

FACILITY RENTAL PACKAGE



breathtaking

inspired

events that spark

Just minutes from the downtown core, an event at TELUS Spark, will be as exciting as it is unique. Our special events team will work with you to create a memorable event in one of Calgary's most coveted and adaptable venues.

Host a signature event in our 10,000 square-foot **Atrium**, or create the perfect atmosphere in a more intimate space for smaller groups and parties.

The new energy efficient Science Centre offers extensive and customizable open plan spaces, delectable and health-conscious catering options, plus the potential to access limited-time travelling exhibitions, engaging exhibit galleries, unique programs and activities, or a mind blowing experience in Calgary's only HD Digital Dome Theatre. The facility has been designed with flexibility in mind, ideal for signature events, corporate functions, team builders, cocktail receptions and more.

events that **TELUS Spark.**

CONTENTS

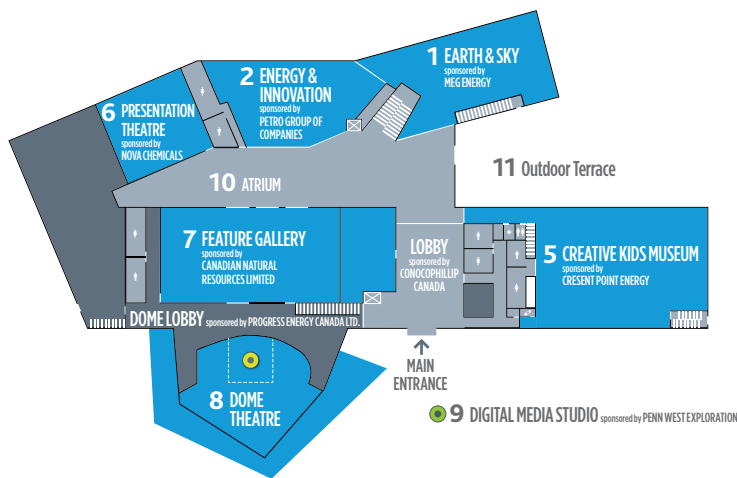
Venue Overview	2
Exhibit Galleries	3
Rentable Spaces	4
Facility Areas and Rates	5
Atrium	6
Feature Gallery	7
Dome Lobby	8
Dome Theatre	9
Presentation Theatre	10
Learning Centre Rooms	11
Outdoor Terrace	12
Creative Kids Museum	13
Audio Visual Rentals	14-16
Event Policies and Procedures	17-18

Have more questions? We have the answers! Call: 403.817.6887 | Email: events@sparkscience.ca

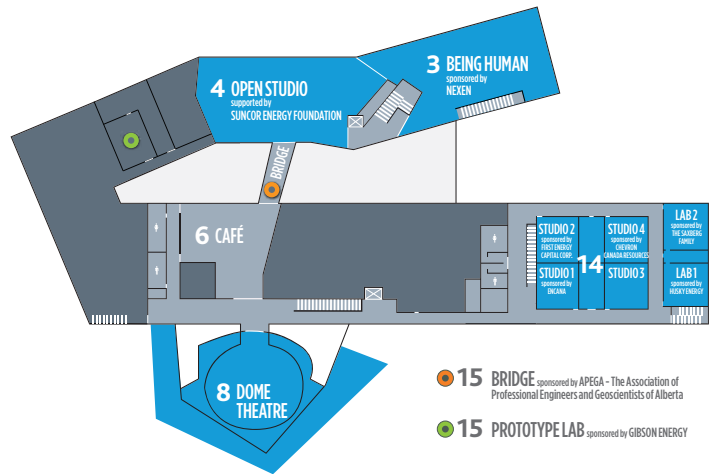
VENUE OVERVIEW

Welcome to Calgary's new Science Centre, built to LEED Gold standards (Leadership in Energy and Environmental Design) and with the ultimate learning and discovery experiences in mind.

LEVEL 1



LEVEL 2



A SPACE WITH ENDLESS POSSIBILITIES

- Four exhibit galleries (1-4), plus an 8,000 square-foot *Feature Gallery* (7)
- An expanded and enhanced *Creative Kids Museum* (5)
- Calgary's only *HD Digital Dome Theatre* (8)
- A *Presentation Theatre* (6) and *Learning Centre* (14)
- A 10,000 square-foot *Atrium*, perfect for signature events (10)
- An *Outdoor Terrace* (11), and so much more.

ENVIRONMENTALLY SUSTAINABLE

- Sustainability Partner: Devon Canada Corporation
- Here are just a few ways TELUS Spark is environmentally sustainable:
- Advanced systems that capture and use storm water to flush our toilets
 - Lighting control systems with occupancy sensors
 - Radiant heating panels in the floors and ceilings

ACCESSIBLE TO EVERYONE

TELUS Spark is wheelchair accessible throughout the entire building, and welcoming for people of all abilities.

WHERE ARE WE?

220 St. George's Drive NE
 Located near the junction of Deerfoot Trail and Memorial Drive, our new location is easily accessible from anywhere in Calgary.

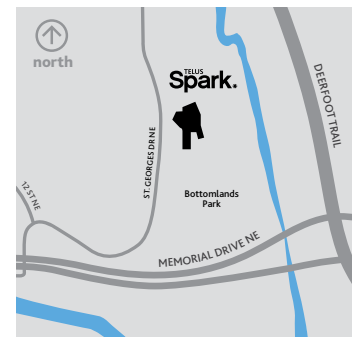


EXHIBIT GALLERIES*



OPEN STUDIO

Supported by Suncor Energy Foundation

Innovation occurs at intersections, and when technology, self-expression, style and art collide, creativity explodes.

Open Studio allows young adults and the young at heart stretch their creative muscles, explore new ways of thinking and try their hand at unexpected activities.



ENERGY & INNOVATION

Sponsored by Petrobank Energy and Resources Ltd., Lightstream Resources and Petrominerales Ltd.

Energy & Innovation explores the power of energy transformation, and pushes you to probe one of the most complicated challenges facing our modern society – how will the energy system that we all depend upon evolve? Discover your inner innovator: problem solve, collaborate, experiment in this space.



BEING HUMAN

Sponsored by Nexen

You, me. Him, her. Them, us. Our genes are almost identical, yet each one of us is unique.

Being Human will encourage you to explore what it means to be human through investigating the most fascinating people on earth – your friends, your family and yourself.



CREATIVE KIDS MUSEUM

Sponsored by Crescent Point Energy

The Creative Kids Museum is a celebration of the joy and growth that comes from creative play, art and exploration. Designed for children 8 and under and their caregivers, the new Creative Kids Museum will connect visitors to the power of creativity and curiosity in a playful and safe environment.



