

PETER LOUGHEED COMMUNITY CENTRE



Rental Guide



Rental Procedures

Security Deposits:

A security deposit is required for facility use. **The deposit must be received within 14 days of the initial booking** to secure the date. Dates not secured with a deposit within the 14 days are considered tentative. 'Tentative' bookings are not contractual and Recreation Services reserves the right to cancel without notification.

Security deposit cheques are mailed to the renter after the date of the event.

Cancellations:

Bookings that are cancelled 30+ days prior to the date the event is to take place will have their full deposit refunded, without interest.

Bookings that are cancelled between 15 & 30 days before the event will have 50% of their deposit refunded, without interest.

Bookings which are not cancelled or are cancelled with less than 15 days notice, shall have the entire deposit forfeited and the funds paid to the Town.

Rentals:

Rental fees must be paid not less than 14 days prior to the event unless prior arrangements have been made. The renter may not be granted access to the venue until the fee has been paid.

The renter may set up or decorate the Centre prior to the rental period providing there is no conflict with another rental and staff is scheduled to work. In the event that arrangements can't be made around the existing staff schedule, regular facility charges will apply.

The renter is responsible for all special licenses, permits and insurance: **Last call for the bar is to be 1:00 a.m.**

A copy of the liquor license must be given to the Recreation Office two weeks prior to your event.

All renters MUST purchase PAL (Party Alcohol Liability) insurance which is available through any insurance agency. A \$2 million dollar Party Alcohol Liability policy with the Town of Rimbey named as additionally insured must be provided.

Liquor consumption within the Centre is prohibited during event set-up/ decorating unless stated on your liquor license.

The Centre shall be closed to the public and vacated no later than 2:00 a.m. after each rental. Failure to vacate the premises by the specified time shall result in an additional charge of \$100+GST per 1/2 hour.

Facility Clean-up

Renters are responsible for set-up & clean-up of the facility unless prior arrangements have been made. Clean-up is explained in detail in your facility rental contract.

For your convenience, a *Standard Clean-Up* is available through the Recreation Office for an additional fee of \$200 + GST.

Arrangements for this service must be made one calendar month in advance.

Standard Clean-up includes:

Clean Fee includes the following:

Wiping down Table and Chairs

Taking down and putting away tables and chairs

Mopping and sweeping floors

Emptying garbage containers.

Clean fee does not include the Kitchen only the room that is rented. Kitchen clean up is still the responsibility of the renter to insure that they or their caterer have cleaned the Kitchen to our specifications.

For large events such as cabarets, weddings or anniversaries, it is best to have a dependable 'Clean up Crew' arranged prior to your function.

Clean-up must be done immediately following your event.

Any clean up not done to the satisfaction of the Building Staff will result in extra charges being billed to the Renter by the Town of Rimbey or having the charges deducted from the Facility Deposit.

Cleaning the facility the day after an event needs to be arranged and paid for in advance.

Please Note: If you are hiring a community group to clean up following your event, it is still your responsibility to ensure that it is done properly. Any charges for extra cleaning will be billed to the Renter.

To Do Checklist

To Do	Due Date	Check When Completed
Booked Room(s)		
Paid Deposit	Within two weeks of booking	
Signed Rental Contract	Within two weeks of booking	
Notified Recreation Services of interest in using the Clean Fee	One calendar month before event	
Notified Recreation Services of hours of use	One calendar month before event	
Provide Recreation Services with a copy of your liquor license	Two weeks before event	
Provide Recreation Services with a copy of your PAL insurance	Two weeks before event	
Paid for rental in full	Two weeks before event	

Note: Please ensure that you notify us of what time your caterers need into the kitchen.

