



Facility Rental Guide



The Ranchlands Community Association is a charitable organization providing programs, activities and services to the residents of Ranchlands.

Our Community Hall provides both our community and surrounding areas with low cost space rentals. All monies from rentals go directly back into the operation and maintenance of the Community Hall.

For more information, please call our Rental Office at 403-241-0335 or email ranchlandscommunity@outlook.com.

GENERAL CONDITIONS

The Ranchlands Community Association (“RCA”) Community Centre must remain accessible to the RCA Board of Directors, and other staff, at all times.

The RCA reserves the right to approve or deny use of areas based on the terms of the RCA's lease with the City of Calgary, the RCA's Vision, Mission Statement, and Values, and mandated use of the Hall. Access may be denied if the proposed use is deemed to be inappropriate for reasons including but not limited to:

- a. Conflicts with the RCA License of Occupation with the City of Calgary;
- b. Conflicts with the RCA mandate;
- c. Causes undue disturbance to other occupants in the building and/or neighbouring residents.

The RCA and its Board of Directors reserves the right to cancel, without notice, any event in the Hall upon any breach of any of the terms and conditions of the Rental Agreement.

The RCA also has the authority to remove or have removed any persons from the Facility or property if it is felt that any part of the Rental Agreement has been contravened, or that the Facility is not being used for the purpose for which this agreement is intended; or that the Renter is not complying with the Liquor Control Act, the regulations under the Act, as well as the policies of the Alberta Liquor Control Board, the Calgary Police Department, and the City of Calgary; or that the list of Rental Conditions are not being met.

The RCA reserves the right to blackout dates at anytime for RCA events or meetings.

A “call-out” fee of \$100.00 will be charged if any staff, board member, representative, or agent of the RCA is called out for any reason during an event.

VIEWING THE FACILITY

The Ranchlands Community Hall is very busy and drop-in viewings may not be possible due to the childcare programs and other room bookings.

Please contact (403) 241-0335 to book an appointment with our office staff to ensure that you have full access to see the facility and equipment available prior to booking.

CURRENT RENTAL RATES

	Monday – Thursday	Friday	Weekends (Saturday – Sunday)	
			8am-6pm	After 6:00pm
	<i>After 6:30pm</i>	<i>After 6:30pm</i>	<i>8am-6pm</i>	<i>After 6:00pm</i>
Main Hall	\$60/hr	\$80/hr	\$60/hr	\$80/hr
Boardroom	\$20/hr	\$25/hr	\$20/hr	\$25/hr
West Hall	\$30/hr	\$35/hr	\$30/hr	\$35/hr

For bookings that overlap into two rate periods, you will be charged for the time used in both rate periods.

Ranchlands Community Members who present a valid membership card receive a 10% discount.

The Renter must book sufficient time to allow for set-up prior to and clean-up following the event. Equipment and material may not be delivered to the Hall prior to the booked time unless special permission has been granted in advance (additional charges may apply).

BOOKING PROCEDURE

If you wish to proceed with a booking, please contact our staff at (403) 241-0335 or ranchlandscommunity@outlook.com and provide as many details as possible about your booking. Your request will be reviewed and you will be contacted as soon as possible.

Upon approval, you must complete the Facility Rental Agreement in person in our office. A holding/damage deposit of \$250 (cash or cheque only) OR payment in full

must also be received at this time to confirm the date. *A rental is only considered confirmed once a contract is signed and deposit paid.*

We do not accept tentative bookings or hold dates.

Once your booking is confirmed, payment in full is required no less than 7 days in advance of your event. Failure to provide payment will result in cancellation of the event and forfeiture of the holding/damage deposit. A \$25.00 fee will be applied to any NSF cheques returned to the Ranchlands Community Association.

CANCELLATIONS

Deposits are fully refundable if cancellation notice is provided 7 days or more in advance of the rental. If cancellation is made less than 6 days in advance of the rental date, the deposit is non-refundable. If payment has been made in full, it will be refunded less the appropriate deposit withholding.

If the event is cancelled by the RCA, for any reason, any amounts refunded will be at the sole discretion of the Board of Directors.

DAMAGE DEPOSIT

The RCA will conduct an inspection of the Facility after the Renter's use. Should additional cleaning be required to return the property to the same condition as when delivered to the Renter, basic custodial charges will be debited from the damage deposit at the rate of \$50/hour. Excessive cleaning (e.g., cleaning of urine, excrement, blood or vomit) will be charged \$250 per incident. Should such additional cleaning requirements exceed the amount of the damage deposit, the Renter agrees to pay the RCA any additional amounts required.

