Photo credit: Luc-Antoine Couturier

SÉMINAIRE
DE QUÉBEC

Client Handbook

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Welcome!

The Québec Seminary welcomes you to the Graduation Hall. This vast, heritage-rich room in Second Empire style is located within Université Laval's first building, whose construction commenced in 1854-1855.

Photo credit: Luc-Antoine Couturier

A majestic edifice in the heart of Old Quebec, the building is one of the most impressive legacies of the community of priests who form the Quebec Seminary, founded on March 26, 1663. As you walk along the alleys outside, you will quickly fall under the spell of a romantic architectural complex that took four centuries to complete.

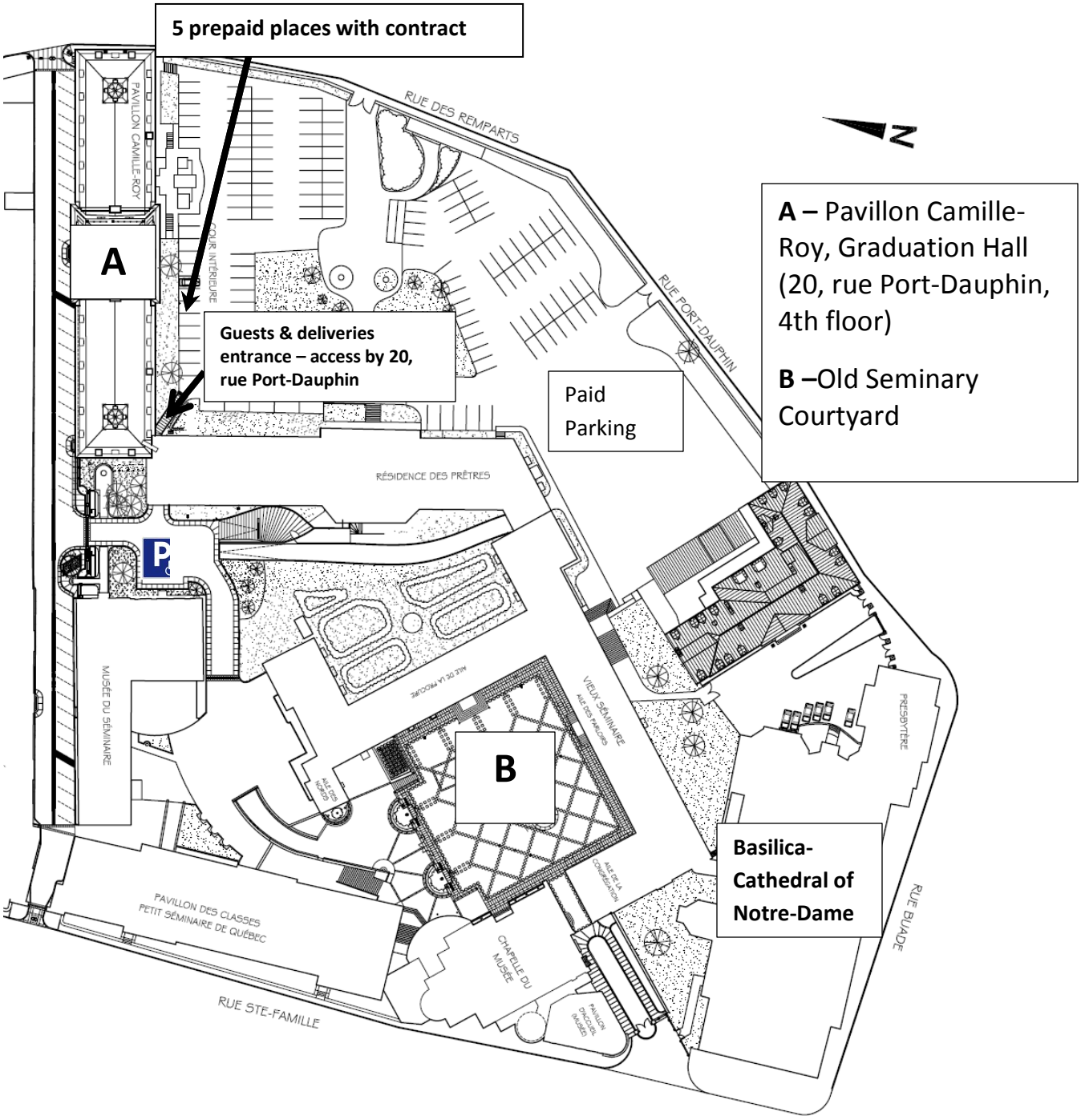
This Handbook will answer most of your questions concerning your planned event in the Graduation Hall. Please contact us if you need any further information: one of our staff members will be glad to assist.