EARTH & SKY

Sponsored by MEG Energy

Explore your neighborhood from the bedrock underfoot to the aurora overhead. *Earth & Sky* takes you on a journey, reminding you of how keen you are at noticing things along the way. Play in the stream, dig a canyon or cause an avalanche. Investigate Alberta's unique geology, the power of water that has sculpted its landscape, distinct wind and weather patterns, and the influence these systems have on our daily lives.



*No food and beverages in the galleries.

RENTABLE SPACES



ATRIUM

Two storeys high and bathed in natural light, the 10,000 sq. ft. *Atrium* at the heart of the facility plays host to larger-than-life demonstrations and special events. The *Atrium* is designed with superb sound quality in mind.



DOME LOBBY

Dome Lobby sponsored by Progress Enqergy Canada Ltd.

Located between the *Dome Theatre* and the *Feature Gallery*, the *Dome Lobby* offers a reception space which boasts expansive breathtaking architecture and impressive ambiance for cocktail receptions and special events.



FEATURE GALLERY

Sponsored by Canadian Natural Resources Limited

This 8,000 sq. ft. space hosts everything from travelling exhibitions, tradeshows and other large programs to more intimate corporate functions and community events. Our Feature Gallery splits to a North and South room for added flexibility.



PRESENTATION THEATRE

Sponsored by NOVA Chemicals

Captivate your audience in a theatre built for extraordinary demonstrations, video presentations and live theatre productions. Give your next employee event, AGM, product launch or corporate presentation a dynamic new atmosphere. Host a concert, a show, or an interactive performance. The opportunities are endless.



CAFÉ

The Café changes throughout each day to reflect the needs and interests of our visitors. In the morning, have a coffee and plan your day. At lunch, find delicious nutritional choices for school groups and other visitors. In the afternoon, relax, have a snack and reflect on the day. And on special evenings, discuss a scientific issue with researchers and community members over a drink or two.



OUTDOOR PARK

Sip a drink on the sun-bathed terrace or stroll through the landscaped four-acre Outdoor Park. The park will continue to evolve and we look forward to delighting visitors with new additions as they return year after year.

We warmly welcome contributions to further develop this incredible parkland resource.



LEARNING CENTRE

Studios and Labs sponsored by FirstEnergy Capital Corp., The Saxberg Family, Husky Energy, Chevron Canada Resources and Encana. Studio Prep Room sponsored by Melcor Developments Ltd.

With four studios, and two laboratory spaces, the *Learning Centre* provides a rich array of resources and equipment for all ages to enjoy.

Note: School Programs have first priority for this space during school year.



HD DIGITAL DOME THEATRE

The only theatre in Calgary featuring high-definition, full dome digital presentations. The 245-seat HD Digital Dome Theatre will allow visitors to vividly experience the unique and the unusual – from the depths of outer space to the depths of the world’s oceans.

FACILITY AREAS AND RATES

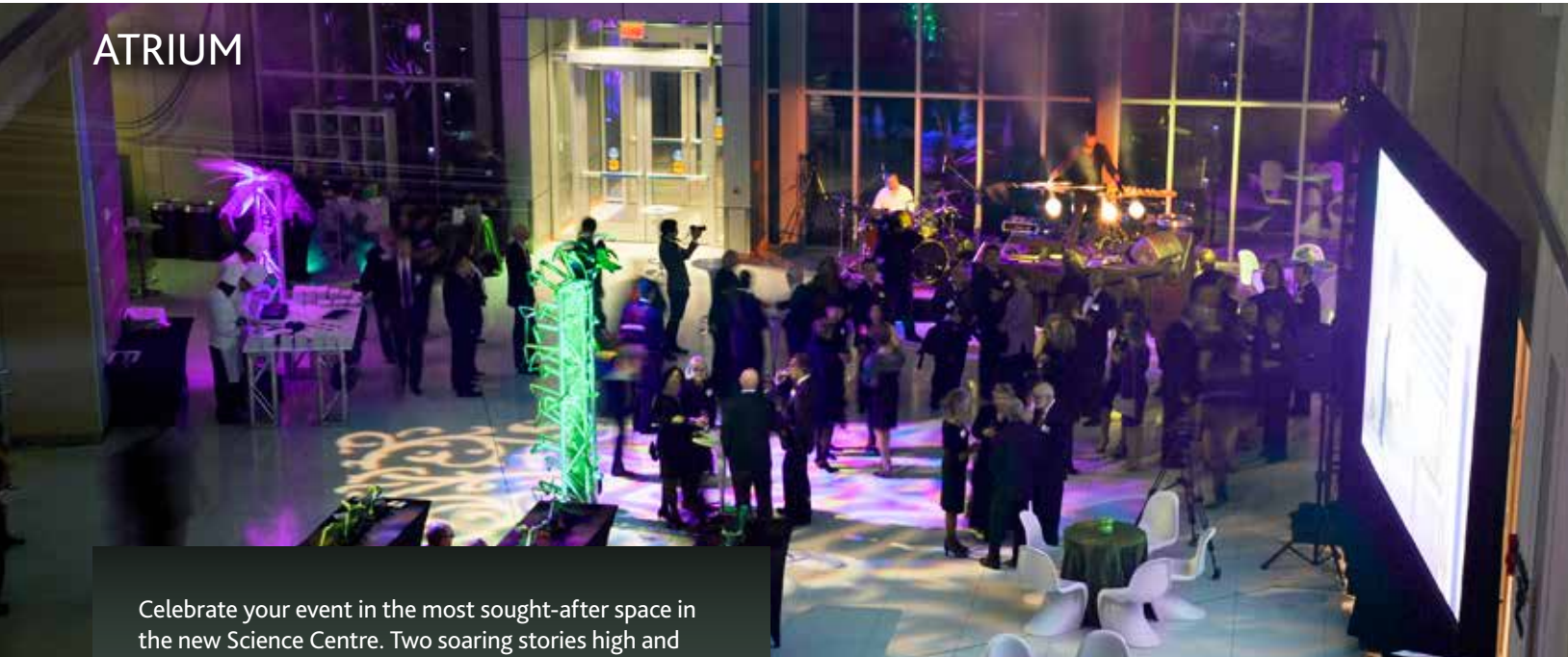
AREA	CAPACITIES*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
Entire Facility (excluding back of house areas) <small>Maximum 2,000 guests</small>	-	-	-	-	\$15,000 \$20,000 (weekends)
Boardroom 850 sq ft	-	-	-	20	\$800
Atrium 10,000 sq ft <small>Needs 2hr setup</small>	250	900	500	-	\$6,000
Learning Centre Studios 915 sq ft each	40	-	-	30	\$750
Double Studio 1,830 sq ft	80	-	-	60	\$1,200
Presentation Theatre 4,500 sq ft	-	-	164	-	\$1,500
HD Digital Dome Theatre	-	-	245	-	\$3,000
HD Digital Dome Theatre Lobby 2,200sq ft	-	245	-	-	\$2,000
Feature Gallery 8,200 sq ft	400	600	475	300***	\$5,000
Feature Gallery North 5,460 sq ft	275	400	400	200***	\$3,400
Feature Gallery South 2,740 sq ft	100	150	150	75***	\$1,600
Outdoor Terrace** 1,215 sq ft	200	400	-	-	\$1,500

*Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.

