



**LOU SOPPIT** Community Centre

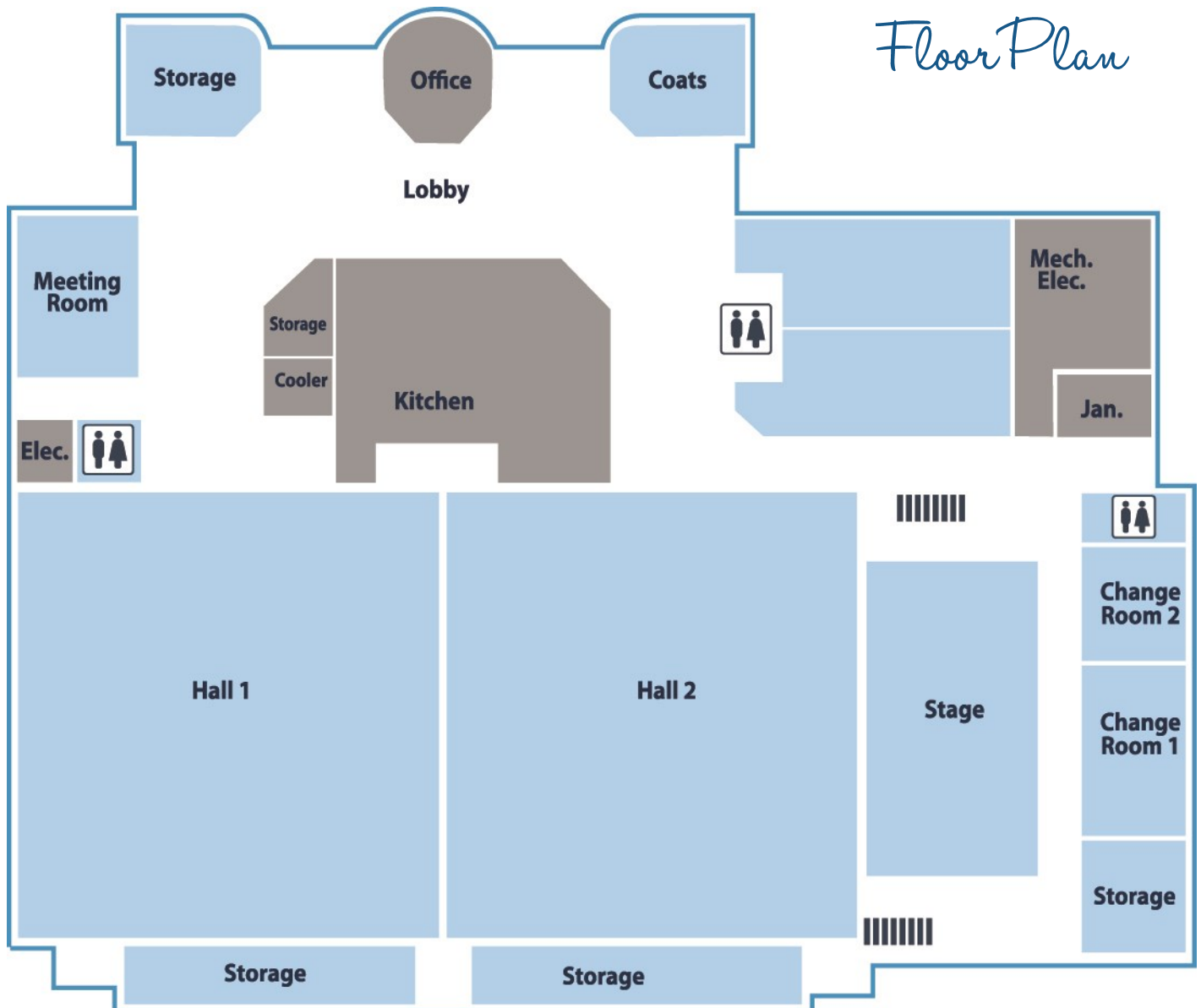
*Event Rental Package*

# Room Capacities

	Size (ft <sup>2</sup> )	Banquet	Theater	Reception	Classroom	Boardroom
Crimson Lake Room (meeting room)	258	20	-	-	11	25
Stage	1087	-	100	-	-	-
Brazeau Room (Hall 1)	2,532	242	300	305	180	-
Shunda Room (Hall 2)	2,532	242	300	305	180	-
Brazeau & Shunda	5,064	485	600	615	361	-
Lobby	1,500	-	-	100	-	-

