



SCHEDULE "A"

NON-RESIDENT RENTAL RATES

Room	Square Footage	Capacity Dining & Beverage	Capacity Seats or Standing	Security Deposit	Monday – Thursday Hourly Rate	Monday – Friday & Sundays (daily rentals only)	Saturday/ Statutory Holidays (daily rentals only)
Upper Hall	2500	150	234	\$ 1,000.00	\$ 75.00	\$ 750.00	\$ 1000.00

RESIDENT RENTAL RATES

Room	Square Footage	Capacity Dining & Beverage	Capacity Seats or Standing	Security Deposit	Monday – Thursday Hourly Rate	Monday – Friday & Sundays (daily rentals only)	Saturday/ Statutory Holidays (daily rentals only)
Upper Hall	2500	150	234	\$ 1,000.00	\$ 50.00	\$ 525.00	\$ 750.00

*please note the renters' head count must include caterers, DJ's, photographers and any other vendors in attendance

HOURLY RENTAL RATES

- Options for hourly rentals are now available. Fridays, Saturdays, Sundays and Holidays are still reserved for full day rentals, up until a certain period. Rental hours must include all time needed for decorating and take down. In addition to the hourly rates, your rental may be subject to the following fees; corkage, bartender, catering, setup/cleaning fees or SOCAN (music licensing fee). These extra fees are charged to the renter depending on the nature of the event and rental agreement.

October – April (Low Season)

Monday – Fridays and Sundays - available 60 days prior to rental date

\$75/hour – Non-Residents \$50/hour – Residents

Saturday and Statutory Holidays – available 30 days prior to rental date

\$100/hour – Non-Residents \$75/hour – Residents

May – September (Peak Season)

Monday – Fridays and Sundays - available 45 days prior to rental date

\$75/hour – Non-Residents \$50/hour – Residents

Saturday and Statutory Holidays – available 30 days prior to rental date

\$100/hour – Non-Residents \$75/hour – Residents

- A resident is defined as any person who is in good standing with the Crestmont Homeowners' Association (HOA) as defined in the Articles of Incorporation.
- A non-resident is defined as any person living outside of Crestmont.
- All special event rentals (i.e. weddings, birthday parties, anniversary parties and holiday parties) require a minimum 3 hour booking.
- Non-profit organizations and Crestmont customers who are contracted on a weekly basis, please call to inquire for special rates; 403-202-2175.

Equipment

- The following tables and chairs are **included in the rental price.**
 - 150 soft-seated chairs (black frame, grey cushion)
 - 18 round 5' tables (29.5 inches tall). Seats 8 per table.
 - 10 rectangular 6' tables (29.5 inches tall)

- 12 rectangular 8' tables (29.5 inches tall)
- 1 round 3' table (29.5 inches tall)
- Chairs and tables from the Hall are not permitted on the lawn; if the lawn is being used for a wedding ceremony it is the responsibility of the renter to arrange for any chairs, tables and tent set up and tear-down.
- Chairs and tables are kept in our storage unit or on the balcony according to the current seasonal operations of the Hall.
- The Hall **does not** have any audio/visual equipment.
- Servery area is equipped with refrigerator, stove, microwave, dishwasher and sink.
- Bar area is equipped with wine/beer fridge, ice machine, essential bar equipment and fountain pop dispensary. The bar does not include glassware. Only Crestmont Hall staff will have access to the bar area and equipment.
- Limited kitchen storage/freezer storage.
- The Hall **does not** have dishes, table cloths, napkins, chair covers, etc. on site; your caterer or any event rental company can help you obtain these items.
- Crestmont Hall is not responsible for arranging Hall access with vendors.
- Any table/chair/stage rentals from outside sources must be approved by Facility staff and bottoms must be felted.

Policies and Procedures

- The Crestmont HOA does not set limitations on booking ahead; however, if you have a set date in mind, it is best to book as soon as possible as we often book as far as a year in advance.
- A security and damage deposit of \$1,000 is required at the time of booking and signing the agreement.
- 50% of the rental charge is to be paid 60 days prior to the event.
- Balance of the rental charge is to be paid 15 days prior to the event. Absolutely no monetary adjustments can be made after final payment has been received.
- All event details must be received 2 weeks prior to event, this includes; confirmation of bartending hours, event setup map, official guest count and catering information.
- There will be a \$40 charge on all returned NSF cheques.
- Your group is restricted to the portion of the Resident's Hall that has been rented and is not permitted to use any of the other amenities without approval from the Crestmont Homeowners Association. This includes; Tot lot, Spray Park and Fire Pit and Lower Level of the Hall building.
- Our outdoor green space is public property for the residents of community. The land immediately surrounding the storm pond as well as the adjacent field between the storm pond and the Hall is City of Calgary property.
- Renters may utilize this space; however reserved use of the public green space cannot be guaranteed and is not included into the rental contract.
- Cooking is not permitted within the Crestmont Hall; however, the servery may be used for storing, heating, and serving food.
- This is a non-smoking facility (this includes the upper deck). Smoking is permitted in front of building by designated ashtrays.
- We do not offer in-house catering services. You are responsible for hiring your own caterer.
- The Crestmont Hall staff is not responsible for event organization. All organization and décor must be handled by the renter.

