



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. **Payment of the damage deposit is due at the time of the booking, rental fees are due 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.

4. The booking will be confirmed only after payment is received in full, meaning cheque(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 damage deposit can be paid by cheque, bank draft or credit card, and will be processed prior to your event.
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 refunded. If payment was made by cheque a return cheque will be mailed to the address on the Rental Agreement within (30) days following the event. If payment was made by credit card, the damage deposit will be refunded back to the same card within 15 days.
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 Calgary City Police or Calgary Bylaw officers are called to respond to issues or a complaint regarding your rental, the full damage deposit will be retained by the BRCA.
6. 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 at facilities@brcacalgary.org.

General Policies

Hall Property and Equipment

1. Absolutely no stakes or anything sharp can be put into ground throughout the property. Repairs to fix punctured irrigation and gas lines are very costly and will be the renter's responsibility.
2. 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 aforementioned, cleaning and repair cost will be charged against your damage deposit.
3. Under no circumstances will the renter move the room partition walls without the supervision of BRCA staff.
4. Under no circumstances can the round tables and beige chairs be outside. Arrangements can be made to use the outdoor designated tables and chairs.

Food, Beverages and BBQ

5. 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.
6. Food and beverages, other than BBQ meals, must be arranged through an independent caterer licensed by the Calgary Health Region.
7. No food that creates grease vapours can be cooked or re-heated in the hall.
8. As mandated by the Calgary Health Region, no 'home prepared' food may be served to the public. This would not apply to private events.
9. Food cannot be left or stored in the Hall outside rental event hours without prior permission.
10. Glass bottles are allowed in the Hall, but glass bottles are not permitted outside the Hall.
11. 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

12. 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 renting the courtyard and it has been fenced off. A copy of your liquor licenses **MUST be provided to the Hall Manager 3 DAYS prior to the event**, or you will not be given access to the facility (no exceptions). A copy must also be on display during the event should there be an inspection.
13. The renter is expected to carry some form of Liquor Liability Insurance and **provide a confirmation of this insurance to the Hall Manager 3 DAYS prior to the event.**

Signage and Decorations

14. No signs or decorations shall be placed in any rooms, hallways, lobbies, or theaters without advance permission of the Hall Manager.
15. 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.

16. No tape, tacks, or Command Strips may be placed on any painted wall; a removable adhesive such as 'tack & stick' or painters tape may be used, and this must be approved by the Hall Manager.
17. Confetti, rice, or the like is not allowed at the Hall. **A cleaning charge of \$35/ hour will apply if such materials are used.**
18. Use of lighted candles is not recommended. Please use battery operated candles instead.

Copyrighted Music

19. 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

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

Mail/Deliveries

21. 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

22. Storage of event materials outside rental times will not be permitted.
23. 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

24. 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.
25. Access to the Hall office is strictly prohibited.

Tape on Floors

26. Taping must be done with vinyl (i.e. electrical) tape, and the tape must be removed immediately following the event. **DO NOT USE DUCT TAPE The Renter is responsible for any cleanup costs.**

Clean Up

27. 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.
 - 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.
 - If renting the courtyard, all garbage must be picked up throughout the grounds.

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

28. 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.

Parking

29. There is free parking on site for approximately 25 vehicles (south side of the building). If more than one group is using the facility, parking is at a first come first served basis. Street parking is also available, limited to 2 hours during M-F 8am – 6pm, unlimited in the evenings and on weekends.
30. For unloading and loading purposes, vehicles can drive up the patio adjacent to the building when safe to do so, keeping mindful of obstacles. Please do not park in the handicap stalls without a handicap sticker – you will be ticketed by Calgary Police.

Safety and Reporting

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

Smoking

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

Noise

41. The renter must abide by City of Calgary Bylaw # 5M2004, to do with neighbourhood nuisance, safety, and liveability issues. <http://www.calgary.ca/CSPS/ABS/Pages/Bylaws-by-topic/Noise.aspx>
42. Responsibility to not make noise that will disturb others between 10pm and 7am Monday to Sunday, and 10pm to 9am on Sunday. The only exception is during Calgary Stampede week, where noise restrictions are in effect between midnight and 7am.”
43. 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. Should the Calgary Police be called out to address noise complaints, your damage deposit will be forfeited.

Liability

44. While renting the BRCA facility, you are NOT covered under BRCA insurance.

45. It is highly recommended that all parties carry Special Events Liability Insurance or Party Alcohol Liability Insurance to cover activities during the event as well as indemnifying the BRCA. The type of policy required will be determined by the insurance broker based on the details of your event.
- Corporate insurance may provide off-site event insurance. Please check with your insurance provider and request a Certificate of Insurance for the date and time of your event, naming Bridgeland Riverside Community Association 917 Centre Ave NE as the location.
 - Your home owners insurance may cover off-site event insurance. Please check with your insurance provider and request a Certificate of Insurance for the date and time of your event, naming Bridgeland Riverside Community Association 917 Centre Ave NE as the location.
 - If not provided by one of the above, you can purchase through PAL Insurance or Toole Peet Insurance.
46. 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.