In this Handbook, the word "contract" refers to the contract of lease for one or more of the Graduation Hall spaces, that you, as the client, have signed or intend to sign with the Seminary of Quebec. Please note that the terms and conditions set out in this Handbook are deemed to form an integral part of the contract.

The Graduation Hall team is pleased to welcome you as special visitors to the magnificent heritage buildings of the Quebec Seminary.

Access to the Graduation Hall

Plan



Address

The Graduation Hall of the Quebec Seminary is located in the Camille-Roy building at 20 rue Port-Dauphin, in the heart of the historic Old Quebec neighbourhood.

Administration office

The administration office is housed in room 108 of the Camille-Roy building. The office is open from Monday to Friday, from 8:30 a.m. to 4:30 p.m. You can contact the office by calling 418-692-3981 and asking for the Graduation Hall team, or by writing to promotions@seminairedequebec.ca.

Loading ramp (deliveries)

Deliveries are made at 20 rue Port-Dauphin, at the main entrance to the Camille-Roy building. A cemented lauding ramp has been built for this purpose between two buildings, as indicated on the plan of page 4. Delivery times must be scheduled with the Graduation Hall coordinator, who will be on-site to direct you.

Once your vehicle has been unloaded or loaded, it must be moved away from the loading ramp and parked in one of the spaces indicated by the Graduation Hall coordinator.

Guests

Guests enter the building using the door at 20 rue Port-Dauphin. They can then use the stairs or elevator to get to the fourth floor.

Reduced mobility

The Graduation Hall is accessible to persons with reduced mobility, once the Graduation Hall coordinator has been notified.

Parking and access

The Seminary has a large pay-for-use parking lot a few minutes' walk from the building. Opening times and parking rates vary depending on the time of year, the time of the event and the parking duration. Please ask the Graduation Hall coordinator for more information about availability and rates.

The site plan on page 4 shows all the buildings and facilities adjacent to the Graduation Hall.

Access to rooms and buildings

Rooms and buildings are made available in accordance with the lease times indicated in the contract. For setup and dismantling activities before and after an event, the Seminary team may permit access to rooms and buildings outside the lease times indicated in the contract with the prior agreement of the Graduation Hall coordinator.

Guest reception/registration

The client is responsible for guest reception and, if applicable, registration. At the client's request, the caterer can also assist in or take responsibility for the reception and registration of guests.

Guest reception and registration must take place in the leased space or in a place agreed on with the Graduation Hall coordinator.

It is prohibited to enter the parts of the building that do not form part of the leased premises.

Animals

Only guide dogs for persons with reduced mobility are authorized.

Audio-visual equipment

The rooms are equipped with technologically-advanced equipment, including an integrated sound system, video system, lighting system and projection system. A system for the hearing-impaired is also available.

For specific information the audio-visual equipment offered, please contact the Graduation Hall coordinator using the phone number or E-mail address on the cover of this document.

The leasing of the main hall includes the services of a technician for the duration of the location plus two hours. The services of a second technician will be charged to the client.

Only Quebec Seminary staff members are authorized to operate the audio-visual equipment in the rooms.

