



**CRESTMONT**  
**Homeowners'**  
**Association**

# CRESTMONT HALL

## Information Package

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12400 Crestmont Boulevard SW, Calgary, AB T3B 5W5

403-475-7320

events@crestmonthall.com

[www.crestmonthall.com](http://www.crestmonthall.com)

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## ABOUT THE VENUE

**Crestmont Hall is located in one of Calgary's most picturesque communities, boasting an array of breathtaking vistas – from grassy woodlands to expansive valley sunsets – with uninterrupted views of the Bow River Valley and Rocky Mountains.**

Crestmont offers a perfect setting to host your special celebration. From the main hall, stunning mountain views that can be seen through the large open windows bringing in lots of light. With beautiful indoor and outdoor spaces, and spectacular views from the balcony, Crestmont Hall is an ideal space for ceremonies, banquets, and receptions.

Every event is unique, and our goal is to ensure a stress-free, memorable experience. The Crestmont team will go out of its way to take care of every detail so you can relax and enjoy your special day.





## VENUE RENTAL BOOKING COSTS

Venue	Size and Dimensions	Capacity	Monday to Thursday Only hourly bookings	Friday & Sunday Full day 10AM – 1 AM	Saturday & Holidays Full day 10AM – 1 AM
Crestmont Hall	1,965 sq. ft	112 Banquet with Dancefloor	\$95/hour <i>Minimum of 3 hours</i>	\$1,350 flat rate <i>No hourly bookings</i>	\$1,550 flat rate <i>No hourly bookings</i>
	<u>Hall</u> 65.5 ft long 30 ft wide	136 Banquet without Dancefloor	+ Venue attendant fee. + Setup and teardown fee. \$200.00	+ Venue attendant fee.	+ Venue attendant fee.
	<u>Balcony</u> 38.5 ft long 18 ft wide	145 Standing Reception	<i>Includes tables and chairs.</i>	<i>Includes tables and chairs. Includes setup and teardown.</i>	<i>Includes tables and chairs. Includes setup and teardown.</i>

**\*\*** The hall includes a warming kitchen and bar area equipped with an oven, refrigerator, and ice machine.  
Cooking is not allowed.



## ADDITIONAL VENUE COSTS

### CORKAGE

Mandatory for events serving alcohol.

**Renter will supply liquor license, liquor, and glassware. Our event staff will mix your drinks and serve them to you and your guests.**

**Includes:** pops, orange, apple, grapefruit, pineapple, cranberry, clamato juices, fresh lemon, limes, and ice

**Corkage fee:** \$7.50/person

### NON-ALCOHOLIC CORKAGE

**Includes:** pops, orange, apple, grapefruit, pineapple, cranberry, clamato juices, fresh lemon, limes, and ice

**Non-alcoholic corkage fee:** \$4.50/person

**\*\*Corkage fees are only mandatory for events serving alcohol. Non-alcoholic corkage is available at an additional cost if you wish to use this service.**

**MUSIC AND DANCING**

Under the Copyright Act of Canada, all venues are required to pay SOCAN tariffs for rental events that play music. SOCAN represents the rights of songwriters, lyric authors, composers, and music publishers. Resound represents the rights of the artists and recording companies. For more information, please visit

<http://www.socan.ca> or [www.resound.ca](http://www.resound.ca)

Costs associated with music
Music with dancing \$90.12
Music only \$45.02
Live music, no charge

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**VENUE ATTENDANT**

A venue attendant is mandatory for all events. The venue attendant is present for the duration of your event to closing and shut down of the venue. Venue attendants are pro-serve licensed and can perform bartending duties. A second attendant would be required based on guest count and corkage package selected.

