

Facility Rental Agreement



PANORAMA
HILLS
Residents Association

Rental bookings are not confirmed until we receive a copy of this Facility Rental Agreement signed by the Member and accompanied by the initial rental fee payment

Contract

Contract #: FA-4034

Prepared by: Dan Green

Date: 26 Feb 2026

Status: Tentative

Client Information

Name: Staff Account

Account: Panorama Hills Community Centre

Phone #: (123) 456-7890

Email: info@mypanoramahills.com

Address: 88 Panamount Hill NW, Calgary, Alberta, T3K 5R9

Facility

Field	Start Date	End Date	Day	Time	Fee(s)	Subtotal
Event Centre	27 Feb 2026	27 Feb 2026	Friday	06:00 PM - 09:00 PM	\$225.00 (Event Centre - Prime Time Rates)	\$225.00

Facility Fees

Name	Subtotal	Discount	Tax	Total Price	# of Booking(s)
Event Centre	\$225.00	\$0.00	\$11.25	\$236.25	1

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Facility & Extra Summary

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Event Centre	27 Feb 2026	Friday	06:00 PM - 09:00 PM	\$225.00	\$0.00	\$0.00	\$11.25	\$236.25

!- Facility Fees Ends ->

Extra Fees

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
Event Centre Chairs - 150	11	\$0.00	1 session	\$0.00	\$0.00	\$0.00
Event Centre tables - 18 Round	123	\$0.00	1 session	\$0.00	\$0.00	\$0.00

Invoice

Due Date	Amount	Remaining Balance
-	-	-

Contract Total

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$225.00	\$11.25	\$0.00	\$0.00	\$236.25

Conditions of Use

Applicant Information – The renter must be a Member or an Approved Associate Member at least 21 years of age, in good standing with the Panorama Hills Residents Association and the registered homeowner.

As the applicant and member of the Panorama Hills Residents Association, I understand that I must be present during the entire duration of the rental as indicated in this rental agreement.

Membership - • Rental applicant must be a registered homeowner in Panorama Hills/Hanson Ridge and a member of good standing (i.e. no outstanding RA fees) of the Panorama Hills Residents Association. The rental applicant must check in with facility staff before taking possession of rental space and must be present for the duration of the rental. • Children of Panorama Hills Residents Association member households cannot rent facility space. For rentals involving individuals under 21 years of age there must be a ratio of 1 supervisory adult (at least 21 years of age) to every 10 individuals under the age of 21. This must include the registered owner (rental applicant). Supervisory adults must check in with facility staff PRIOR to the start time of the rental.

Start and End times include set-up and clean-up. Access WILL NOT be granted prior to your rental start time. All after-hours rentals (after 10:00pm) are subject to an additional \$150.00 + GST fee for event security. The latest end time for an after-hours rental is 1:00am. Applicant will have until the scheduled rental time to clean rental space and exit the building. After hours rentals can only be booked on Friday or Saturday evenings. No exceptions. A minimum of three hours is required for all rentals.

Due to the size of the facility, rentals must not be open to the public. As a result, we do not permit rentals that are intended to be sales, auctions, open houses, charge admission, or any such event that promotes open access to the general public. Failure to adhere to occupancy limits will result in the immediate stoppage of the rental.

As the applicant and member of the Panorama Hills Residents Association, I understand that I must be present during the entire duration of the rental.

Rental Fee - *The following section details the fees you will be responsible for to rent the requested space(s). Please read carefully.*

Hourly Rental Fee: All rentals are set in the contract details above. All rental fees, amenity fees including Event Security Fee if applicable, must be paid at the time of booking. All after hours rentals must be booked no less than 1 month in advance of rental date. **A minimum three hours is required for all rentals.**

Event Security Fee: All rentals after 10:00 pm are subject to a \$150.00+GST event security fee.