Banners

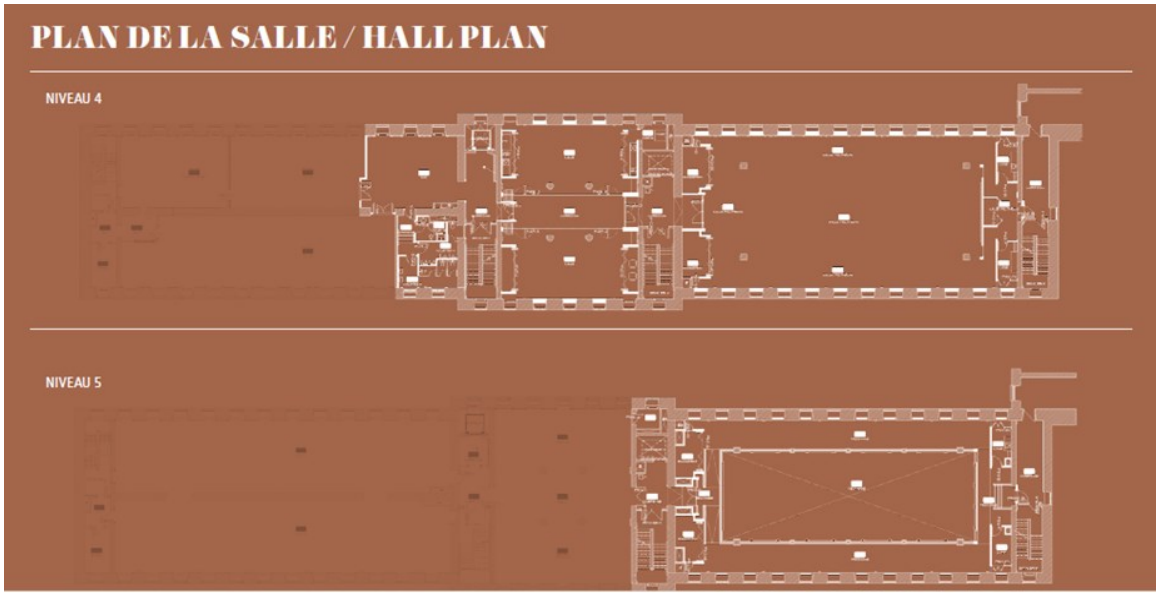
No banners or similar objects may be hung without prior written authorization from the Graduation Hall coordinator.

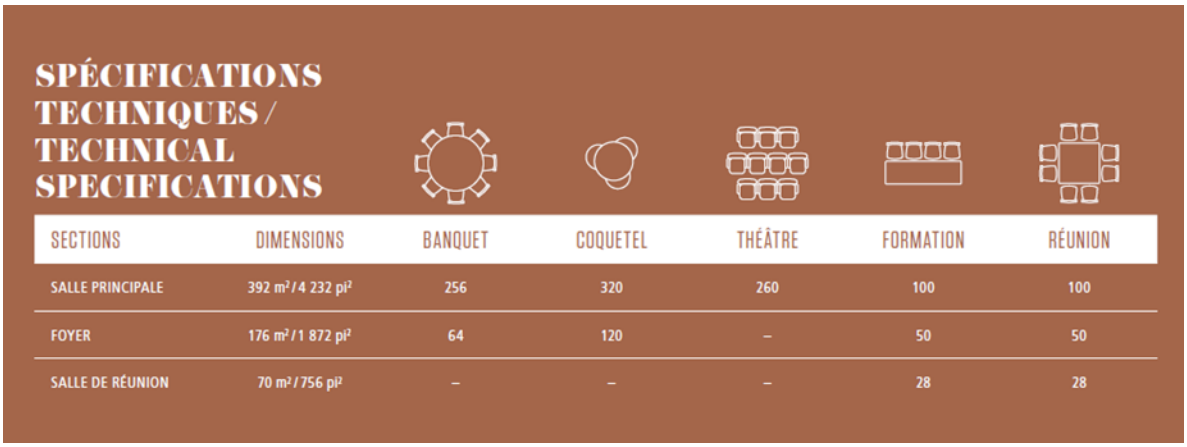
Noise

The staff of the Quebec Seminary will ensure compliance with municipal regulations on noise (RVQ 978) reserving the right to unilaterally lower the level of noise emanating from the sound equipment in the room. In addition, closing the window's noise reducing shutters is mandatory during the event.

Room capacity

Room capacity depends, in particular, on the laws and regulations in force and in the room layout for each event.





Ceremonies

Only civil ceremonies are authorized in the Graduation Hall.
For a memorial ceremony, no funeral ashes may be present.

Coordinator

A coordinator will be present at each event. The coordinator's role is, in particular, to ensure that the activities proceed smoothly and to act as the liaison between the caterer, suppliers, client, guests, etc. The coordinator can be reached during an event by calling 418-692-3981 #425, or 581-994-1987, or by writing an email at promotions@seminairedequebec.ca.