**Additional capacity available once fully landscaped.

***Assumes ½ rounds of 6.

ATRIUM



Celebrate your event in the most sought-after space in the new Science Centre. Two soaring stories high and bathed in natural light, the 10,000 square-foot *Atrium* is at the heart of the facility, playing host to larger-than-life demonstrations and special events. Designed with superb sound quality in mind.

NOTE: Atrium events are limited to non-public hours, including setup.

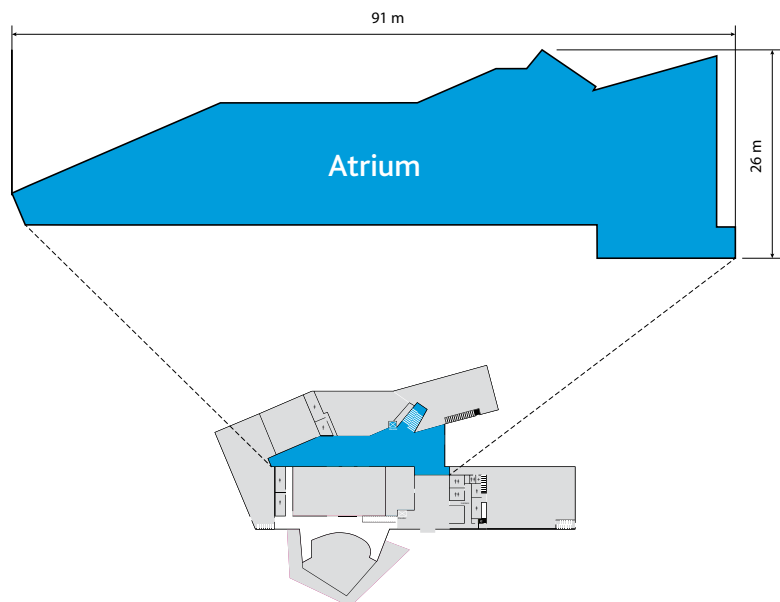
AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
Atrium 10,000 sq ft	250	900	500	-	\$6,000

* Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.

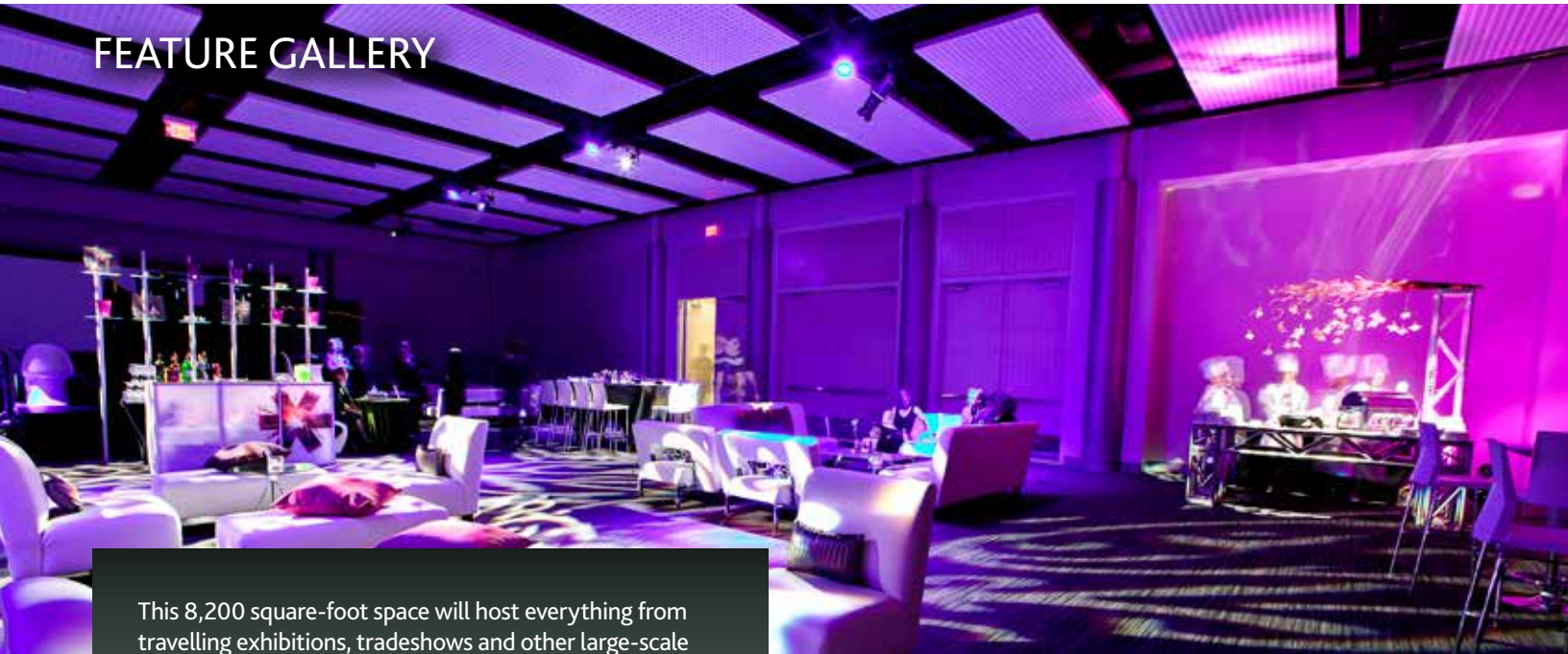


ATRIUM FEATURES

- Capacity ideal for groups up to 900
- Full service catering
- Christie Microtile video wall – 48 Microtiles form a 6' x 10' digital wall
- 35,000 lumen Christie Roadie projector (world's brightest HD digital projector) and a 16' x 30' screen
- Built in rigging points throughout
- Sound system acoustically modelled by Bose® (first installation of the RoomMatch system in Canada) – Bose® MA12 Array speaker system
- Access to four exhibit Galleries, the *Creative Kids Museum* and *HD Digital Dome Theatre* can be added for an additional cost



FEATURE GALLERY



This 8,200 square-foot space will host everything from travelling exhibitions, tradeshows and other large-scale programs to more intimate offerings including corporate functions and community events. Created with flexibility in mind, the *Feature Gallery* is built to adapt to the most extravagant of requests.