The Renter is responsible for any loss or damage to the property occurring during the rental period. All fixtures, lights, chairs, tables and kitchen equipment are the property of the Ranchlands Community Association and are not to be removed. Any and all contents of the Hall shall remain in the Hall. The Renter agrees to pay any additional charges for any missing, broken or damaged contents or building elements at the billed final cost including a 10% administration fee.

Should damages exceed the amount of the damage deposit, the Renter agrees to pay the cost of repairs to the Facility, equipment, materials, and/or supplies over and

above the amount of the damage deposit. The Renter agrees to indemnify the RCA for any costs incurred in excess of the damage deposit to restore the Facility, equipment, materials, and/or supplies to the condition in which the Renter received.

SERVICES/EQUIPMENT

Tables and chairs are available for use by the Renter at no charge. We have 5' round, 6' long and 8' long hard plastic tables with matching chairs.

The RCA will not set up and/or take down tables, chairs, etc. before and/or after an event. This is the responsibility of the Renter and must be done within the rental time specified in the rental agreement.

Public Wi-Fi is currently not available for rentals.

OCCUPANCY

The Renter must abide by the maximum occupancy capacity determined by the Annual Fire Inspection Certificate. This capacity includes all persons present during the event. Renters must not exceed the posted capacity in order to comply with the Fire Marshall. The Renter will be responsible for any fines incurred should an official inspection take place during their event.

Room	Standing Room	With Tables and Chairs
Entire Main Hall	169	139
West Hall	75	63
Boardroom	Discretionary (25)	Discretionary (15)

LIQUOR SERVICE

The Ranchlands Community Association allows Renters to serve liquor in accordance with the AGLC guidelines.

If alcohol is to be served, **it is the responsibility of the Renter** to purchase the appropriate Liquor License and display it properly during the event. A copy must be provided to the Ranchlands Community Association no less than 72 hours prior to the

event and a copy will be taken and kept on file with the rental contract. *The name on the Liquor License **MUST** match the name of the Renter.* If the Liquor License is not provided to Ranchlands Community Association the event will be cancelled and **NO** refund will be issued.

Please see the AGLC website for more information on liquor licenses and liquor service. It is the responsibility of the Renter to understand the rules surrounding the service of alcohol and, where applicable, the sale of alcohol.

Liquor must only be served during the date and times listed on the license. Service outside of these dates and times is prohibited. Liquor can only be consumed within the rented premises. There is no consumption allowed outside this area or the building. Failure to comply with these regulations will result in immediate removal from the premises and cancellation of the event with no refund.

Only commercially purchased liquor can be served (no homemade liquor) and only at private functions. A copy of the original receipt must be attached to the liquor license. Bring Your Own Bottle (BYOB) events that are open to the public are not allowed.

If the event is going to be advertised, a copy of the advertisement must be provided no later than 72 hours prior to the event which clearly shows the phrase: "Members or invited guests only". Advertisements that do not include this wording are prohibited by the AGLC and will result in cancellation of the event with **NO** refund.

The Ranchlands Community Association reserves the right to have a representative inspect the function at any time during the event.

For more AGLC regulations that must be followed during your event, please visit http://aglc.ca/pdf/Licences/Pamphlet_Special_Event_Licences.pdf.

INSURANCE

The Commercial General Liability insurance carried by the RCA protects only the RCA. It does NOT extend to provide coverage to Renters. Renters are responsible to protect themselves against any bodily injury or property damage arising from their activities or from renting the Hall. Please refer to your personal home insurance plan as to whether you will have coverage when renting our facility.

Ranchlands Community Association strongly recommends any rental with alcohol service secure additional insurance for their event. When securing additional insurance, "**Ranchlands Community Association**" must be listed as the additional insured on the policy. There is a specialized insurance policy offered by PAL Insurance Canada for events serving alcohol - <http://www.palcanada.com/en/>. (Ranchlands Community Association does not endorse or promote any specific insurance provider).

ADVERTISING

If the event will be open to the public or advertised publicly, copies of any form of advertising must be submitted to RCA for approval. Any advertising must clearly identify the individual or sponsor in charge and contact information for them. All advertising must include this statement: "Ranchlands Community Association is not involved in sponsorship or endorsement of the event".

MUNICIPAL/PROVINCIAL/FEDERAL LAWS

The Renter will adhere to all current City of Calgary Noise and Smoking Bylaws and all related Municipal, Provincial and Federal laws related to use and occupancy of the property. ***SMOKING IS PROHIBITED IN THE HALL, PROPERTY SURROUNDING THE BUILDING AND THE PARKING LOT.***

Violation of any of these will result in forfeiture of the damage deposit. The Renter is also responsible for any fines or other penalties levied should there be any contravention of any of these laws, statutes, ordinances, bylaws, or regulations.

