



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 \$1600 (available on Saturdays and select Sundays)

Main Hall - hourly \$133/hour (available weekdays and select Sundays)

Half Main Hall \$79.90/hour

Kitchen (separate contract required) - daily \$325 or \$37.70/hour

Community Room – daily \$266.50/day for 12 hours or \$42.60/hour

North boardroom - \$26.65/hour

What is the capacity in the hall?

Full Hall: 9529 square feet

Capacity 500 for beverage and dining, 750 standing or theatre style.

Half Hall: 4758 square feet

Capacity 250 for beverage and dining, 375 standing or theatre style.

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 for events with no alcohol.

If applicable, liquor license, proof of security due 7 (seven) days before the event. BCA staff are not responsible for acting as security during an event.

A certificate of insurance with a minimum liability of 2 million dollars is required for all full day bookings or bookings of over 100 people.



What is the cancellation policy for event bookings?

Cancellations must be made in writing thirty (30) days before the rental date to receive a deposit refund. Cancellations with less than 30 days are not entitled to a deposit refund. The rental fees will be refunded if the event is canceled with over 90 days notice. 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 - \$325 for full day rentals

Hourly kitchen rental - \$37.30/hour

Deep fryer use (2) - \$100

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 thirty (30) days prior to the rental date to receive a refund of the deposit. Cancellations with less than 30 days are not entitled to a deposit refund. The rental fees will be refunded if the event is canceled within 30 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 \$250.25 / Primetime Adult \$292.90 / Non-Primetime \$117.15

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

Rentals on holidays may 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?

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 due date listed on request contracts, or as indicated by the rental manager. If you're not sure, email icerentals@mybowness.com.

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 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.