CRESTMONT
Homeowners'
Association

CRESTMONT HALL

Information Package

12400 Crestmont Boulevard SW, Calgary, AB T3B 5W5
403-475-7320
events@crestmonthall.com
www.crestmonthall.com

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, receptions, workshops, training and team building.

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

Conditions and Prices Subject to Change

	Monday to Thursday	Fridays, Saturdays, Sundays, & Statutory Holidays
April to December	Hourly bookings 9:00am – 2:00am (Minimum 3 hours) **Rate:** $100.00/hr.	Full day 9:00am – 2:00am (No hourly bookings) **Rate:** $2,500.00
Any Day		
January to March	Hourly bookings 9:00am – 2:00am (Minimum 3 hours) **Rate:** $100.00/hr.	

Hall Specs			
Capacity	150 Banquet, 235 Standing Reception		
Size and Dimensions	1,965 sq. ft.	<u>Hall</u> 65.5 ft. long 30 ft. wide	<u>Balcony</u> 38.5 ft. long 18 ft. wide

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.

CANCELLATION AND RESCHEDULING

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. 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.

ADDITIONAL VENUE COSTS

MANDATORY CLEANING FEE

Cost: $250

SPEAKER

Portable Bluetooth sound system that comes with two microphones

Cost: $80

PROJECTOR AND PORTABLE SCREEN

Cost: $160

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

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

EVENT INSURANCE

Renters must secure liability insurance coverage listing the following as additional insured: Crestmont Homeowners' Association. If you are having alcohol at your event, you must have the Host Liquor Liability or Party Alcohol Liability Insurance. If liquor is being provided or sold at the event, a Private Special Event Liquor License must be secured by the Renter. Event insurance can be acquired from your regular insurance provider.

CRESTMONT GREEN SPACE

The greenspace behind the hall belongs to the City of Calgary. If renters wish to use the space, Crestmont Hall will get a permit from the City on their behalf. The cost is approximately $100 for the day, plus application admin fee of $50. The application process can take 8-10 weeks for approval. Hall chairs and tables may not be used in the greenspace.

SUPPLIES PROVIDED

CHAIRS AND TABLES

Item available	Dimensions (if applicable)	Colour and amount available
5' Round Tables	29" height	White plastic 19
2.5' Round Tables	29" height	White plastic 1
2' Round Bistro Tables	29.5" height	White plastic 10
2.66' Round Cocktail Tables	44" height	White plastic 6
8' Rectangular Tables	29" height	White plastic 15
6' Rectangular Tables	29" height	White plastic 11
4' Rectangular Tables	29" height	White plastic 4
Banquet Chairs Black Frame	-	Grey cushion 150
Highchairs	-	White 3

Crestmont Hall's chairs and tables are only for indoor hall use; they are not permitted to be used outdoors. Renters are responsible for setting up and putting away tables and chairs.

Any chair, table, and stage panel rented to be brought into the hall must have felted footings and be approved by the Facility Manager. The venue does not provide tablecloths, napkins, plates, cutlery, and glassware.

PARKING

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

SERVICES

KITCHEN

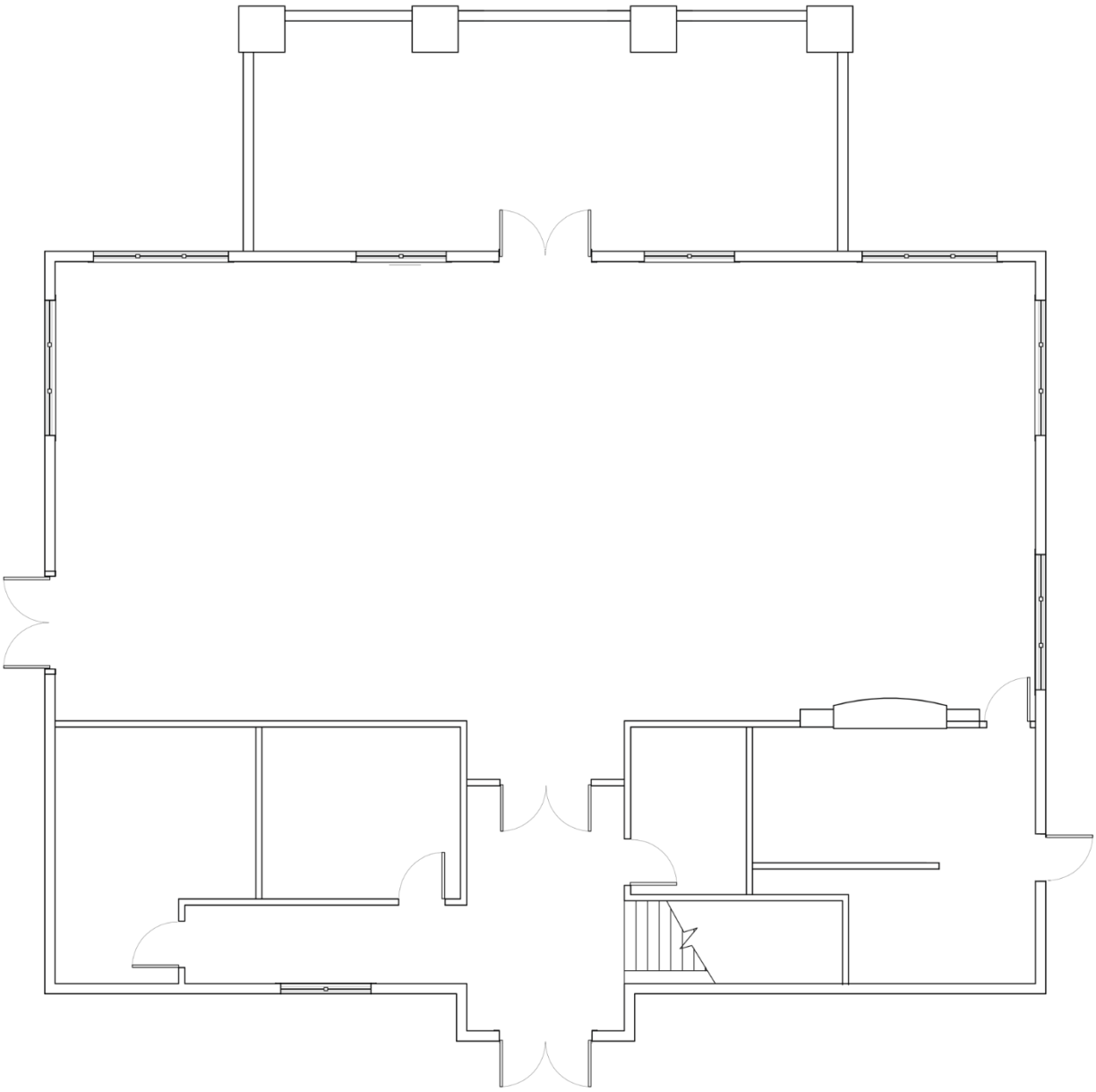
The kitchen at Crestmont Hall is equipped with a sink, oven, ice machine and refrigerator. The kitchen may be used for staging, heating, and serving food. Cooking is not allowed, only warming.

