



Bridgeland-Riverside Community Association

917 Centre Ave NE

Calgary, AB T2E 0C6

Phone: 403-263-5755 Email: hall@brcacalgary.org Web: www.brcacalgary.org

BRCA Rental Policies

General Information

- The Bridgeland-Riverside Community Association (BRCA) Community Hall (the "Hall") must remain accessible to the Hall Manager and Janitor at all times.
- The BRCA reserves the right to approve use of areas based on the mandated use of the building. Access may be denied in the event that the use is deemed to be inappropriate by the Board for reasons such as the activity:
 1. conflicts with the community mandate;
 2. conflicts with an existing BRCA program;
 3. is in competition with local businesses; or
 4. causes undue disturbance to other occupants in the building, or area residents.
- The BRCA reserves the right to cancel this agreement without notice upon breach of this contract.
- A call-out fee of \$75 may be charged if BRCA staff is called out during an event for a problem related to the use of the Hall.
- The Renter must abide by all noise, animal, liquor, smoking and other Bylaws along with the policies outlined in this document.
- The Renter will be responsible for any fines or penalties incurred by the BRCA that result from the rental event.

Booking Procedures

1. Fill out an online booking request which there is a link at the www.brcacalgary.org website including a calendar of available times or email hall@brcacalgary.org with your information. Or call the hall office at 403-263-5755.
2. Confirm your booking request by responding to the email you will receive from MIDAS (our booking software). You will be provided a web link to the BRCA Rental Policies or you can request a copy and arrange a pickup time at the Hall.
3. **Pay the booking deposit at the time of the booking and rental fees at least 15 days prior to the rental. Failure to do so will mean the booking can be cancelled and may mean forfeiture of all or part of the deposit. If a cheque is used, time must be allowed for the cheque to clear. Depending on the booking, the potential renter may be required to pay the deposit up to 60**

days prior to the event to show there is commitment on the part of the renter, and this requirement is at the discretion of the Hall Manager.

4. The booking will be confirmed only after payment is received in full, meaning cheque(s) or e-payment(s) must be cleared. If paying by cheque, please allow 7 additional days for the cheque to be cleared. See cancellation policy below.

Rental Rates

Rental rates, which are subject to change, are available at the www.brcacalgary.org website or by email at hall@brcacalgary.org. A discounting policy may apply to community based and BRCA sanctioned events, and these may be reviewed by the Hall Manager or the BRCA Board, depending on the booking.

Damage Deposit

1. The booking deposit will suffice as damage deposit and will be held until after the event takes place.
2. The Hall will be inspected before and after the event. As long as no damage has occurred, no excess janitorial services are required, and all Hall keys are turned in, the damage deposit amount will be returned to the address on the Rental Agreement via mail within (30) days following the event.
3. The renter is charged \$100 for each lost fob key or physical metal key.
4. The renter is responsible for leaving the Hall in its original state. In the event that damage is incurred or that extra janitorial services are required (for example, to remove decorations, dispose of garbage or complete extra cleaning) in excess of the deposit amounts, the renter will be deemed responsible and will be billed following the event.
5. In the event that the whole of the damage deposit is retained by the BRCA, the remaining balances must be paid to the BRCA within 30 days after the booked event.

Cancelling a Booking

Cancellations made 60 days prior to the event will receive a full refund and cancellations made within 30 days of the event will receive a 50% refund.

Cancellations made 15 days (or less) prior the event will not receive a refund.

Issues arising from this policy are to be taken to the BRCA Board and the renter is encouraged to contact the Facilities Director.

General Policies

Hall Equipment

1. Tables, chairs, and equipment are not to be dragged along the floor. A dolly is available to transport heavy items. If damage occurs as a result of the

mentioned, cleaning charges as outlined below will apply as well as any cost to fix the damage.

2. Under no circumstances will the renter move the room partition walls without the supervision of BRCA staff.
3. Under no circumstances can the round tables and green chairs be outside. Arrangements can be made to use the outdoor designated tables and chairs.

Food, Beverages and BBQ

4. Electrical reheating appliances or the oven provided may be used with advanced notice. No indoor cooking is allowed and only the outdoor BRCA BBQ can be used for cooking.
5. Food and beverages, other than BBQ meals, must be arranged through an independent caterer licensed by the Calgary Health Region.
6. As mandated by the Calgary Health Region, no 'home prepared' food may be served to the public. This would not apply to private events.
7. Food cannot be left or stored in the Hall outside rental event hours without prior permission.
8. Glass bottles are allowed in the Hall, but glass bottles are not permitted outside the Hall.
9. If renting a BBQ from the BRCA, the unit must be left cleaned (grease burnt off etc.), and all BBQ utensils washed. The unit must then be returned to the garage or other instructed location, covered, and secured as per instructions given. The gas valve must be turned off at both the building and the gas outlet, and the lock cages locked.

