



RENTAL FAQ'S

EVENTS

How much does it cost to host an event at the Bowness Community Association?

We offer various rooms that can fill your event requirements. The following are the prices for each available room:

Main hall - daily \$1500 for 12 hours or \$125/hour

Half Main Hall - daily \$900 for 12 hours or \$75/hour

Kitchen (separate contract required) - daily \$300 for 12 hours or \$35/hour

Studio Room (upstairs) – daily \$300 daily for 12 hours or \$40/hour

North boardroom - \$ 30/hour

South boardroom - \$30/hour

Concession - \$30/hour

What is the deposit required when booking a space for an event?

The damage deposit is equal to the room fee total plus the alcohol deposit (if applicable) and is due at the time of booking). A \$250 deposit is required if alcohol is being served.

What security information should I, as a renter, provide you with for the event?

Public events with alcohol - Professional security is required at 1 per 50 attendees as per AGLC regulations. Private events with alcohol (ie: wedding - Volunteer security or 'sober contacts' required at 1 per 100 attendees). No security is required (events with no alcohol). If applicable, liquor license, proof of security and insurance information are due 7 (seven) days before the event. BCA staff are not responsible for acting as security during an event.

What is the cancellation policy for event bookings?

Cancellations must be made in writing ninety (90) days before the rental date to receive a deposit refund. Cancellations with less than 90 days are not entitled to a deposit refund. The rental fees will be refunded if the event is canceled within 90 days. Failure to make payment as stated herein will result in the cancellation of the contract and room rental.

Cancellations by the BCA due to mechanical failure or unforeseen circumstances, such as facility shutdown, will be reimbursed to the renter or rescheduled, depending on availability.

KITCHEN

What are the fees for booking the kitchen?

Daily kitchen rental - \$300 for 12 hours (mandatory on Friday & Saturday rentals)

Hourly kitchen rental - \$35/hour (available Sunday – Thursdays)

Deep fryer use (2) - \$100 (includes draining and cleaning by BCA staff)



Is there a deposit required when booking the kitchen?

Yes, a deposit is required to reserve the rental, and the remainder of the rental fees is due thirty (30) days before the event and can be made by check, cash, debit or credit card. The kitchen will be inspected before and after the event. As long as no damage has occurred and no excess cleaning services are required, the deposit will be fully refunded. If payment was made by cheque, cash, or debit, a return cheque will be mailed to the address on the Rental Agreement within thirty (30) days following the event. If payment was made by credit card, the damage deposit will be refunded to the same credit card within fifteen (15) days. Repairs required as a result of damages incurred at your event will be deducted from your deposit at a rate of \$100/hour for labour plus any costs associated with items purchased to repair. If damages incurred cost more than the security deposit, additional charges must be paid within thirty (30) days from the event date.

How about additional fees?

All NSF and late payments will incur a \$100 fee. Rental requests on all statutory holidays and long weekends may incur a minimum \$300 charge.

All items must be removed at the end of your rental, or a \$100.00/day storage fee will be charged. There will be a \$500 charge if any false emergency calls or alarms are set off during the event, including fire alarms.

What equipment is included in the rental of the kitchen?

- 5 x stainless steel work tables
- 1 x 4 burner gas stove
- 1 x microwave
- 2 x gas ovens (fits one standard sheet pan each)
- 2 x two door fridges
- 1 x dish sanitizer with chemicals
- 1 x flat top
- 2 x deep fryers (additional charge)

What is the cancellation policy when booking the kitchen?

Cancellations must be done in writing ninety (90) days prior to the rental date to receive a refund of the deposit. Cancellations with less than 90 days are not entitled to a deposit refund. The rental fees will be refunded if the event is canceled within 90 days.

Cancellations by the BCA due to mechanical failure or unforeseen circumstances, such as facility shutdown, will be reimbursed to the renter or rescheduled, depending on availability.



ARENA

What are the hourly rates for the arena?