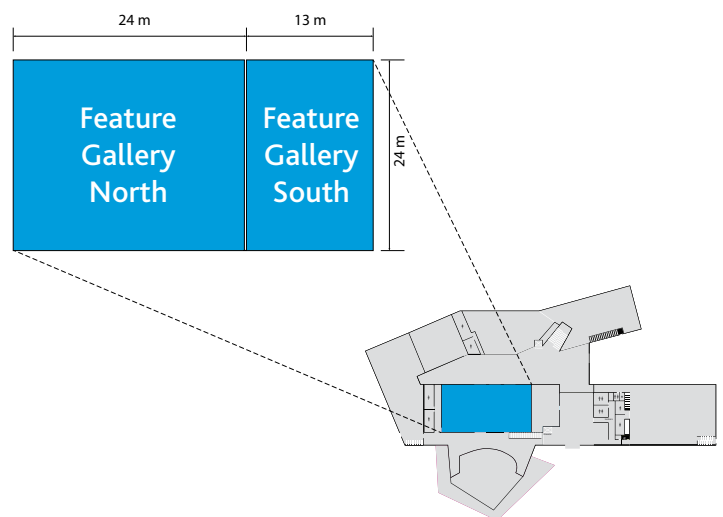
AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
Feature Gallery 8,200 sq ft	400	600	475	300	\$5,000
Feature Gallery North 5,460 sq ft	275	400	400	200	\$3,400
Feature Gallery South 2,740 sq ft	100	150	150	75	\$1,600

* Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.

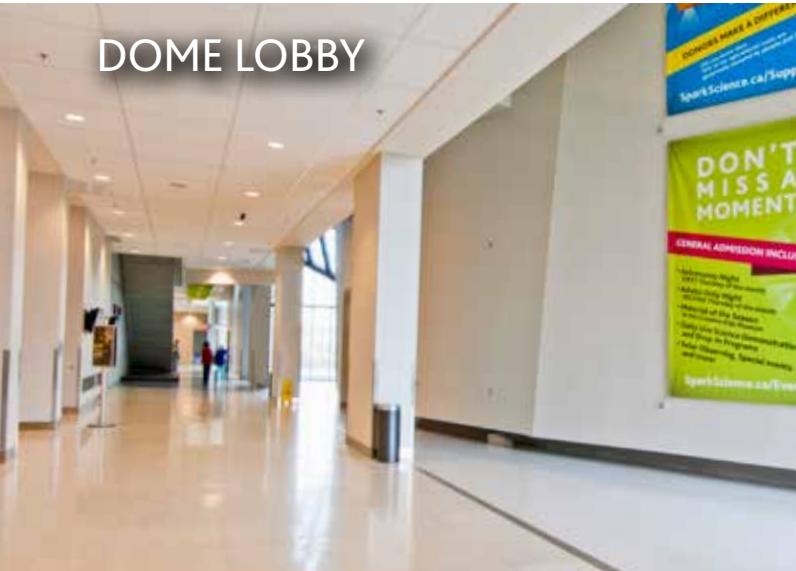


FEATURE GALLERY FEATURES

- Capacity ideal for groups up to 600
- Full service catering
- Completely customizable technology, seating arrangements, lighting and more
- Closed private access space
- Access to four exhibit Galleries and *Creative Kids Museum* can be added for an additional cost
- Ability to divide space into two rooms – *Feature Gallery North* and *South*



DOME LOBBY



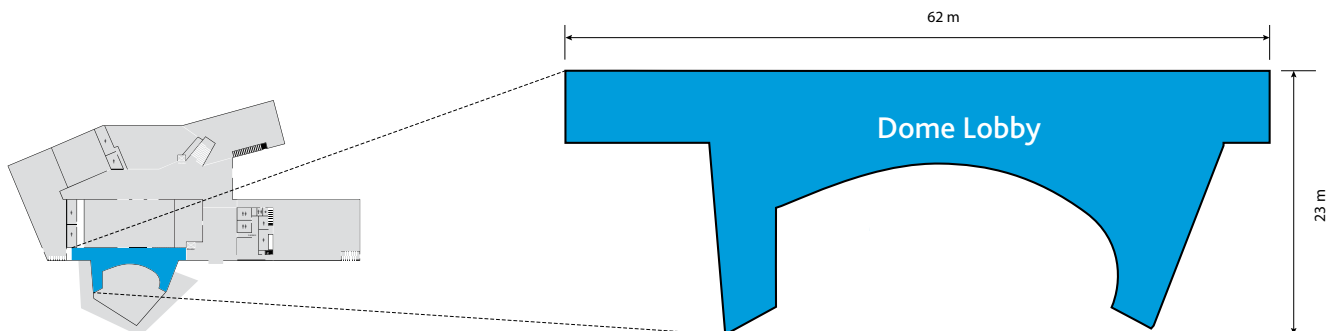
Located between the *HD Digital Dome Theatre* and the *Feature Gallery*, the *Dome Lobby* offers a reception space which boasts expansive breathtaking architecture and impressive ambiance for cocktail receptions and special events.

AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
HD Digital Dome Theatre Lobby 2,200 sq ft	-	245	-	-	\$2,000

* Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.

DOME LOBBY FEATURES

- Capacity ideal for groups up to 245 (reception only)
- Access to four exhibit Galleries and the *Creative Kids Museum* can be added for an additional cost.
- A mind-blowing experience in Calgary's only *HD Digital Dome Theatre* can also be added for an additional cost



DOMETHATRE

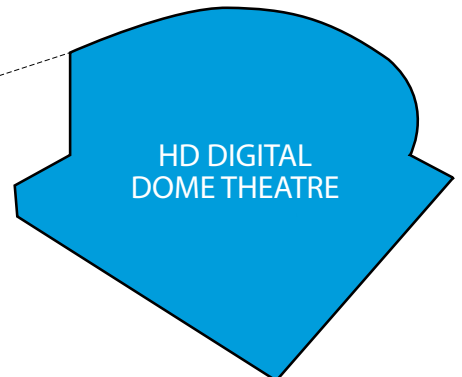
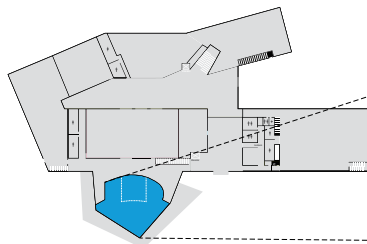


Add a Dome Theatre experience for your guest as part of your event – or rent this unique space on its own!

AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
HD Digital Dome	-	-	245	-	\$3,000

HD DIGITAL DOME THEATRE FEATURES

- 245 seats in a state-of-the art Digistar 5 fuelled theatre.
- Audio System driven with 19,500 watts of audio power
- Resolution of an estimated 17.7 million pixels of the latest in Dome Screen Technology
- Four SONY SRX Projectors bringing first-of-its-kind dimension and clarity to movies and Live Planetarium Shows alike



PRESENTATION THEATRE



Captivate your audience in a theatre built for extraordinary demonstrations, video presentations and live theatre productions. Give your next employee event, AGM, product launch or corporate presentation a dynamic new atmosphere. Host a concert, a show, or an interactive performance. The opportunities are endless.

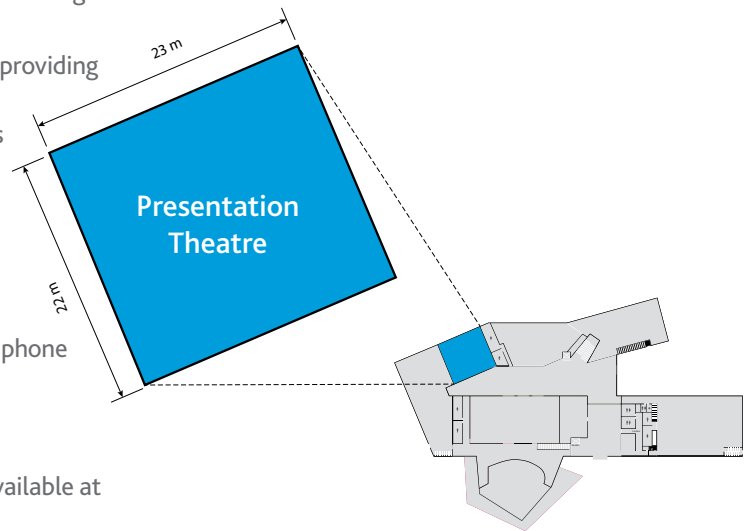
AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
Presentation Theatre 4,500 sq ft	-	-	164	-	\$1,500

* Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.



PRESENTATION THEATRE FEATURES

- 164 theatre seats, perfect for special talks and annual general meetings
- Building-wide wi-fi connectivity
- Bose Sound Arrays powered by 28,000 watts of amplification providing concert quality sound reproduction
- Multichannel surround sound for enriched cinema presentations
- 48 Channel Digital Audio console reinforcement during live presentations
- Podiums and Green Rooms are available
- Video in HD projected with a Christie Digital projector delivering 22,000 lumens onto a 13.5' x 24' screen
- Brilliant high resolution images in any video format, from smart phone and ipad resolutions, all the way up to 2K Digital Cinema
- High resolution cameras to capture presenters and augment live demos
- Customizable guest experiences, speakers and programs are available at an additional cost



LEARNING CENTRE ROOMS

With four Learning Studios and two Laboratory Spaces, the **Learning Centre** provides an environment for all age ranges to enjoy a rich array of resources and equipment. Suitable for more intimate gatherings, this area is the ideal solution to your smaller event booking needs. Located on the second floor in the South West area, these rooms offer a quiet setting where you can get down to business or host a private soirée. The **Learning Centre** rooms are the ideal destination for Board Meetings, Family Reunions, Team Building Exercises and Birthday Parties. For your convenience, we offer an extensive catering menu.

AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
Leadership & Learning Studios 915 sq ft each	40	-	-	30	\$750

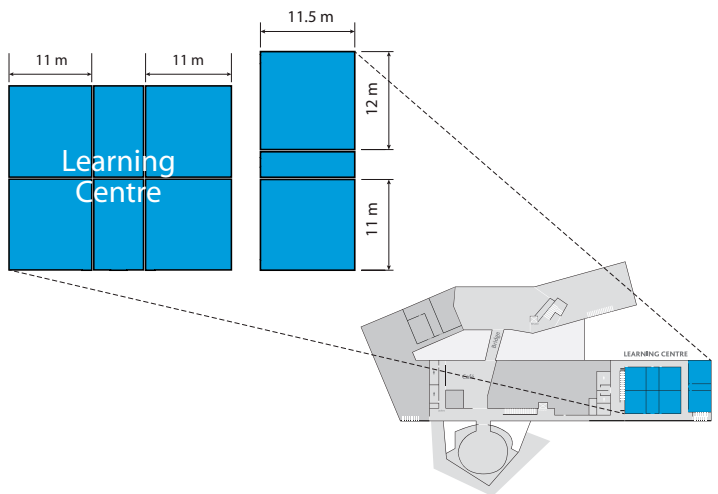
* Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.

LEARNING CENTRE ROOM FEATURES

- Capacity ideal for groups of 30 to 80 (double studio depending on room set-up and catering requirements)
- SMART's 88515 interactive whiteboard system (74'x46')
- Full digital projection capabilities
- Building-wide wi-fi connectivity
- Wall Talkers which are floor to ceiling white boards
- Multicolor LED Theme lighting
- Full Service Catering
- Flexible set-up options
- Special programs and access to the four exhibit Galleries and the **Creative Kids Museum** can be added for an additional cost



Note: school programs have priority in the **Learning Centre** during daytime bookings in the school year. There is a 30-day booking window for other events.



OUTDOOR TERRACE



The **Outdoor Terrace** is conveniently sheltered on three sides and open to the South allowing for an open-air experience like no other. The exterior of the building features LEED Gold architecture with views and access to the Outdoor Park.

AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
Outdoor Terrace** 1,215 sq ft	200	400	-	-	\$1,500

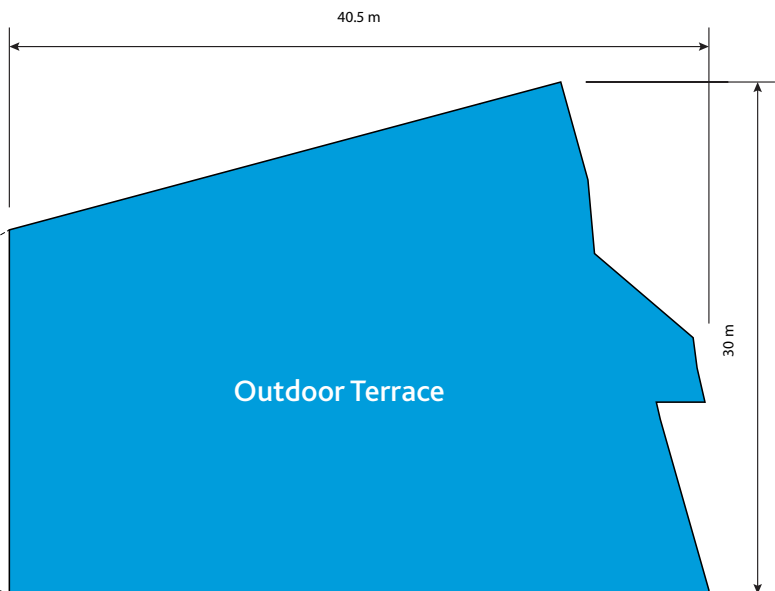
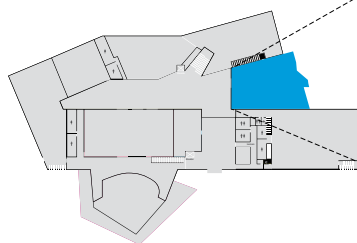
* Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.

