

Lethbridge City Hall is available for use to community members residing within Lethbridge, which include, but are not limited to volunteer organizations, businesses, and individual citizens to host occasional and special events.

All bookings will require \$2,000,000 liability insurance coverage. The City of Lethbridge must be an added as additional insured and included in a "Cross Liability Clause." Proof of this insurance coverage must be provided at least two business days prior to the event.

For bookings, contact the Recreation & Culture department. Email leisure@lethbridge.ca or call 403.320.3020.

Cancellations

Monday – Friday Business Hour Bookings

- Notice of cancellation must be provided at least 48 hours in advance to receive a full refund. Cancellations that occur without at least 48 hours' notice will not qualify for a refund of any sort

Evening and Weekend Bookings

- Notice of cancellation must be provided at least 14 days in advance to receive a full refund. Cancellations that occur without at least 14 days' notice will not qualify for a refund of any sort

Fees and Charges

- A schedule of fees and charges has been established to assist in the extra services provided and the extended hours of use for the facility. This schedule is available upon request through contacting the Recreation & Culture department

Facilities

Foyer

- Available to book after regular business hours only
- Accommodates up to 200 people in an informal reception format
- Set-up & clean up services vary with the set-up requirements. Foyer set-up costs are calculated per event

Culver City Meeting Room (room 147)

- Available to book from 8:00am –10:00pm daily
- Accommodates up to 60 people
- Equipped with TV, projector, screen, and sound system
- White board markers, pens, paper, etc. are NOT provided

- The organizer is responsible for set-up and clean-up. If assistance is required, please inquire at the time of booking

Culver City Kitchen

- Booking required if food or drink service is occurring
- Small serving kitchen
- Equipped with 2 microwaves, fridge/freezer, thermalizer (plate warmer), sink, and prep counter space
- Coffee service available (12 cup pot), or the organizer may supply the service

After Business Hours Security Requirements

Foyer Events

- The organizer is required to provide host security personnel, or inquire about employing city services

Culver City Meeting Room

- Exterior entrances will remain locked
- The organizer must meet participants and escort them to and from the meeting room
- The organizer is required to provide host security personnel or inquire about employing city services if they wish to have the exterior entrances remain unlocked

Considerations When Booking

Size of Group and Room Layout

- The Culver City Meeting Room can be rearranged and comfortably accommodates 60 people
- The Foyer has multiple set up options depending on your event. Foyer set up costs are calculated per event

Organizer or Designate

- Must be identified to the booking staff as well as the caretaker. They will be the main contact during the booking

Audio Visual Equipment

- The Culver City Meeting Room has audio visual equipment ready for use. If the organizer requires additional equipment, inquire at the time of booking
- Equipment for Foyer events can be rented at the time of booking for a nominal fee

Coffee Services and Supply

- Organizers are welcome to use the coffee pot provided in the Culver City Meeting Room
- Coffee and supply can be provided for a fee. Inquire at the time of booking
- The organizer is welcome to provide their own coffee and supplies

Food Services

- If food will be served during your event, you will be required to book the Culver City Kitchen

- The organizer is responsible for cleaning up any large messes after the booking

Access to the Building

- Exterior doors are automatically locked at 4:30pm
- Communicate to your guest which lobby entrance (north or south) they will be greeted at
- If you wish for the doors to remain open, host security must be coordinated

Parking

- Metered parking is available on 4th Ave South, in front of City Hall
- Limited guest parking is available in the City Hall parking lot (entrance from Stafford Dr South)
- Surrounding street parking is available for evening and weekend bookings