Room Dimensions

Main Hall (From back of hall to Stage front)	79' X 68'	(5,372 sq. ft.)
Stage	43' X 23'	(989 sq. ft.)
Stage Ceiling to Stage Floor Height	17'	
Kinsmen Room	20' X 23'	(460 sq. ft.)
Upstairs Auditorium	39' X 72'	(2808 sq. ft.)
Arena Ice Surface	85' X 200'	(17,000 sq. ft.)
Arena Concession Seating Area	64' X 32'	(2048 sq. ft.)
Arena Main Lobby	34' X 42'	(1428 sq. ft.)
Arena Concession	18' X 26'	(468 sq. ft.)
Arena Upper Mezzanine	45' X 29'	(1305 sq. ft.)
Lion's Room	28' X 32'	(896 sq. ft.)
Curling Lounge	15' X 68'	(1020 sq. ft.)
Curling Ice Surface	58' X 145'	(8410 sq. ft.)
Curling Concession	19' X 10'	(190 sq. ft.)
Nursery School	23' X 32'	(736 sq. ft.)
Fitness Centre	39' X 17'	(663 sq. ft.)
Art Club	18' X 31'	(558 sq. ft.)

Rental Rates

Main Auditorium 300-600* Capacity
\$350.00 Damage Deposit

Capacity differs for banquet and theatre style setups

Sunday-Thursdays	\$300.00
Fridays & Saturdays (Day or Evening)	\$350.00
Funerals– Weekdays during regular working hours	\$150.00
Before 4:00pm (Mon-Thurs)	\$100.00
3 hour minimum	

Upper Auditorium 125 Capacity
\$150 Damage Deposit

Evenings & Weekends	\$150.00
Weekdays Before 4:00pm	\$100.00
Per Hour (Birthday Parties 3hr Min)	\$25.00

Kinsmen 20 Capacity
\$50.00 Damage Deposit

Per Day	\$40.00
Per Hour – 3 hour minimum	\$15.00

Lion's Room 50 Capacity
\$100.00 Damage Deposit

Per Day	\$60.00
Per Hour – 3 hour minimum	\$20.00

Rental Rates Continued

Kitchen
\$300.00 Damage Deposit

Per Day	\$150.00
Prep or staging Prior to event	\$50.00

Arena Mezzanine (Summer) 30-40* Capacity
\$50 Damage Deposit

Per Day	\$50.00
Per Hour	\$15.00

Arena (Summer) 880 (500 Bleacher) Capacity
\$500.00 Damage Deposit

Day or Evening	\$350.00
Before 4:00pm (Mon-Thurs)	\$100.00
Per Hour—3 hour minimum	\$75.00

Wedding Package: \$750.00 + GST includes the following:
 Friday Set up 8:30am—5:00pm—main auditorium
 Saturday event day—main auditorium, Kitchen
 Sunday Take Down 9:00am– 12:00pm—main auditorium
 Does not include the clean fee.

*RV Parking

Overnight parking is allowed in the parking lot of the Peter Lougheed Community Centre, providing that the renter signs the *RV Parking Agreement and Disclaimer Form*.

Table Information

Main Auditorium:

<u>Qty:</u>	<u>Size:</u>	<u># of People/Table:</u>
34	6 Ft. Round	8 - 10 People/Table (160-200)
12	5 Ft. Round	6 - 8 People/Table (72-96)
55	30" X 72"	6 - People/Table (300)
458	Chairs	

Upper Auditorium:

20	30" X 96" Rectangular
200	Chairs

Arena:

200	Chairs
8	4 Ft Round table
10	5 Ft Round table
6	6Ft Round table
1	5Ft rectangular table
36	6 ft. rectangular table



Rental Items

The rental of the facility includes the following:

Ice Machine
Coffee Urns - 100 Cup Percolators
Bar Area - When renting the Main Auditorium

For the convenience of the renters, the following items may be rented through the Recreation Department:

Chairs (Outside Centre) per chair	\$ 0.50
Tables (Outside Centre) per table	\$ 4.00

Glass Wine Glasses (280 wine glasses in stock) \$ 3.50/Dz.