**Additional capacity available once fully landscaped.



OUTDOOR TERRACE FEATURES

- Capacity ideal for groups up to 400
- Full service catering
- North view of **Atrium**
- Evening projections and themed lighting available on building's unique solar-shading scrim
- Access to four exhibit Galleries and the **Creative Kids Museum** can be added for an additional cost



CREATIVE KIDS MUSEUM



The whole family will want to attend an event in the *Creative Kids Museum*. This gallery engages children up to eight years old in activities, programs and exhibits that inspire creativity, experimentation, role-playing and curiosity.

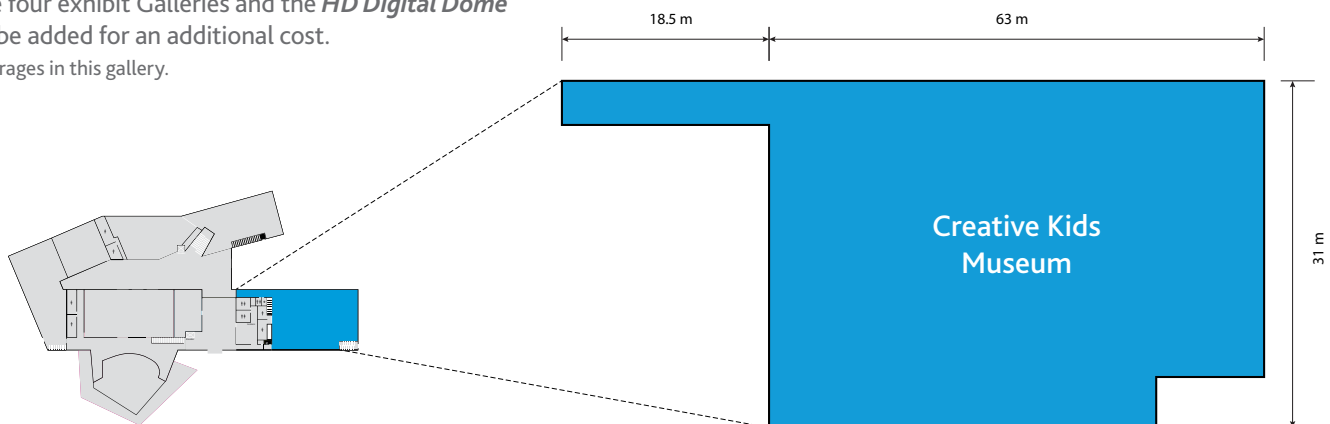
AREA	CAPACITY*				RATE
	Dinner	Reception	Theatre	Meeting/ Classroom	
Creative Kids Museum 9,000 sq ft	-	200	-	-	\$5,000

* Capacity may occasionally fluctuate. Our Facility Sales team will confirm any changes with you directly during the booking process.

CREATIVE KIDS MUSEUM FEATURES

- Capacity ideal for groups up to 200
- Private access to the entire *Creative Kids Museum* during non-public hours only
- Coat check and lockers in close proximity
- Access to the four exhibit Galleries and the *HD Digital Dome Theatre* can be added for an additional cost.

* No food and beverages in this gallery.



AUDIO VISUAL PRICING

AUDIO

Podium with microphone	Spark-branded, includes integral LED light, desk lamp, Audio Technica microphone, and power bar	\$100
Small audio mixer	Soundcraft 12 channel analog	\$50
Large audio mixer	Yamaha M7CL 48 channel digital ¹	\$300
12" powered speaker/pair	Includes stands ²	\$70
15" powered speaker/pair	Includes stands ²	\$90
Wired microphone	Shure SM58 or similar with table or floor stand	\$20
Wireless handheld microphone	Shure UR Series, Beta 87, or Sennheiser Series Mic ³ , includes floor or table stand if required	\$125
Wireless Headset or Lavalier	Shure UR Series, U1 Beltpack transmitter and either Countryman E6 headset or Shure WL185 Lavalier ⁴	\$125
Computer audio connection	Passive direct injection box	\$20
Audio processors (as required)	Graphic equalizers, compressors etc.	\$50
CD player	See note ⁵	\$20
Media feed	Passive, 12-output line-level, mono, analog media feed	\$50

NOTES:

1. Presentation Theatre and Atrium AV audio packages. See packages page for more details or ask your Event Coordinator.
2. Single speaker pricing is ½ the pair price.
3. Spark reserves the right to substitute equivalent components based on availability and event needs.
4. At TELUS Spark, we have found that many presenters prefer headset microphones to lavalier, or lapel mics. As such we have a limited quantity of lavalier microphones.
5. For background or incidental music during receptions or other events, we strongly encourage our guests to bring their own music, either in digital format (iPods, .mp3s, etc.) or on audio CDs. TELUS Spark and our events and audio visual staff may, at their discretion, agree to provide background music for an event, but the selection may be limited and not necessarily to a client's tastes or appropriate for the event. All music is subject to SOCAN fees.

VIDEO

Portable projector	6000 lumens, high definition projector, 1920 x1200 native resolution, flown or ground supported on cart	\$400
Small projection screen	7.5' X 12' portable screen, ground supported, front projection, 16:10 aspect ratio	\$100
Large projection screen	11.25' x 18' portable screen, ground supported, front projection, 16:10 aspect ratio	\$200
Laptop, PC	Windows 7, Office 2010, VGA and HDMI output	\$125
Laptop, Mac	VGA or DVI output	\$175
Presenter reference monitor	42" LCD on foldback stand, includes splitter and cabling	\$250
Presentation Switcher	Extron DVS605D seamless switcher/scaler	\$300
Videoconferencing	Cisco Telepresence	\$500
Wireless slide remote	Mac or PC compatible, with volume control	\$20
CAT5 Transceiver Kit	HDMI or VGA	\$50
VGA, HDMI or DVI DA		\$50
Interactive Smart Board	Available in Studio Classrooms only	\$250

Depending on an individual event's audio requirements, substitution may be necessary. Digital console is included in pricing for Presentation Theatre and Atrium AV audio packages. See packages page for more details or ask your Event Coordinator.

Single speaker pricing is ½ the pair price.

TELUS Spark reserves the right to substitute equivalent components based on availability and event needs.

LIGHTING, POWER, STAGING, MISC.

