



# Hall Rentals

## Frequently Asked Questions



The Ranchlands Community Association (RCA) 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 Office at 403-241-0335 or email [ranchlandscommunity@outlook.com](mailto:ranchlandscommunity@outlook.com)

**What are the room sizes?**

We have 3 different size rooms for rentals. The table below shows the number people as determined by the Calgary Fire Department:

<b>Room</b>	<b>Standing Room</b>	<b>With Tables and Chairs</b>
Main Hall	169	139
West Hall	75	63
Boardroom	Discretionary (25)	Discretionary (15)

Our website ([ranchlandscommunity.ca](http://ranchlandscommunity.ca)) has photos and dimensions of each room.

**How can I view the Hall?**

Please call our Office at 403-241-0335 or email [ranchlandscommunity@outlook.com](mailto:ranchlandscommunity@outlook.com) to book an appoint to view the Hall. 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 book an appointment with our office staff if you require further viewings.

**How can I find out if the date I want to book is available?**

Please call our Office at 403-241-0335 or email [ranchlandscommunity@outlook.com](mailto:ranchlandscommunity@outlook.com) for available dates and times.

**Can I save a date?**

No. Hall bookings are only reserved when a Rental Contract is completed and a security deposit is paid.

**Can I book the Hall over the phone?**

No. All Hall bookings must be done in person. A piece of government issued identification must be presented to confirm the identity of the renter.

**Can I cook food in the kitchen?**

Cooking of food is not permitted in the kitchen at any time. Prepared foods can be kept warm in the oven or 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.

**What types of tables and chairs does the RCA have?**

We have 5' round and 6' long plastic tables with stacking chairs.

**Do you offer setup and take down for my event?**

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.

**Does the RCA have audio-visual equipment and Wi-Fi available for use?**

No, the RCA does not have any audio-visual equipment for rental use. There is no Wi-Fi available for rentals.

**Can I serve liquor during my rental?**

The RCA permits rentals to serve liquor, but you must get a liquor license and provide a copy of this license at the time of key pickup. All renters are encouraged to familiarize themselves with the AGLC rules on liquor consumption.

**I need to cancel my booking, what do I do?**

Please call the Office to cancel your booking. All cancel bookings will incur a \$50 administration fee which will be deducted from the security deposit. Any rental amount paid will be refunded.

**Why do I have to pay a security deposit?**

Security deposits are collected to protect the RCA from any loss (cancellations, keys not returned) or damage to the facility during your rental. If there is no damage to the building and the key is returned, you will be refunded the deposit either by cheque/e-transfer or credit card/interac.

**Why do I have to sign a rental contract?**

Rentals contracts provide legal rights to you and the RCA for use of the facility. All Hall bookings must have a signed rental contract and a security deposit paid for you to use the Hall.

**Why do I need insurance?**

The RCA's insurance does NOT provide coverage to renters. Renters are fully responsible for their actions and those of their guests when renting our facility. Please refer to your personal home insurance plan as to whether you will have coverage when renting our facility.

There are specialized insurance policies offered by companies for party rentals. The RCA does not promote or endorse any specific companies.

**How much does it cost to rent the Hall?**

All rentals must be a minimum of 3 hours in duration. Our rental times and rates are listed below. Please note that on Friday and Saturday evenings the entire hall is rented and no individual rooms are available. On Saturday evenings, rentals may start before 6:30pm (if space available) and will incur an additional cost of \$60/hour.

Room	Friday 6:30pm-Midnight	Saturday 8 am – 6 pm	Saturday 6:30 pm-Midnight	Sunday 1pm – 10pm
Entire Hall	\$350 flat rate	-	\$350 flat rate	-
Main Hall	-	\$60/hr	-	\$60/hr
Boardroom	-	\$20/hr	-	\$20/hr
West Hall	-	\$40/hr	-	\$40/hr