Catering

- Caterer must be listed on your contract 2 weeks prior to your event date.
- Crestmont Hall is not responsible for arranging Hall access with caterers.
- The caterer is responsible for removing any discarded or additional food from the servery area.
- It is the responsibility of the caterer to clean up any hazardous spills in servery area and/or buffet line.
- It is the responsibility of the caterer to leave the kitchen in the same condition it was found.
- All food must be disposed of at the end of the event. Please use compost bins provided by Crestmont Hall.

- It is a policy of Crestmont Hall that no staff shall use cell phones during events. We ask all catering staff respect this policy as well.

Cancellation and Rescheduling Policy

- If the renter wishes to terminate the contract, the full deposit shall be forfeited unless Crestmont HOA is successful in renting the facility to another party for the same date, for an equivalent rental. In addition to the above conditions, a \$250 cancellation fee will apply.
- Rescheduling of dates during peak season is not permitted (May – September).
- Rescheduling of dates during low season (October – April) may be considered; both parties will enter into a separate agreement for the event on an alternate date which is agreeable to both parties.
- Cancellation or rescheduling must be done in writing. Email requests to crestmonthall@shaw.ca.
- Any rescheduling of a booking will result in a \$150 administration fee.
- Two weeks written notice is required for rescheduling.
- All refunds will incur a \$40 administration fee.
- All refunds will be returned by the same method as original payment to the contract holder (debit, credit or cheque).

Mandatory Setup and Cleaning Fee

- **All event bookings are subject to a flat rate Set-Up and Clean-Up Fee of \$250 for groups of 20-50 guests and \$350 for groups of 51-150.** Setup requests must be made **1 week** prior to your rental date. If we do not receive specifications, the Hall will be setup in accordance to the number of guests listed on your contract, in no particular order. This fee includes:
 - Set-up of tables and chairs prior to your event as specified, and after your event;
 - Tear-down of tables and chairs; including cleaning of equipment
 - Sweeping and cleaning of floors
 - Cleaning of restrooms
 - Cleaning of foyer
 - Removal of refuse from garbage receptacles

Responsibility of Renter

- At the end of the function all decorations must be taken down by the renter.
- All garbage produced by the function must be put into garbage cans by the renter.
- All personal belongings and rented equipment must be removed from the building at the end of the rental time.
- Anything provided by caterers must be removed the night of the function, at the time the event ends.
- **Nothing may be left or stored in the Hall after the function.**
- The servery area must be left in the same condition as it was found, including the removal of all food items from the refrigerator.
- Any garbage, cigarette butts, bottles, cups, etc. found outside, generated by your function, must be cleaned up by the renter (parking lot, balcony, etc.).
- If the Hall is left damaged or dirty for reasons beyond normal wear and tear an additional cleaning charge will apply at \$50/hr. This includes: chairs, tables or walls that require cleaning; wax on tables, chairs or floor damage; if the servery needs cleaning and if litter pick up on property is required.
- The renter or contact person for the event must be in attendance for the entire event.
- This person is responsible for understanding and adhering to the contract in full.
- If a problem situation arises, the Facility Manager will go directly to the contact person to rectify the situation. If that does not rectify the problem, and it is warranted, the police will be called.
- It is your responsibility as the renter on contract, to maintain order and to be responsible for the Crestmont Residents' Hall property during the rental time.
- Failure to leave at the time specified on your rental agreement will result in a charge of \$20 per 15 minutes.

Bartending Services

- If alcohol is to be served, the renter must use the bartender(s) provided by the HOA. The number of bartenders required may vary depending on the size of the event.
- Bartenders are \$25.00 per hour.
- 1 bartender is required for the first 100 guests if only serving beer and wine.
- 1 bartender is required for the first 80 guests if serving a full bar.
- 2 bartenders will be required if the above noted requirements for 1 bartender are exceeded.
- Purchase of all alcohol, garnish, and mix above and beyond available fountain dispensary, plastic cups, or rental of glassware, are the responsibility of the renter.
- Bartenders will be paid a minimum of \$100.00 gratuity. Gratuity is automatically included in the invoice when bartenders are **not** dealing with cash transactions. In addition, the bartenders are not responsible for drink ticket sales. Tickets will be considered a non-monetary exchange; therefore, gratuity will be automatically included in your invoice.

Corkage

- A corkage fee of \$4.50 per guest is charged. This fee includes supply of fountain soda pop (pepsi, diet pepsi, ginger ale, club soda, tonic water and 7up) and ice.
- Corkage will apply to all guests over the age of 12 years.

