



ABBHEY PLATINUM MASTER BUILT CENTRE **PROGRAM ROOM**

Facility Rental Information Package

Guest Services

Abbey Centre | 4500 Womacks Road

403.885.4039 | guestservices@blackfalds.ca

Updated

11/07/2025

BLACKFALDS
ALBERTA

ABBHEY CENTRE PROGRAM ROOM 4500 WOMACKS ROAD

QUICK OVERVIEW

Acceptable use can be meetings, seminars, workshops, pre-approved commercial use or celebration parties (i.e. birthday, anniversary).

SIZE: 26 ft x 26 ft

CAPACITY: Comfortably seats 30

FEATURES: Air conditioned, kitchenette, access to Indoor Play Space.

AMENITIES

- Air Conditioned
- Kitchenette (sink, microwave, fridge)
- Rogers Guest is available. Please consult Rogers for the details that this service provides.
- 60" TV with computer hook-up capabilities
- 6 – 6' rectangular tables, seating 30
- Large northwest facing windows
- Flip chart, white board, and projector screen available (included with rental rate but arrangements for use must be done with Guest Services prior to booking date).
*Projector not included
- Podium



QUICK OVERVIEW CONTINUED

To have access to any other area of the Abbey Centre (including the Indoor Play Space) all guests must pay admission to the Abbey Centre (annual/monthly pass, single day admission or punch pass).

If renters choose to utilize the Indoor Play Space (with paid admission) socks must be worn and all children must be supervised. Children ages 0 – 12 are welcome to utilize the Indoor Play Space. Supervisor ratio is 1:6 if the supervisor is 18 years or older. Supervisor ratio is 1:4 if supervisor is 13-17 years old. No food, drink or balloons are allowed and hours of operation for the Indoor Play Space is 8:00 am to 8:00 pm.

If renters choose to utilize the Field House (with paid admission) all users must wear clean, dry shoes. Please note that field house equipment may be signed out at Guest Services but does require one of the following: an active membership or punch pass OR for non-members a piece of photo ID or a \$20 deposit (to be returned when equipment is signed back in).

On occasion the full field house may be rented out for an event or tournament. If you plan on using the field house during your rental period, please call Guest Services to check on availability of the field house during your rental time.

FACILITY RENTAL INFORMATION PACKAGE

RENTAL RATES	LOCAL	NON-LOCAL	LOCAL NON-PROFIT
HOURLY	\$35	\$42	\$21
DAILY (7 am to 10 pm)	\$280	\$336	\$168
WEEKEND (Friday 12 pm to Sunday at 6 pm)	\$560	\$672	\$336

Local – Individuals or businesses who pay their taxes to either the Town of Blackfalds or Lacombe County

Non-Local – Individuals or businesses who do not pay their taxes to the Town of Blackfalds or Lacombe County

Local Non-Profit – Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality, not including other Towns or cities in Lacombe County

**** Weekend and holiday bookings are limited to one of the following time slots (9:00AM - 12:00PM, 1:00 - 4:00PM or 5:00 - 8:00PM)**

Birthday parties must be booked with a 3 hour minimum.

RULES & REGULATIONS

SUBJECT TO CHANGE WITHOUT NOTICE

FEES

Full payment of facility fees and damage deposit is required at the time of booking.

CANCELLATION OF FACILITY AGREEMENT

Guest Services must receive a completed Facility Cancellation Request Form before refunding of fees occurs.

For rentals under \$300 all fees will be withheld. For rentals over \$300 and the cancellation occurs less than 30 days from the event date, all fees will be withheld.

For rentals over \$300, if the cancellation occurs more than 30 days prior to the rental date, a \$300 non-refundable booking fee will be retained, and the remainder of the facility fees will be refunded with a cheque.

In the event that a State of Emergency or other circumstance deemed important by the Town of Blackfalds, this facility may be required by the Town resulting in the cancellation of your booking and a full refund being issued.

CHANGES TO FACILITY AGREEMENT

Facility set-up instructions (i.e. Podium, extra tables) will be accepted up to 30 days prior to your event. We will not be able to accommodate requests beyond this timeline.

INSURANCE REQUIREMENTS

Proof of insurance for high risk events must be provided to Guest Services 30 days prior to your event. You may apply for insurance by going to <https://blackfalds.instantriskcoverage.com/login> or utilize an insurance broker (event date must be within 4 months from date of application).

SPECIAL EVENT PLANNING

If you are planning an event open to the public please consult Alberta Health Services – Environmental Public Health at <https://www.albertahealthservices.ca/eph/Page13999.aspx> for information and guidelines necessary to organize and host a special event. Notification and approval must be obtained via AHS.