Alcoholic Beverages

10. No alcoholic beverages are allowed without an Alberta Liquor Control Board liquor license. It is up to the renter to secure the license and ensure that attendees abide by it. All opened alcohol is to stay indoors unless a special event (or like) license is secured. A copy of all liquor licenses must be provided to the BRCA prior to the event, and a copy of each must be available during the event should there be an inspection.
11. The renter is expected to carry some form of Liquor Liability Insurance and provide a confirmation of this insurance to the BRCA prior to the event.

Signage and Decorations

12. No signs or decorations shall be placed in any rooms, hallways, lobbies, or theaters without advance permission of the Hall Manager.
13. No signs or decorations are allowed to be attached or in any way affixed to the building exterior without advance permission of the Hall Manager.
14. No tape or tacks may be placed on any painted wall; a removable adhesive such as 'tack & stick' may be used, and this must be approved by the Hall Manager.
15. Confetti, rice, or the like is not allowed at the Hall. **A cleaning charge of \$35/ hour will apply if such materials are used.**

Copyrighted Music

16. As part of SOCAN compliance, any event where pre-recorded music is played (eg. a Disc Jockey) will be charged a \$20 fee. The renter must disclose the intent to play copyrighted music at the time of the booking.

Animals

17. With the exception of service animals, animals are not allowed in the Hall.

Mail/Deliveries

18. Deliveries intended for the rental use will not be accepted outside the rental time unless arrangements have been made with the BRCA at least 4 working days prior to delivery.

Storage of Items

19. Storage of event materials outside rental times will not be permitted.
20. Signs, banners, displays, equipment, and all other items must be removed from the Hall immediately following the event as part of your event clean-up.

Mechanical Rooms/Office

21. Access to any mechanical rooms in the Hall is strictly prohibited. This does not apply to the service room with the floor sink, and for the purpose of cleaning.
22. Access to the Hall office is strictly prohibited.

Tape on Floors

23. Taping must be done with vinyl (i.e. electrical) tape, and the tape must be removed immediately following the event. **The Renter is responsible for any cleanup costs.**

Clean Up

24. The renter is responsible for all clean up of the rental space including:

- Removal of garbage to the outside bin located in the parking lot.
- Generally restoring the space to the condition in which it was rented. (Excludes cleaning floors and putting away tables and chairs).
- If the kitchen, including fridges and appliances, are being used, they must be cleaned after the event and be left as clean as they were found (excluding floors).

Clean up time is part of the rental time. **A cleaning charge of \$35/ hour will apply for incomplete clean up.**

25. All items belonging to the renter (or parties attending the event) are the responsibility of the renter, and not the BRCA. If items belonging to the renter are left behind, all damages or losses incurred to said items are the responsibility of the renter. Any items left behind without written agreement will be subject to a storage fee of \$20-\$100/day, at the discretion of the Hall Manager.

Safety and Reporting

26. Prior to the event, the renter must be familiar with the location of the First Aid Kit and all exits to the Hall.
27. No pyrotechnic equipment is allowed.
28. Doorways and hallways must not be blocked.
29. Occupancy must not exceed the posted, allowable occupancy loads.
30. All occupants of the building must exit immediately upon sounding of the Hall fire alarm.
31. Information concerning any accident/injury occurring at the Hall must be provided to the Hall Manager as soon as possible.
32. The Renter must be reachable by cell phone during the event.
33. The Renter must report any safety incidents to the Hall Manager.
34. In the case of physical emergencies, call 911 immediately.

Smoking

35. In compliance with City of Calgary Bylaw # 57M92, smoking is NOT permitted in the Hall or within 3 metres of any door.

Noise

36. The renter must abide by City of Calgary Bylaw # 5M2004, to do with neighbourhood nuisance, safety, and liveability issues.
37. Non compliance of this policy or a necessitated call-out by BRCA staff may result in a forfeiture of all or part of the damage deposit. Police may also be called in to ensure compliance.

Liability

38. It is highly recommended that all parties carry adequate general liability insurance to cover activities during the event as well as indemnifying the BRCA.
39. In renting the BRCA Hall the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless BRCA against any and all claims arising from any incident, including any injury or damage sustained by the Renter, any member of the Renter's party or any third party arising from the rental of the Hall or use of any equipment in the Hall.

PRIVACY STATEMENT - The Renter consents to the collection and use of his/her personal information to meet regulatory requirements, facilitate the rental, communicate any payments required, annual audit requirements, and for future Hall use planning. The BRCA may not share the renter's personal information without prior consent.