

RENTAL BOOKING REQUEST



1204 – 89th Avenue S.W. Calgary, AB T2V 0W4
 Ph: 403-253-1563 Fax: 403-253-6524 Email: rentals@haysboro.org

RENTER INFORMATION:

Full Name: _____

Phone Number: _____ E-mail Address: _____

Address (including postal code)

Driver's Licence Number: _____ ***a digital copy of the renter's driver's licence required**

EVENT INFORMATION:

***a hall representative will provide a quotation for rental fees upon review of your submission**

Date Requested _____ Time In: _____ Time Out: _____

Event Purpose: _____

No. of Participants: _____ Is this event open to the public? Yes No (private function)

Space	Capacity	Hourly Rate <i>3 hour minimum</i>	Daily Rate <i>(Mon to Thurs) full day 8am - 2am</i>	Weekend Rate <i>(Fri to Sunday) full day 8am - 2am</i>	Refundable Damage Deposit
Main Hall	120 dining	\$55/hour	\$450/day	\$600/day	\$500 - \$1000
Social Lounge	100 seated	\$55/hour	\$450/day	\$600/day	\$500 - \$1000
Boardroom	30	\$30/hour	\$225/day	\$225/day	\$100
Studio	40	\$30/hour	\$225/day	\$225/day	\$100
Skate Shack	40	\$20/hour	\$100/day	\$100/day	\$100
		*Shake shack available for use by current HCA members by donation			
Discounts Available		HCA Member - 15% off		Loyalty Discount - 10% off	

*Weekend Packages also available

Rooms Requested:

- Main Hall Social Lounge Boardroom
 Lower Studio Skate Shack Unsure (open to suggestions)

Will there be food at your event?

- Yes (catered) Yes (BYO/pot luck warming only) No
 Yes (food trucks/delivery) Yes (cold food only)

Do you require **kitchen access**? (Additional \$50 fee) Yes No

Do you require **AV equipment**? (Additional \$50 fee) Yes No

Room Set Up and Tear Down is \$175 each. HCA will set up or take down required tables and chairs. Does not include cleaning tables, doing dishes, taking down decorations, or putting out garbage, etc. Alternatively, you can set up and tear down the room yourself

- Set Up (\$175) Tear Down (\$175)
 Both (\$325) None - I'll do it myself thanks

ALCOHOL: Alcohol is only permitted with prior written consent from HCA. The HCA may withhold consent for any reason and any consent given can be on any terms the HCA, in its absolute discretion, considers appropriate. No consent will be given unless the Renter demonstrates to the HCA that a Liquor License has been obtained by the Renter and that any and all requirements of the Liquor License have been met. Please see the **HCA Facility Rental Terms & Conditions document** for further details.

Will there be **alcohol** at the event? Yes No

***The renter is responsible for providing the HCA a copy of the ALCB licence before the event and must post it clearly during the event.**

EVENT INSURANCE: Community association insurance does not extend coverage to third party facility rentals. Commercial renters and community groups are required to have their own insurance. Private functions should assess their personal liability for high risk activities including, but not limited to, food and alcohol service, bouncy castles, petting zoos and number of attendees. Please see the **HCA Facility Rental Terms & Conditions document** for further details.

Do you have your own Public Liability Insurance? Yes No Unsure

PRIVACY: Haysboro Community Association is committed to protecting your privacy. Any personal information you share will only be used to process your request. We will not give this information to any other individual or organization unless required to by law.

SELECT PAYMENT METHOD: Cash Cheque E-transfer Bank draft Credit Cards.
Please note: If paying by credit card, an extra fee will be charged to cover merchant processing fees.

TERMS AND CONDITIONS: By completing this booking request and by paying the rental invoice, the renter understands and agrees to the **HCA Facility Rental Terms & Conditions document**.

Yes No