



BLACKFALDS MUTLI-PLEX
BANQUET ROOM
Facility Rental Information Package

Town of Blackfalds Facility Rentals

Guest Services-Abbey Centre
4500 Womacks Road
403.885.4039
guestservices@blackfalds.com

Updated November 29, 2018



Blackfalds Multi-Plex Banquet Room

5302 Broadway Avenue

Quick Overview

Acceptable usage can be meetings, seminars, workshops, pre-approved commercial use or celebration parties (i.e. birthday, anniversary, weddings or fundraisers).

Size: 68 ft. x 32 ft.

Capacity: 100 wedding or banquet style

Features: Air conditioned kitchen with serving counter and ample parking.



Amenities

- Air conditioned
- Kitchen contains 1 stove with oven, 1 microwave, 1 dishwasher, basic kitchen tools, cutlery and dishes
- Permitted as a Community/Church Kitchen by Alberta Health Services
- Bar area has a 7 cubic foot chest freezer, coffee maker and large 3 door cooler
- Tables – 14 round (5 ft), 8 large rectangular (6 ft), 3 small rectangular
- Chairs – 266 folding, 113 padded
- PA System available. A \$50.00 set up fee applies.
- Projector Screen
- 2 TV's
- Shaw Guest & Shaw Open is available. Please consult Shaw for the details that this service provides.
- ATM located in lobby of the arena



Rental Rates

	LOCAL	NON-LOCAL	LOCAL NON- PROFIT
Daily	\$320	\$384	\$192
Hourly	\$40	\$48	\$24
Weekend (Friday 6 pm to Sunday 2 am)	\$480	\$576	\$288

Local – Individuals who pay their taxes to either the Town of Blackfalds or Lacombe County

Non-Local – Individuals who do not pay their taxes to the Town of Blackfalds or Lacombe County

Local Non-Profit – Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality, not including other Towns or cities in Lacombe County

Daily rates are for a maximum time of 10 am the day of the event to no later than 2 am the following day.

Facility Equipment Set Up Fees

PA System	\$50
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RULES & REGULATIONS

Subject to change without notice

Fees

Full payment of facility fees and damage deposit is required at the time of rental for bookings under \$300.

Full payment of facility fees and damage deposit is required at the time of rental for bookings (regardless of amount) made *within 30 days of the event*.

Non-Refundable Booking Fee

If the rental is made more than 30 days prior to the event and the facility fees of the rental contract are over \$300, a non-refundable booking fee of \$300 is required at the time of the rental to hold the rental date.

Fee Balance

After the non-refundable booking fee is paid (if required), the balance of the facility fees and damage deposit is due 30 days prior to the rental date.

Damage Deposit

A damage deposit (\$100 non-alcohol events or \$300 with alcohol) is required at least 30 days prior to the rental date. The damage deposit will be deposited into the Town of Blackfalds bank account and will be released upon confirmation that no damage occurred, no extra cleaning was required or additional time was used.

If damage is reported, a corresponding portion of the damage deposit will be withheld.

If the rental extends beyond the booked times, the renter will be charged \$50 for the first half hour and the entire damage deposit will be forfeited for rental extensions beyond a half hour.

Return of the relevant damage deposit funds (without interest) will be done via cheque and mailed to the contact listed on the contract within 15 business days of the rental date.

Evidence of smoking in the facility will result in a forfeiture of the damage deposit and the RCMP will be provided with the contact named on the contract for possible additional fines.

Cancellation of Facility Booking

Guest Services must receive a completed Facility Cancellation Request Form before processing of fees or damage deposits occurs.

For rentals under \$300 all fees and the damage deposit will be withheld.

For rentals over \$300 and the cancellation occurs less than 30 days from the event date, all fees and the damage deposit will be withheld.

For rentals over \$300, if the cancellation occurs more than 30 days prior to the rental date, the non-refundable booking fee will be retained and the remainder of the facility fees and the damage deposit (if paid prior) will be refunded with a cheque.

In the event that a State of Emergency or other circumstance deemed important by the Town of Blackfalds, this facility may be required by the Town resulting in the cancellation of your booking and a full refund being issued.

Changes to Facility Booking

Facility set-up instructions will be accepted up to 30 days prior to your event. We will not be able to accommodate requests beyond this timeline.

Special Event Planning

If you are planning an event open to the public please consult Alberta Health Services – Environmental Public Health at <https://www.albertahealthservices.ca/eph/Page13999.aspx> for information and guidelines necessary to organize and host a special event. Notification and approval must be obtained via AHS.

Business License

In accordance with the Town of Blackfalds Business License Bylaw 1109/10, renters must obtain and display the appropriate Business License for their event when renting Town of Blackfalds facilities. Events held for profit or gain, excluding non-profit or charitable organizations, may also require a current business license.

Licenses and fees vary by business type. If it is determined that your event requires a business license, a copy of the license or receipt must be

provided to Guest Services no later than 30 days prior to the event.

License information is available at: <https://www.blackfalds.com/business/business-licenses>. Please contact the Town of Blackfalds Planning & Development Department at 403.885.4677 for further information or to start the application process.