Liquor, Cannabis and Tobacco Use

- All liquor, cannabis and tobacco use regulations will be enforced. Renters should familiarize themselves with the Liquor, Cannabis and Tobacco rules and regulations as outlined by Alberta Gaming and Liquor Commission and the City of Calgary Bylaws 23M2018 and 24M2018.
- Failure to comply with the above rules and regulations will result in a forfeit of security/damage deposit.
- For more information regarding liquor policies please visit <https://aglc.ca/liquor>.
- For more information regarding cannabis please visit <http://www.calgary.ca/CSPS/ABS/Pages/Bylaws-by-topic/public-consumption-of-cannabis.aspx>.
- For more information on tobacco use and vaping visit <http://www.calgary.ca/CSPS/ABS/Pages/Bylaws-by-topic/Smoking.aspx>.

Permits and Insurance

- The renter is responsible for any permits required, such as liquor license and SOCAN license fees.
- The liquor license must have all purchase receipts attached and be posted inside the servery during the event.
- To purchase liquor license please visit <https://aglc.ca/liquor/liquor-licences>.
- Liquor is only permitted in the room you have rented. There is absolutely no liquor permitted in the park, or in the parking lot.
- All renters must have liability insurance coverage, listing the Crestmont Hall as an additional insured; Crestmont HOA requires this policy number within 10 days of your rental date for any damages that may occur that exceed the \$1,000 damage deposit provided.
- If you are having alcohol at your event, you must have Host Liquor Liability / Party Alcohol Liability (or equivalent) Insurance. Proof of the policy must be provided to the Crestmont Hall 2 weeks prior to the event.

Security/Event Staff

- **Events that are not serving alcohol are subject to a security fee for securing the building at the end of your function. The flat rate for bookings 5 hours or less is \$150.00, for 5 hours or more \$200.00.**
 - Security/Event Staff duties include, but, are not limited to;
 - insuring policies and procedures are followed,
 - assisting with clearing trash receptacles during events,
 - onsite for any building related operational needs,
 - securing and alarming the building at the end of the rental.

Noise Bylaw

- Please ensure the balcony doors are closed after 10pm to respect our neighbours.
- At 10pm, the music must be turned down as per **City of Calgary Noise Bylaw #5M2004**.
- Use of the Hall is restricted to 1am and the premises must be **completely vacated by 1:30am**.

Fire Alarm/Safety Equipment

- If the fire alarm is activated without just cause, a \$250 fine will be charged to cover the costs of a false alarm.
- If the automated external defibrillator or fire extinguishers are mishandled, a \$250 fine will be charged.

Decorating

- Only masking tape, painters tape, or sticky putty (white only, no coloured) is to be used for decorating (no scotch tape, or duct tape as it damages painted surfaces).
- Hammering of nails and the use of thumbtacks is strictly prohibited.
- No open flame candles allowed (candles must be placed in a secure holder, such as a hurricane).
- No confetti, glitter, rice or birdseed of any kind is allowed on the premises (inside or outside). A minimum \$50 charge will apply if this rule is not adhered to.
- Items brought in must be removed before you leave (this includes tape, sticky putty, string, etc. used to hang decorations).
- Removing art work from the walls is strictly prohibited.
- Hanging décor from lighting is strictly prohibited.

Holiday decorating- Christmas decorations go up at the end of November/early December and remain in place until end of December. Accommodations can be made with sufficient notice.

Security Deposit and Assessment

- **A security deposit of \$1,000 is required before any rental is confirmed.** Payment may be made by debit, Visa/MasterCard or cheque.
- Prior to rental, the Facility Manager will conduct a site walk through with renter and have renter sign off on the review.
- Assessment of any damage is done by the Facility Manager following the rental. If there is no damage, the damage deposit will be returned the following week. Please allow 2-3 weeks if paid by cheque.
- Contravention of any of the above stated rules and bylaws will result in a deduction **or forfeit of** the security deposit.
- Damage charges include, but are not limited to: \$100 per damaged chair, \$400 per damaged table, \$50/hr for extra cleaning, and any damage to the floors is subject to reimbursement of repair fees by a certified hardwood professional and a 15% administrative surcharge.

Management reserves the right to refuse any functions not suitable for the facility. Management has the right to cancel the rental agreement if it is found that the Hall is being used for any purpose other than that which it was originally agreed to; or if you have, in any way, misrepresented yourself to the Crestmont Homeowners' Association staff in order to obtain the Hall. Management also reserves the right to change this contract and pricing without notice.

For any questions regarding rentals, please contact the Crestmont Residents' Facility Manager at 403-202-2175 or crestmonthall@shaw.ca.

Please visit our website, www.crestmonthall.com to view our online gallery and calendar of availability.