Copyright

Playing live or recorded music during an event requires a licence from SOCAN (Society of Composers, Authors and Music Publishers of Canada). The cost of the licence depends on the number of people present and the type of event. The licence is issued to the Seminary and the cost is charged to the client, with the applicable taxes.

Rate Table:

	fee per event	
room capacity	without dancing	with dancing
1–100	$20.56	$41.13
101–300	$29.56	$59.17
301–500	$61.69	$123.38
Over 500	$87.40	$174.79

Cleaning

Cleaning is carried out by the Quebec Seminary team.
The leased spaces will be clean when made available to the client before the event.
After the event, any cleaning other than normal cleaning, made necessary by the untidiness or uncleanliness of the premises, will be charged to the client.

Billing

A first instalment of 25% of the total lease costs, plus the taxes applicable, is payable when the contract of lease is signed. An invoice will be drawn up showing the deposit and the balance payable.

The balance of the invoice, representing 75% of the total lease costs, plus the taxes applicable, is payable on the day of the event. A post-dated cheque has to be issued upon the signing of the contract, at the presentation of the prepayment.

A second invoice may be drawn up for any extra services used during the event (additional security guard, additional technician, extension of leasing hours) or if costs are charged under Article 7.4 of the contract of lease or under the Handbook.

Payment must be made by cheque made out to **Séminaire de Québec**, sent to the following address:

Salle des Promotions du Séminaire de Québec
1, rue des Remparts, C.P. 460
Haute-Ville
Québec (Québec)
G1R 4R7

The reservation number indicated on the contract must appear on the cheque.

Fire safety

The applicable laws and regulations must be complied with at all times. In addition, but not exhaustively, the following rules apply:

- Exit signs must remain visible;
- Exits, corridors and access routes must remain free of obstruction;
- Fire-fighting equipment must remain visible and accessible;
- The use of candles is subject to the written approval of the Quebec Seminary. Among other things, the flame must be enclosed by glass or a similar material, the candle must be placed on a non-combustible, stable base, and the candle, once lit, must be constantly supervised.

Internet

Wireless Internet access is available at all times.

Handling and storage of materials

The client's suppliers are responsible for handling materials. They must specifically avoid marking or damaging the building (floors, walls, staircases, elevators, etc.). An additional charge will be made for any damage occurring during the event.

The Seminary does not provide storage facilities. Shipping cases and other handling equipment that is not the property of the Seminary must be removed from the premises after the event.

Media presence

The client is required to inform the Graduation Hall coordinator of any media presence at the event.

If a microwave/sat or other media truck is present, a parking space will be allocated by the Seminary security team.

Room setup/dismantling

The lease cost includes the initial setup of the room by the Seminary staff members. All subsequent setup operations made necessary by a change of function for the purposes of the event are charged to the client. The changes must be specified to the Graduation Hall coordinator when the event is planned.

The Seminary has tables and chairs available for the room. Based on the client's needs, a layout plan will be drawn up by the Graduation Hall coordinator. The room will be set up in accordance with the plan drawn up by the Graduation Hall coordinator and accepted by the client.

The caterer must empty the bins of the catering area and leave with waste at the end of the event.

Lost objects

All lost objects will be kept for thirty (30) days. After that time, the Seminary reserves the right to dispose of them as it sees fit.

Liquor permit

The caterer or client is responsible for obtaining the necessary reunion permits from the Régie des alcools, des courses et des jeux and for supplying the alcoholic beverages required for an event.

VIPs

The client is required to inform the Graduation Hall coordinator of the present of any VIPs at an event. The following information must be provided for each VIP: name, title, time of arrival, time of departure, mode of transportation.

Grand piano

The use of the grand piano requires authorization from the Graduation Hall coordinator responsible for the event at the Seminary. References must be presented.

Event planning

To ensure a high-class service, the Graduation Hall coordinator must be informed as quickly as possible of any specific needs related to the event or concerning the caterer or suppliers.

Once the information has been communicated, the Graduation Hall coordinator will be able to plan the event in detail with the client (deliveries, setup, dismantling, room layout, timeline for the event, removal of materials, etc.).

