

Temple Community Facility Rental Information

Temple Community (Calgary) Association
 167 Templegreen Road N.E., Calgary, AB, T1Y 6G3
 Phone: **403-280-5466**, Email: temp11@telus.net

Private functions only All of our facilities are NON SMOKING. Premises are covered by video surveillance. All bookings require a contract and fees must be paid in full by cash, Visa, MasterCard, debit, money order, or certified cheque thirty (30) days prior to event date. Temple Community Association reserves the right to refuse any rental application. Temple Community Association will not enter into a rental agreement with any person under the age of 21 years. Current, government issued photo ID will be required with all rental contracts.

Rental Fees (effective as of August 2017)

All Prices Subject to Change without Notice

PA system, Projector and Screen are available to rent at an additional cost

Large Hall

Dining seating capacity: 250
 Includes 40 x 6 foot tables and 32 x 60 inch round tables, sound system, ice machine & WiFi access
 Approx. 2600 square feet (62 feet by 43 feet)



Kitchen and separate bar (does not included dishes or linens)



All events EXCEPT Saturdays	\$475.00 + GST per event + \$600.00 Deposit
All Saturday events	\$650.00 + GST per event + \$600.00 Deposit
Hourly Rentals (max. 4 hours)	\$100.00 for the first hour, \$75.00 per hour for each additional hour (+ GST)
Day Conference (Monday to Thursday)	\$300.00 + GST per day conference

8:00AM – 5:00PM)

Small Hall

Dining seating capacity 100

We supply 15 x 6 foot tables and 13 x 60 inch round tables

Approx. 1240 square feet (40 feet by 31 feet)



Combined kitchen and bar (does not include dishes or linens)



All events EXCEPT Saturdays	\$375.00 + GST per event + \$600.00 Deposit
All Saturday events	\$475.00 + GST per event + \$600.00 Deposit
Hourly Rentals (max. 4 hours)	\$75.00 for the first hour, \$50.00 per hour for each additional hour (+ GST)
Day Conference (Monday to Thursday 8:00AM – 5:00PM)	\$250.00 + GST per day conference

Boardroom

Maximum Capacity: 40 arm chairs

Combined kitchen and bar (does not include dishes or linens)

We supply 11 x square tables (3 foot by 3 foot)

Approx. 1120 square feet (35 feet by 32 feet) _____

All Events	\$250.00 + GST per event + Deposit
Hourly Rentals (max. 4 hours)	\$50.00 for the first hour, \$25.00 per hour for each additional hour (+ GST)
Day Conference (Monday to Thursday 8:00AM – 5:00PM)	\$125.00 + GST per day conference

****10% Discount for more than one space rented simultaneously, or for rental of the same space for two or more consecutive days****

****Current Members of the Temple Community Association receive a 10% discount on rental rates****

****Current Members of the Temple Community Association receive a 15% discount on rental rates when more than one space rented simultaneously, or for rental of the same space for two or more consecutive days ****

(only one discount may apply per rental, discounts cannot be combined with any other offer. Member discounts ONLY apply to pre-existing memberships prior to the date of booking)

Additional Information

*****Table and Chair numbers may vary slightly from those stated above due to unforeseen circumstances*****

- Janitorial charges will be applied if the rental spaces are not cleaned after the event
- SOCAN and Re-sound fees may be applied to events where music is performed or played

Extras:

- Projector, Screen and wireless internet access rental package price is \$50.00. Screen ONLY is available for \$20.00 includes GST.
- Wireless Microphone \$35 including GST
- Sound System \$50 including GST
- Cleaning service is available \$100 + GST for Small Hall, \$100 + GST for Boardroom, and \$150.00 + GST for Large Hall

Set Up:

The tenants are responsible for setting up tables and chairs for their event. Renters will be granted access to the Hall at an agreed upon time and this will be recorded on the rental contract. Tables are **not** to be dragged across the floor, but must be lifted and carried. Always check that table legs are locked in place.

Deposit and Cancellation Policy:

Deposit is \$600.00 and applies to every rental and is due in full at the time of booking as a Holding Fee. It is refunded within 10 – 14 business days, provided there is no damage assessed, all keys have been returned, and no violations of the rental agreement by the person or group renting have occurred.

All fees are to be paid in cash, debit, Visa, MasterCard, money order or by certified cheque. In the event of cancellation notice of cancellation must be given **in writing**. The following fees will apply:

- \$100 Cancellation Fee will be charged for cancellation up to one month (30 days) prior to date of event
- \$200 Cancellation Fee will be charged for cancellation less than one month (30 days)
- The entire Security Deposit will be forfeited if the booking is cancelled less than 7 days before the event

Boardroom cancellation fees –

- \$ 50.00 Cancellation Fee will be charged for cancellation up to one month (30 days) prior to date of event
- \$ 75.00 Cancellation Fee will be charged for cancellation less than one month (30 days)
- The entire rental will be forfeited if the booking is cancelled less than 7 days before the event.