Banquet Room Access

A fob to the facility will be issued to the renter after 5:30 am Monday – Friday, 7 am Saturday & Sunday's on the day of the booking. The fob can be picked up at the Abbey Centre, 4500 Womacks Road and must be returned no later than one day after the rental date. There is a \$25 replacement fee for unreturned fobs.

Decorating & Set-up

No decorations may be adhered to the walls or hung from the ceiling.

Confetti, glitter, rice and open candles may not be used in the facility. Please do not use duct tape on the floor. Non-compliance with these standards will result in costs for extra cleaning or repairs being deducted from the damage deposit.

Kitchen Area

All rentals of the Banquet Room include the kitchen area and appliances. If any of the inventory is missing upon completion of the event, the replacement amount will be withheld from the damage deposit.

Health regulations require the renter to supply their own dishcloths, tea towels, rubber gloves, etc.

Dishwasher Operation

Please read the instructions provided. The detergent is released automatically.

P.A. System

A portable P.A. system with two speakers and a microphone is available upon request. A \$50.00 set up fee will be charged. Please contact Guest Services to make arrangements for set up and use.

Tables and Chairs

The Banquet Room has a seating capacity of 100. **Tables and chairs are the responsibility of the renter to set up but not take down.**

The 6' X 21.5" rectangular tables comfortably sit 6 people (not including the ends) and the 5' round tables comfortably seat 8. Please do not drag the tables or chairs across the floor. Tables and chairs may not be used outside of the facility.

Serving Alcohol

Alcohol service is permitted in the Banquet Room. It is the renters responsibility to abide by all AGLC regulations i.e. Special Event licenses and or ProServe requirements. Permits and regulations can be obtained from the Alberta Gaming & Liquor Commission, 780.447.8600 or www.aglc.gov.ab.ca.

Proof of your liquor license must be provided to Guest Services 30 days prior to your event. You may apply for a permit by going to <https://aglc.ca/event-licence>.

Party Alcohol Liability (PAL) insurance is required for any event serving alcohol. **A Certificate of Insurance insuring the Town of Blackfalds for an additional \$5 million must be provided 30 days prior to the event and be in the contract holders name.** You may go to www.palcanada.com or utilize any insurance broker (event date must be within 4 months from date of application).

Consumption of alcohol is permitted until 1:00 am and the facility must be cleaned up and vacated by 2:00 am.

The Town of Blackfalds encourages safe and responsible consumption of alcohol. As such, vehicles may remain in the parking lot overnight, but must be removed by noon the following day.

Noise

As the Banquet Room is located on the second floor of an arena please be aware that there may be some noise of the play from the surface below (ice hockey/lacrosse etc.).

Camping Facilities

Camping facilities are available at Burbank Campground: 403.885.5335 and/or All Star Park. **Camping is not allowed in the Multi-Plex parking lot or grounds.**

A \$50 fine for each unit located on the Multi-Plex grounds after 3 AM will be deducted from the damage deposit.

Clean-up

The renter is responsible for the general clean-up of the facility.

- Tables and chairs **are not the responsibility** of the renter to take down and put away.
- All decorations and related items must be removed by the time indicated on your contract. No overnight storage allowed.
- Larger spills should be cleaned up and floor swept for obvious dirt.
- Garbage picked up from all receptacles and placed near the bar area.
- Recycling put in recycling receptacles.
- All lights are turned out.
- Kitchen area, utensils, dishes, etc. and all appliances are stored in their appropriate area and left in a clean and sanitary manner.
- Please ensure to cover/protect all tables if doing art, crafts
- All facility and kitchen doors are secured and locked (if applicable).
- Fob returned to the Abbey Centre.

Emergency Phone Numbers

Fire, Ambulance, Police
911

Guest Services

403.885.4039

Community Services (after hours)

403.357.9888

Vacating the Facility

It is essential that the Banquet Room must be vacated at the completion time stated on the contract so Building Services may perform clean-up and table/chair takedown. If the facility is not vacated as agreed in the contract, charges will be applied against the damage deposit.

All booking payments, facility fees & damage deposits can be made at or mailed to:

Town of Blackfalds
Guest Services-Abbey Centre
Box 220, 4500 Womacks Rd
Blackfalds, AB T0M 0J0

All cheques are payable to Town of Blackfalds

RENTERS AGREEMENT & RESPONSIBILITY

I have read, understand and agree to comply with the Banquet Room Rules and Regulations.

Renter's Signature

Date (MM/DD/YY)

Guest Services Signature

Date (MM/DD/YY)

As the before mentioned renter, the individual signing the Banquet Room contract is responsible for the set-up and organization of the event as well as to also ensure that all rules and regulations are followed from the event start time to the event completion time as stated on the contract. This signed and dated Information Package must be sent or returned to Guest Services including all fees and a copy of the signed contract by the requested date to generate a complete booking.

The renter shall indemnify the Town of Blackfalds, its agents and employees, from and against any claims, demands, losses, damages, actions, suits or proceedings by third parties that arise out of a private booking of the Banquet Room, unless proven to be directly caused from gross negligence by the Town of Blackfalds.

Personal information is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. Questions regarding this collection of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403.885.6248.