To prepare an event, the client and the suppliers may view the premises. Please make an appointment by calling 418.692.3981 #425 or sending an email to promotions@seminairedequebec.ca.

The inclusion of an option on a date to temporarily reserve it before signing the contract of lease shall not exceed a term of two months. After that term, the date in question becomes free and available to all.

First aid

The Graduation Hall team has a first aid kit. If needed, please contact the security guards on the premises or the Graduation Hall coordinator.

Advertising

All planned advertising, including the use of images of the Quebec Seminary and/or of the logo of the Quebec Seminary, must have prior written approval from the Quebec Seminary administration.

Handover

The client recognizes and agrees that, in view of the brief duration of the lease periods, punctuality is important in the handover following the expiry of the contract of lease or of each lease period, as applicable. A failure to respect handover times may generate additional charges.

Liability

The client releases the Seminary from all liability for damage of any nature resulting from the occupation of the premises by the client, its mandataries or agents, or any person for whom the client is responsible or over whom the client has control.

The client undertakes to protect, indemnify and hold harmless the Seminary with respect to all costs, including reasonable legal costs, damage to property, bodily injury or death, sustained by the Seminary or its directors, employees, agents, mandataries, visitors, concession holders, suppliers, subcontractors, clients or lessees, resulting from the actions or negligence of the client or any person for whom the client is responsible or over whom the client has control, from the client's failure to comply with any law or regulation, or from the client's failure to comply with the provisions of this document.

The Seminary is not liable for any deterioration, loss, theft or destruction of property resulting at any time from any cause.

Client satisfaction

The Graduation Hall team's objective is to offer a unique experience in the preparation and implementation of your event. To allow us to assess your level of appreciation for the services received, you are asked to email your comments to: promotions@seminairedequebec.ca

Event schedule

To ensure effective logistics, the event schedule must be submitted at least five (5) business days in advance.

Security

General security for the room is provided at all times by the Quebec Seminary. Any additional or special security is the client's responsibility.

The event organizers are responsible for informing participants that Quebec Seminary staff members may exclude any participant failing to comply with instructions. In general, the Seminary reserves the right to exclude any person whose behaviour is liable to harm the reputation or fabric of the room because of a lack of civic-mindedness or inappropriate behaviour.

Staff members of the Quebec Seminary reserve themselves the right to shut down an event in the case that the behaviour of the guests and participants:

- would be prejudicial to the integrity of the venue and the security of the participants, the guests and the general public, and/or ;
- contravenes, by the level of the noise generated, to the municipal regulations in place and disturbs the tranquility of the populated area at proximity.

Staff members of the Quebec Seminary reserve themselves the right to call police services if needed to avoid the creation of large crowds outside the premises.

Cloakrooms

Unsupervised cloakrooms are available free of charge for the duration of the event.

Prohibitions

Fastening of objects

It is prohibited to make any changes or alterations to the premises (drill holes, fix elements to the walls, ceiling or floors, etc.). The client must ensure that the spaces used remain in good condition.

Self-supporting structures may be used in all places. The client must have all such structures approved by the Graduation Hall coordinator.

A failure to comply with the above rules may generate a cleaning or repair charge.

Activities of a commercial nature

Any sale of products or services is prohibited.

Confetti

The use of confetti or any similar product is prohibited.
A failure to comply with this rule may generate a cleaning charge.

Consumption of alcoholic beverages during setup and dismantling

No alcoholic beverages are permitted during setup and dismantling activities.

Food and beverage consumption

Food and beverage consumption is only permitted in the rented venues.

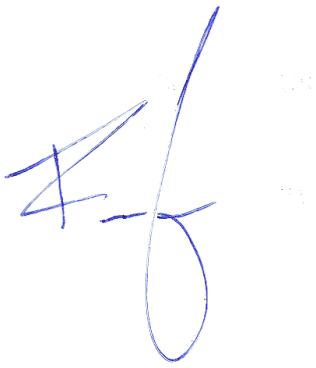
Cotton candy/popcorn/smoke machines

Cotton candy, popcorn and smoke machines are prohibited.

Smoking

In accordance with the Tobacco Act, smoking is prohibited inside the buildings.

that they are aware of the contents of this *Client Handbook*



The *Lessee*,

_____ _____

Name:_____

Position:_____