



Rocky Ridge Ranch Homeowners Association

10709 Rocky Ridge Blvd, N.W.,

Calgary, Alberta, T3G 4G1

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## 2024 Facility Rental Policies

### Upper and Lower Hall Rentals:

**Temporary Bookings or Holds are not accepted.**

Bookings are on a first come first serve basis.

After initial contact with the Ranch Office, if your security deposit isn't received after 48hrs, your booking will be cancelled.

Full cost of Rental is payable 30 days prior to event and can be paid by VISA, MC, Debit or Certified Cheque. Copies of appropriate licenses and insurance are required with final payment. A security card will be issued the week prior to the event with receipt of final payment & documentation. The Renter is responsible to ensure that the building is secure on their departure; the indoor lights are turned off; all doors to the Hall are closed; and all reasonable means have been taken to leave the premise clean and orderly. Security cards must be returned to the Ranch office or a fee of \$30 will be deducted from security deposit.

Cancellations within 14 days of rental will be charged their FULL RENTAL FEE and that will be deducted from the security deposit.

SOCAN (Society of Composers, and Music Publishers of Canada) is a Canadian performance rights organization that represents 135,000 songwriters, authors & composers. RRRHA collects and remits to SOCAN the fees that permit renters to play music at their event. The fee is \$31.32 for events without dancing, and \$62.64 for events with dancing.

- Proof of being a RRRHA is required for the resident rate.
- The Renter is responsible for all guests in relation to the use and occupancy during their event. **The Renter (person who signs the contract) must remain at the hall for the entire event.**
- **There is no access to the Splash Pool or Park. The Splash Park and Park are not included in the Hall Rental. No Exceptions. If you are a RRRHA member, you may access the park through the Park Gate. The RRRHA member can have 5 guests in the Park without management approval, anything above that, up to 15 guests, has to be approved by RRRHA Management. Failure to comply or notify Management will result in loss of security deposit.**
- RRRHA reserved the right to have a representative inspect the function at any time of the event. The Renter agrees that RRRHA may, through a representative, remove from the premises any person(s) who have caused damage or nuisance to RRRHA property.
- The Upper and Lower Hall, and all entrances are monitored by 24hr video surveillance.
- All exits must be clear.
- The Upper Hall kitchen is NON-COMMERCIAL. Cooking food is NOT permitted in the Upper Hall kitchen at any time. Prepared food may be kept warm in the oven or cool in the refrigerator. **Personal cooking appliances including portable BBQ's and deep fryers are NOT PERMITTED.**
- NO open flame candles are allowed. All candles must be enclosed in glass or metal. Birthday Candles are allowed on Birthday cakes.
- NO pushpins or tape allowed to hang decorations (painters tape is permitted)
- **NO CONFETTI, SILLY STRING, GLITTER, or SMOKE MACHINES, and their use will result in the loss of security deposit.**
- NO BOUNCE HOUSES OR INFLATABLES, soft-play equipment is permitted.

### Set up/Clean up

All set up and clean up must be within the time frame of the paid rental. Any exceeded time will result in a \$100/hr charge. Our hall is very busy and we often have back to back rentals, we respect the time of all of our renters.

- All tables and chairs must be placed back in the storage rooms, there are pictures on the walls of their proper placement.
- Bathrooms must be left tidy
- ALL garbage must be removed and taken to the Commercial Garbage bins located in the shed on the west side of the parking lot directly across from the Ranch.
- There are cleaning supplies provided by RRRHA in the storage closet for the Renter to use at the end of their event.

There will be a \$100 cleaning fee taken off the security deposit for EACH of the following:

- Spills not cleaned up
- Garbage not taken out
- Tables & Chairs not put back
- Countertops and sinks not wiped
- Bathrooms left untidy EX: tissue, toilet, hand paper left outside of garbage bins

**Decorating**

Set up must be done within the rented time. No decorations may be attached to the ceiling, light fixtures or window blinds.

Decorations on the doors, walls and windows can only be used with painters' tape or adhesive putty.

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RRRHA STAFF

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RENTER

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DATE