

Renfrew Community Association

Hall Rental Guidelines

Welcome to Renfrew Community Hall. Our goal is to provide you with a clean and functional space for your event.

THE EVENT SPACE NEEDS TO BE LEFT IN THE SAME CONDITION AS WHEN YOU ARRIVED.

Renters must follow City of Calgary bylaws for noise, use of hall and liquor consumption.

Fire Alarm

- Smoke and fog machines are strictly prohibited as the fire alarm will go off
- Fire alarm activation will result in full loss of damage deposit, including accidental triggers

Decorating the Hall

- **NO glitter, sparkly stars or confetti**, it is very difficult to clean
- Use only painters tape to affix decorations to wall. Use of packing tape, clear tape, tacks etc. will result in damage. No tacks.
- Use of open flame candles is not permitted other than birthday cake candles
- Chairs, tables and equipment must not be dragged across the floor. Dollies are available to transport heavy items.

Clean Up

- All decorations removed and taken
- Tables and chairs (stacked no more than 8 high) should be put back into original position
- Floors should be cleaned, sweep, vacuum and mop the floors
- Deposit all your trash in the waste receptacle outside (to South of building)
- Outside of hall must also be cleaned, picking up any trash left by your party
- Ensure washrooms are presentable
- The renter must abide by the times of rental as set in the Rental Agreement including clean up. Clean up must be completed by the designated vacating time. At least one hour must be designated specifically for cleanup. A cleaning charge of \$50/ hour will apply for any action taken by the RCA.

Kitchen (Main Hall and West Hall):

- Kitchen counters, cupboards, appliances and all other items should be cleaned
- Main Hall is a warming kitchen only, no cooking
- Use of propane, bbqs etc not permitted indoors
- Refrigerators must be emptied and cleaned
- Floors must be swept and washed

Alcohol, Food, Beverages and BBQ:

- No grease cooking is allowed.
- Food and beverages, other than BBQ meals, must be arranged through an independent caterer licensed by the Calgary Health Region.
- As mandated by the Calgary Health Region, no 'home prepared' food may be served to the public.
- Food items cannot be left or stored in the community centre.
- Glass bottles are allowed in the Hall, but absolutely no glass bottles are permitted outside the Hall.
- If renting the BBQ, the unit must be cleaned (grease burnt off etc.), wiped down, and all BBQ utensils washed and returned to appropriate location.

Liquor:

- A liquor permit & Party Alcohol Liability (PAL) are required at all times when liquor is on site
Liquor laws and bylaws must be followed
- Renters agree to provide a copy of the liquor license to SVCA at least 48 hours in advance, failure to do so will result in loss of access to hall and event price (forfeit of event)
- As per AGLC rules, no homemade wine, beer, liquor or ciders are allowed at anytime
- Any AGLC infractions inside or outside the facility will result in immediate bar closure and event shut down
- No drinking outside facility at anytime, infractions will result in immediate bar closure and event shut down
- Last call must be at 1 hour before event ends as per AGLC
- In any case, serving of alcohol must cease by 12:00am, and the hall must be vacated by the renter and all guests by 1:00am. Any Hall activity (noise, music etc.) continued after 1:00am will result in a forfeiture of damage deposits.

Noise:

- All doors must be shut by 10pm to minimize noise, including front door double doors. Renters are responsible for guests inside and outside of the building, including parking lot. DO NOT let your guests linger to the front of the hall as residents will make noise complaints. All tenants must abide by Noise Bylaw # SM2004 restrictions.
- Noise complaints will result in loss of full damage deposit
- Any Hall activity (noise, music etc.) continued after 1 am will result in a forfeiture of damage deposits
- Further, after 10 pm, all access to the building must be gained from the North facing door. No other doors can remain open after this time. Perimeter walks may be conducted by our staff just prior to 10 pm to ensure that noise levels are not above normal conversation levels. Noncompliance of this policy will result in a forfeiture of damage deposits. Police may also be called in to ensure compliance.
- All tenants and guests of tenants must be respectful of the neighbourhood in terms of both noise and conduct.
- If at any time the Calgary Police Service has been called to the Hall result in a forfeiture of damage deposit

Occupation:

- Events must end at listed event end time all guests exited), music must be turned off at event end time (STRICTLY enforced)
- Renters must adhere strictly to entry and exit times, early entry and late exit will result in double the hourly rental charge to be deducted from deposits, with a minimum \$100 charge

Cancellations:

- A minimum of 30 days notice cancellation is required. Less than 30 days may result in loss of deposit or event price
- All cancellations will face a \$100 admin fee
- Any date change requests will face \$50+ change fee

Damage Deposit:

Reasons for damage deposit deductions:

- Failure to complete adequate cleanup (the facility should be in the same condition when you leave as when you arrived)
- Damages (whether intentional or accidental) to the facility
- Failure to comply with the rules of use
- Complaints from neighbors due to excessive noise
- Complaints requiring police attendance
- Unauthorized or not indicated use of space not included in the Rental Agreement
- Cleaning will be billed out at \$100+/hour per hour.
- An admin fee of \$35 or more will be applicable to all damage deposit holdbacks
- Bodily fluids (blood, vomit or feces) cleanup will result in full loss of damage deposit
- Temporary loss of key will result in a \$50 fee
- Loss of the key (full loss of damage/security deposit will occur if key is lost)
- If the damages are above and beyond the deposit a renter put down, an invoice will be sent to the renter and payment of the additional fees will be due 30 days after receiving the damage invoice)
- If your deposit is to be refunded to you, it will be mailed out to you or refunded on your credit card within 30 days after the event (if event is within 60 days of your event, if over 60 days all refunds will be provided via cheque
- If at any time the Calgary Police Service have been called to the Hall for noise disturbance or other infractions this will result in a forfeiture of damage deposits.
- In the event that the whole of the damage deposit is retained by the RCA, all outstanding balances must be paid by cash or certified cheque.

Promotion/Signs/ Decorations:

- The RCA requires 2 business days to review and approve any public promotional or publicity materials; a draft copy of any such materials needs to be provided to the RCA Hall Manager.
- No signs or decorations shall be placed in any rooms, hallways, lobbies, or theaters without advance permission of the Hall Manager.
- No signs or decorations are allowed to be attached or in any way affixed to the building exterior;

Animals

- With the exception of animals assisting a person with impairment, animals are not allowed in the RCA.

Electrical, Mechanical, Phone Rooms:

- Access to any electrical or mechanical rooms in the Hall is strictly prohibited.
- Taping of floors must be done with vinyl (electrical) tape, and the tape must be removed immediately following the event. The Renter will be responsible for any damage or floor refinishing that may be required.

Handgun and Weapons:

- Absolutely no weapons are permitted on the premises.

First Aid:

- Prior to the event, locate the First Aid Kit on premises in case a first aid situation arises.

Accident Reports:

- Information concerning any accident/injury occurring at the Hall must be provided to the Hall Manager as soon as possible; for Emergencies, contact 911 immediately.

Fire Regulations/Safety:

- All electrical equipment and property brought into the Hall by the Renter must comply with and conform to all the rules and regulations of any applicable local regulatory agencies. RCA reserves the right to correct any violation in respect of any such equipment, at the Renter's sole expense.
- The Renter will be responsible for any fines or penalties incurred by RCA in connection with said rental.
- Vaping, Tobacco and Marijuana Smoking is NOT permitted in the Hall.
- No pyrotechnic equipment is allowed.
- Doorways and hallways must not be blocked (partially or fully) by equipment.
- No grease cooking as per Calgary Health Region permit.
- All occupants of the building must exit immediately upon sounding of the Hall's Fire Alarm.
- All occupants will follow Building Fire Regulations and instructions given by the Hall Manager.
- Exit doors, fire panels, fire pull stations, fire extinguishers, fire emergency phones, exit lights, alarm speakers, and lights will at all times be kept free of obstructions and must not be altered.

Insurance

If the renter obtains their own liquor license they must carry adequate general liability insurance "Host Liquor Liability Insurance" to cover the activities within the event as well as indemnifying the RCA.

In renting the RCA Hall the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless RCA against any and all claims arising from any incident, including any injury or damage sustained by the Renter, any member of the Renter's party or any third party arising from the rental of the Hall or use of any equipment in the Hall.

PRIVACY POLICY - "By signing this agreement, the Renter consents to the collection, use and disclosure of his/her personal information provided herein, to meet all regulatory requirements, facilitate the rental and all payments required hereunder, and for future program and facilities planning purposes."

General Information

- The Renfrew Community Association (RCA) Community Hall (the "Hall") must remain accessible to the RCA Board of Directors and the Hall Manager at all times.
- The RCA reserves the right to approve use of areas based on the mandated use of the building. Access may be denied in the event that the use is deemed to be inappropriate by the RCA Board of Directors for reasons such as the activity
 1. Conflicts with the community mandate, or
 2. Conflicts with an existing Community organization program, or
 3. Is in competition with local small businesses, or
 4. Causes undue disturbance to other occupants in the building, or area residents
- The RCA reserves the right to cancel this agreement without notice upon breach of this contract.
- A call-out fee of \$75 may be charged if the Hall Manager is called out for any reason during an event.

Capacity:

Main Banquet Hall: 225 people maximum

West Lower: 80 people maximum

Social Room: 45 people maximum