

GOVERNMENT HOUSE FACILITY USE

The Government House hospitality rooms are available for use only by Government of Saskatchewan departments, Crown Corporations, boards, agencies, and partner organizations, and Provincial Capital Commission partners. **Events hosted by the Lieutenant Governor or the Premier have priority over other bookings and, although rare, may necessitate cancellation of events with minimal notice. Costs incurred due to a cancellation are the responsibility of the user.** The limitations of access are in place in order to preserve the historic building, and to avoid competition with the private sector.

1. User Costs

Government House does not charge a facility use fee; however, there is no dedicated staff to provide food and beverage service, furniture moving, or event support. The following third party suppliers and costs can be expected for all events.

- a. Security, provided by the Corps of Commissionaires, is required for the duration of the event (including set up, take down, and clean up) and will be charged directly to the user for any time required outside of the regular working hours. Provincial Government Agencies will be invoiced by Central Services Protective Services at a rate of \$23.73 per hour. All other users will be invoiced directly by the Corps of Commissionaires at a rate of \$24.00 per hour plus taxes. *The regular working hours from Labour Day to Victoria Day are 8:00 am - 5:00 pm on weekdays, and 9:00 am to 4:00 pm on weekends. The regular working hours from Victoria Day to Labour Day are 8:00 am - 5:00 pm on weekdays and 9:00 am to 5:00 pm on weekends.*
- b. Costs for moving (set-up and take-down) furniture will be charged directly to the user by Cary's Moving and Storage at a flat rate of \$ 150.00 plus applicable taxes. *Changes to the placement of furniture after set up will necessitate the return of the movers for an additional charge.*
- c. A caterer, chosen from the Government House approved list, must be used for every event. *Even if there is no food and beverage service, the caterer is responsible for providing and placing table linens.* Users are responsible for making arrangements and negotiating price with the caterer, who will invoice the user directly.

2. Booking Procedure

Advanced bookings of 6 months or more will be accepted only for the Lieutenant Governor, the Premier, the Government House Historical Society, and the Regina Symphony Orchestra. Some exceptions may apply.

The Government House Facility Coordinator is responsible for managing space availability, user eligibility, schedules for movers and Commissionaires, timings for set up, all communication, and compliance with expectations.

Information about booking an event:

- a. For groups of more than 12, contact the Facility Coordinator at governmenthousebooking@gov.sk.ca to determine availability of Sir Richard Lake Hall (SRLH) or the Henry Newlands Ballroom (HNB). For groups of less than 12, contact government.house@gov.sk.ca to determine availability of the George Brown Boardroom (GBB)
- b. When making an inquiry about availability, please include the date and timing of the event, the approximate number of guests, the type of event (meeting, luncheon, reception, etc.), and the Ministry/Organization.
- c. If the date is available, and eligibility criterion is met, then users will receive a Facility Booking Form. **The form must be filled out and returned within 72 hours in order to hold the booking.** If a form has not been received within 3 days, the space will be released.
- d. Once the Facility Booking Form has been received, the Facility Coordinator will provide:
 - a list of approved caterers;
 - a Facility Use Agreement that outlines the details of the booking, and provides *estimated* costs of security and moving. ***The Facility Use Agreement must be signed and submitted in order to confirm the booking;***
 - a preliminary room set-up diagram. ***The final room diagram must be confirmed 48 hours prior to the event date;***
 - answers to any facility-related questions.
- e. Users will provide the name of the caterer as soon as confirmed.
- f. Users will provide the final event details 48 hours prior to the event.
- g. On the date of the event, the Facility Coordinator will provide initial event support if required.
NOTE: Some AV equipment is available for use at no charge; however, users must request the equipment when confirming the event.

3. General Information

- a. The Commissionaire on duty provides security and some general information about the building. For all event-related inquiries, the Commissionaire will direct questions to the staff of Government House.
- b. The climate within Government House is centrally controlled following museum guidelines and cannot be adjusted.
- c. Tours of the Amédée Forget Museum outside of the regular hours are available upon advanced request, but an additional Commissionaire will be required.
- d. Government House is open to the public during the regular working hours. The doors of the hospitality rooms can be closed and every effort will be made to keep noise levels at a minimum.
- e. The collection of admission fees or fees associated with an event is not permitted in Government House or on the grounds. Offsite advanced sales are at the discretion of the client.
- f. Fundraising is not permitted within Government House or on the grounds.
- g. Events that may incite controversy and/or demonstration within Government House or on the grounds are not permitted.
- h. Media events must be identified and approved by Government House Management.
- i. Event-specific photography must be approved by Government House Management.

