



CRESTMONT

**Homeowners'
Association**

CRESTMONT HALL

2024 Information Package

12400 Crestmont Boulevard SW, Calgary, AB T3B 5W5

403-475-7320

events@crestmonthall.com

www.crestmonthall.com



ABOUT THE VENUE

Crestmont Hall is located in one of Calgary's most picturesque communities, boasting an array of breathtaking vistas – from grassy woodlands to expansive valley sunsets – with uninterrupted views of the Bow River Valley and Rocky Mountains.

Crestmont offers a perfect setting to host your special celebration. From the main hall, stunning mountain views that can be seen through the large open windows bringing in lots of light. With beautiful indoor and outdoor spaces, and spectacular views from the balcony, Crestmont Hall is an ideal space for ceremonies, banquets, and receptions.

Every event is unique, and our goal is to ensure a stress-free, memorable experience. The Crestmont team will go out of its way to take care of every detail so you can relax and enjoy your special day.



VENUE RENTAL BOOKING COSTS

Venue	Monday to Thursday	Friday	Saturday, Sunday, & Holiday Mondays
April to September	<p>Hourly bookings 9:00am – 4:00pm 3-hour minimum 4:00pm onwards</p> <p>Member Rate: \$75.00/hr. Non-Member Rate: \$90.00/hr. + Setup and teardown fee : \$200.00 + Security fee of \$50 applies if renting past 9pm <i>Includes tables and chairs.</i></p>	<p>Full day 1PM – 1 AM Early access available at 11:00am</p> <p>Member Rate: \$1485.00 Non-Member Rate: \$1650.00 <i>No hourly bookings</i> <i>Includes set up and take down of tables and chairs, and end of event security.</i></p>	<p>Full day 1PM – 1 AM Early access available at 11:00am</p> <p>Member Rate: \$1485.00 Non-Member Rate: \$1650.00 <i>No hourly bookings</i> <i>Includes set up and take down of tables and chairs, and end of event security.</i></p>
October to March	<p>Hourly bookings 9:00am – 4:00pm 3-hour minimum 4:00pm onwards</p> <p>Member Rate: \$50.00/hr. Non-Member Rate: \$75.00/hr. + Setup and teardown fee : \$200.00 + Security fee of \$50 applies if renting past 9pm <i>Includes tables and chairs.</i></p>	<p>Hourly bookings 9:00am – 4:00pm 3-hour minimum 4:00pm onwards</p> <p>Member Rate: \$75.00/hr. Non-Member Rate: \$90.00/hr. + Setup and teardown fee : \$200.00 + Security fee of \$50 applies if renting past 9pm <i>Includes tables and chairs.</i></p>	<p>Full day 1PM – 1 AM Early access available at 11:00am</p> <p>Member Rate: \$1485.00 Non-Member Rate: \$1650.00 <i>No hourly bookings</i> <i>Includes set up and take down of tables and chairs, and end of event security.</i></p>
Capacity	150 Banquet, 235 Standing Reception		
Size and Dimensions	1,965 sq. ft.	<p><u>Hall</u> 65.5 ft. long 30 ft. wide</p>	<p><u>Balcony</u> 38.5 ft. long 18 ft. wide</p>

** The rates above are valid for 2023 – 2024. Rentals in 2025 will be subject to a 10% price increase. Please see the 2025 information package for more accurate pricing.

ADDITIONAL VENUE COSTS

BARTENDER/VENUE ATTENDANT

A venue attendant is optional for all events. Venue attendants are pro-serve licensed and can perform bartending duties.

Bartender/Venue attendant rate: \$25/hour

CORKAGE

Corkage is optional for all events, and would include pop, juice, lemons & limes.

Cost: \$7.50/person

SPEAKER

Portable Bluetooth sound system that comes with two microphones

Cost: \$50

PROJECTOR AND SCREEN

Smart projector and projector screen.

Cost: \$100

BBQ

Full-sized barbecue that comes with propane.

Cost: \$75

MUSIC AND DANCING

Under the Copyright Act of Canada, all venues are required to pay SOCAN tariffs for rental events that play music. SOCAN represents the rights of songwriters, lyric authors, composers, and music publishers. Resound represents the rights of the artists and recording companies. For more information, please visit

<http://www.socan.ca> or www.resound.ca

Costs associated with music	
Music with dancing	\$90.12
Music only	\$45.02
Live music, no charge	

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SETUP & TEARDOWN

Mandatory set-up fee for weekday hourly event rentals

Weekday setup rate: \$200.00

Set-up fee is included with full day rentals

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PAYMENT SCHEDULE

Payment Due Date Breakdown	
50% of Event Total	With signed agreement at time of booking
50% of Event Total	30 days prior to Event
\$1,000 Security Deposit	30 days prior to Event
\$1,000 Security Deposit Refund	10 days after Event

The Renter agrees to deposit \$1,000.00 as security deposit to cover any damage to the Venue.