Primetime Minor \$235 / Primetime Adult \$275 / Non-Primetime \$110.00

Primetime hours: Weekdays 4 pm-close, Saturdays, Sundays & holidays 6 am - close

Rentals on holidays require a minimum 2-hour booking

Prices exclude GST

What facilities are included when booking the arena?

The facilities included when booking the arena are the ice as allocated, referees' room (for referees ONLY), and one dressing room (two if requested), with the following exceptions:

- One extra dressing room, if available, when required for female players
- One extra room, if available, when required for privacy.

Assigned rooms will be available 30 minutes before and must be vacated 30 minutes after scheduled ice times. Please be respectful of the groups before and after your rental.

What are the due dates for seasonal ice bookings?

DUE dates for seasonal ice bookings	Fall/Winter Season (September 1 – March 31)	Spring/Summer Season (April 1 – August 31)
Request's open for the season	April 1st	January 1st
Last day for changes & cancellations	July 1st	30 days before ice time
Full payment or Deposit DUE	August 1st	March 1st

Users who have booked ten (10) consecutive ice times the previous year will have the first right of refusal as long as requests are submitted by the date above.

Seasonal bookings must be paid in full by the date above unless alternate payment arrangements are made with the BCA and the deposit has been paid. All single-ice bookings (not seasonal contracts) must be paid for at the time of booking. The minimum booking time is one hour. A \$100 fee will apply to all NSF and late payments.

What is the cancellation policy for arena bookings?

Cancellations with sixty (60) plus days' notice of the start of the season will receive a payment refund. Cancellations within sixty (60) days of the start of the winter season will not have any claim for a refund, and the user will be responsible for the ice booked. Cancellations within thirty (30) days of the ice time during the summer season will not have any claim for a refund, and the user will be responsible for the ice booked. Failure to make payment as stated herein will result in the cancellation of all ice times.

Cancellations by the BCA due to mechanical failure or unforeseen circumstances, such as facility shutdown, will be reimbursed to the renter or rescheduled, depending on availability.



GYM

What are the hourly rates for the gym?

Half Gym: \$75 / hr

Full Gym: \$125 / hr

Pickleball Court: \$20 / hr

What facilities are included when booking the gym?

The facilities included when booking the gym are the space at the time booked and pickleball nets (if applicable). The renter may have to set up and take down nets during rental time. Shared washrooms are available, but we do not have change rooms.

Equipment storage must be prearranged and will incur additional fees of \$1 per square foot, subject to availability.

What is the cancellation policy for gym bookings?

Cancellations within 30 days of the rental date will not have any claim for a refund, and the user will be responsible for the space booked.

There will be a zero-tolerance policy for non-authorized subletting and no-shows, including loss of bookings. Groups must be accountable for the time they have booked.

Cancellations by the BCA due to mechanical failure or unforeseen circumstances, such as facility shutdown, will be reimbursed to the renter or rescheduled, depending on availability.

THE LANDING

What are the rates for The Landing?

To rent out The Landing, you are required to buy out the space plus pay a deposit on the rental. For Example, A renter buys out The Landing for the day. They pay a \$250 buyout plus the \$250 deposit. If all conditions of the rental agreement are met, the renter will receive their \$250 deposit back within 7 - 10 days after the event.

Buyout Rates for the Landing (includes private use of space and staff)

Daytime (10 am - 5 pm) - \$250

Evening (5 pm - 12 am) - \$500

Hourly rate (only available in certain situations) - \$95

Prices exclude GST

The maximum rental time per event is 4 hours (which much include set up and clean up)

The buy-out fee is due thirty (30) days before the event and can be made by check, cash, debit or credit card. All NSF and late payments will incur a \$100 fee. Rental requests on all statutory holidays and long weekends may incur a minimum \$300 charge.



What are the deposit fees?