SPECIAL EVENT PERMIT

Any event that may impact town operations, infrastructure, or services, such as festivals, parades, concerts, exhibits, sporting events, etc. and take place on public lands. Please fill out a Special Event Application found here: <https://www.blackfalds.ca/p/special-event-permits>.

BUSINESS LICENSE

In accordance with the Town of Blackfalds Business License Bylaw 1209/17, renters must obtain and display the appropriate Business License for their event when renting Town of Blackfalds facilities. Events held for profit or gain, excluding non-profit or charitable organizations, may also require a current business license.

Licenses and fees vary by business type. If it is determined that your event requires a business license, a copy of the license or receipt must be provided to Guest Services no later than 30 days prior to the event.

License information is available at: <https://www.blackfalds.ca/p/business-licences>. Please contact the Town of Blackfalds Planning & Development Department at

403.885.4677 for further information or to start the application process.

DECORATING & SET-UP

All decorating / set-up and cleanup is required to take place within your booking time. **No decorations are allowed to be taped to the walls inside Program Room or hung from the ceiling.** Bulletin bar strips on the walls are for renters to tack decorations to.

Confetti, glitter and rice are not allowed in any part of the facility. Non-compliance with these standards will result in costs for extra cleaning or repairs being billed to the renter.

Smoke machines are not allowed for any reason. Failure to comply will result in charges being billed directly to the renter in the event of a false fire alarm.

TABLES & CHAIRS

Program Room has a seating capacity of 30. The 6 – 6' rectangular tables comfortably sit 6 people (not including the ends).

Any change to the configuration of tables and chairs is the responsibility of the renter.

NOISE

As the Program Room is located on the main floor of the Abbey Centre, please be aware that there may be some noise from the Indoor Play Space, Field House and/or the Fitness Centre.

FOOD SERVICE

Food Services is available May long weekend to September long weekend. Service delivery for special events and large field house bookings will be decided on a by case by case situation if taking place outside of the summer months.

The Town of Blackfalds does not adhere to any exclusivity rights inside the Abbey Centre building itself, therefore, outside food (restaurant and store bought) is allowed to be brought and consumed within the facility but may not be for re-sale purposes.

Please contact Guest Services at 403-885-4039 for further information.

Should you wish to proceed with a booking please go to www.blackfalds.ca/rentals and fill out the Facility Booking Request Form at the bottom of the page. Guest Services will contact you for further details.

ABBHEY CENTRE PROGRAM ROOM

CLEAN-UP

The renter is responsible for the general clean-up of the facility.

- Tables and chairs **are not the responsibility** of the renter to take down and put away.
- Please ensure to cover/protect all tables if doing arts and crafts.
- All decorations and related items must be removed by the time indicated on your agreement. No overnight storage allowed.
- Larger spills should be cleaned up and floor swept for obvious dirt.
- Garbage and recycling must be put into the appropriate receptacles.
- All lights are turned out.
- Kitchenette area left in a clean & sanitary manner

VACATING THE FACILITY

It is essential that the Program Room be vacated at the completion time stated on the agreement as the Custodial staff sets their schedule for clean-up around the stated event completion time. If the facility is not vacated as stated, charges will be billed to the renter.

EMERGENCY PHONE NUMBER

Fire, Ambulance, Police | 911

**The Town of Blackfalds is not responsible for charges incurred due to false smoke alarms, this is the responsibility of the renter.*

TOWN OF BLACKFALDS CONTACT NUMBERS

Guest Services | 403.885.4039

Community Services (after hours) | 403.357.9888

* All booking payments and facility fees are required at the time of booking, either in person or by phone.

* All cheques are payable to Town of Blackfalds.

RENTERS AGREEMENT & RESPONSIBILITY

I have read, understand and agree to comply with the Program Room Rules and Regulations. By signing this Agreement electronically, you are consenting to sign this Agreement by electronic means, and the terms and conditions are legally binding and are of the same force and effect as made with wet ink.

RENTER'S SIGNATURE

DATE (MM/DD/YY)

GUEST SERVICES SIGNATURE

DATE (MM/DD/YY)

As the before mentioned renter, the individual signing the Program Room agreement is responsible for the set-up and organization of the event as well as to also ensure that all rules and regulations are followed from the event start time to the event completion time as stated on the agreement. This signed and dated Information Package must be sent or returned to Guest Services and a copy of the signed agreement by the requested date to generate a complete booking.

The renter shall indemnify the Town of Blackfalds, its agents, and employees, from and against any claims, demands, losses, damages, actions, suits, or proceedings by third parties that arise out of a private booking of the Program Room, unless proven to be directly caused from gross negligence by the Town of Blackfalds.