***Please note that we do not provide catering. You are welcome to bring your own vendors to your event.*

DÉCOR

Over each door and window, hooks are installed to hang décor. You may also use your own decorator or do your own décor. NOTE: Only battery-operated candles are allowed. No rice, confetti, loose petals or open flames are allowed in the hall.

IMAGES, FLOORPLANS & SAMPLE FLOORPLANS



Main Hall

Outdoor space

events@crestmonthall.com 12400 Crestmont Blvd SW, Calgary, AB T3B 5W5 403-475-7320

Projector screen

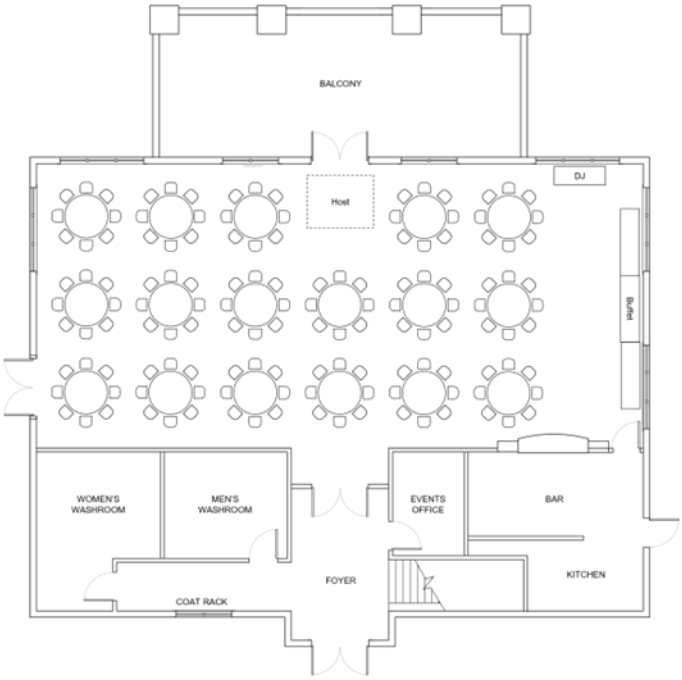
Bluetooth speaker and microphone

Image of a suggested wedding ceremony setup.

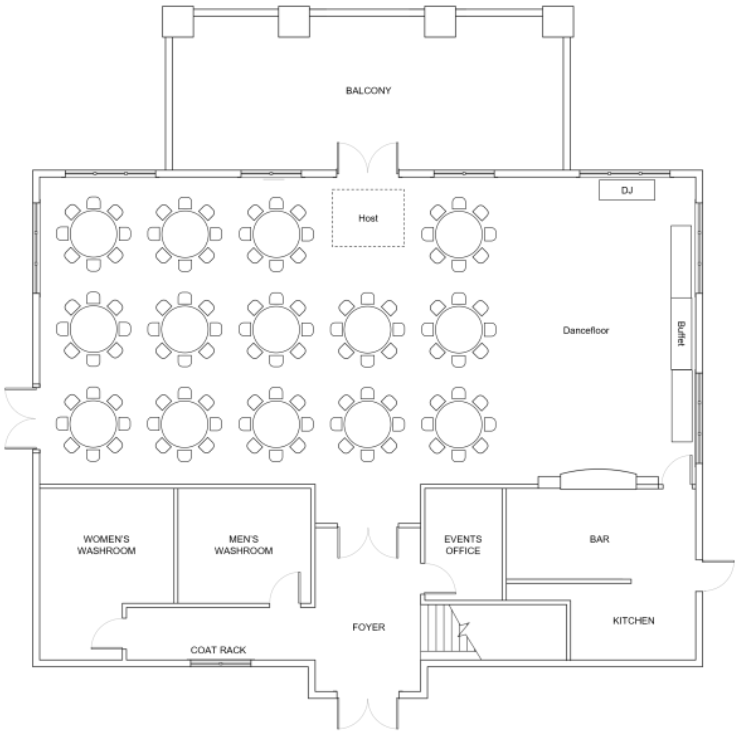
Image of a wedding reception setup.

SAMPLE FLOORPLANS

145 Guests without a dancefloor



120 Guests with a dancefloor



Another example of the Hall setup.

Balcony

CRESTMONT HALL

Book with us today!

events@crestmonthall.com 12400 Crestmont Blvd SW, Calgary, AB T3B 5W5 403-475-7320