\* Raised Seating option available for Theater set up - 100 chairs on floor, 150 on raisers

## Floor Plan



# Amenities

Included with booking:

- ◆ Wireless Internet
- ◆ Podium
- ◆ Sound System
- ◆ Screen
- ◆ Wireless handheld mic
- ◆ Handheld mic
- ◆ Projector
- ◆ CD Player
- ◆ Coolers
- ◆ Coffee Urns
- ◆ MAC Adapter
- ◆ iPhone Adapter

Available for an additional charge:

- ◆ Staging (\$22/section)
- ◆ Risers (\$22/section)
- ◆ Raised seating (\$125)

Net Area  
(needed for AGLC Licenses)

Functional Space	Net Area
Coats	36.54
Vestibules	18.60
Office	14.32
Lobby	160.20
Kitchen	86.64
Corridors	28.43
Hall 1	235.20
Hall 2	235.20
Stage	115.20
Washrooms (General)	11.26
Change Room 1	14.60
Change Room 2	21.71
Storage	58.23
Female Washroom	36.48
Male Washroom	36.08
Mechanical/Electrical	22.08
Electrical	4.40
Janitor	4.96
Meeting	25.52
Total Net Building Area Sq. M.	1165.65
Total Gross Building Area	1252.00





# Rates & Fees

	For Profit Organization or rental from Friday - Sunday		Non Profit Organizations, Monday - Thursday only	
	Hour	Day	Hour	Day
Crimson Lake Room	\$44	\$257	\$33	\$192
Brazeau Room (Hall 1)	\$106	\$523	\$70	\$356
Shunda Room (Hall 2)	\$106	\$523	\$70	\$356
Brazeau & Shunda Room	\$142	\$785	\$106	\$523
Kitchen Fee		\$262		\$180
Kitchen Cleaning Fee		\$25/Hour		\$25/Hour

**Weekend Rates** - Use of whole centre from Friday - Sunday @ 2:00 PM. Additional kitchen fees applies.

Non Profit Organization with Kitchen	\$1,333
Non Profit Organization	\$1,071
Wedding / For Profit Organization with Kitchen	\$1,467
Wedding / For Profit Organization	\$1,206

## Damage Deposit

No Damage Deposit required for meetings, seminars, recitals funerals or educational events.	NIL
Events not serving alcohol, government, youth or theater show / events.	\$100
Events/ Celebration with alcohol.	\$500
Kitchen Damage Deposit.	\$500

## Set up / Tear Down Fees

Half Hall	\$218
Full Hall	\$437
Additional Fees: Event Set Up Day	\$240
Additional Fees: Weekday Clean Up (No charge if centre is not booked following day)	NIL
Additional Fees: Overtime Charges (If usage extends beyond contract times)	\$59/HR



# Booking Steps

Contact our bookings department to discuss availability. After a date is selected and the event is tentatively booked, a formal contract will be sent for you to review. Complete the following steps to confirm a booking:

**1. Secure booking by paying the deposit.**

*Deposit is refundable, less \$25 administration fee should the booking need to be canceled. If the booking takes place in 30 days or less when deposit is due, full room rental fee will be required as deposit.*

**2. Submit a fully executed rental contract.**

*No agreement is confirmed until the contract has been signed by both parties and deposit has been received by the Town of Rocky Mountain House.*

**3. 30 days prior to the event, pay remaining balance of room rental charge and provide proof of insurance.**

*If serving alcohol, the user must provide Host Liquor Liability Insurance in the amount of \$5,000,000 and the Town of Rocky Mountain House named as additional insured.*

# Decorations

We welcome you to make your event your own. We ask that all decorations, posters, streamers or other fixtures be attached with a special sticky tack available from the Centre's Caretaker. Please refrain from using confetti, gel balls or candles. Table linens are not provided.

