



	Dimensions	Capacity	Hourly Rates		
			Resident	Brookfield Community	Non-Resident
Heritage Hall ABC 2652 sq. feet	34 ft. by 78 ft.	135 dinner	\$80.00	\$92.00	\$104.00
Heritage A 1037 sq. feet	34 ft. by 30.5 ft.	50 dinner	\$50.00	\$57.50	\$65.00
Heritage B 850 sq. feet	34 ft. by 25 ft.	40 dinner	\$40.00	\$46.00	\$52.00
Heritage C 765 sq. feet	34 ft. by 22.5 ft.	35 dinner	\$40.00	\$46.00	\$52.00
Heritage A & B 1887 sq. feet	34 ft. by 55.5 ft.	90 dinner	\$60.00	\$69.00	\$78.00
Heritage B & C 1615 sq. feet	34 ft. by 47.5 ft.	80 dinner	\$55.00	\$63.25	\$71.50
Vista 639 sq. feet	18 ft. by 35.5 ft.	30 dinner	\$45.00	\$51.75	\$58.50
Legacy 369 sq. feet	18 ft. by 20.5 ft.	15 dinner	\$25.00	\$28.75	\$32.50
Riverside 534 sq. feet	17.5 ft. by 30.5 ft.	25 dinner	\$45.00	\$51.75	\$58.50
Gym 5159 sq. feet	57 ft. by 90.5 ft.	200	Party Package Only	Party Package Only	Party Package Only

Weekday rentals between 9:00am and 4:00pm (excluding holidays) receive **10% discount**

Minimum two hour rental for Heritage Room(s)

Additional Charges

After Hours Security fee applies for rentals ending between 10pm and 1:00am.

After Hours Teardown fee applies for rentals ending between 9:30pm and 1:00am.

SOCAN and Re:Sound fees apply for bookings with music and/or dancing.

\$500.00 damage deposit cheque and proof of insurance is required for all rentals.

revised January 2018 - prices subject to change



Century Hall Rental Policy & Procedures

Booking Requirements

1. Signature on Rental Contract
2. Full payment – due upon receipt of Rental Contract
3. Damage Deposit Cheque - \$500 made out to Cranston Residents Association dated one month prior to the date of rental.
4. Proof of Insurance – Home Owner Insurance – (Providers Name, Policy Number, Expiry date)

Failure to provide the booking requirements within **one week** from the date of booking will result in the rental being cancelled.

Rentals with alcohol are required to provide:

1. Party Alcohol Liability (PAL) Insurance – www.palcanada.com or call 403-261-3900 (due 10 days prior to rental)
2. Liquor Permit – available at any liquor store (due day of rental)

Rentals using third party contractors/vendors (caterers, bar tenders, decorators, etc.) are encouraged to provide:

1. Certificate of Insurance from each vendor and when possible have Cranston Residents Association listed as additional insured.

Temporary Bookings/Holds are not permitted. Bookings are on a first come first served basis.

Advanced Booking

Residents can book a maximum of **one year** in advance. Bookings for a full one year in advance can be booked on the 1st of the month of the year prior – see example below

Ex 1: Want to book your wedding for August 12, 2019? Your booking would be accepted as of August 1, 2018

Brookfield Communities can book a maximum of **11 months** in advance. Bookings for a full 11 months in advance can be booked on the 1st of the month, 11 months prior – see example below

Ex 1: Want to book your wedding for August 12, 2019? Your booking would be accepted as of September 1, 2018

Non-Residents can book a maximum of **10 months** in advance. Bookings for a full 10 months in advance can be booked on the 1st of the month, 10 months prior – see example below

Ex 1: Want to book your wedding for August 12, 2019? Your booking would be accepted as of October 1, 2018

Changes to Rental Agreements

Two weeks written notice is required for all rescheduling/change requests.

All changes (extending time, room, date, rescheduling or cancelling) **must** be done in writing.

A \$20.00 Admin Fee may be applied.

Cancellation	Must be done in writing – email rentals@cranstonra.ca
75% refund	Rental cancelled more than three months prior to the rental date
50% refund	Rental cancelled between one to three months prior to rental date
No refund	Rental cancelled less than one month prior to the rental date

Tables: Height is 29.25" from floor to table top

Round – 60" diameter (seats 6-8)

Rectangle – 72" long x 30" wide (seats 6)

Cocktail – 30" diameter can be set either 30" or 42" high

Chairs: Folding 15.5" high from chair seat to floor;

34" from top of chair backrest to floor

Seat 17.5" square; back 19.5" wide by 15.5" high

(seat to top of chair) rectangle