



CRESTMONT



CRESTMONT HOMEOWNERS' ASSOCIATION RESIDENTS' HALL RENTAL INFORMATION

With a beautiful view of the Rocky Mountains, the Crestmont Residents' Hall provides a picturesque setting for any function, large or small. The upper level of the Hall can be rented for a variety of corporate functions, private events, parties and receptions.

The lawn, featuring a spectacular view of Crestmont pond as the backdrop, is a popular site for outdoor wedding ceremonies.

RESIDENT RENTAL RATES

| Room | Square Footage | Capacity Seated | Capacity Standing Reception | Hourly Rate Prime Time | Hourly Rate Non-Prime Time | Full Day Rate Prime (9am - 1am) | Full Day Rate Non-Prime (9am - 4pm) | Security Deposit |
|------------------------|----------------|-----------------|-----------------------------|------------------------|----------------------------|---------------------------------|-------------------------------------|----------------------|
| Upper Hall | 2500 | 120 | 198 | \$ 60.00 | \$ 50.00 | \$ 850.00 | \$ 500.00 | \$1,000.00 |
| Lawn Ceremony Location | N/A | | N/A | N/A | N/A | \$ 300.00 | \$ 200.00 | N/A with hall rental |

Non-members of the HOA will be charged an additional 30%, as follows:

NON-RESIDENT RENTAL RATES

| Room | Square Footage | Capacity Seated | Capacity Standing Reception | Hourly Rate Prime Time | Hourly Rate Non-Prime Time | Full Day Rate Prime (9am - 1am) | Full Day Rate Non-Prime (9am - 4pm) | Security Deposit |
|------------------------|----------------|-----------------|-----------------------------|------------------------|----------------------------|---------------------------------|-------------------------------------|----------------------|
| Upper Hall | 2500 | 120 | 198 | \$ 78.00 | \$ 65.00 | \$1,105.00 | \$ 650.00 | \$1,000.00 |
| Lawn Ceremony Location | N/A | | N/A | N/A | N/A | \$ 390.00 | \$ 260.00 | N/A with hall rental |

- Prime time hours are Monday to Thursday 4pm to 1am, full day Friday, Saturday, Sunday and all holidays.
- Non-prime time hours are Monday to Thursday 9am to 4pm (not including statutory holidays).
- A member 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-member is defined as any person living outside of Crestmont.
- Non-profit organizations, please call to inquire for special rates; 403-202-2175.
- All rentals require a minimum 1 hour booking.
- Contact crestmonthall@shaw.ca or call 403-202-2175 to book your function.

Equipment:

- The following tables and chairs are **included in the rental price**:
 - 160 soft-seated chairs
 - 18 round 5' tables
 - 10 rectangular 6' tables
 - 15 rectangular 8' tables
- Chairs and tables from the Hall are not permitted on the lawn; if the lawn has been rented for a wedding ceremony, it is the responsibility of the renter to arrange for any chair, table and tent set up and tear-down.
- Servery area is equipped with bar, refrigerator, stove, microwave, dishwasher and sink.
- The Hall **does not** have AV equipment, dishes, table cloths, napkins, chair covers, etc. on site; your caterer or any event rental company can help you obtain these items.

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.
- There will be a \$40 charge on all returned NSF cheques.
- Minimum 1 hour rental.
- 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.
- Rental of the lawn for wedding ceremonies does not entitle the renter to move into the Hall due to inclement weather unless the upper Hall has been rented.
- Cooking is not permitted within the Resident's Hall; however, the servery may be used for storing, heating, and serving food.
- This is a non-smoking facility (this includes the upper deck).
- You are responsible for hiring your own caterer.

Cancelation and Rescheduling Policy:

- Cancelation or rescheduling must be done in writing. Email requests to crestmonthall@shaw.ca.
- If the renter wishes to terminate the contract, the deposit shall be forfeited unless Crestmont HOA is successful in renting the facility to another party for the same date, or the parties enter into a separate agreement for the event on an alternate date which is agreeable to both parties.
- Any rescheduling of a booking will result in a \$20 administration fee.
- Two weeks written notice is required for rescheduling.
- All refunds will incur a \$15 administration fee.
- All refunds will be returned by the same method as original payment (debit, credit or cheque).

Set-Up and Clean-Up 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 51-120.** 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
 - Vacuuming of carpet
 - Cleaning of restrooms
 - Removal of refuse from garbage receptacles
 - Securing the building for the night
- At the end of the function all decorations must be taken down 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. 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 (parking lot, balcony, etc.).
- If the Hall is left damaged or dirty for reasons beyond normal wear and tear an extra charge will be taken out of the damage deposit. This includes: chairs, tables or walls requiring cleaning; wax on tables, chairs, or floors; carpets requiring steam cleaning; if the servery needs cleaning; and litter pick up on the property.

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.
- Purchase of all alcohol, mix, garnish, ice and plastic cups, or rental of glassware, are the responsibility of the renter.

Permits, Liquor and Insurance:

- The renter is responsible for any permits required, such as liquor license.
- The liquor license must be posted inside the servery during the event.
- All liquor regulations will be enforced. Renters should familiarize themselves with the liquor rules and regulations as outlined on the liquor license and must adhere to those guidelines at all times.
- Liquor is only permitted in the room you have rented. There is absolutely no liquor permitted on the deck, in the park, or in the parking lot.
- All renters must have Personal Property / Homeowners Insurance; 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, it is strongly recommended you have Host Liquor Liability / Party Alcohol Liability (or equivalent) Insurance.

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 #M2004.
- Use of the Hall is restricted to 1am and the premises must be **completely vacated by 1:30am**.

Fire Alarm:

- If the fire alarm is activated without just cause, a \$250 fine will be charged to cover the costs of a false alarm.

Responsibilities of Renter/Contact Person:

- 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 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.

Decorating:

- Only masking tape, painters tape, or sticky putty is to be used for decorating (no scotch 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, rice or birdseed of any kind is allowed on the premises (inside or outside). A \$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).

Security Deposit and Assessment:

- **A security deposit of \$1,000 is required before any rental is confirmed.** Payment may be made by debit, credit or cheque.
- 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.
- Contravention of any of the above stated rules and bylaws will result in a deduction from the security deposit.
- Damage charges include, but are not limited to: \$100 per damaged chair, \$400 per damaged table, \$150 for carpet steam cleaning and any damage to the hardwood 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.

Please contact the Crestmont Residents' Hall Facility Manager with any questions regarding rental.

Crestmont Hall Office Hours: Monday and Wednesday 10am - 4pm
Friday 11am - 6pm
Closed Holidays

Appointments available: crestmonthall@shaw.ca
Telephone 403.202.2175
Fax 403.532.1954