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CANCELLATION AND RESCHEDULLING

If the Renter wishes to terminate the contract, the \$1,000.00 security deposit shall be refunded. Cancellation or rescheduling must be done in writing and emailed to events@crestmonthall.com. In addition, a fee of \$250.00 will apply for cancellation and \$150.00 will apply for reschedule. Two weeks written notice is required for rescheduling.



** The hall includes a warming kitchen and bar area equipped with an oven, refrigerator, and ice machine. Cooking is not allowed.

SUPPLIES PROVIDED

CHAIRS AND TABLES

Crestmont Hall’s chairs and tables are only for indoor hall use; these are not permitted to be used outdoors. Any chair, table, and stage panel rented to be brought into the hall must have felted footings and be approved by the Facility Manager. The venue does not provide tablecloths, napkins, plates, cutlery, and glassware.

Item available	Dimensions (if applicable)	Colour and amount available
5’ Round Tables	29” height	White plastic 20
2.5’ Round Tables	29” height	White plastic 1
2’ Round Cocktail Tables	29.5” height	White plastic 10
8’ Rectangular Tables	29” height	White plastic 15
6’ Rectangular Tables	29” height	White plastic 11
4’ Rectangular Tables	29” height	White plastic 4
Banquet Chairs Black Frame	-	Grey cushion 150
Podium	-	Black 1
Highchairs	-	White 3

CRESTMONT OUTDOOR GREEN SPACE*

The greenspace behind the hall belongs to the City of Calgary. If renters wish to use the space, Crestmont Hall will get a permit from the City on their behalf. The cost is approximately \$90 for the day. Hall chairs and tables may not be used in the greenspace.

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PARKING

Crestmont Hall has a well-lit, large, and private parking lot.

SERVICES

KITCHEN

The kitchen at Crestmont Hall is equipped with a sink, oven, ice machine and refrigerator. The kitchen may be used for staging, heating, and serving food.



DÉCOR

Over each door and window, hooks are installed to hang décor. You may also use your own decorator or do your own décor. NOTE: If you would like to have candles at your event, they must be battery operated. There are to be no open flames in the Hall.

***Please note that we do not provide catering. You are welcome to bring your own vendors to your event.*

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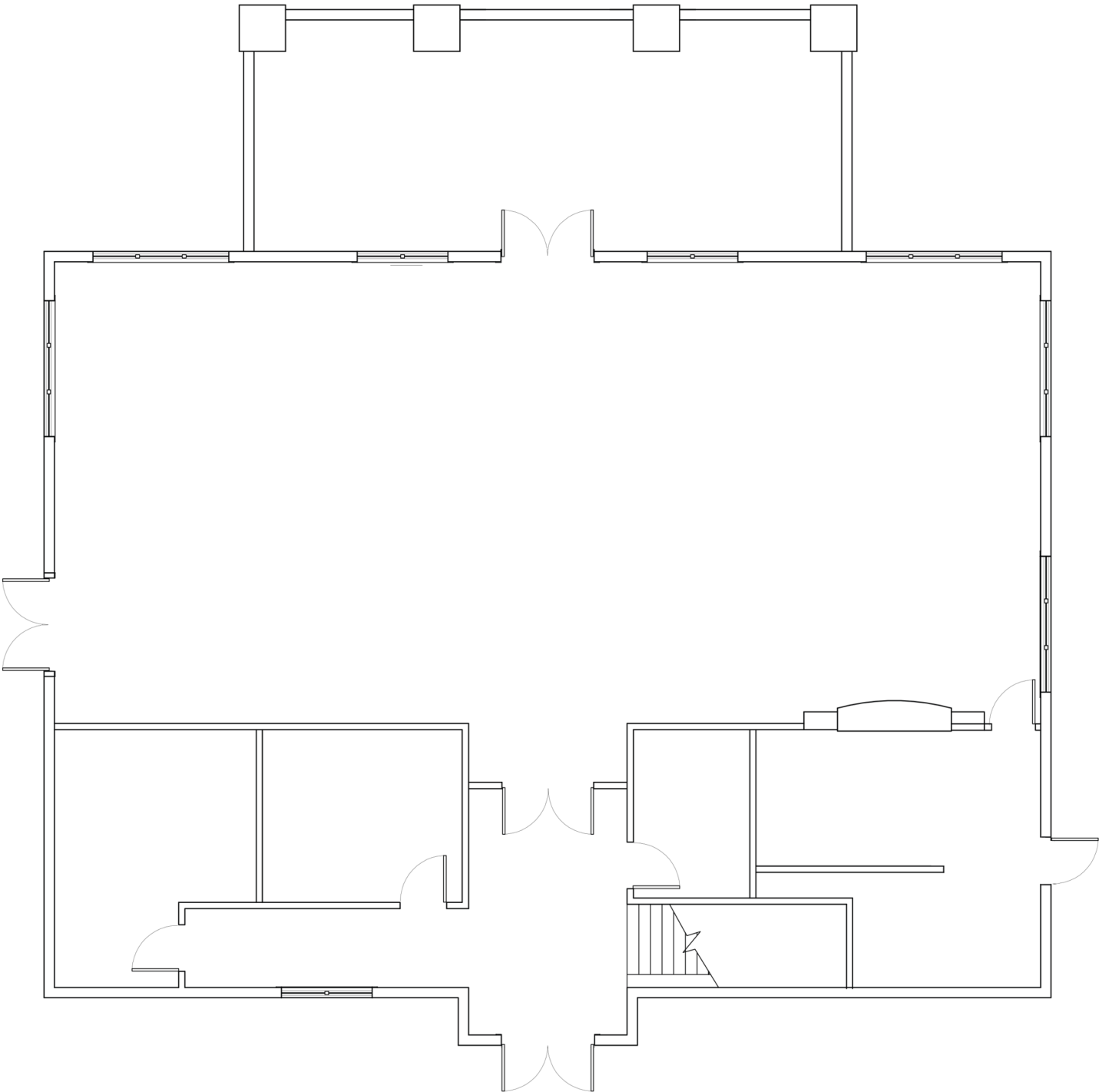
EVENT INSURANCE

