



SERVUS CREDIT UNION PROGRAM ROOM

Facility Rental Information Package

Town of Blackfalds Facility Rentals

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

Updated January 24, 2019



Servus Credit Union Program Room

4500 Womacks Road

Quick Overview

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

Size: Room size is 26 ft. X 26 ft.

Capacity: Comfortably seats 30

Features: Air conditioned, kitchenette, access to Indoor Play Space

To have access to any other area of the Abbey Centre (including the Indoor Play Space) all guests must pay admission to the Abbey Centre (annual/monthly pass, single day admission or punch pass).

If renters choose to utilize the Indoor Play Space (with paid admission) **socks** must be worn and all children must be supervised. Children ages 0 – 12 are welcome to utilize the Indoor Play Space. Supervisor ratio is 6:1 if the supervisor is 18 years or older. Supervisor ratio is 4:1 if supervisor is 13-17 years old. No food, drink or balloons are allowed and hours of operation for the Indoor Play Space is 8:00 am to 8:00 pm.

If renters choose to utilize the Field House (with paid admission) all users must wear clean, dry shoes. Please note that field house equipment may be signed out at Guest Services but does require one of the following: an active membership or punch pass OR for non-members a piece of photo ID or a \$20 deposit (to be returned when equipment is signed back in).

On occasion the full field house may be rented out for an event or tournament. If you plan on using the field house during your rental period please call Guest Services to check on availability of the field house during your rental time.



Amenities

- Air Conditioned
- Kitchenette (sink, microwave, fridge)
- Wi-Fi
- 60" TV with computer and DVD hook-up capabilities
- 6 – 6' rectangular tables, seating 30
- Large northwest facing windows
- Flip chart, white board and projector screen available (included with rental rate but arrangements for use must be done with Guest Services prior to booking date).



Rental Rates

	LOCAL	NON-LOCAL	LOCAL NON- PROFIT
Daily (7 am to 10 pm)	\$240	\$288	\$144
Hourly	\$30	\$36	\$18
Weekend (Friday 12 pm to Sunday 6 pm)	\$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

Birthday parties must be booked with a 3 hour minimum.

Weekend and holiday bookings are limited to one of the following time slots (9 am-12 pm, 1 pm-4 pm or 5 pm-8 pm).

RULES & REGULATIONS

Subject to change without notice

Fees

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

Full payment of facility fees 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 is due 30 days prior to the rental date.

Cancellation of Facility Booking

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

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

Decorating & Set-up

All decorating / set-up and cleanup is required to take place within your booking time. **No decorations are allowed to be taped or tacked to the walls inside the Servus Program Room or hung from the ceiling.** *Confetti, glitter and rice are not allowed in any part of the facility.* Non-compliance with these standards will result in costs for extra cleaning or repairs being billed to the renter.

Tables and Chairs

The Program Room has a seating capacity of 30. The 6 – 6' rectangular tables comfortably sit 6 people (not including the ends).

Outside of birthday party rentals the Program Room will be set-up according to the renter's specifications. This information must be received by Guest Services at least one week prior to the rental date.

Noise

As the Servus Program Room is located on the main floor of the Abbey Centre, please be aware that there may be some noise from the Indoor Play Space, Field House and/or the Fitness Centre.

Food Service

Food Services is available May long weekend to September long weekend. Service delivery for special events and large field house bookings will be decided on a by case by case situation if taking place outside of the summer months.

The Town of Blackfalds does not adhere to any exclusivity rights, therefore outside food (restaurant and store bought) is allowed to be brought but not for re-sale purposes. Please contact Guest Services at 403-885-4039 for further information.

Hygiene is important to all participants and spectators in any public facility. The Town of Blackfalds has zero tolerance towards spitting in any of its facilities. If an individual or team is found to be spitting the *Public Facility Spitting Policy* (resolution 217/11) will be implemented.

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.
- Please ensure to cover/protect all tables if doing arts and crafts.
- 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 and recycling must be put into the appropriate receptacles.
- All lights are turned out.
- Kitchenette area left in a clean & sanitary manner

Emergency Phone Numbers

Fire, Ambulance, Police
911

Guest Services

403.885.4039

Vacating the Facility

It is essential that the Servus Program Room be vacated at the completion time stated on the contract as the Custodial staff sets their schedule for clean-up around the stated event completion time. If the facility is not vacated as stated, charges will be billed to the renter.

All booking payments and facility fees 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 Servus Program 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 Servus Program 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 Servus Program 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.