

# Acme Community Centre

## Information Sheet

(Revised January 2018)

**The Acme Community Centre is a non-smoking facility**

**Renters are responsible for their guests, caterers & others attending or working at their event.**

### OCCUPANCY (as per AB Fire Code 2014)

Main Hall (with chairs)	624 max.
Main Hall (chairs & tables)	491 max.
Main Hall (with alcohol)	389 max.
Main Hall (standing)	750 max.

North Meeting Room (with chairs)	126 max.
North Meeting Room (with chairs & tables)	100 max.
North Meeting Room (with alcohol)	79 max.
North Meeting Room (standing)	237 max.

South Meeting Room (with chairs)	146 max.
South Meeting Room (chairs & tables)	115 max.
South Meeting Room (with alcohol)	91 max.
South Meeting Room (standing)	275 max.

**Required:** \$2 million Event Liability Insurance & Liquor License when alcohol is being served. The Village of Acme and the Acme Community Centre Society are to be named as additional insured under the policy. Proof of insurance is required before the release of keys.

**Required:** \$220.00 damage deposit for each meeting room  
\$500.00 damage deposit for kitchen and main hall  
( damage deposits will be returned upon settlement of any additional fees)

**Full day rental:** over 5 hours or any evening rental  
**Half day rental:** maximum 5 hours ending by 4pm  
**Two day rental:** 8am of first day to 6pm the following evening

**Table sizes**

1. Rectangle: 72" x 30"
2. Round: 60" diameter

**Renters may be able to access hall for decorating purposes: prior approval must be given by Village Office.**

**Additional items for rent for a fee: wine glasses, tablecloths, table skirts**

**Additional items for use with no fee: water goblets, water tumblers, wireless microphone, AV projector**

**Renters may wish to use the available soft drinks provided by the hall at a rate of \$1.50/lb. Supplies are weighed prior to event & following event to calculate useage & charged to the renter.**