

## ACME COMMUNITY CENTRE RENTAL RATES

*Rental Rates are subject to change. Revised March 2023.*

Bookings are made at the Acme Village Office: 615A Pacific Avenue, Acme, AB T0M 0A0. 403-546-3783

*The Acme Community Centre is a non-smoking facility. All liquor events require proof of liability insurance.*

OCCUPANCY CAPACITIES	Standing/ Seating	Tables & Chairs	Licensed Event (Liquor)
<b>Main Hall:</b>	654	516	408
<b>Stage Area:</b>	100	100	100
<b>Meeting Room A:</b>	118	93	74
<b>Meeting Room B:</b>	133	105	83
<b>Rooms A &amp; B:</b>	251	198	157

The Stage Area total can be combined with any "Main Hall" total to increase capacity.

½ Day rentals constitute a maximum five (5) hour period ending by 4:00 pm.

1 Day rentals constitute any period over five (5) hours or any evening rental.

2 Day rentals begin at 8:00 am the first day of the rental period.

2 ½ Day rental is from Friday 8:00 am to Sunday 2:00 pm. or any equivalent time frame.

RENTAL COSTS	½ Day	1 Day	2 Day	2 ½ Day	Fees
<b>Main Auditorium</b>	\$135.00	\$240.00	\$450.00	\$550.00	
<b>Kitchen/ Bar</b>	\$135.00	\$135.00	\$250.00	\$350.00	
<b>Single Meeting Room</b>	\$75.00	\$100.00	\$180.00	\$240.00	
<b>Double Meeting Room</b>	\$135.00	\$160.00	\$300.00	\$400.00	
<b>Full Facility</b>	\$375.00	\$500.00	\$950.00	\$1200.00	
<b>Corkage Fee (Ice &amp; Plastic Glasses)</b>	\$50.00 / Event				

*The RENTER agrees to pay a Rental deposit of 1/2 the rental at the time of the booking, to be refunded upon cancellation if the Centre is re-booked for the date of cancellation. Damage deposit will be returned to the renter following inspection of facility by the appropriate personnel, and settlement of additional rental invoices.*

**Total:** \_\_\_\_\_

Date: \_\_\_\_\_ Cheque No: \_\_\_\_\_ **Deposit (Minimum 50%):** \_\_\_\_\_

Date: \_\_\_\_\_ Cheque No: \_\_\_\_\_ **Amount Owing:** \_\_\_\_\_

<b>Damage Deposit (Refundable).</b> To be paid at time of booking & postdated to event date. The cheque or E-Transfer is not deposited unless damage occurs.	\$220.00 - Single/ Double Meeting Room \$500.00 - Main Auditorium \$500.00 - Main Auditorium and/or Kitchen \$500.00 - Full Facility	A separate cheque or E-Transfer is required for the damage deposit.
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Date: \_\_\_\_\_ Cheque No: \_\_\_\_\_ **Damage Deposit Total:** \_\_\_\_\_

**All the below will be invoiced after the event is finished unless otherwise agreed upon.**

<b>AV Projector / Cordless Microphone</b>	Included with Full Facility & Main Auditorium Rental OR \$50.00 with Meeting Room Rental	
<b>Wine Glasses</b>	\$4.75 / dozen	
<b>Water Goblets &amp; Water Tumblers</b>	Included with Rental	

Date: \_\_\_\_\_ Cheque No: \_\_\_\_\_ **Extras Total:** \_\_\_\_\_

**Cheque payable to:** Acme Community Centre Society. **E-transfer:** acmecomunitycentre@gmail.com.

**Renter's Contact Information**

Contact Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Event Details**

Event Date: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Will alcohol be served at this function? \_\_\_\_\_ Estimated # Attending: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

D.J. / Band: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Policy #: \_\_\_\_\_

Number on Keys: \_\_\_\_\_ Booked by: \_\_\_\_\_

**Acme Community Centre Rental Rates: Facts and Definitions**

- The Acme Community Centre and the Village of Acme require a minimum of \$2,000,000.00 Event Liability insurance, when alcohol is being served at the Acme Community Centre.
- The Acme Community Centre Society and The Village of Acme are to be named as additional insureds under this policy.
- Insurance can be purchased through PAL Insurance Brokers in Calgary, or from the Renter's home insurer.

**Proof of Insurance, Liquor License, and Cheque or E-transfer is required prior to receiving the keys to the Acme Community Centre.**

**Contact:** Darcy Penner, Acme Community Centre Rental Agreement Coordinator at 403-815-2349, if you have any questions about the specifics of the agreement.

***Walkthroughs are required for all events including Weddings & Larger Functions. Please contact:***

*Viv at 403-546-3784 (home) / 403-369-1301 (cell) OR*

*Shelly at 403-546-3883 (home) / 403-813-3233 (cell)*

## ACME COMMUNITY CENTRE RENTAL POLICIES

### The Acme Community Centre is a nonsmoking facility.

1. The RENTER and also the individual signing this application agree to be responsible for and to pay on demand to the Acme Community Centre Society: a) all rents payable, and b) any damage caused by the renter during the rental period to the Acme Community Centre or its equipment.
2. The loss of personal effects and injury to the renter(s) or third parties are not the responsibility of the Acme Community Centre Society or the Village of Acme. The RENTER expressly covenants and agrees that during the renter's use of the said premises and equipment that the renter will indemnify and save harmless the Acme Community Centre and the Village of Acme from and against any and all liability claims resulting from injury or damage to any person, persons or property. This includes any liability claims resulting from the consumption or serving of alcohol on the premises.
3. The RENTER is responsible for all special licenses, permits and insurance where required. Insurance can be purchased when the Centre is booked from Pal Insurance Brokers of Calgary or Renters Home Insurer. **Proof of insurance is required one week prior to receiving the keys to the Centre.** The Acme Community Centre requires two million dollars (\$2,000,000) event liability insurance, when alcohol is being served. The Village of Acme and the Acme Community Centre Society are to be named as additional insureds under this policy.
4. The RENTER is responsible for set up and removal of tables, chairs and equipment. The RENTER agrees to leave the facility in good order and in the same state of cleanliness as when rented. Should additional cleaning be required to return the facility to this state, such cleaning fees will be charged to the RENTER.
5. Any equipment belonging to the Acme Community Centre is not to be removed, loaned or rented out from the premises. Damaged or missing equipment will be charged to the RENTER.
6. Decorations are restricted to free standing and ceiling hooks, no tape on the walls, sticky tack is allowed.
7. All food, personal belongings, liquor & decorations are to be removed from the Centre by 9:00 am. the following morning or sooner as required.
8. Tables must be wiped down before being put away. All tables and chairs must be put away in the same place and condition where found.

***In affixing my signature, I hereby agree to comply with the above regulations, and accept the terms of the rental agreement.***

Renter: \_\_\_\_\_

Date: \_\_\_\_\_