Damage Fee: Any damage to the facility and/or amenities outside regular use we reserve the right to invoice for part or all of the damages incurred that is deemed reasonable to pay for repair costs and/or replacement of damaged equipment. The fee will be directly proportional to the damage incurred and the time necessary for repair.

Cleaning Fee: For any rental that does not return the rented space in pre-rental condition, a \$300.00 + GST fee will be charged. Rental applicant will be provided a cleaning checklist and be given a pre-rental walkthrough of the space prior to taking possession of the requested space. Staff will conduct a post rental walk through after clean-up is completed.

Late Fee: A fee of \$50.00 + GST per half hour will be charged for any rental group that has not cleaned up and fully vacated the rental space at the time indicated in this agreement. ***This fee will continue to be charged for every 30 mins past the rental end time.***

False Alarm Fee: If there is a false fire alarm call during the event the member will be responsible for paying the fine. The City of Calgary Fire Department's fine for a false alarm event may vary from \$300 to \$1,000.

Rental Rules & Regulations - *Please read the following rules and regulations carefully as you and your guests will be bound by them and are in addition to the rules outlined throughout the rental agreement.*

Alcohol and Smoking

If alcohol is being served/consumed you must purchase a liquor license and a Host Liquor Liability Insurance Policy, with a minimum of \$2,000,000 liability coverage, and list the Panorama Hills RA Ltd. as an additional insured on the policy. Liquor license must be visibly displayed during duration of event. The liquor license and insurance policy must be provided to staff no less than **14 days** prior to the rental date. Failure to do so will result in rental cancellation with no refund.

Alcohol is not permitted outdoors or on the patios. Alcohol must be served and consumed in the rental space only.

No minors (under 18 years) shall consume, possess or serve alcohol.

Staff and security reserve the right to ask anyone consuming alcohol for identification.

Last call is **1 hour prior to rental end time**(12:00am at the latest) or earlier if indicated in your liquor license.

You must indicate on this rental agreement if alcohol will be served. If you do not and staff discover alcohol being served/consumed, then the rental will be immediately cancelled.

It is the responsibility of the rental applicant to ensure that all applicable Alberta Gaming and Liquor Commission liquor laws are adhered to.

The Panorama Hills Community Centre is a completely smoke free facility. There is no smoking permitted inside the facility or in the park. Smoking must be done at the designated location no less than 5 meters from the main entrance where the designated cigarette butt collection container is located. Rental applicant is responsible for ensuring that all guests adhere to this policy and properly disposing of cigarette butts.

Decorations and Supplies

Painter's tape, masking tape and sticky putty **ONLY** must be used for hanging decorations. Decorations must be placed on walls only (no windows, blinds, electronics, light fixtures, ceilings or doors). Staff can provide painter's tape if required. Rental applicant will be held responsible for any damage caused by improperly hanging decorations.

The use of confetti, balloons filled with confetti, party poppers, rice, birdseed, piñatas is strictly prohibited.

The rental applicant is responsible for providing their own dishes, cups, mugs, utensils, food, beverages, coffee, coffee filters, milk/cream, condiments and any other necessary party supplies.

ONLY Birthday Cake Candles are allowed. Flammable liquids, pyrotechnics, sparklers and smoke machines are prohibited

You are allowed to bring in service providers like inflatable structures, magicians, face painters or similar services. You have to provide detailed information in advance of the rental. Please remember setup time has to be included with your allotted rental time.

Equipment and Facility Usage

Only the tables and chairs supplied by the Panorama Hills Residents Association can be used for rentals. You can use rental companies for other equipment needed.

A floor plan will have to be provided at the time of booking and will be confirmed a minimum of seven(7) days before the rental. The room will be setup in advance.

If you purchase optional audio/visual amenities the Staff will assist you with setup.

The kitchen is to be used as an area to serve, heat and store food. It is not to be used for cooking and preparing meals. If you are using catering services please have them contact us.