Stage risers	8' x 6', available in 8", 16" and 24" heights, skirted (3)	\$40
Power bar/extension cord		\$10
Gobo lighting	One gobo light included with package rental if required, additional gobo insertions, each	\$25
Followspot	1000W Followspot (operator not included)	\$100
Lighting Package	Standard room lighting package included with room rental	
Special event lighting	Ask for pricing	
Wired Internet Connection		\$200
Labour	per hour (minimum call 4 hours)	\$75
Scissor Lift	19' lift w/ Operator	\$85/hr up to \$400
Scissor Lift	19' lift w/o Operator (must provide valid lift certificate)	\$40/hr
208V 50A Power	Available in Feature Gallery	\$100
208V 100A Power	Available in Atrium	\$200

At TELUS Spark, we have found that many presenters prefer headset microphones to lavalier, or lapel mics. As such we have a limited quantity of lavalier microphones.

For background or incidental music during receptions or other events, we strongly encourage our guests to bring their own music, either in digital format (iPods, .mp3s, etc.) or on audio CDs. TELUS Spark and our events and audio visual staff may, at their discretion, agree to provide background music for an event; however the selection may be limited and not necessarily to a client's tastes or appropriate for the event. All music is subject to SOCAN fees.

AV PACKAGES

FEATURE GALLERY NORTH

Standard AV Package includes:

- Christie 6k projector
- 11'x18' projection screen
- Two stage risers
- TELUS Spark branded podium and mic with power and computer audio and video connections on stage
- Wireless slide remote
- 2 or 4 speaker flown sound system
- 12 channel audio mixer with processing
- Single wireless microphone (headset, handheld or lapel)
- Standard stage wash lighting with one gobo
- All setup and tear down labour, technical oversight (Events which require an operator may be charged additional labour)

\$960

HD DIGITAL DOME THEATRE

Standard AV Package includes:

- Digital Dome surround sound system with mixer and processing
- One wireless microphone (handheld, headset or lav)
- TELUS Spark branded podium and microphone with computer audio and video connections
- Computer audio and video connection from stage to projector Or, in booth (VGA, HDMI or DVI)
- Stage and house lighting
- Christie Mirage 10,000 lumen HD presentation projector
- All setup and tear down labour, technical oversight (Events which require an operator may be charged additional labour)

\$1,495

ATRIUM PRESENTATION STAGE

Standard AV Package includes:

- Microtile videowall with single direct computer input (VGA or HDMI)
- Stage riser, 6'x8'x8"
- TELUS Spark branded podium and microphone with power and computer audio and video connections at stage
- One wireless mic (Headset, handheld or lavalier)
- Bose wall speaker PA system + audio processing
- Computer audio input
- All setup and tear down labour and technical oversight (Events which require an operator may be charged additional labour)

\$1,295

FEATURE GALLERY SOUTH

Standard AV Package includes:

- Christie 6k projector
- 7.5' x 12' projection screen
- One stage riser
- Spark branded podium and mic with power and computer audio and video connections on stage
- Wireless slide remote
- Two powered speakers, flown or on stands
- 12 channel audio mixer
- Single wireless microphone (headset, handheld or lapel)
- Standard stage wash lighting with one gobo
- All setup and tear down labour, technical oversight (Events which require an operator may be charged additional labour)

\$800

PRESENTATION THEATRE

Standard AV Package includes:

- Bose theatre sound system, mixer and processing
- One wireless microphone (headset, lav or handheld)
- Spark branded podium and microphone with power and computer audio and video connections
- Projector and screen
- All setup and tear down labour, technical oversight (Events which require an operator may be charged additional labour)

\$1,295

EVENT STAGE

Standard AV Package includes:

- Roadie 35k projector + 17x30 flown screen + optional Microtile video wall
- 24'x8'x24" stage
- Bose line array + Yamaha M7CL 48 channel digital console
- Access to full HD AV production suite (ceiling mounted cameras, computers, video playback, switching, signal routing)
- All setup and tear down labour and technical oversight (Events which require an operator may be charged additional labour)

\$2,495

EVENT POLICIES AND PROCEDURES

Thank you for choosing TELUS Spark (Calgary Science Centre & Creative Kids Museum Society - CSC/CKMS) and our partner Compass Group Canada - Eurest Dining (Impressions Catering) for your event. In order to ensure a well-organized event, we ask that you follow these guidelines. Should you have any questions, please discuss these policies with your event coordinator prior to the event.

EVENT BOOKING

1. Holds for event spaces will be taken without deposit. However, if another party wishes to secure the date held the client with the first hold will be given three (3) full business days to confirm and CSC/CKMS will issue a Facility Rental Agreement. If the first-hold client does not meet this deadline, the hold will be released and the second hold client will be moved to first hold and must immediately go to contract and pay deposit.
2. For all events held at the CSC/CKMS, a first deposit of 50% of the total room rental is required to confirm your function date. This deposit and accompanying signed Facility Rental Agreement are due within ten (10) business days of receipt.
3. A second deposit is required upon confirmation of catering menu – 50% of the estimated catering charge is required at this time as well as balance of room rental. In order to ensure the best service is provided, we ask to be advised of the menu selection and general details no later than fifteen (15) business days prior to the function date.
4. Balance of total invoice is due upon receipt of final invoice. Overdue accounts will be charge 2.5% per month late charges.
5. All payments must be made via Visa, MasterCard, certified cheque or money order. Cheques must be payable to **Calgary Science Centre & Creative Kids Museum Society**. We do not accept American Express.
6. Event cancellations must be made, in writing, a minimum of 90 business days from the scheduled event to receive full refund of first deposit (less 20% administration fee). For prime-season Christmas events (i.e. Remembrance Day to first weekend in January) event cancellations must be made by June 1st of same calendar year to receive full deposit returned (less 20% administration fee). If cancellation falls inside this window, first deposits are non-refundable.
7. If an event is rescheduled to an alternate date, all deposits will be applied to the new date. Re-scheduled events must fall within a comparable time frame and attendance to original date.
8. As a charitable entity, TELUS Spark does not charge GST on facility sales items (including catering and room rental). Admission is subject to GST.

CATERING INFORMATION

9. All catering prices include tax (GST) but do not include service charge (18%). Clients are responsible for these additional charges which will be calculated on final invoice.
10. TELUS Spark is unable to offer room rental reductions based on food and beverage purchase.
11. Impressions Catering is the sole provider of food and beverage service at the CSC/CKMS. No outside food and beverage will be allowed without the approval of your Facility Sales representative and catering representative prior to the event.
12. Alberta Gaming and Liquor Commission (AGLC) regulations only allow service of alcoholic beverages on site under the license issued to CSC/CKMS; Impressions Catering have been appointed to administer and operate liquor events under this license.