A deposit is required to reserve the rental and the fees are as follows:

Daytime (10 am - 5 pm) - \$250 per event

Evening (5 pm - 12 am) - \$500 per event

Hourly rate (only available in certain situations) - \$95

Prices exclude GST

An automatic gratuity of 18% will be added for large parties

The space will be inspected before and after the event. As long as no damage has occurred and no excess cleaning services are required, the deposit will be fully refunded.

If payment was made by cheque, cash, or debit, a return cheque will be mailed to the address on the Rental Agreement within thirty (30) days following the event. If payment was made by credit card, the damage deposit will be refunded to the same credit card within fifteen (15) days.

All items must be removed at the end of your rental, or a \$100.00/day storage fee will be charged. Repairs required as a result of damages incurred at your event will be deducted from your deposit at a rate of \$100/hour for labour plus any costs associated with items purchased to repair. If damages incurred cost more than the security deposit, additional charges must be paid within thirty (30) days from the event date.

Are there any additional charges?

There will be a \$500 charge if any false emergency calls or alarms are set off during the event, including fire alarms.

Is there a maximum rental time for events happening at The Landing?

Yes, the maximum rental time per event is 4 hours (which must include set up and clean up)

Please book enough time to set up and/or decorate for your event, as well as enough time after your event for clean up and tear down. You will not be permitted access to the space before the agreed-upon time. Failure to leave the room at the time on the rental agreement may result in loss of deposit. The buyout rate covers 4 hours for each event which is more than enough time for most events. Should you need more time -, the hourly rate will be charged.

Do you have catering options when renting The Landing?

Renters may bring their pre-approved food and non-alcoholic beverages into the space - for parties and weddings, we suggest you book professional catering services.

If groups larger than 20 people plan on purchasing regular Landing menu items - a minimum of 1-week notice is required.

The renter may not bring any alcohol into the space, and all alcohol consumed must be purchased through The Landing. Alcohol is prohibited outside of The Landing.

What is the cancellation policy for bookings of The Landing?



Cancellations within 30 days of the rental date will not have any claim for a refund, and the user will be responsible for the space booked. Failure to make payment as stated herein will result in cancellation of the contract and room rental.

Cancellations by the BCA due to mechanical failure or unforeseen circumstances, such as facility shutdown, will be reimbursed to the renter or rescheduled, depending on availability.

EQUIPMENT

What are the rental fees for the equipment that you have available?

Prices are based on a one-event use. All prices are subject to change without notice. All rentals are subject to availability at the time of booking. Kitchen equipment rates vary and will be discussed at the time of booking.

Banquet Chairs: \$2.00 Folding Chairs: \$1.50 Banquet Tables: \$3.00 Tent: \$6.00

What are the fees involved in equipment rental? Do I require a deposit?

A 50% deposit is required upon booking to guarantee your rental. Any remaining balance is due 24 hours before customer pick up. We accept credit, debit, cheques, and cash. Prices do not include GST. Regular rates are based on a 9 am to 5 pm time frame from Monday to Friday. Additional fees will apply if pick-up is required outside of these hours. All NSF and late payments will incur a \$100 fee.

The equipment will be inspected before and after pick-up and drop-off. As long as no damage has occurred and no excess cleaning services are required, the deposit will be fully refunded. If payment was made by cheque, cash, or debit, a return cheque will be mailed to the address on the Rental Agreement within thirty (30) days following the event. If payment was made by credit card, the damage deposit will be refunded to the same credit card within fifteen (15) days.

What is the cancellation policy for equipment rentals?

Cancellations must be made in writing fourteen (14) days before the rental date to receive a deposit refund. Cancellations with less than 14 days are not entitled to a deposit refund. The rental fees will be refunded if the event is canceled within 30 days. Failure to make payment as stated herein will result in the cancellation of the contract and equipment rental.

Cancellations by the BCA due to mechanical failure or unforeseen circumstances, such as facility shutdown, will be reimbursed to the renter or rescheduled, depending on availability.