The daytime use of rental space is intended primary for business meeting, corporate functions and professional use by non members. The space can be open to the public. As a result, we do not permit rentals that are intended to be sales, auctions, open houses, charge admission. ***Failure to adhere to occupancy limits will result in the immediate stoppage of the rental.***

Music and Entertainment

Rental applicant is responsible for providing their own music/DJ for their rental. Due to space restrictions, live bands/musicians are not permitted.

All events with music are subject to both SOCAN and Re:Sound charges. It is the responsibility of the rental applicant to ensure adherence to both SOCAN and Re:Sound music licensing tariffs. Please visit <http://www.socan.ca/licensees/musicuse> and <http://www.resound.ca/tariffs/> for further information.

Music must be played at a reasonable level throughout the event and doors must remain closed to respect the homeowners near the park.

Please be aware that violation of the City of Calgary Noise By-Law 5M2004 can result in a fine being issued to the applicant by police or by-law enforcement officers. Quiet time starts at 10:00 pm.

Staff reserve the right to stop a rental due to repeated noise warnings being ignored.

Conduct of Applicant and Guests

Rental Applicant must be present for the entire duration of the rental.

Rental Applicant is responsible for the behaviour and action of all guests.

Nobody is permitted in the park after the park, membership lounge or lower level after 10:00pm.

The Panorama Hills Residents Association (PHRA) enforces a **ZERO TOLERANCE** policy for abuse of staff. Any verbal or physical abuse of staff will result in the immediate stoppage of the rental, loss of rental fees and security deposit and prohibition from further rentals and/or the potential suspension of PHRA membership privileges at the discretion of management and/or the PHRA Board of Directors.

Changes

Date, time and facility space requirement changes for any rental during can be made up to and including the date of the rental permitted if there is schedule and/or space availability. Changes can only be made within facility operating hours (9am to 10pm).

An administration fee of \$25 + GST will be charged for any changes to the signed rental agreement plus any applicable fees for extending rental time or requiring additional space. A new rental agreement will have to be completed for any and all changes.

Cancellation

Cancellations made between **6 months and 3 months** prior to the rental date will result in the forfeiture of **25% of the rental fee**.

Cancellations made between **3 months and 1 month** prior to the rental date will result in the forfeiture of **50% of the rental fee**.

Any cancellation made **within 30 days or less** of the rental date will result in the forfeiture of **the full rental fee**. This includes event security fee (if applicable).

Agreement - Please read carefully and sign.

As the rental applicant I confirm that I have read, and I am fully aware of the rules, regulations and conditions of this rental agreement. I also understand and acknowledge that should I, or any of my guests, cause damage to any facility equipment, room, or outdoor grounds area, whether rented or not, that staff and management of the Panorama Hills Community Centre and/or the Panorama Hills Residents Association Board of Directors reserve the right to invoice me for part or all of the damages incurred that is deemed reasonable to pay for repair costs and/or replacement of damaged equipment. I also understand that **ANY** violation of the rules, regulations and conditions of this rental agreement can and **will** result in the potential for suspension of Panorama Hills Residents Association membership privileges as deemed necessary by management of the Panorama Hills Community Centre and/or the Panorama Hills Residents Association Board of Directors. I am also aware that I am fully responsible for any and all additional charges (i.e. police, fire, ambulance, security, fines, property damage, staff and security wages, etc.) By signing below, I am acknowledging that I have read, and I am bound by the rules, regulations and conditions outlined in this rental agreement. I acknowledge and agree that I assume all liability for my actions and the actions of my guests and assume all risks and liability for damages and remove all responsibility from Northstar Residents Association Ltd.. I also understand that any misrepresentation of my rental as described in this rental agreement will result in the immediate cancellation of my rental, loss of rental fees and prohibition from further rentals and/or potential suspension of Panorama Hills Residents Association membership privileges at the discretion of management and/or the Panorama Hills Residents Association Board of Directors.

Release and Waiver of Liability

Date: 26 Feb 2026

Client Signature
