



ABBHEY PLATINUM MASTER BUILT CENTRE FIELD HOUSE

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 FIELD HOUSE

4500 WOMACKS ROAD

QUICK OVERVIEW

Acceptable use can be sporting events / competitions, tradeshow / conference, non-profit community event or education-based graduation ceremony as per the acceptable usage Policy 165/23.

SIZE: The full gymnasium has a floor space of over 15,000 square feet (174'X91') and has a ceiling height of 42'.

CAPACITY: 1,000 concert style seating

FEATURES: The Field House is located on the main floor of the Abbey Centre.

AMENITIES

- Air Conditioned
- Game markings for basketball, volleyball, badminton, and pickle ball.
- Used in its entirety or divided into three smaller gyms (1/3, 2/3, full).
- P.A. System.
- Score clock
- Rogers Guest is available. WIFI access point available for event streaming and/or live tournament scoring. Please contact Guest Services for access details.



QUICK OVERVIEW CONTINUED

All users of the field house must wear clean, dry shoes. No food or drink allowed other than water/sports drink in a plastic water bottle. All guests under the age of 8 must be supervised. 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.

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).

To have access to any other area of the Abbey Centre (including any field house that was not included in the rental agreement) all guests must pay admission to the Abbey Centre (annual/monthly pass, single day admission or punch pass).

FACILITY RENTAL INFORMATION PACKAGE

1/3 GYM	LOCAL	NON-LOCAL	LOCAL NON-PROFIT
HOURLY	\$45	\$54	\$27
DAILY (7 am to 10 pm)	\$360	\$432	\$216
WEEKEND (Friday 12 pm to Sunday 6 pm)	\$720	\$864	\$432

2/3 GYM	LOCAL	NON-LOCAL	LOCAL NON-PROFIT
HOURLY	\$85	\$102	\$51
DAILY (7 am to 10 pm)	\$680	\$816	\$408
WEEKEND (Friday 12 pm to Sunday 6 pm)	\$1,360	\$1,632	\$816

FACILITY RENTAL INFORMATION PACKAGE

FULL GYM	LOCAL	NON-LOCAL	LOCAL NON-PROFIT
DAILY (7 am - 10 pm)	\$850	\$1,020	\$510
PARTIAL WEEKEND (Friday 6 pm - Saturday 10 pm)	\$1,105	\$1,326	\$663
FULL WEEKEND (Friday 12 pm - Sunday 6 pm)	\$1,700	\$2,040	\$1,020

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

All rentals include the use of up to 70 tables (5 feet long) and chairs, change rooms and washroom facilities. A score clock and shot clock is also available, please contact Guest Services to make arrangements for set up and use.

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.

RULES & REGULATIONS

SUBJECT TO CHANGE WITHOUT NOTICE

FEES

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

DAMAGE DEPOSIT

A damage deposit of \$300 is required for any 2/3 or full field house bookings. The damage deposit will be deposited into the Town of Blackfalds bank account and will be released upon confirmation that no damage occurred, no extra cleaning was required or additional time was used. If damage is reported, a corresponding portion of the damage deposit will be withheld. If the rental extends beyond the booked times, the renter will be charged \$75 for the first half hour and the entire damage deposit will be forfeited for rental extensions beyond a half hour. Return of the relevant damage deposit funds (without interest) will be done via cheque and mailed to the contact listed on the contract within 30 days of the rental date.

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. sound system, podium) 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

Podium, P.A. system, score clock and shot clock is available for set-up and will be done by our staff according to instructions received up to 30 days prior to the day of your event. All necessary equipment for your booking, i.e extension cords, are the responsibility of the renter to supply.

Set-up and cleanup is required to take place within your booking time. Please do not use tape on the floor. 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

All rentals include the use of up to 70 tables (5 feet long) and chairs which are the responsibility of the renter to setup.

P.A. SYSTEM

A portable P.A. system and a microphone is available upon request. Please contact Guest Services to make arrangements for set up and use.

NOISE

As the field house is a wide-open space shared with many other components of the Abbey Centre (i.e. running track) the playing of music is not allowed as it would potentially infringe on the enjoyment of the other users in the facility

FOOD SERVICE

There is no food or beverage (except plastic water bottles with water or sports drinks) allowed in the Field House at any time.

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.

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

ABBHEY CENTRE FIELD HOUSE

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.
- All items used by the renter must be removed by the time indicated on your agreement.
- Unsupervised overnight storage is allowed for full field house multi-day bookings only.
- Larger spills should be cleaned up and floor swept for obvious dirt.
- Garbage and recycling must be put into the appropriate receptacles.

VACATING THE FACILITY

It is essential that the Field House be vacated at the completion time stated on the agreement as Custodial Staff set 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. The Town reserves the right to open the facility for regular use once it is completely clean and vacated by 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 Field House 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 Field House agreement is responsible for the setup 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 Field House, unless proven to be directly caused from gross negligence by the Town of Blackfalds.