

## These Conditions of Use & Policies apply to all Picnic Shelter Rentals

Please read through them carefully. Any questions can be directed to The Recreation & Culture Department. For after hour 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 are 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: kitchen, grill area, washrooms, storage areas, front gate, 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.

Please Note: Facility cleaning occurs daily from 6am-9am. Early access is not permitted. If you require additional hours, contact Recreation & Culture prior to your event date.

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

- Ensure gas has been turned off on the grills
- Return tables to their original positions
- Clean-up any spills or messes
- Replace garbage containers provided. Tie plastic bags and place in large central bin

Please Note: Confetti is prohibited at City of Lethbridge picnic shelter facilities.

**Damage:** Digging, Burying, or stakes are not permitted

- 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 in fully fenced shelters. A permit is required for the possession of alcohol within the premises. Permits must be sent to [leisure@lethbridge.ca](mailto:leisure@lethbridge.ca) a minimum of 1 business day before the booking date. Visit [AGLC | Alcohol Licenses in Alberta](#) to obtain a permit.

**Parking:** No parking is permitted inside the fenced areas, apart from the handicap parking stalls. No overnight parking is permitted inside the fenced area. Only service vehicles are allowed on paved access roads.

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

**Special Requests:** The renter is responsible for notifying the Recreation & Culture Team of events with inflatable play equipment, event tents/canopies, bands, and any additional power requirements.

For any ground-related activities, arrangements for a site locate is **required** through [Click Before You Dig](#) prior to your event. Contact Recreation & Culture for more information.