**Venue attendant rate:** \$25/hour

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**SETUP & TEARDOWN**

Mandatory set-up fee for weekday hourly event rentals

**Weekday setup rate:** \$200.00

Set-up fee is included with weekend full day rentals

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**PAYMENT SCHEDULE**

Payment Due Date Breakdown	
50% of Event Total	With signed agreement at time of booking
50% of Event Total	30 days prior to Event
\$1,000 Security Deposit	30 days prior to Event
\$1,000 Security Deposit Refund	10 days after Event

***The Renter agrees to deposit \$1,000.00 as security deposit to cover any damage to the Venue.***

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**CANCELLATION AND RESCHEDULLING**

If the Renter wishes to terminate the contract, the \$1,000.00 security deposit shall be refunded. Cancellation or rescheduling must be done in writing and emailed to [events@crestmonthall.com](mailto:events@crestmonthall.com). In addition, a fee of \$250.00 will apply for cancellation and \$150.00 will apply for reschedule. Two weeks written notice is required for rescheduling.

## SUPPLIES PROVIDED

### CHAIRS AND TABLES

Crestmont Hall's chairs and tables are only for indoor hall use; these are not permitted to be used outdoors. Any chair, table, and stage panel rented to be brought into the hall must have felt footings and be approved by the Facility Manager. The venue does not provide tablecloths, napkins, plates, cutlery, and glassware.

Item available	Dimensions (if applicable)	Colour and amount available
<b>5' Round Tables</b>	29" height	White plastic 18
<b>2.5' Round Tables</b>	29" height	White plastic 1
<b>8' Rectangular Tables</b>	29" height	White plastic 12
<b>6' Rectangular Tables</b>	29" height	White plastic 8
<b>4' Rectangular Tables</b>	29" height	White plastic 2
<b>Banquet Chairs Black Frame</b>	-	Grey cushion 150
<b>Podium</b>	-	Black 1
<b>Highchairs</b>	-	White 3



### CRESTMONT GREEN SPACE

The greenspace is a public space for the residents of Crestmont. The host may use a portion of this area for pre-approved activities, such as a wedding ceremony, in conjunction with the hall rental; however, exclusive use is not guaranteed. Hall chairs and tables may not be used in the greenspace and activities are limited up to 6:00 PM only.

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### PARKING

Crestmont Hall has a well-lit, large, and private parking lot.

## SERVICES

### BAR SERVICE

Beverage serving is integral to every event. We provide professional bartenders who know how to mix your drinks skillfully and tastefully. The bar is equipped with a cooler, ice machine, and essential bar equipment. Bring your own liquor license and alcohol and we'll set up the bar service perfect for your event.

Bar options: you can host loonie, toonie or drink ticket bar serve.

### KITCHEN

The kitchen at Crestmont Hall is equipped with a sink, convection oven, ice machine and refrigerator. The kitchen may be used for staging, heating, and serving food.

### DÉCOR

Over each door and window, hooks are installed to hang décor. Our preferred décor partners are experts at taking your ideas and turning them into an elegant event. They carry a wide variety of décor and event rentals to help you showcase your unique style throughout your event. You may also use your own decorator or do your own décor. NOTE: If you would like to have candles at your event, they must be battery operated. There are to be no open flames in the Hall.

### AUDIO – VISUAL

Our AV partner offer audio and visual technical expertise, a network of DJs experienced in social events and the equipment necessary to flawlessly deliver a spectacular experience. Conferences and events benefit from extra touches that offer both quality and performance, while ensuring that your guests receive the presented material clearly and effectively.

*\*\*Please note that we do not provide catering. You are welcome to bring your own vendors to your event, or if you aren't certain who to contact, please see below for a list of our partner vendors.*

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## PARTNER VENDORS

### Roma Catering

403-281-7270 Ext. 201

[info@romacatering.ca](mailto:info@romacatering.ca)

[www.romacatering.ca](http://www.romacatering.ca)

2626 23 Street, Calgary AB T2E 8L2

### Starlite Audio-Visual Rentals & DJ

403-258-3575

[info@starliterentals.com](mailto:info@starliterentals.com)

[www.starliterentals.com](http://www.starliterentals.com)

