

**Paterson Community Centre Bowden  
Facility Rental & Information Package**

**Rental Rates 2023-2024**

DIY Weekend Rate (Fri 12pm – Sun 2pm)	\$3000.00
Comprehensive Weekend Rate (Fri 12p – Sun 2pm)	\$4900.00
Off-Season Daily Weekend Rate (Nov – Feb)	\$1000.00
Daily Week-day Rate	\$600.00
Hourly Rate (minimum 3 hr rental charge)	\$60.00
RV parking (with power)	\$25.00 p/night (or \$250 for 9 sites / 2 nights)
Bar rental	Included ** see service options**
PA/Sound system/Screen/Projector	\$150.00
Kitchen rental	Included

<b>Additional</b>	
Damage deposit * due at time of booking * \$250 of the \$1250 deposit is a non-refundable booking fee * non-refundable if cancelled within 60 days * damage deposit paid at time of booking is not considered part of the rental fee and therefore is not deducted from facility rental cost	\$1250.00 (weekend booking) \$ 450.00 (week-day booking)
Cancellation policy	60 days prior to event
Early access fee (based on availability)	\$60 p/hour
Insurance (Liquor License & Special Event Liability Insurance/Wedding Insurance)	** Renter must purchase & provide copies prior to event
Kitchen rental space only	\$35.00 p/hour
Post-function or additional cleaning	\$35.00 p/hour
Table/Chair set-up/tear down	\$150.00

## Policy & Procedure

### Booking Procedure

Our availability calendar is on-line and updated regularly. Requests for information can be emailed to bowdencommunityhall@gmail.com or by calling 403-507-5090. You will be required to provide contact name, address, phone number, nature of event, as well as necessary deposits at time of booking.

### Damage Deposit

A \$1250 damage deposit (\$600 for week-day rental) is due at time of booking. \$250 of this fee is non-refundable. **The damage deposit is not considered part of your rental fee.** This deposit is held by the society treasurer in the event damages are occurred. Upon final inspection of facility, damage deposit will be returned if all policies have been followed, no damages have been incurred, and cleaning requirements are completed. If damages are evident or policy has not been followed, the corresponding portion of damage deposit will be withheld. Return of damage deposit will be done by cheque or EFT within 5 business days following event. If the rental extends beyond the time specified in the contract, additional fees will apply.

### Cancellation

Cancellations must be made a minimum of 60 days prior to event date. If cancellation occurs within the 60 day period, Bowden Community Hall reserves the right to retain the damage deposit paid at time of booking. If the event is cancelled more than 60 days prior, the damage deposit will be returned in full by cheque or EFT within 5 business days of cancellation.

### Balance Due

The facility rental cost and additional fees for the event are to be paid in full 60 days prior to event. You will be provided a final checklist and a detailed invoice including deposits paid. We recommend the balance be paid by EFT.

### Kitchen Access

Your rental includes use of kitchen, utensils, appliances and coolers (unless otherwise specified). Any inventory missing upon completion of your event will be withheld from damage deposit. If your rental does not require use of kitchen, it will be locked during your event.

### PA System

A portable PA system with speakers and a cordless microphone is available upon request. Ensure the need for these is specified in your booking contract. An additional charge will apply. See rates.

### Access to Hall

A key to the facility will be given to Renter upon walk-through inspection at start time of event rental. The key must be returned to the manager upon walk-through inspection upon completion of event. Failure to return the keys will result in a charge.

### Noise

Our community hall is located in a residential area. We request you make all efforts to keep noise from the event from disturbing nearby residents. Please keep hall doors closed while function is in progress and keep outside/parking lot noise to a minimum.

### **RV Parking**

There are 9 power sites available at the hall. These sites must be reserved at time of booking event. Absolutely NO CAMPFIRES and/or outside alcohol consumption in the parking lot or RV area. Additional RV parking is available at nearby campgrounds.

### **Decorating**

- \* no tacks/nails/tape on walls
- \* no duct tape on floors
- \* no confetti/glitter/open candles
- \* no smoke/fog machines
- \* no smoking or vaping in facility

Non-compliance with decorating guidelines will result in extra cleaning and repair charges.

### **Tables & Chairs**

The hall supplies tables and chairs at no cost to renter. It is the responsibility of the renter to set up and take down tables and chairs for their event. Please be respectful and cautious when moving tables and chairs so as not to damage the floor (do not drag) and wall surfaces. \*\* set up/take down can be provided at an additional cost to renter, please specify at time of booking if this is required \*\*

**Tables and Chairs are NOT to be removed from inside the facility.**

### **Bar Area**

Use of the bar area is included in your rental. The renter is responsible for obtaining all licensing and insurance necessary for their event. Copies of insurance and licenses must be provided to hall manager when balance of event is paid 60 days prior.

### **Serving Alcohol**

Alcohol service is permitted at the Bowden Community Hall provided that all AGLC regulations are adhered to. Permits and regulations can be obtained online at AGLC.com.

Bowden Community Hall encourages safe and responsible consumption of alcohol. Party Alcohol Liability (PAL) insurance is required for any event serving alcohol. A certificate of insurance for an additional \$2 million, naming Expanding Horizons Bowden Cultural Enhancement Society as an additional insured, must be provided to hall manager at least 60 days prior to event. This insurance can be obtained through any home/auto insurance provider.

### **Clean up**

The renter is responsible for leaving the facility clean after the event. Please follow the cleaning check-list provided. Any discrepancy from the check-list will result in additional cleaning charges that will be deducted from damage deposit.

*\*\* optional post event clean-up is available at a cost of \$350.00. If you would like this service, please indicate at time of booking \*\**