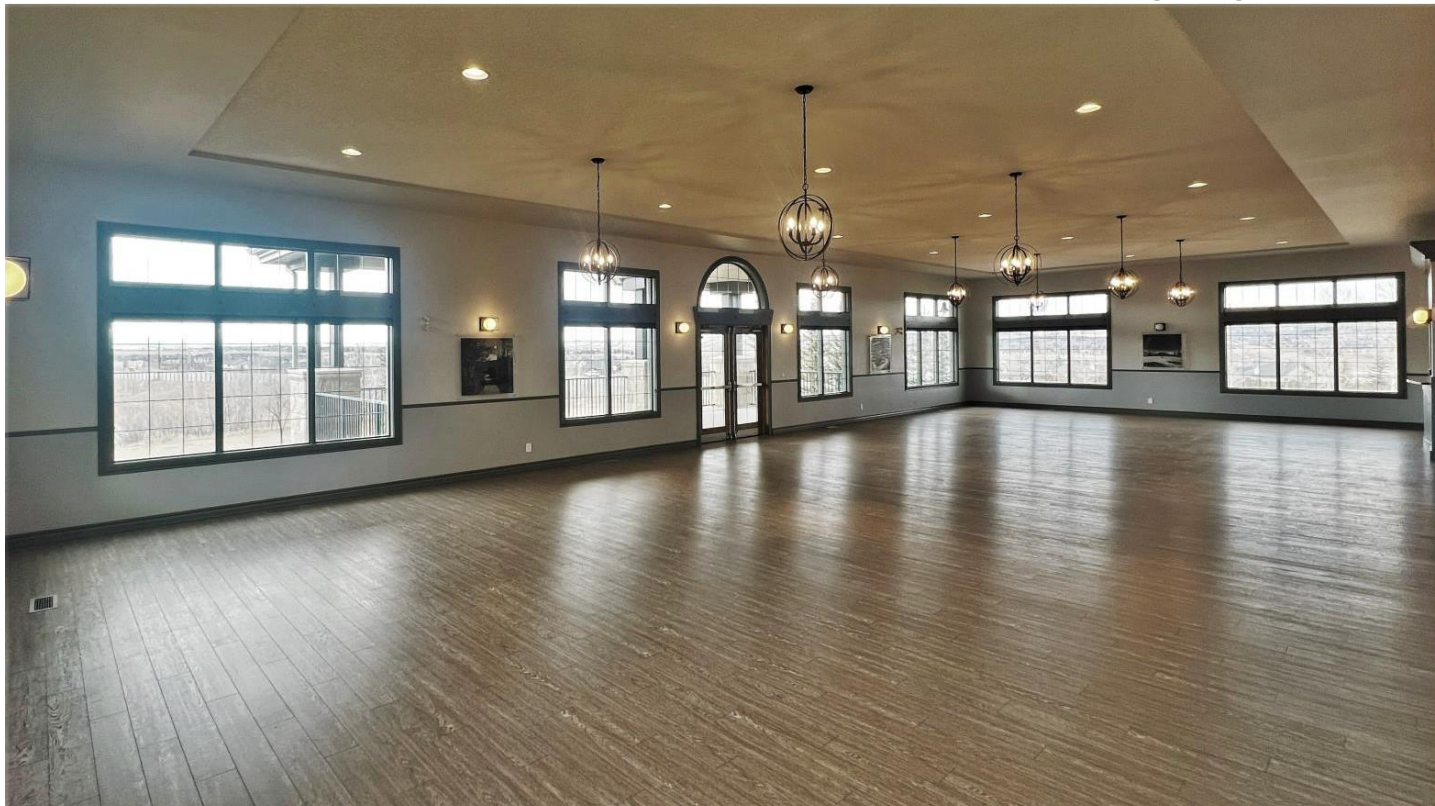
We ask that our renters secure liability insurance coverage listing the following as additional insured: Crestmont Homeowners' Association. If you are having alcohol at your event, you must have the Host Liquor Liability or Party Alcohol Liability Insurance. If liquor is being provided or sold at the event, a Private Special Event Liquor License must be secured by the Renter. Crestmont requires a copy of the private special event liquor license and liability insurance submitted 7 days before the date of the event. Event insurance can be acquired from your regular insurance provider. Alternatively, Crestmont recommends **Duuo** as a reliable Event Insurance provider.

