

## **DEWINTON COMMUNITY CENTRE** **FUNCTION RENTAL INFORMATION**

DeWinton Community Centre is a hidden jewel in the rural Calgary countryside. Located in the village of DeWinton, just east of Highway 2a, DeWinton Community Centre is 10 minutes south of Calgary, and 10 minutes north of Okotoks.

Built in 1997, this modern facility has been serving the area for many years. It caters to a great variety of functions including community events, weddings, special events, business luncheons or banquets, and trade seminars.

The main hall accommodates up to 196 for a seated dinner, and boasts a beautiful hardwood floor. The high vaulted ceiling provides a spacious feel to the room. As well, the conversation area, accented with country décor, features as its centerpiece a gas fireplace.

A well lit, wrap around veranda provides guests an opportunity to enjoy the country air and the panoramic view of the valley and the mountains.

A gazebo was recently built, and is ideal to host outside wedding ceremonies and serves as a great centrepiece for wedding photos.

A full sized video screen is available for power point presentations.

The Centre is equipped with a full commercial kitchen for all catering needs, as well as a full bar centre for entertainment needs.

### **Main Hall Rental - Wedding Reception**

Maximum Capacity - 196 people

Rental Fee:

May, June, July, August \$1250.00

(includes Friday before event from 1:00 pm). \$150 discount on Sunday only bookings.

April, Sept - Dec \$1000.00

(includes Friday before event from 1:00 pm). \$150 discount on Sunday only bookings.

January - March \$500.00

(includes Friday before event from 1:00 pm). \$150 discount on Sunday only bookings.

Set-Up, Take Down and Clean up Fee: \$250.00

Refundable Damage Deposit: \$1000.00

There is a \$450.00 initial deposit required on booking. This fee secures the date of the function and applies toward the rental fee. A 60 day cancellation notice is required; initial fee will not be refunded after this notice period should the hall not be able to be re-rented, or a mutually agreed upon alternative date arranged.

A fee will be charged for each event to facilitate proper set up-tear down and clean up by DeWinton Community Association. This fee is due with the final event rental payment, which is due 7 days prior to the event.

There is a \$1000 refundable damage deposit. This deposit must be placed prior to the event, and should be prepared on a separate cheque or credit card imprint. If after the function there is no damage to the facility, this amount will be cancelled.

A supervisor/bartender will be in attendance at all events at the DeWinton Centre to assist you to ensure that your party is worry free.

Also included in the rental is access to sound system, lectern for speeches, video screen, staging for band and/or head table, artificial fig trees with lights, and use of the outside facilities. And, although campfires and fireworks are strictly forbidden, RV parking is allowed in the parking area of the hall, should you have out of town guests.

### **Bar: Service and Policy**

A bar and refreshment centre is included in the rental of the facility.

There is a cooler available for storage, an ice machine and all necessary glassware.

To comply with ALCB Regulations, no homemade beer, wine or spirits are allowed. You must obtain a Special Events Liquor Permit, which is available at most liquor outlets, and purchase your own liquor.

Due to the location of the facility in a town setting, there is a requirement that bar service be closed at 1:00 am, with a one-hour consumption period until 2:00 am, at which time the hall must be vacated for the evening.

ALCB policy states the following: One bartender for every 80 persons. For our security bartenders will be hired by the DeWinton Community Association at a rate of \$20.00 per hour. Bartenders are employed from one hour prior to the opening of the bar until such time as the building is closed and secured for the evening. They are responsible for closing and securing the facility after the event.

We provide corkage to all parties, which includes: mixers - Pepsi, Diet Pepsi, 7-Up, Ginger Ale, Tonic Water, Club Soda, Orange, Pineapple, Cranberry and Clamato, Juices, Ice, Glassware, Fresh Lemons and Limes, Celery, Tabasco and Worcestershire Sauces, Salt and Pepper. This service is provided at a

nominal cost of \$3.25 per seated guest (no fee for infants) for parties serving alcohol, and at a price of \$3.50 for parties not serving alcohol. Please note that the corkage fee and bartender/supervisor are a mandatory part of the facility rental.

### **SOCAN Tariff Fee**

SOCAN is the association that represents musicians and composers under the Canada Copyright Act. Any facility that rents for receptions where there is music is required to pay a licence fee for the music. For 2007 the fee for musical services where there is dancing is \$59.17 plus GST = \$62.72. This amount will be billed on the final account statement.

### **Kitchen Rental and Catering**

DeWinton Community Centre is equipped with a modern commercial kitchen, which includes ample counter space, cooler, stove and oven, as well as a convection oven.

DeWinton Community Centre has a requirement that approved catering services be used. We will provide you a list of recommended caterers who have operated successfully here in the past. If you choose to select a caterer not on this list, it will require our prior approval. Please ask them to contact us to arrange to meet to review the facility and its guidelines. Included in the kitchen use package are china service, silverware, and coffee cups, as well as coffee perks.

Items not included that need to be arranged (either through us, the caterer or on your own) are water glasses at each setting, table linens, napkins, table skirting, table centerpieces, and coffee supplies (coffee, sugar, creamer, stir sticks, etc.).

Please advise your caterer of the items that are available and are included in the basic rental fee - there may be discounts for your event given that many of the items included are often caterer supplied and form part of the cost of their services.

### **Optional Services**

**Wedding Ceremony** - DeWinton Hall is an ideal location for the wedding ceremony as well as the reception. Either outdoor or inside ceremonies are available (for outside ceremonies the additional cost of rental of folding chairs if desired must be added). There is an additional \$100 fee if the hall is used for both the ceremony and the reception due to the requirement to re-set the room from the ceremony to the reception.

### **Booking Summary:**

Initial Deposit: \$450 on signing of the Function Agreement to secure your date.

Guest Confirmation: 10 days prior to your event, you are required to provide the guest count (adults, children under 12).

Final Payment and Damage Deposit: The final event rental payment and refundable damage deposit are required 7 days prior to the event. Payment can be made by cheque or visa.

Rental Period: For Saturday bookings, 1:00 pm Friday prior to the event until 2:00 am the following morning. For Sunday or other day bookings the rental period is 9:00 am to 2:00 am.

### **DeWinton Community Association Community Services**

DCA Member Discounts:

Hall Rental Discount: \$100 off the basic rental fee. (To be eligible for these special discounts one must be a DCA member for more than one year and in good standing.)

Community Service User Groups: Upon approval of the board and facility management, meetings and selected activities of community groups may be provided at no charge. In such cases, all set-up and take down must be undertaken by the user group, and the facility is expected to be cleaned and left in an "as it was found" condition.

Casual Hall Rental for Small Events (under 50 guests): Upon approval of the board and facility management, community members may request special casual usage of the facility. In such cases the rental will be set at \$50/hour of usage. A refundable damage deposit of \$200 shall be required. The bar service (and corkage fee) will be optional. If alcohol is brought into the facility, a Special Events Liquor Permit must be obtained.

The kitchen may be used only for counter space and refrigeration. If food preparation or plates and silverware are required a kitchen rental fee of \$150 will apply.

In casual user rentals, all set-up and take down must be undertaken by the user group, and the facility is expected to be cleaned and left in an "as it was found" condition, or a fee of \$60 shall be charged if facility staff are required to assist in this activity.