

Renting the Bearspaw Lions Hall

Listed below is information for renters of the Bearspaw Lions Hall:

Hall and Services:

- 2500 sq. ft. hall capable of handling no more than 120 people (Fire Regulation) Paved parking for 60 vehicles.
- Bar with refrigerator and freezer.
- Calgary Regional Health approved kitchen with dinnerware for 70 and commercial stove and sterilizer,
- Large deck overlooking the Bearspaw Golf Course
- PA System available,
- Tables and chairs to seat 100

Rental Fees: Payable at least fourteen (14) days before the date of the function. Inquire for rates if you are a non-profit group. Add GST after June 30, 2011.

- Sunday to Thursday - \$250 (Kitchen locked- \$175)
- Friday and Saturday - \$350 (Kitchen locked- \$250)
- *Hall cannot be rented on Saturdays or Sundays in the summer when the Farmers Market is running.*
- Renting by the hour- \$75 per hour, minimum 2 hours
- Other charges if requested: Wireless Internet: \$10, tablecloths: \$5 each; place setting: \$1/per; early setup by one day (if possible): \$100.

When you decide to rent the hall, do the following: Write out two cheques -

- One for the rent, payable to 'Bearspaw Lions', and
- A separate cheque for \$350 (GST included) payable to 'Bearspaw Lions' marked "Damage Deposit" as a comment on the cheque and send both along with completed HALL RENTAL AGREEMENT form at least two weeks before your date to Hall Rental Chair – 25240 Nagway Road, Calgary, AB T3R 1A1.
- If you are booking ahead of time and have confirmed with us when you want to rent, send a cheque for half the rental rate (see above), marked "Down Payment for Hall Rental on _____", indicating the rental date, and a completed Hall Rental Agreement. Full payment, including damage deposit, is due two weeks before the rental date.

The "Damage Deposit" amount will be returned after the hall has been inspected and cleaned by our staff, if no damage or loss has occurred. If we have your e-mail address we can send the refund directly from our bank account via Interac e-mail money transfer. Otherwise it will be via regular mail.

Before the rental date:

- a. Contact us at hallrental@bearspawlions.com and make an appointment for the "Initial walkthrough" at which time:
 1. You will get the Hall keys, or a code to the lock box,
 2. Make a thorough "walk through". Check for previous damage.
 3. Set a time and date for "Final walk through". Purpose: to hand back Bearspaw Lions keys to the hall, check for new damage or loss.

**Gerry Karran Lions Hall Rental hallrental@bearspawlions.com
Tel 239-0201, Fax: 241-0940**

APPENDIX A TO 'RENTING BEARSPAW LIONS HALL'

Since 1954, the Bearspaw Lions Hall has served as a community meeting place. Community members could use the hall for free. The key was kept above the door and whenever the hall was needed, all you needed was the President's O.K. After using, you cleaned the hall, shut off the gas and power, making it ready for the next user.

From the '70's to now, things have changed. Costs have escalated and Food Code rules have gotten tighter as have alcohol handling rules. Caretaking costs escalated because of the mandated Dept. of Health 2003 'Food Code rules.

In all cases, after use, renters are asked to place/stack all tables and chairs back on the stage. This allows our caretaker to wash and polish the floors ready for the next rental. Two hours of caretaking time is 'built in' to your rental fee. Several groups have said that they do not want to wash, sanitize dishes or return tables and chairs to the stage and said that they would pay this cost from their Damage Deposit cheque. If you want this, please let the Lions rental manager know.

Bearspaw Lions ask that when using the hall, please reduce our costs by ensuring no damage is done.

We hope that you enjoy the privilege of using the Lions hall – treat it as if it was your own home.