The Renter shall also be responsible for any costs associated with false fire alarms, plus an additional call-out fee of \$500 payable to the RCA.

USE OF KITCHEN

The kitchen is non-commercial and there is limited refrigerator space. As the contents of the kitchen varies, please assume there are no utensils, flatware or serving dishes available. Cooking of food is not permitted in the kitchen at any time. Prepared foods can be kept warm in the residential-sized oven or kept cool in the fridge. Personal cooking appliances including portable stoves, BBQ's or deep fryers are not permitted indoors. Slow Cookers/Crock Pots are permitted.

Fridges and freezers in the Kitchen are not to be unplugged or turned off. If these are found unplugged after an event, the Renter will be charged for any food spoilage replacement costs.

DECORATIONS

No open flame candles are allowed. Battery operated candles are permitted.

Decorations must be set up in such a way that they can be removed without leaving any evidence of their presence. Decorations may only be affixed using painter's tape, museum putty, or other non-marking and non-damaging. Thumbtacks, nails, adhesive hooks, etc. are not acceptable. Any repairs required as the result of improperly affixed decorations are the responsibility of the Renter, and Renter agrees to pay for any and all required repairs.

If you hang decorations, everything including the method to hang them must be removed at the end of the event. The entire damage deposit will be forfeited and any additional charges will be billed to the Renter for items remaining after the rental.

No confetti, glitter, sparkles, silly string, rice, and fog or smoke machines are allowed in the Facility or Parking Lot. Use of these items will result in the forfeiture of your entire damage deposit and any additional charges for cleaning will be billed to the Renter.

EXPECTATIONS DURING RENTAL

The Renter is responsible for all users, guests and persons in relation to the use and occupancy during the event. Parent(s) or Guardian(s) must supervise all youth activities.

The Renter who signs the contract must remain at the Facility during the entire time of the event.

The RCA has the authority to remove or have removed any persons from the Facility or property if it is felt that any part of the Rental Agreement has been contravened, or that the Facility is not being used for the purpose for which this agreement is intended; or that the Renter is not complying with the Liquor Control Act, the regulations under the Act, as well as the policies of the Alberta Liquor Control Board, the Calgary Police Department, and the City of Calgary; or that the list of Rental Conditions are not being met.

Inappropriate behaviour on the part of the rental participants may result in the cancellation or cessation of the event at the discretion of the RCA without refund. Inappropriate behaviour includes, but is not limited to: the obstruction of exits, doorways, or passages; wilful destruction of and/or damage to the RCA facilities, property, and/or equipment; failure to abide by the RCA rental policies, procedures, and/or agreement; perceived danger to participants, guests, volunteers, or staff.

CLEANING

The Facility must be cleaned and vacated at the end time listed on your rental contract. If you require additional time for cleaning at the end of the rental, it will be charged at the regular rental rate.

The property must be fully returned to the condition in which it was delivered to the Renter on the day of the rental. Next-day clean-up and/or removal of materials is not permitted.

Additional fees will be charged if the Facility has not been cleaned and the building left in the same state it was at the beginning of the rental. Basic custodial charges will be taken from the damage deposit at the rate of \$50/hour. Extraordinary cleaning (e.g., cleaning of urine, excrement, blood or vomit) will be charged \$250 per incident.

You must supply your own cleaning supplies for cleanup after the event. Ranchlands Community Association will supply a broom, dry and wet mop/bucket only.

All garbage must be placed in garbage bags and removed from the Facility at the end of the event. The garbage bin is located in the parking lot on the east side of the building. Please ensure the lid on the garbage bin is closed when you are done. Bottles and cans must be taken home with you.

All tables and chairs used must be wiped down prior to putting them away.

The floor must be swept and dry mopped at the end of the event. Any mud, snow or wet spills must be cleaned up using the wet mop.

The kitchen (if applicable) must be cleaned including wiping all counters, cleaning any messes left in the fridge or oven and washing, drying and putting away any plates or utensils used. All left over food and beverages must be removed.

END OF RENTAL

The Renter is responsible for leaving the Facility properly secured upon completion of the event. Should any damage or losses occur as a result of the Renter's failure to do so, the Renter shall be responsible for any and all such losses or damage.

The Renter is responsible for depositing all keys received from the RCA into the mail slot located just inside the main entrance (beside RCA Office door) immediately following completion of the Renter's event. Should keys not be returned immediately following the event, \$200 will be withheld from the damage deposit. The End of Event Checklist should also be left in the mail slot with the keys.

All equipment and material belonging to the Renter or anyone hired by the Renter (caterers, musicians, etc.) must be removed immediately following the event. The Renter agrees to pay the hourly rental rate for each hour of occupancy after the expiry of the Rental Agreement that equipment or material is left on the premises.