

Picnic Shelter Hourly Rate: \$15.00/hour
Maximum 3 hour rental
Maximum Guest (non residents): 30

*The picnic shelter available for rental is located
on the east most part of the park*

*Management reserves the right to refuse any
functions not suitable for the facility.
Management has the right to cancel this rental
agreement if it is found that the hall is to be used
for any purpose other than that which it was
originally agreed to; or if you have, in any way,
misrepresented yourself to the Auburn Bay
Residents Association staff in order to obtain the
hall. Management also reserves the right to
change this contract and pricing without notice.*

AUBURN HOUSE PICNIC SHELTER RENTAL INFORMATION



Auburn Bay Residents Association

200 Auburn Bay Blvd. SE
Calgary, AB T3M 0A4

Ph. 403-537-2670

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 re-scheduling 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.
- One (1) months written notice is required for cancellations.
- 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.

Policies and Procedures:

- The picnic shelter may be rented for private functions only. Rental for public events is not permitted. The picnic shelter may be used for activities that are not advertised, no fees charged, and there is no intention to market or sell products or services.
- Voting Members may book the picnic shelter up to twelve (12) months in advance and the member **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) month prior to the booking).
- There will be a \$40.00 charge on all returned cheques.
- Block bookings are not permitted, unless authorized by management.
- Minimum seven (7) days notice is required for all bookings
- Maximum three (3) hour rental.

- Your group does not have access to the kitchen, Banquet Room, or Multipurpose room.
- This is a **NON-SMOKING** park.

Park Rules:

- All park rules must be adhered to at all times.

Guests & Guest List:

- Maximum number of guests permitted is 30.
- Park guest list form is required to be submitted to Auburn House a minimum of 48 hours prior to the booking.

Renter:

- The renter must be in attendance for the **entire** event.

Permits, Liquor & Insurance:

- There is **absolutely no liquor permitted in the park or parking lot.**

Set Up & Clean Up:

- 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 picnic shelter.
- At the end of the function 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 picnic shelter at the end of the rental time.
- Any garbage, bottles, cups, etc. generated by your function, must be cleaned up.
- If the picnic shelter is left damaged or dirty for reasons beyond wear and tear an extra

charge will be taken out of the damage deposit.

Responsibilities:

- It is your responsibility to maintain order and to be responsible for the Auburn Bay Residents Association property during the rental time.
- If there is another grouped booked immediately after you, **failure to leave at the time specified on your rental agreement will result in a charge of \$20 per 15 minutes.**

Security Deposit and Assessment:

- A security deposit of \$500 is required before any rental is confirmed. If it is in the form of a cheque it must be dated for the day of the function.
- Assessment of any damage is done by Auburn House staff following the rental. If there is no damage, the damage deposit will be shredded or returned the next week.
- The use of confetti or similar decoration is strictly prohibited. A \$50 charge will apply if this rule is not adhered to.

Customer Relations Associate

- If the Customer Relations Associate notices any problems or has any issues they will go to the renter to rectify the situation. If that does not rectify the problem and it is warranted they will call the Police.