Bay 1 - 535 36 Avenue SE, Calgary AB T2G 1W5

### **Western, Italian, & Fusion Cuisine Buffet & Plated Service**

Custom Menus

Linens, Plates, Cutlery, & Glassware Serving Staff

### **Starlight DJ Package**

Play-Your-Own Music Package Dance Lighting

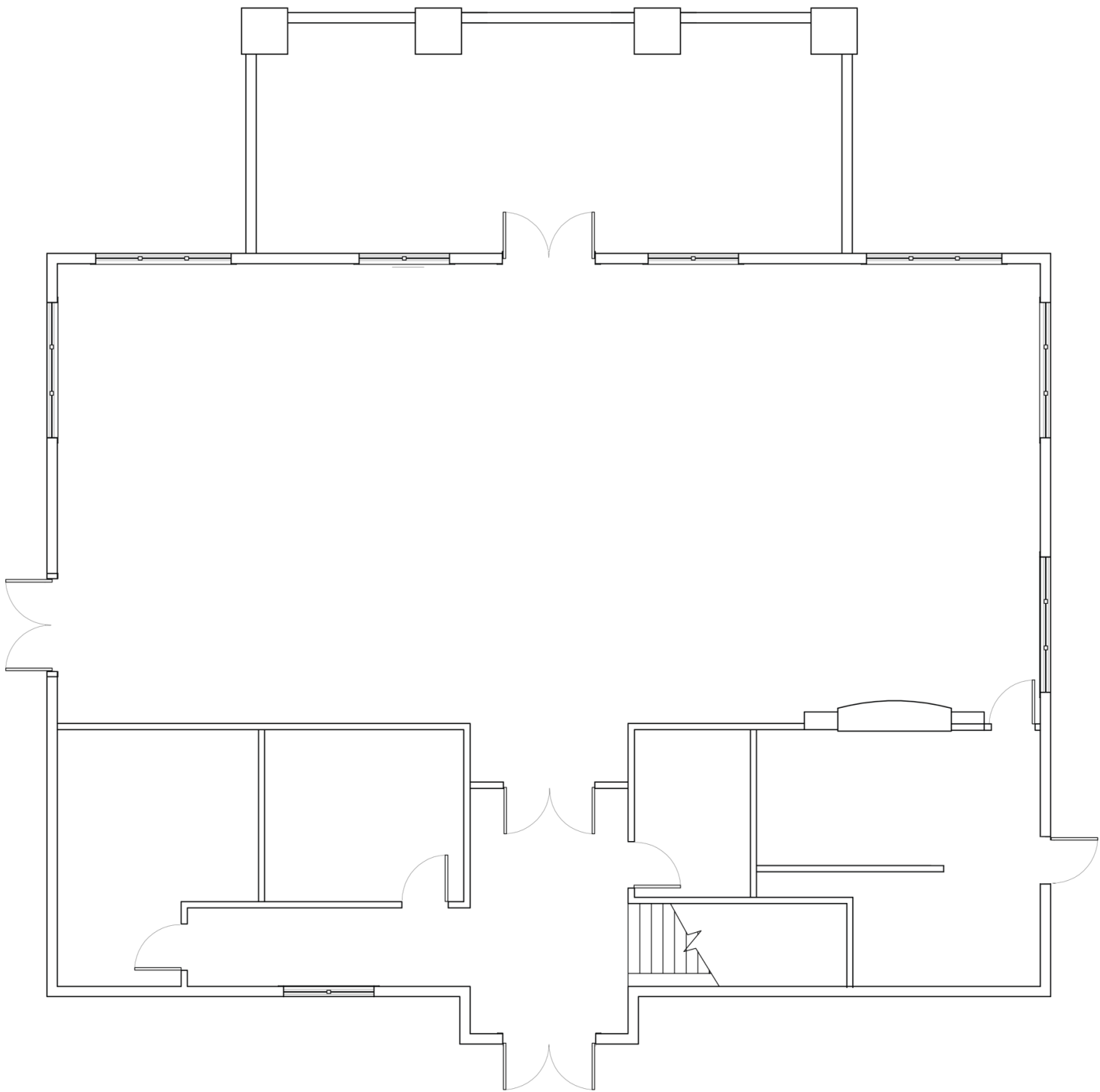
Projector & Screen

Playlist & Equipment Consultation at Showroom

### **Duuo Event Insurance**

[www.duuo.ca/event-insurance](http://www.duuo.ca/event-insurance)