- j. Special occasion photography is not permitted in Government House, but can be accommodated on the grounds providing it does not interfere with an official event.
- k. **White** linen table cloths **provided and placed by the caterer**, must be on all tables used for the event. Users are not permitted to affix tablecloths themselves.
- l. Disposable service supplies are not permitted at Government House. Caterers have full use of the Government House collection of china, cutlery, and glassware.
- m. Liquor service is permitted within Government House, provided that the user has obtained a provincial liquor permit through SLGA or caterer, and employs a bartender; however, the *sale* of liquor is not permitted.
- n. No advertising or display material may be affixed to any part of the interior or exterior of Government House; however, event specific pop-up banners may be used if approved by Government House Management.
- o. The use of 3M Brand wall pads is permitted in SRLH and the GBB; however, users must be careful not to get ink, glue, or any other residue on the walls. Painting or cleaning costs will be the responsibility of the user. No other brand of wall pad is permitted.
- p. Government House has a projector, fixed screen, podium, and microphone available for use at no charge in SRLH and a SmartBoard available for use in the GBB. Users must supply the laptop and cable (VGA or HDMI) for the projector and test it prior to the event. All other AV equipment must be approved by Government House Management.
- q. Government House does not provide, or have access to, flip charts, markers, pens, note pads, laptops, or copying service.
- r. Any materials provided by the client for use at an event must be removed following the event.
- s. Government House is not responsible for user items that are lost, stolen, or damaged inside or on the grounds.
- t. Users are liable for any loss or damage incurred to Government House property during an event.

Hospitality Rooms and Eligibility Requirements

Room	Eligible Users (by precedence)	Event Types	Capacity
Henry Newlands Ballroom	<ul style="list-style-type: none"> ▪ Lieutenant Governor of Saskatchewan ▪ Premier of Saskatchewan ▪ Chief Justice of Saskatchewan ▪ Ministers of the Crown ▪ Government House Historical Society ▪ Regina Symphony Orchestra 	Breakfast, Luncheon, Dinner, Tea (table service only)	88
		Receptions	200
		Awards Ceremonies and performances	130
		Awards Ceremonies with Reception	70
Sir Richard Lake Hall and Carriage Area	<ul style="list-style-type: none"> ▪ Lieutenant Governor of Saskatchewan ▪ Premier of Saskatchewan ▪ Chief Justice of Saskatchewan ▪ Ministers of the Crown ▪ Government House Foundation ▪ Government House Historical Society ▪ Regina Symphony Orchestra ▪ Regina Stitchery Guild ▪ Ministries of the Government of Saskatchewan; <i>Deputy Minister must be present.</i> ▪ Crown Corporations/Boards, Agencies, and Partner Organizations 	Breakfast, Luncheon, Dinner, Tea (table service or buffet)	88
		Receptions	200
		Awards ceremonies and performances	150
		Meetings and seminars	88
George Brown Boardroom	<ul style="list-style-type: none"> ▪ All of those listed above ▪ Special consideration may be given to non-profit organizations 	Meetings	12

****Wireless internet is available in all rooms. Log on information is available at the Commissionaire's desk****

Eligible Crowns, Boards, Agencies, and Partner Organizations

Global Transportation Hub Authority (GTA)
Crown Investments Corporation (CIC)
SaskBuilds Corp.
Municipal Financing Corporation
SaskEnergy
SaskPower
SaskTel
SaskWater
Sask. Government Insurance (SGI)
Sask. Arts Board

Sask. Assessment Management Agency
Sask. Human Rights Commission
Sask. Legal Aid Commission
Sask. Gaming Corporation
Physician Recruitment Agency
eHealth Saskatchewan
Sask. Higher Education Quality Assurance Board
Sask. Pension Plan
Financial Consumer Affairs Authority
Sask. Workers' Compensation Board

Sask. Liquor and Gaming Authority (SLGA)
Sask. Municipal Board
Sask. Opportunities Corporation (SOCO)
Sask. Research Council
Sask. Transportation Company (STC)
Water Security Agency
Sask. Archives Board
Tourism Saskatchewan
Regional Health Authorities
PCC Partner Groups