

**Paterson Community Centre Bowden
Facility Rental & Information Package**

Welcome to the Paterson Community Centre Bowden

The Paterson Community Centre Bowden is a beautiful new venue suitable for all types of events - weddings, anniversaries, reunions, funerals, youth/seniors clubs, theatrical/musical productions, trade shows, seminars and farmers markets just to name a few!

We also offer commercial kitchen/catering space rental.

Conveniently located directly off Queen Elizabeth II Highway at Bowden, AB, the Community Centre is centrally located to accommodate not only Red Deer County and Mountain View County, but also outlying rural and urban areas.

The Hall boasts a spacious, tastefully styled reception and dance area with seating for 350 banquet style (with a private bridal/family room). Our state-of-the art kitchen facility with 2 six-burner gas stoves, large coolers and spacious prep area is a caterers dream and comes stocked with all flatware, dinnerware and glassware. The Bar is equipped with its own cooler and ice maker.

Our large parking area allows for 9 power RV sites, with additional sites located nearby. Hotels are located conveniently 10 minutes away in Innisfail and Olds, or 20 minutes to Red Deer!

Call or email now to enquire about booking your event!

***Kim Urichuk 403-507-5090
bowdencommunityhall@gmail.com***

RENTAL RATES effective January 2024

Weekend Rate (Friday 12pm - Sunday 2pm)	\$3,000.00
Daily Weekend Rate (8am - 8pm)	\$1,500.00
Daily Week Day Rate (9am - 7pm)	\$ 600.00
Additional Hourly Rate	\$ 60.00
RV Parking (with power)	Included
PA/Sound System	Included
Bar	Included
Kitchen	Included
Tables / Chairs	Included

Additional Information:

Damage deposit \$1250 at time of booking (\$250 is non-refundable booking fee)

* non-refundable if cancelled within 90 day period

* damage deposit paid at time of booking is not considered part of the rental fee

Cancellation Policy:

90 days prior to event

Early Access Fee (based on availability):

\$60.00 p/hour

Kitchen Rental Only:

\$45.00 p/hour

Post-Function or Additional Cleaning:

\$375.00

Table/Chair Set-Up/Tear Down:

\$250.00

Policy & Procedure

Booking Procedure

Our availability calendar is on-line and updated as bookings occur. All event bookings are handled through the hall manager. Any requests for information can be emailed to bowdencommunityhall@gmail.com or by calling the manager directly at 403-507-5090. You will be required to provide contact name, address, phone number, nature of event, as well as necessary deposits at time of booking to hold your space.

Damage Deposit

A \$1250 damage deposit is due at time of booking, \$250 of this is a non-refundable booking fee. The \$1250 is not considered part of your rental fee. This deposit is held by the society treasurer in the event damages are incurred. Upon final inspection of facility, damage deposit will be returned if all policies have been followed, no damages have been incurred, and cleaning requirements are completed. If damages are evident or policy has not been followed, the corresponding portion of damage deposit will be withheld. Return of damage deposit will be done by EFT within 5 business days following event. If the rental extends beyond the time specified in the contract, additional fees will apply.

Cancellation

Cancellations must be made a minimum of 90 days prior to event date. If cancellation occurs within the 90 day period, Bowden Community Hall reserves the right to retain the \$1000.00 damage deposit paid at time of booking. If the event is cancelled more than 90 days prior, the \$1000.00 damage deposit will be returned in full by EFT within 5 business days of cancellation.

Balance Due

The facility rental cost and additional fees for the event are to be paid in full 60 days prior to event. The hall manager will provide a detailed invoice including deposits paid. The balance may be paid by cheque or EFT. *** Note: damage deposit paid at time of booking is not considered part of the rental fee and therefore is not deducted from facility rental cost ***

Kitchen Access

Your rental includes use of kitchen, utensils, appliances and coolers (unless otherwise specified). Any inventory missing upon completion of your event will be withheld from damage deposit. If your rental does not require use of kitchen, it will be locked during your event.

PA System

A PA system with speakers and a cordless microphone is available upon request. Ensure the need for these is specified in your booking contract.

Access to Hall

A key to the facility will be given to Renter upon walk-through inspection at start time of event rental. The key must be returned to the manager upon walk-through inspection upon completion of event. Failure to return the keys will result in a charge.

Noise

Our community hall is located in a residential area. We request you make all efforts to keep noise from the event from disturbing nearby residents. Please keep hall doors closed while function is in progress and keep outside/parking lot noise to a minimum.

RV Parking

There are 9 power sites available at the hall. Additional RV parking is available at nearby campgrounds.

**** ABSOLUTELY NO CAMPFIRES on hall property ****

Decorating

- * no tacks/nails/tape on walls
- * no duct tape on floors
- * no confetti/glitter/open candles
- * no smoke / fog machines
- * no smoking / vaping in facility

Non-compliance with decorating guidelines will result in extra cleaning and repair charges.

Tables & Chairs

The hall supplies tables and chairs at no cost to renter. It is the responsibility of the renter to set up and take down tables and chairs for their event. Please be respectful and cautious when moving tables and chairs so as not to damage the floor (do not drag) and wall surfaces. ** set up can be provided at an additional cost to renter, please specify at time of booking if this is required **

Tables and Chairs are NOT to be removed from inside the facility.

Bar Area

Use of the bar area is included in your rental. The renter is responsible for obtaining all licensing and insurance necessary for their event. Copies of insurance and licenses must be provided to hall manager a minimum of 1 week prior. ASK ABOUT OUR ALL-INCLUSIVE BAR SERVICE!!

Serving Alcohol

Alcohol service is permitted at the Bowden Community Hall provided that all AGLC regulations are adhered to. Permits and regulations can be obtained from participating liquor stores or the Alberta Gaming & Liquor Commission. Bowden Community Hall encourages safe and responsible consumption of alcohol. Party Alcohol Liability (PAL) insurance is required for any event serving alcohol. A certificate of insurance for an additional \$2 million, naming the Hall as an additional insured, must be provided to hall manager at least 15 days prior to event. This insurance can be obtained through the renter's home insurance provider.

Clean up

The renter is responsible for leaving the facility clean after the event. Please follow the cleaning checklist provided at time of booking. Any discrepancy from the checklist will result in additional cleaning charges that will be deducted from damage deposit.

*** optional post event clean-up is available at a cost of \$375.00 and will be invoiced prior to event. Any additional cleaning required post-function will billed at \$70.00 p/hr and deducted from damage deposit dependant on number of hours required to clean after event. If you would like this service, please indicate at time of booking ***

RENTAL AGREEMENT & RESPONSIBILITY

The individual signing the Bowden Community Hall contract is responsible for the set-up and organization of event (unless otherwise specified in contract), as well as to ensure that all policy and procedure is followed from the event start time until event completion, as stated in contract. This signed and dated information package and contract must be provided at time of booking to confirm your event.