13. Impressions Catering will supply the entire product, both alcoholic and non-alcoholic, appropriate for the event. Bartender(s) will also be provided to dispense drinks throughout the duration of the event.
14. A minimum of \$300.00 (per bar) in sales must be generated for any cash or host bar during the first three (3) hour period. For each additional hour of service, a minimum of \$100.00 (per bar) in sales must occur. Should these amounts not be reached, the client will be billed for the difference between actual sales and the minimum required. Please check with your catering representative for detailed information.
15. For events running for the duration of two (2) hours or less, with the attendance of maximum twenty (20) people, we can arrange for liquor service of wine and beer only. Maximum of two (2) drinks per person up to a total of forty (40) drinks. An attendant will also be provided to dispense drinks throughout the duration of the event.
16. Clients wishing to use donated table wine, or to purchase table wine from a licensed outside provider must obtain prior approval from Impressions Catering and the CSC/CKMS. A \$5.15 / person corkage fee will apply.
17. Please note that AGLC regulations do not allow any homemade alcoholic products to be served.
18. Food must be made available for guests at all events with liquor service.
19. We hope you will find suitable and appropriate items in the suggested menus. If you have any special requests for a food item not shown, we will be pleased to customize your menu and provide you with a quote. Custom menus are subject to additional charges. Please ask your Facility Sales representative for details.
20. Your Facility Sales representative must be notified of the guaranteed number of guests attending your event five (5) business days prior to the event. **IF WE DO NOT RECEIVE CONFIRMATION OF ATTENDANCE we will prepare and charge for the last contracted number quoted.** The customer will be billed for the guaranteed number OR actual attendance, whichever is greater. We are unable to satisfy requests to increase guarantees with this five day window.
21. For served meals, we will prepare for up to five (5%) percent over the guaranteed number, to a maximum of ten (10) extra meals. If more than ten (10) extra guests are present the main meal service could be delayed as we make arrangements to accommodate the increased numbers.
22. Due to fire regulations, function attendance shall not exceed licensed maximum capacities.
23. Children's Meals – 3 years to 12 years old – (no charge for children under 3 years). We are happy to accommodate and serve children at functions. Special children's menus are available.
24. Based on Alberta Health and Safety recommendations, any leftover food and beverage remains the property of Impressions Catering and must be removed accordingly.
25. A catering confirmation will be sent to you outlining details of the arrangements made for your event. Please review it and call us immediately if there are changes to be made.
26. Depending on the complexity of the event, staff charges may apply. Please discuss with your catering representative.

FACILITY INFORMATION

27. Additional charges may apply in the following situations:
 - i. To cover complicated or extensive room set-ups.
 - ii. When clean up following an event involves extraordinary resources.
 - iii. When additional event or serving staff are requested which exceed the normal complement.
 - iv. When security staff are required for events with liquor service.
 - v. When linen required is in excess of that supplied for the presentation and service of the food.
 - vi. When additional staff is required due to functions occurring outside of the venue's operating hours.
 - vii. If client requires additional items not currently supplied by TELUS Spark.
 - viii. When event occurs on stat holiday.
28. CSC/CKMS and Impressions take precautions to safe-guard the property of clients; however, we are NOT responsible for damages to, or loss of, any articles left in the rooms or building prior to, during, or following any function by the customer or any guests.
29. The customer is responsible for the conduct of their guests and costs for any damages incurred during your event.
30. You are welcome to decorate your room under the following guidelines:
 - i. No decorations can be attached or placed on painted walls and pillars.
 - ii. Decorations on other surfaces can only be attached using masking tape.
 - iii. Fire regulations prohibit the use of open flames. All candles must be enclosed to at least 3" above open flame. LED candles are preferred.
 - iv. All decorations must be removed immediately following the event.
 - v. We do not allow the following: No stickers, gum, confetti, table confetti, rice, silly string, fog machines or any other items in our facility that is problematic to clean or sensitive to other equipment in the facility.
31. Special requests for early setup time may be permitted. Please discuss with your Event Coordinator.
32. Security is required for functions with alcohol service, appropriate to the type of function and expected attendance. Ask your sales representative for more details. Subject to additional charges.
33. Security is required for all events occurring outside of regular CSC/CKMS hours, whether or not alcohol is served.
34. All music (live or recorded) played during an event is subject to applicable SOCAN (Society of Composers, Authors and Music Publishers of Canada) tariffs. LICENSEE will be billed the appropriate fee on final invoice based on specific event and music use.
35. All music (live or recorded) played during an event is subject to applicable Re:Sound (represents artists and music recording companies) tariffs. LICENSEE will be billed the appropriate fee on final invoice based on specific event and music use.

PARKING

36. All event patrons are subject to parking fees at CSC/CKMS. Cost is \$5.00 per car. Payment can be made upon entrance or exit at the automated booth (credit card only – Visa, MasterCard or American Express), or paid at our Admissions counter in the entrance Lobby.
37. Event organizers have the option of buying out our parking areas (available for private rentals only during hours when the venue is closed to the general public). Please ask your Facility Sales representative for more information.
38. Organizers can also arrange to reimburse their guests for parking. Please note that during operating hours, we cannot guarantee that our lot will have availability for private rental guests. If guests are required to park at the zoo, we cannot reimburse parking for that lot.
39. A minimal amount of busses can be parked in bus loop adjacent to the venue. Busses will need to be staged off site.

ADMISSION TO TELUS SPARK

40. Admission to the venue is NOT included with most facility rentals. The Feature Gallery is a self-contained banquet space that is rented for banquet, party or meeting use only. If your guests wish to have access to the Galleries and Creative Kids Museum we can arrange for passes for them at a cost. Guests are welcome to visit the Galleries on coffee breaks/lunch breaks.
41. Exception is for our Christmas party packages which include admission as part of the per person price.
42. Admission rates are dependent on room rental and catering. Please ask your facility sales representative for more information.

OTHER EVENTS

43. At this time the CSC/CKMS does not host weddings (ceremonies or receptions) at our facility.
44. All Events at TELUS Spark must be concluded by 11:00 pm unless previous arrangements have been made with your facility sales representative prior to the event.

AUDIO VISUAL

45. Audio/Visual Requirements: TELUS Spark has an extensive in-house audio visual inventory and staff to assist you for most events. If we cannot accommodate your technical request, best efforts will be made to source additional equipment.
46. Events wishing to bring in their own suppliers for setups that are within the scope of what TELUS Spark can provide are subject to staffing charges to oversee outside suppliers. Please ask your Event Coordinator for details.
47. TELUS Spark reserves the right to refuse access to equipment and occupation should we deem that outside suppliers are not operating in a safe manner or provide equipment that does not meet basic standards.