



RESIDENTS
ASSOCIATION

Indoor Rental Policies

AuburnBayRA.ca

Policies and Procedures

- The facility may be rented for private functions only. Rental for public events is not permitted. The facility may be used for activities that are not advertised, no fees* charged, and there is no intention to market or sell products or services. (Fundraising events may be allowed at the discretion of Auburn House).
- Voting Members may book the facility up to twelve (12) months in advance and the member **MUST** be in attendance at all times.
- Non-Members may book the facility up to six (6) months in advance and **MUST** be in attendance at all times.
- All rental charges must be paid in full at the time of booking (cheques may be post-dated up to six (6) months prior to the booking).
- All payments must come from the renter (the person whose name and signature appears on the Rental Agreement)
- There will be a \$50.00 charge on all returned cheques.
- Block bookings are not permitted, unless authorized by management.
- Minimum seven (7) days notice required for all facility bookings.
- Minimum two (2) hour rental.
- **Your group is restricted to the portion of the Auburn House that has been rented and is not permitted to use any of the other amenities.**
- **Access to the park/lake is not permitted.**
- The full banquet room upstairs has access to the kitchen; therefore, it must be shared with any and all other bookings.
- Cooking is not permitted on the premises; however, the kitchen may be used for storing, heating, and serving food.
- This is a NON-SMOKING park/facility – No cigarettes, vaping or cannabis is permitted at any time.

Customer Service Representative

- A Customer Service Representative will be provided after normal park hours and the cost of this service will be charged back at a rate of \$25.00 per hour.

Renter/Contact Person

- The renter or contact person for the event must be in attendance for the **entire** event
- The renter or contact person is to be introduced to the Customer Service Representative (CSR) at the start of the function. **This person is responsible for understanding and adhering to this contract in full.**
- Should you require any assistance or have questions please discuss them directly with the CSR.
- If the CSR notices any problems they will go to the renter or contact person of the event to rectify the situation. If that does not rectify the problem and it is warranted they will call the Police.

Cancellation & Rescheduling Policy

- Cancellation or rescheduling of a booking must be done in writing. You may e-mail your request to admin@auburnbay.org.
- Any rescheduling of a booking will result in a \$20.00 administration fee.
- Two (2) weeks written notice is required for rescheduling.
- All refunds will incur a \$15.00 administration fee.
- If the rental is cancelled by the customer three (3) to six (6) months before the rental, 25% of the rental rate is non-refundable.
- If the rental is cancelled by the customer between one (1) to three (3) months before the rental, 50% of the rental rate is non-refundable.
- If the rental is cancelled by the customer between one (1) month and the rental date, 100% of the rental rate is non-refundable.
- All refunds will be issued by cheque.

Permits, Liquor & Insurance

- You are responsible for any permits (i.e. liquor) required.
- A liquor license must be posted on the bulletin board inside the kitchen.
- All liquor regulations will be enforced. You should familiarize yourself with the liquor rules and regulations as outlined on the liquor license and must adhere to those guidelines at all times.

- Liquor is only permitted in the room you have rented. **There is absolutely no liquor permitted on the deck, in the park, or in the parking lot. Consuming liquor anywhere outside (deck, parking lot, etc.) will result in a \$500 charge.**
- All renters must have Personal Property Insurance and must provide Auburn House with the policy number, expiration date, and name of insurer no later than 10 days prior to your event. If this information is not received 10 days prior to your event, your event will automatically be cancelled (see cancellation policy for information on refunds).
- If you are having alcohol at your event, you are **REQUIRED** to purchase Host Liquor Liability/Party Alcohol Liability (or equivalent) Insurance. Proof of this insurance must be provided to the ABRA a minimum of 10 days prior to your event. Failure to do so will result in cancellation of your event.
- Socan & Re:Sound fees are applicable to all bookings playing recorded music.

Set Up & Clean Up

- Early access is not permitted and will be charged at a rate of \$50 per 15 minutes.
- Clean up must be completed by the end of your rental time, as indicated on your rental agreement.
- You are responsible for the set up and clean-up of the room.
- At the end of the function all tables and chairs must be left clean, all litter must be picked up and put in garbage bags and placed in the outside garbage receptacle. All decorations must be taken down.
- All personal belongings and rented equipment must be taken from the building at the end of the rental time.
- Anything provided by Caterers must be removed the night of the function. Nothing can be left or stored in Auburn House after the function.
- Any garbage, cigarette butts, bottles, cups, etc. found outside, generated by your function, must be cleaned up (parking, lot, balcony, etc.).
- If the facility is left damaged or dirty for reasons beyond wear and tear an extra charge will be taken out of the damage deposit. Eg, if chairs, tables, or walls need cleaning; if there is wax on tables, chairs, or floors; or if the kitchen needs cleaning.

Decorating

- Only masking tape, painters tape, or sticky putty is to be used for any decorating. **NO SCOTCH TAPE.**
- Hammering of nails and the use of thumbtacks is strictly prohibited.
- **NO OPEN FLAME CANDLES ALLOWED** (must be in a secure holder). Does not apply to Birthday Candles.

- No confetti, rice, or bird seed of any kind is allowed on the premises (inside or outside). A \$50 charge will apply if this rule is not adhered to.
- Items brought in must be removed before you leave (this includes tape, sticky putty, string, etc. used to hang decorations).

Noise Bylaw

- Please ensure the balcony doors are closed after 10:00pm to respect our neighbours.
- At 10:00pm, the music must be turned down (as per the City of Calgary Noise Bylaw #M2004). Use of Auburn House is restricted to 1:00am and the premises must be vacated immediately.

Fire Alarm

- If the fire alarm is activated without just cause, a \$250.00 fine will be charged to you to cover the costs of a false alarm.

Responsibilities

- It is your responsibility to maintain order and to be responsible for the Auburn Bay Residents Association property during the rental time.
- **Failure to leave at the time specified on your rental agreement will result in a charge of \$50 per 15 minutes.**

Security Deposit and Assessment

- A security deposit of \$500 is required before any rental is confirmed.
- Residents – security deposit is in the form of a cheque, it must be dated for the day of the function.
- Non-Residents (with alcohol at function) – security deposit payment is required one (1) month prior to the day of the function. Cash, Debit, Cheque, Credit Card accepted.
- Assessment of any damage is done by Auburn House staff following the rental. If there is no damage, the security deposit will be returned.
- Residents – holding cheque will be returned the next business day. Non Residents (with alcohol at function) – a refund cheque will be mailed within 30 days of function.
- There will be a charge of: \$80 per damaged chair and \$400 per damaged table.