Duuo Event Insurance

www.duuo.ca/event-insurance

IMAGES, FLOORPLANS & SAMPLE FLOORPLANS





Main Hall



*Outdoor space – see 'Crestmont Outdoor Green Space' for information about this add-on



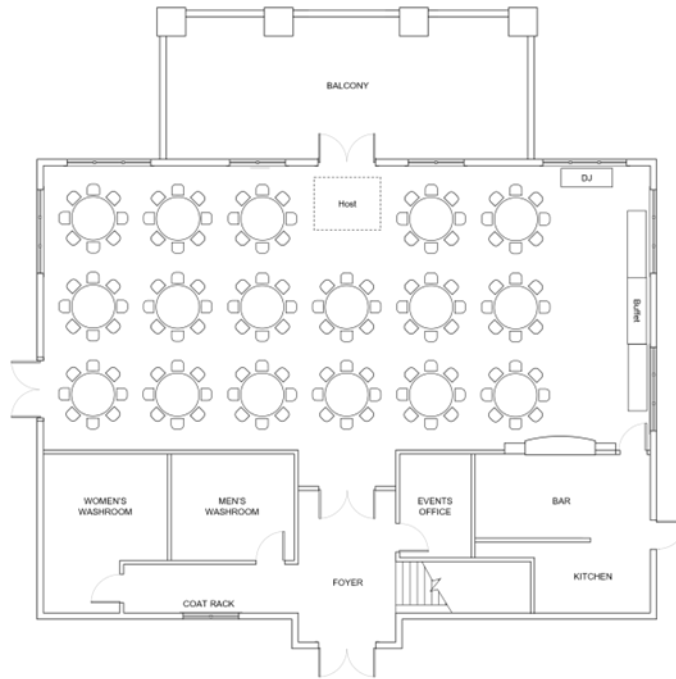
Image of a suggested wedding ceremony setup.



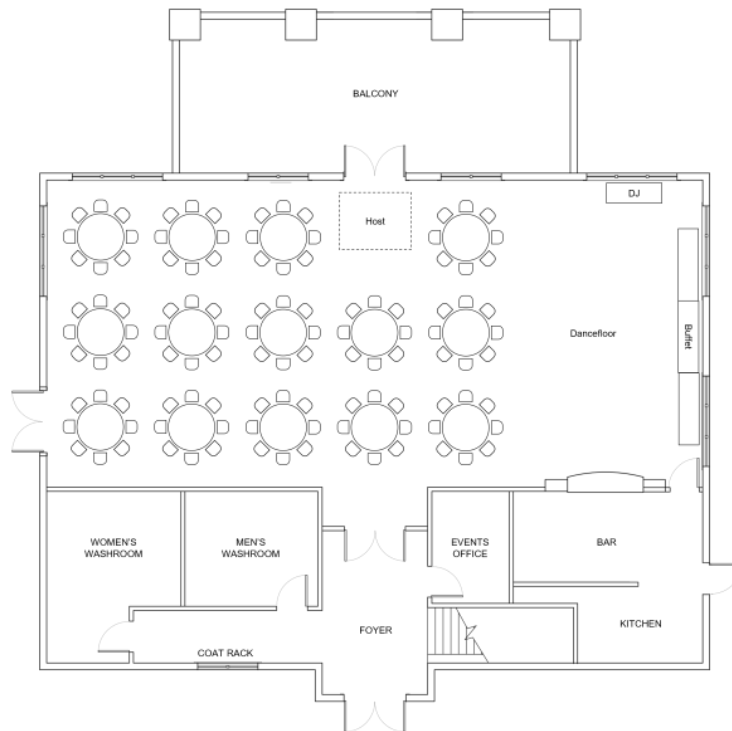
Image of a wedding reception setup.

SAMPLE FLOORPLANS

145 Guests without a dancefloor



120 Guests with a dancefloor





Another example of the Hall setup.



Balcony

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