

CARSTAIRS AND DISTRICT COMMUNITY HALL RENTAL RATES AND POLICIES

RENTAL RATES EFFECTIVE DECEMBER 2010. PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

MAIN HALL:	Auditorium only (Carstairs residents)	\$340 per day
	Auditorium only (non-Carstairs residents)	\$390 per day
	Add on Kitchen	\$100 per day
	Subsequent days (Carstairs and non residents)	\$200 per day
	Subsequent days with Kitchen (anyone)	\$250 per day
DAMAGE DEPOSIT:	Auditorium	\$400
	Meeting room	\$50
MEETING ROOM:	Full day	\$100
	Evening or ½ day	\$50
	Add the Kitchen (to both ½ and full day)	\$100
SPECIAL RATES:	Auditorium is available the day before the event for decorating for \$75.	
	Funerals include Kitchen and Auditorium (and Meeting room if available) for \$200 (GST included).	
	Local bridal showers \$50 for Meeting room and Kitchen.	
CORKAGE:	\$1.75 per person (GST included) as indicated on the liquor permit - includes ice, pop, and 4 plastic glasses per person. Extra glasses - \$5/100.	
BAR ROOM RENTAL:	\$100/day – includes the use of the bar area, cooler, and ice (no pop and no plastic glasses provided)	
GST:	GST is added to all rental charges. GST is already included in the price per person for corkage and the \$200 funeral charge.	

INSURANCE

The Town of Carstairs requires that all renters obtain \$2 000 000 event liability insurance to insure the Renter in the event of a claim or lawsuit. The Town and Hall Board are to be named as additional insureds and all Renters need to provide the Hall with a Certificate of Insurance prior to obtaining keys. If no alcohol is being served, your home insurer may provide you with a Certificate evidencing coverage at no or nominal cost. Otherwise insurance can be obtained from most home insurers. Either of the insurance agencies in town and upon request the Town Insurer may also be able to provide this coverage. While an additional expense, insurance should always be viewed as a prudent and necessary step to provide protection for hosts of events in the event something goes wrong. This does not excuse Renters from the duty to take all steps to prevent any injury or damage, or harm, especially if alcohol is involved.

PAYMENT POLICIES, PENAL TIES, and EXTRA CHARGES:

- Make all cheques payable to Carstairs Community Hall.
- Down Payment (50% of rental) is due on signing, refundable only if rental is cancelled at least 6 months in advance;
- Balance of rent, damage deposit, and corkage payable prior to Rental;
- Requests to add or delete corkage must be made at least 30 days prior to Rental (Late changes can result in beverages needing to be discarded or additional costs to order supplies out of regular delivery times. A fee of \$50 applies to changes within 30 days.);
- Damage deposit will be returned (less deductions for damages or missing items) within 2 weeks of your event, **provided all closing/check out procedures are followed;**
- Extra cleaning charges if more than 5 hours is required for cleaning at \$20/hour.

ADDITIONAL INFORMATION:

Tables & Chairs in Auditorium: 41 tables @ 36" x 96" (under the stage)
 32 round tables @ 60" x 60" (furnace room & chair room)
 544 chairs (chair room)
 24 tables @ 30" x 96" (furnace room)
 10 tables @ 30" x 72" (furnace room)

Tables & Chairs in Meeting room: 16 tables @ 30" x 72"
 55 chairs

Seating Capacity:	Auditorium	Dining	350 chairs with tables
		Seating only	540 chairs only
	Meeting Room	Seating only	55 chairs only

Kitchen: Full service catering kitchen with separate entrance – most utensils, cooking pots, and serving dishes are provided.

Kitchen Supplies: Supply your own coffee grounds, tea bags, sugar and creamers, disposable plates, disposable cups, disposable cutlery, napkins, stir sticks, wine glasses, and glass drinking glasses. We provide 400 dinner plates, cutlery for 250, 250 dessert plates, and 300 tea/coffee cups.

Linen: We do not supply table cloths, tea towels, dish towels, oven mitts, pot holders or chef aprons.

NO EQUIPMENT OR SUPPLIES ARE EVER TO BE TAKEN FROM THE HALL. THANK YOU.

PLEASE NOTE our representative, Lori Callaghan, is a part time employee. We would ask that, when possible, you respect her schedule or other commitments in booking times to view the hall or to discuss rental matters. Call Lori at **403-940-4090** to book your event today.