All Peter Lougheed Community Centre prices are subject to change without notice.

GST will be added to all prices.

Equipment availability may change without notice.

Clean Fee \$200.00 + GST.

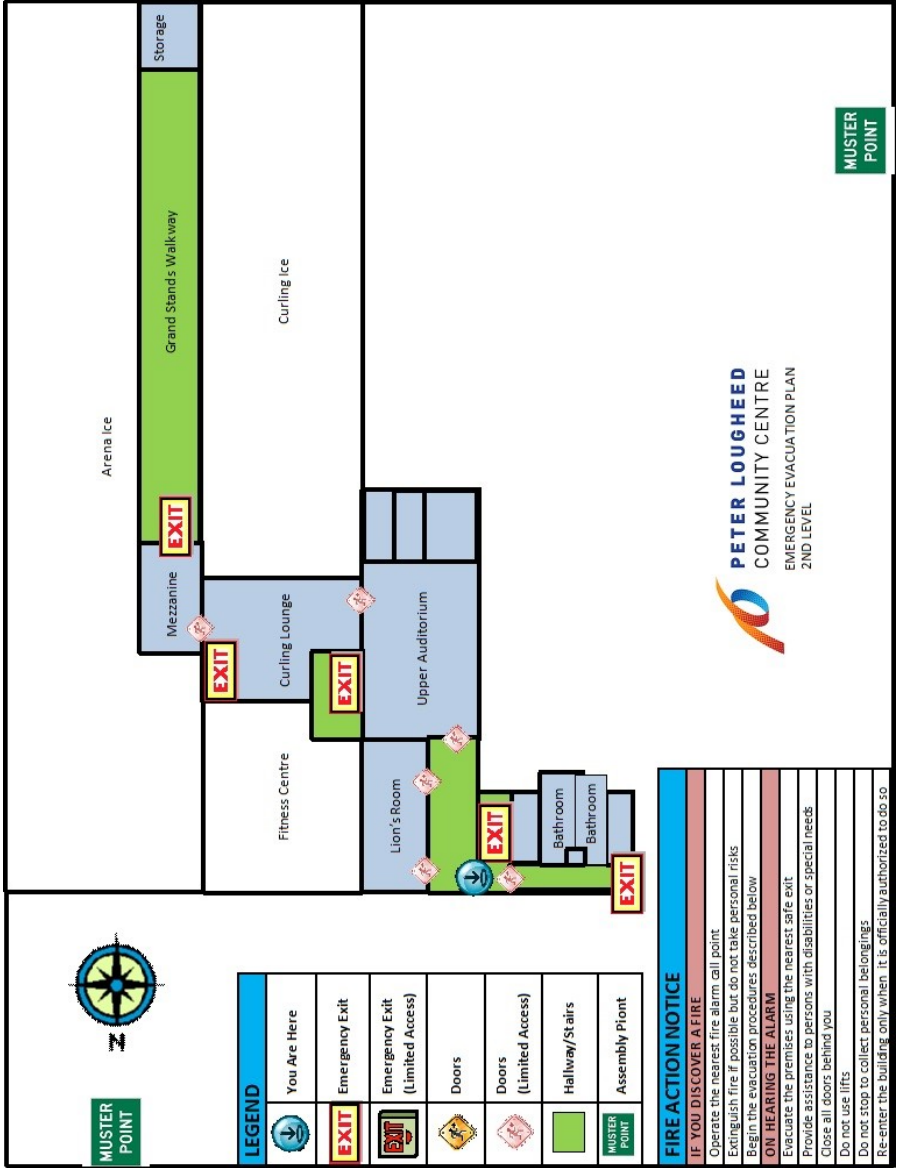
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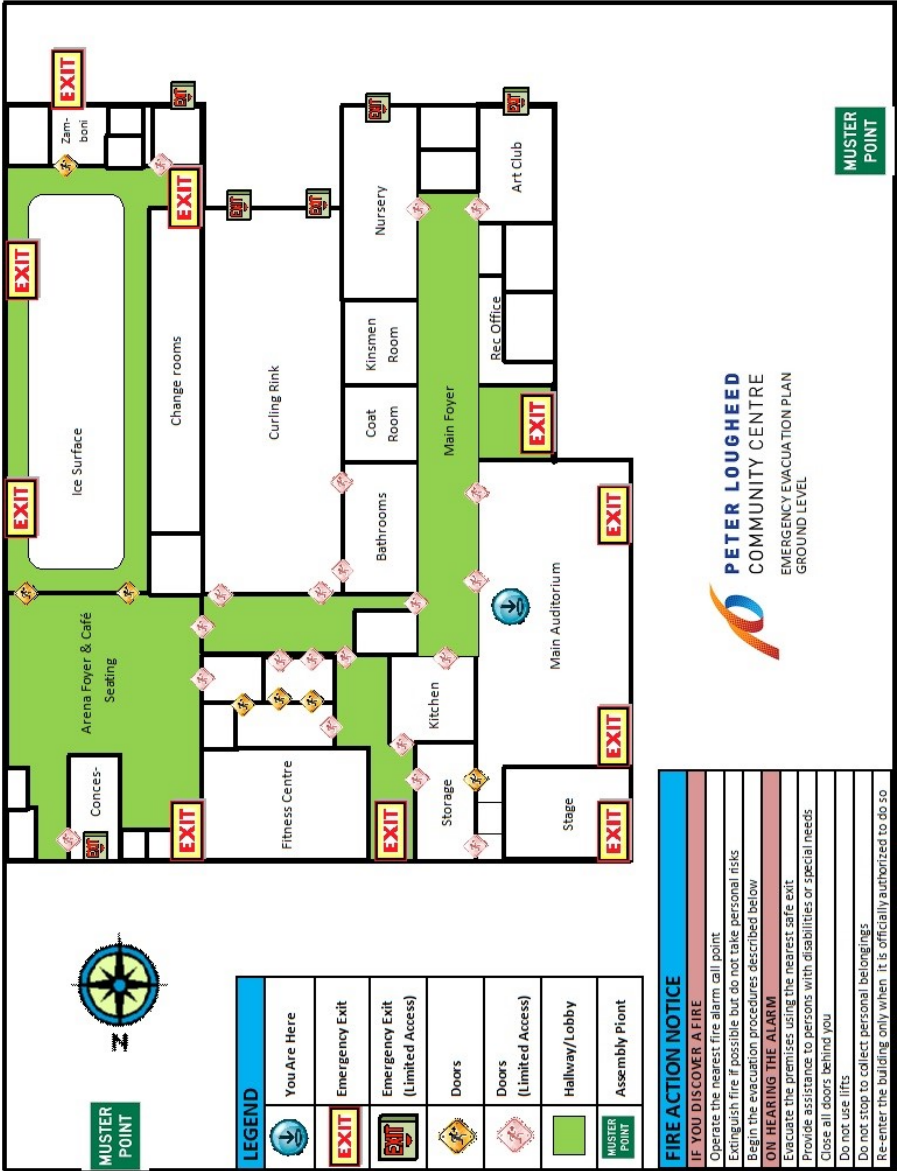
Clean fee does not include the Kitchen only the room that is rented. Kitchen clean up is still the responsibility of the renter to insure that they or their caterer have cleaned the Kitchen to our specifications.

Our staff are not here to help in the Kitchen. Charges will apply.

Upper Floor Map



Main Floor Map





PETER LOUGHEED
COMMUNITY CENTRE

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**[www.rimbey.com/recreation/
recreation-facilities/community-
centre](http://www.rimbey.com/recreation/recreation-facilities/community-centre)**

The Peter Lougheed Community Centre is owned and operated by the Town of Rimbey