public Wi-Fi available.

Other FAQ:

Kitchenette: Fridge, sink, dishwasher, microwave, coffee carafes, kettle, dishes and silverware are all included in your rental. There is no freezer on site. To reduce waste, please advise your caterer(s) that the use of disposable dishes/cutlery will not be permitted.

Washrooms: Washrooms are located just outside of the Community Room.

Parking: Parking is available in Nature Centre parking lot.

Room Setup/Takedown: Your group is responsible for setting up and taking down all tables and chairs for your event unless prior written arrangements have been made with the Facility Rental Coordinator.

Décor: Decorating is permitted; however, candles, balloons, glitter, confetti, pins, tape, thumbtacks etc. are not permitted. Free-standing and table décor is allowed. Décor may be affixed to walls using sticky tack.

Alcohol: Alcohol will not be permitted unless prior written authorization has been obtained through the Facility Rental Coordinator. A liquor license must be obtained by the renter, prior to the booking date, for any event where alcohol will be served.

Cancellation Policy: The Nature Centre requires two weeks' notice to cancel a booking for a full refund. Less than 2 weeks' notice will result in a charge of 50% of the booking fee. No refund will be issued for cancellations with less than 2 days' notice. In the event of an emergency, where the Nature Centre is unable to fulfill its contractual obligations, no charge will be issued to your organization and your meeting will be rescheduled at the earliest convenience for both parties.

2017 FEE SCHEDULE

RENTAL SPACE	DESCRIPTION	CAPACITY	PRICE
COMMUNITY ROOM	870 square feet A/V equipment available White board Kitchen access	70 ppl Theatre style 40 ppl Rounds 24 ppl Classroom style	Half Day \$140 Full Day \$240
EXHIBIT GALLERY	770 square feet A/V equipment available Kitchen access	50 ppl Theatre style 32 ppl Rounds 20 ppl Classroom style	Half Day \$140 Full Day \$240
LIVING ROOF	900 square feet Outdoor space only	20 ppl with yoga mats 50 ppl standing cocktail	Daytime \$35/hour Half Day \$200 *Availability will vary seasonally
ENTIRE FACILITY	4720 square feet A/V equipment available Kitchen access	150 ppl standing cocktail	Half Day starting at \$350 Full Day starting at \$650 *Availability will vary seasonally
SPECIAL EVENT**	Takes place outside regular hours of operation and/or requires renter to obtain a liquor license. May require extra HSNc staff.		Please contact the Facility Rental Coordinator for details

** Special Events are bookings that take place after our normal hours of operation and/or require the renter to obtain a liquor license. Special events may require extra HSNc staff.

Half Day 4 hours | Full Day 8 hours | Evening events cannot go past 9:30pm

Prices do not include GST

