

# RENTAL BOOKING REQUEST



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

## RENTER INFORMATION:

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address (including postal code)

\_\_\_\_\_

Driver's License 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	150 dining	\$43/hour	\$360/day	\$475/day	\$500 - \$1000
Social Lounge	138 dining	\$43/hour	\$360/day	\$475/day	\$500 - \$1000
Boardroom	30	\$22/hour	\$175/day	\$200/day	\$100
Studio	40	\$22/hour	\$175/day	\$175/day	\$100
Skate Shack	40	\$15/hour	\$100/day	\$100/day	\$100
Discounts Available		HCA Member - 15% off		Loyalty Discount - 10% off <i>(book more than once in a calendar year)</i>	

\*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 required tables and chairs and do general clean up. 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 license 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 organisation unless required to by law.

**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