



SCA COMMUNITY ASSOCIATION

Serving Strathcona, Christie & Aspen

277 Strathcona Drive SW
Calgary, AB
T3H 2A4

Phone: (403) 249-1138

Fax: (403) 249-7811

Email: info@scacalgary.ca

Weddings – Full Building Rental

Saturday 8am-2am \$2,250 + GST = \$2,362.50
Friday setup 4pm-2am \$250 + GST
Total \$2,500 + GST + \$25 Recycling Levy = \$2,650.00

Payments:

- \$600 non-refundable deposit to secure reservation
- \$1,000 non-refundable deposit 6 months prior to event
- Remaining balance due 3 month prior to event
- \$500 damage deposit taken immediately before event

Room Measurements

Main Hall 52.8' x 52.5' ~2700 sq ft
and Stage 30' x 11' (x 28"high) ~ 300 sq ft

MH vaulted ceiling ~30' high; lower light vaults have hooks for decoration attachment ~ 12'-14' above floor

Front Entrance	9' x 12'	~ 100 sq ft	
Front Lobby	17'x 24'	~ 400 sq ft	
Founders' Rm	19.5' x 36.5'	~ 700 sq ft	(good for buffet)
Loft	40' x 23'	~ 900 sq ft	(good for ceremony)
North Rm	16' x 26'	~ 400 sq ft	(good for groom's party ready-room)
South Rm	16' x 26'	~ 400 sq ft	(good for bridal party ready-room)
Board Rm	11' x 18'	~ 200 sq ft	(good for storage or cloak room)
Total Room space – Main & Upper		~ 5700 sq ft	(not including lobby, hallways, kitchen, bathrooms)
Parking lot	115' x 150'	55 stalls	(street parking also available)

Capacity	Seated – Dining	Seated – Theatre	Standing
Main Hall	200	300	500
Founders' Rm	30	45	59
Loft	no F&B permitted	140	190
North Rm	15	24	30
South Rm	15	24	30
Board Rm	12	20	25

Tables & Chairs

60 rectangular tables 30"x70", which seat 6-8 people each (47 on main floor, 13 upstairs)
 27 round tables 60" diameter*, which seat 8 people each (all on main floor, 22 Main Hall, 5 Founders Room)
 7 square card tables 35"x35", which seat 4 people each (6 on main floor, 1 upstairs)
 All tables standard height, 28.5" high
 270 black cloth chairs on main floor
 140 navy plastic chairs upstairs
 L-shaped bar 57" x 85", on wheels



SCA COMMUNITY ASSOCIATION

Serving Strathcona, Christie & Aspen

277 Strathcona Drive SW
Calgary, AB
T3H 2A4

Phone: (403) 249-1138

Fax: (403) 249-7811

Email: info@scacalgary.ca

TERMS OF RENTAL AGREEMENT:

1) The Renter agrees to use the facility in a lawful and careful manner, to prevent damage to the facility or injury to the participants, and to prevent any nuisance from occurring in or around the premises of the facility. The Renter further agrees to return the facility to the condition in which the renter receives it.

2) The Renter agrees that the damage deposit specified above will be applied to any damage or excessive cleaning charges incurred to the facilities during the term of the rental. The Renter further agrees to indemnify the Association for any costs incurred, in excess of the damage deposit, to restore the facilities to the condition in which the Renter received them.

3) If the City authorities (police, fire, other) and/or the Association's representative(s) are called to the building during the Renter's event for a false alarm (eg: children pull a fire alarm just for fun), the Renter will automatically forfeit a minimum of 50% of the damage deposit, up to the full amount of the damage deposit. If the City authorities and/or the Association's representative(s) are called to the building for negligence or malicious disregard of the rental terms by the Renter or the Renter's guests (eg: police are called by nearby residents for noise complaints; fighting in the parking lot; or non-compliance of rental end-time needing police to be called to evict the Renter), the renter will automatically forfeit a minimum of 50% of the damage deposit, up to the full amount of the damage deposit.

If there is a legitimate medical, fire or police emergency on site, the Renter should not hesitate to call 9-1-1 for assistance. If the call for authorities is not caused by negligence, carelessness or malicious actions, then no charge will be withheld from the Renter's damage deposit.

4) The Renter agrees to save, indemnify, and hold the Association harmless from any legal liability for bodily harm, injury, or death or property damage arising by, or as a result of, the use and occupancy by the Renter of the facilities, no matter how caused.

5) The Renter further agrees to waive any right to recovery against the Association, for any loss or damage incurred to the Renter's property, during the term of this Agreement, and the Association specifically states as a term of the agreement that it is not liable for any loss or damage incurred.

6) The Renter is responsible for setting up all tables & chairs. Depending on the event timing, the Renter may be responsible for putting away all tables & chairs from the same locations that they removed them, or the Association's caretaking staff may do this for you - please discuss the specific option for your event with the Association's Office Manager. If the Renter moves tables or chairs between levels of the building, the Renter must return the tables and chairs to the same level they started on. All large wedding receptions do NOT put away tables and chairs - the caretaking staff will do this.

7) The Renter shall remove all of the equipment (sound, catering, decoration, or other), food, drink, tables/chairs etc brought onto the premises immediately after the event behind held - it is not possible to store such equipment in our building overnight as it may interfere with other rentals the next day. The Association reserves the right to remove such items and takes no responsibility for their condition.

8) The Association prohibits the throwing of rice, bird seed, flower petals, confetti or any other material tossed in the building or around the property. Also prohibited are open flames/wax candles (small votives inside a protective container are acceptable), and helium balloons (due to high vaulted ceilings). In addition, the Association prohibits pinning or sticking any posters or other decorations on walls which would leave scars or holes. In general, renters should not impair any part of rental areas.

9) If alcohol will be served, the Renter agrees to obtain a current permit and comply with all regulations, including display of the permit in full view at the bar. For large banquet events, the Renter must supply a copy of the permit to the SCA in advance of the event.

10) The Association has a sound system, for use with our microphone (corded) and your ipod or other input. If the Renter wants to use this system, an extra \$100 + GST is payable.

11) The Renter shall pay a \$50 fee for any lost keys and/or access cards.

12) The Renter shall pay a \$75 fee for any NSF cheques.

13) The Association reserves the right to cancel this Agreement without notice upon any breach of the Terms of Agreement.

14) If the Renter must cancel: For smaller events/meetings (in a single room, rent below \$250), requests must be received more than four weeks in advance; if full payment has already been made, cancellations can be refunded, less a \$25 admin fee; or payment can be applied to a new date. For larger events (in Main Hall or multiple rooms, rent over \$250), requests must be received more than three months in advance; original deposit and installment payments are non-refundable; all payments can be applied to a new date, less a \$25 admin fee.

15) All building users must comply with the City of Calgary noise bylaws at all times. Any disruptive noise, including but not limited to music and guests, after 10pm must measure under 50 decibels. Violation may result in the loss of the damage deposit.

Though not a requirement of our contract, we recommend that renters ensure they have special event liability insurance coverage. If you are not covered by your homeowner's policy, then consider buying one-time event coverage through www.palcanada.com or another similar broker.