



# ABBHEY PLATINUM MASTER BUILT CENTRE **FITNESS STUDIO 2**

Facility Rental Information Package

Guest Services

Abbey Centre | 4500 Womacks Road

**403.885.4039** | [guestservices@blackfalds.ca](mailto:guestservices@blackfalds.ca)

Updated

**11/07/2025**

**BLACKFALDS**  
ALBERTA

# ABBHEY CENTRE

## FITNESS STUDIO 2

4500 WOMACKS ROAD

### QUICK OVERVIEW

Acceptable use can be fitness based programs, meetings, seminars, workshops, celebrations (i.e. birthday, anniversary) or tournament/sport competition related.

**SIZE:** 28 ft x 24 ft

**CAPACITY:** Comfortably seats 30

**FEATURES:** Air conditioned, open room and one wall 6' high mirrors.

### AMENITIES

- Air Conditioned
- Rogers Guest is available. Please consult Rogers for the details that this service provides.
- 6 – 5' rectangular tables
- Flip chart, white board and projector screen available (included in rental rate but arrangements for use must be done with Guest Services prior to booking date).  
\*Projector not included



## QUICK OVERVIEW CONTINUED

To have access to any other area of the Abbey Centre 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 Place Space is 8:00 am to 8:00 pm.

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.

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### FACILITY RENTAL INFORMATION PACKAGE

<b>RENTAL RATES</b>	<b>LOCAL</b>	<b>NON-LOCAL</b>	<b>LOCAL NON-PROFIT</b>
<b>HOURLY</b>	\$35	\$42	\$21
<b>DAILY</b> (7 am to 10 pm)	\$280	\$336	\$168
<b>WEEKEND</b> (Friday 12 pm to Sunday 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 (11 am-2 pm or 3 pm-6 pm).**

Birthday parties must be booked with a 3-hour minimum.

# RULES & REGULATIONS

## SUBJECT TO CHANGE WITHOUT NOTICE

### **FEES**

Full payment of facility fees 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 or tacked to the walls inside the Fitness Studio 2 or hung from the ceiling.**

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**

The setup of the tables and chairs is the responsibility of the renter, with the exception of Birthday Parties. Tables and chairs for 30 will be setup for Birthday Parties.

**NOISE**

As the Fitness Studio 2 is located on the second floor of the Abbey Centre, please be aware there may be some noise from the Fitness Centre and/or the Field House.

**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](http://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.

# ABBEY CENTRE FITNESS STUDIO 2

## **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 takedown and put away.
- Please ensure to cover/protect all tables if doing arts and crafts.
- All decorations and related items used by the renter 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 out into the appropriate receptacles.
- All lights are turned out and door closed.

## **VACATING THE FACILITY**

It is essential that the Fitness Studio 2 be vacated at the completion time stated on the agreement as Custodial Staff sets their schedule for clean-up and table / chair takedown around the stated event completion time. If the facility is not vacated as agreed in the agreement, 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 Fitness Studio 2 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.

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**RENTER'S SIGNATURE**

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**DATE (MM/DD/YY)**

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**GUEST SERVICES SIGNATURE**

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**DATE (MM/DD/YY)**

As the before mentioned renter, the individual signing the Fitness Studio 2 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 Fitness Studio 2, unless proven to be directly caused from gross negligence by the Town of Blackfalds.*