

CANMORE SENIORS ASSOCIATION
 POLICY P-02 APPENDIX A
 SHORT TERM ROOM RENTAL RATES

GENERAL HOURLY RATES

ROOM	HOURLY (3 hour minimum)	DAILY
CREEKSIDE HALL- Capacity Max per Alberta Fire Code 240; up to 120 seated	\$60.00	\$400.00 (8:00am – 2:00 am)
TOWNSIDE HALL-Capacity Max per Alberta Fire Code 100; up to 50 seated	\$30.00	\$200.00 (8:00am – 2:00 am)
ACTIVITY ROOM (Upstairs)- Capacity Max per Alberta Fire Code 35	\$20.00	\$140.00 (8:00 am – 2:00 am)
BOARD ROOM (Upstairs) Capacity Max per Alberta Fire Code 20; up to 15 seated	\$20.00	\$140.00 (8:00 am – 2:00 am)

WEEKEND PACKAGE

ROOM	COST	HOURS
Creekside Hall (includes use of patio and garden area until 10:00 pm)	\$1200.00	Friday 5pm-10pm (set up) Saturday 8am – 2 am (Sunday Sunday 10am – 3pm (take down)
Townside Hall (NO access to patio or garden area)	\$500.00	Friday 5pm-10pm (set up) Saturday 8am – 2 am (Sunday Sunday 10am – 3pm (take down)

NOTE: If set up or take down requires more hours the cost will be adjusted upwards to a maximum of the daily rate for a Friday or a Sunday

ADDITIONAL CHARGES

DESCRIPTION	FEE	COMMENTS
BOOKING DEPOSIT	50% total rental fee	Payable when the Contract is signed (a) In the event of cancellation more than 45 days before the event a cancellation fee of \$100.00 may be withheld from the deposit and the balance shall be returned to the renter (b) If cancellation of the event occurs less than 45 or more than 14 days before the event a cancellation fee of 50% of the deposit may be withheld from the deposit and the balance shall be returned to the renter (c) If cancellation of the event occurs 14 or fewer days before the event the full deposit amount shall be retained by the CSA. (d) If the event proceeds as planned the renter shall pay the balance of the total rental fee to the CSA on or before the event date.
DAMAGE DEPOSIT (General)	Equal to the total rental fee	Will be returned to the renter after the room(s) have been checked for cleanliness, damage and key has been returned. Money will be deducted if there is damage or extra cleaning is required.

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DAMAGE DEPOSIT (Funerals or memorial services)	\$100.00	
DAMAGE DEPOSIT (Reduced rate rentals)	Equal to damage deposit for a full rate rental	
USE of SOUND SYSTEM (Creekside Hall)	\$100.00	A damage deposit of \$250.00 in addition to the damage deposit required for hall/room rental is required when the sound system is used by a renter.
USE of SOUND SYSTEM (Townside Hall)	\$50.00	A damage deposit of \$250.00 in addition to the damage deposit required for hall/room rental is required when the sound system is used by a renter.
SECURITY PATROL FEE	\$80.00	This will be charged for any event that will run past 10:00 pm and for which a Special Event Liquor Licence has been obtained.

NOTE: This rate schedule applies to any rental initiated after Nov 19th, 2018.

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REVISION LOG

REVISION #	DATE	APPROVED BY	CHANGES
0	Oct 7 th , 2014	CSA Board	Initial issue of Appendix A
1	Mar 14 th , 2016	CSA Board	Added fees for use of kitchen and sound system; added damage deposit for use of sound system; eliminated daily maximum rental fee on Saturdays.
2	July 4 th , 2016	CSA Board	Increased fees for Creekside and Townside halls; added fees for removing chairs and tables, CSA rep on site
3	Feb 13 th , 2017	CSA Board	Eliminated limitations on daily maximums for Sat-Sun events; eliminated separate charges when revenue will be received by the renter; gave more detail on hall/room capacities; added Weekend Package pricing; added damage deposit details; added damage deposit for funerals or memorial services; increased damage deposit for use of sound system; increased fee for table and chair removal; added Security Patrol fee
4	Aug 14 th 2017	CSA Board	Added more detail for damage deposits – general; added damage deposit for reduced rate rentals and rental of sound system in Townside Hall.
5	Nov 19 th , 2018	CSA Board	Increased Weekend Package fee for Creekside Hall; Added Booking Fee; deleted Remove Tables and Chairs from Additional Charges list