IMAGES, FLOORPLANS & SAMPLE FLOORPLANS







Main Hall



Outdoor space





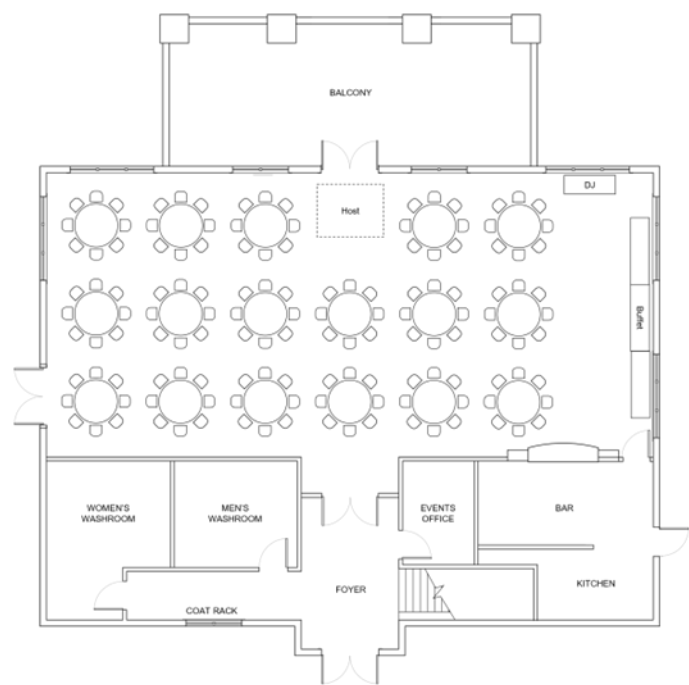
Image of a suggested wedding ceremony setup.



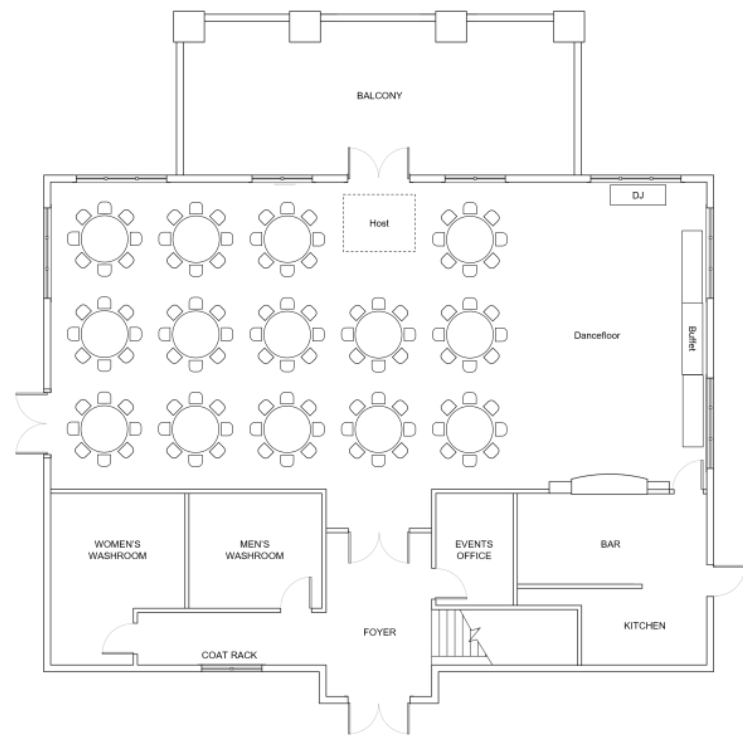
Image of a wedding reception setup.

SAMPLE FLOORPLANS

145 Guests without a dancefloor



120 Guests with a dancefloor







Another example of the Hall setup.



Balcony

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Book with us today!

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