



COMMUNITY CENTRE

MEETING ROOM 1

Location: 4810 Womacks Road

Facility Rental Information Package

Guest Services

Abbey Centre | 4500 Womacks Road

403.885.4039 | guestservices@blackfalds.ca

Updated

11/07/2025

BLACKFALDS
ALBERTA

COMMUNITY CENTRE

MEETING ROOM 1

4810 WOMACKS ROAD

QUICK OVERVIEW

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

SIZE: 34 ft. x 38 ft.

CAPACITY: Tables and chairs for 30

FEATURES: Outside amenities include tennis courts, playground and green space, and ample parking.

AMENITIES

- Air conditioned
- Sink and water fountain
- Tables - 6 rectangular (8 ft)
- Chairs – 30 folding
- Rogers Guest is available. Please consult Rogers for the details that this service provides.
- Children's tables (4)
- Children's chairs (30)



FACILITY RENTAL INFORMATION PACKAGE

	LOCAL	NON-LOCAL	LOCAL NON-PROFIT
HOURLY	\$35	\$42	\$21
DAILY (10 am - 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

**** The weekend rate includes up to midnight on the Friday night and midnight on Saturday night. Additional time up to 2 am can be rented at the hourly rate.**

Daily rates are for a maximum time of 10 am to 10 pm.

Bookings must be a 2 hour minimum.

Birthday parties must be booked with a 3 hour minimum.

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 (\$300 non-alcohol events or \$500 with alcohol) is required. 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.

Evidence of smoking in the facility will result in a forfeiture of the damage deposit and the RCMP will be provided with the contact named on the contract for possible additional fines.

CANCELLATION OF FACILITY AGREEMENT

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

For rentals under \$300 all facility fees will be withheld and the damage deposit (if applicable) will be refunded with a cheque.

For rentals over \$300 and the cancellation occurs less than 30 days from the event date, all facility fees will be withheld and the damage deposit (if applicable) will be refunded with a cheque.

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 and the damage deposit (if applicable) 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

We will not be able to accommodate facility rental request changes beyond a 30 day timeline.

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-licenses>.

Please contact the Town of Blackfalds Planning & Development Department at 403.885.4677 for further information or to start the application process.

MEETING ROOM 1 ACCESS

A fob to the facility will be issued to the renter after 5:30 am Monday – Friday, 7 am Saturday & Sunday's on the day of the booking. The fob can be picked up at the Abbey Centre, 4500 Womacks Road and must be returned no later than one day after the rental date. There is a \$25 replacement fee for unreturned fobs. Access to the room will be gained via the southwest door.

Ensure to switch off the small red switch to the left of each door during usage and to activate the lock when leaving the premises.

DECORATING & SET-UP

No decorations may be adhered to the walls or hung from the ceiling.

Confetti, glitter, rice and open candles may not be used in the facility. Please do not use duct tape on the floor. Non-compliance with these standards will result in costs for extra cleaning or repairs being deducted from the damage deposit.

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 AND CHAIRS

The Meeting Room 1 has a seating capacity of 30. **Tables and chairs are the responsibility of the renter to setup but not take down.**

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).

SERVING ALCOHOL

Alcohol service is permitted in Meeting Room 1. It is the renters responsibility to abide by all AGLC regulations i.e. Special Event licenses and or ProServe requirements. Permits and regulations can be obtained from the Alberta Gaming & Liquor Commission, 780.447.8600 or www.aglc.gov.ab.ca.

Proof of your liquor license must be provided to Guest Services 30 days prior to your event. You may apply for a permit by going to <https://aglc.ca/event-licence>.

Party Alcohol Liability (PAL) insurance is required for any event serving alcohol. **A Certificate of Insurance naming the Town of Blackfalds as additionally insured for \$5 million must be provided 30 days prior to the event and be in the contract holders name.** You may go to www.palcanada.com, <https://blackfalds.instantriskcoverage.com/login> or utilize any insurance broker (event date must be within 4 months from date of application).

Consumption of alcohol is permitted until 9:00 pm and the facility must be cleaned up and vacated by 10:00 pm.

The Town of Blackfalds encourages safe and responsible consumption of alcohol. As such, vehicles may remain in the parking lot overnight, but must be removed by noon the following day.

NOISE

As Meeting Room 1 is located near the Main Hall and Multi Purpose Room, please be aware that there may be some noise from the adjacent rental spaces.

CAMPING FACILITIES

Camping facilities are available at Sterling Industries Sports Park or Burbank Campground (403.885.5335).

Camping is not allowed in the Blackfalds Community Centre parking lot or grounds.

A \$50 fine for each unit located on the Community Centre grounds after 3 AM will be deducted from the damage deposit.

COMMUNITY CENTRE MEETING ROOM 1

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.
- 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 picked up from all receptacles and placed in the garbage bins located on the west side of the building.
- Recycling put in recycling receptacles.
- All lights are turned out.
- Please ensure to cover/protect all tables if doing art, crafts
- All facility doors are secured and locked (if applicable).
- Fob returned to the Abbey Centre.

VACATING THE FACILITY

It is essential that the Meeting Room 1 be vacated at the completion time stated on the agreement so Building Services may perform clean-up and table/chair takedown. If the facility is not vacated as agreed in the agreement, charges will be applied against the damage deposit.

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 Meeting Room 1 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 Meeting Room 1 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 Meeting Room 1, unless proven to be directly caused from gross negligence by the Town of Blackfalds.