



BLACKFALDS COMMUNITY CENTRE
MAIN HALL
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

Main Hall

4810 Womacks Road

Quick Overview

The perfect setting for weddings, family reunions and corporate events, the Main Hall is beautifully renovated and boasts a chef's dream kitchen and stage area for entertainment.

Size: 80 ft. x 48 ft.

Capacity: 300 concert style seating; 225 wedding or banquet style

Additional

Space: the adjacent Multi-Purpose room is also available for rental for events over the above capacity. Both rooms may be joined by the retraction of the moveable wall in between.

Features: Kitchen with serving counter, dance floor and stage. Outside amenities include tennis courts, playground and green space, and ample parking.



Amenities

- Air conditioned
- Kitchen contains two stoves, glass door cooler, 21 cubic foot stand up freezer, microwave, dishwasher, 100 cup coffee urn, cutlery and dishes (no bowls or wine glasses)
- AB Health Services church/community kitchen permit.
- Bar area has a mini fridge and cooler
- Tables – 28 round (5 ft), 19 rectangular (6 ft) and Chairs – 225
- ATM
- 15-amp circuit outlet for sound/DJ systems
- Portable Stage (Various placement and set-up options available). \$15.00 per panel set up fee to a maximum of 6 panels.
- P.A. System. A \$50.00 set-up fee applies.
- Projector Screen (3 fixed hanging location options or use of portable screen).
- Shaw Guest & Shaw Open is available. Please consult Shaw for the details that this service provides.

Rental Rates

	LOCAL	NON-LOCAL	LOCAL NON- PROFIT
Daily	\$480	\$690	\$288
Hourly	\$60	\$72	\$36
Weekend (Friday 6 pm to Sunday 2 am)	\$720	\$900	\$432

***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*

The adjoining Multi-Purpose room may also be rented in conjunction with the Main Hall to accommodate larger events.

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

Birthday parties must be booked with a 3 hour minimum.

Facility Equipment Set Up Fees

Portable Stage Per Panel (Maximum of 6 Panels)	\$15
PA System	\$50

RULES & REGULATIONS *Subject to change without notice*

Fees

Full payment of facility fees and damage deposit are 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.

Main Hall 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

Decorations may only be tacked to the wooden border inside the main hall area; **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 Main Hall 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 that are located on the west wall of the kitchen next to the fridge. 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.

Projector Screen

Please contact Guest Services to make arrangements for set up location for the hanging screen (please review separate floor plan for layout option choices) or to use the portable screen.

Tables and Chairs

The Main Hall has a seating capacity of 300; however, the tables and chairs stored at the facility accommodate 225. Events for more than 225 guests may require additional rentals from a private company. **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 seat 8. The tables and chairs are stored by the entrance of the Main Hall. 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 Main Hall. 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 the 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

The Main Hall is located in a residential area and as such, noise from the event should not disturb nearby residents. Please keep all of the doors closed. As the main hall is located beside a multi-purpose room please be aware that there

may be some noise from the rental space adjacent to the hall.

Camping Facilities

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

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

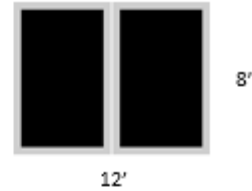
Portable Stage

Portable stage with skirting is available in 4 different locations (please review separate floor plan for layout option choices). Setup and placement of stage to be done by CSD staff only. Renters may not alter the stage or remove the provided skirting at any time. Stage set up fees are \$15.00 per panel to a maximum of 6 panels. Please contact Guest Services to make arrangements for set up size and location. Arrangements must be made 30 days prior to your booking.

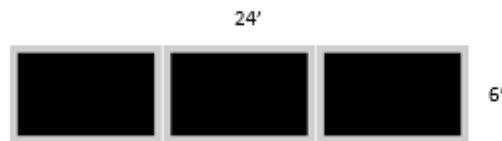
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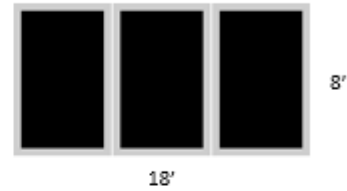
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Option C:



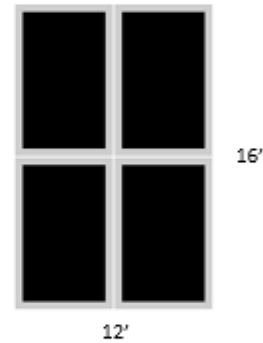
Option D:



Option E:



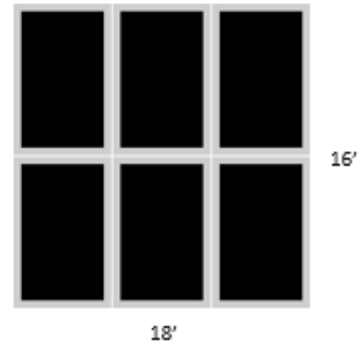
Option F:



Option G:



Option H:



Clean-up

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

- Tables, chairs and portable stage **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 picked up from all receptacles and placed in the garbage bins located on the west side of the building.
- Recycling put in recycling receptacles.
- All lights are turned out.
- Air exchange fans are turned off.
- Kitchen area, utensils, dishes, etc. and all appliances are stored in their appropriate area and left in a clean and sanitary manner.
- 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 Main Hall 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 Main Hall 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 Main Hall 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 Main Hall, 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.