

# Livingston Homeowners Association Rental Rates

Effective July 25, 2022

## BANQUET HALL

Length of Booking	Resident Rate	Non-Resident Rate	What is included
4 hours	\$270 + GST	\$351 + GST	Exclusive use of Banquet Hall including balcony, table & chairs, access to kitchen
6 hours	\$400 + GST	\$526.50 + GST	Exclusive use of Banquet Hall including balcony, table & chairs, access to kitchen
Half Day (1pm to 1 am)	\$1172 + GST	\$1442.42 + GST	Exclusive use of Banquet Hall including balcony, table & chairs, access to kitchen After hours security \$ cleaning, access to the Boardroom & Entandem (Music & Dancing Tariff)
Full Day (9am to 1am)	\$1442 + GST	\$1802.42 + GST	Exclusive use of Banquet Hall including balcony, table & chairs, access to kitchen After hours security \$ cleaning, access to the Boardroom & Entandem (Music & Dancing Tariff)

## HOWSE ROOM

Length of Booking	Resident Rate	Non-Resident Rate	What is included
4 hours	\$150 + GST	\$195 + GST	Exclusive use of Howse Room including table & chairs, access to kitchen
6 hours	\$225 + GST	\$292.50 + GST	Exclusive use of Howse Room including table & chairs, access to kitchen

			Hourly Rates		
	Dimensions	Capacity	Resident	Brookfield Community	Non-Resident
Livingston Banquet Hall 2658 sq ft	48 ft by 47 ft	110 seated dinner	\$80.00	\$92.00	\$104.00
Howse Room 617 sq. feet	23 ft by 26 ft	45	\$50.00	\$57.50	\$65.00
Lucas Room 617 sq. feet	23 ft by 26 ft	45	\$50.00	\$57.50	\$65.00
Boardroom 279 sq. feet	19 ft by 19 ft	25	\$30.00	\$34.50	\$36.00
Gymnasium 4960 sq. feet	67 ft by 75 ft	300	Party Package Only	Party Package Only	Party Package Only

## Facility Rental Policies

Weekday rentals between 9:00am and 4:00pm (excluding holidays) receive **10% discount**

Minimum three (3) hour rental for Banquet Hall

Profit Bookings will not be accepted at the Livingston Hub. If you are interested in starting a program please contact [programs@livingstonhub.ca](mailto:programs@livingstonhub.ca)

## Facility Access

Your group is restricted to the room(s) specified on your rental contract. Your guests are NOT permitted in the park without an authorized Guest Park List approved by LHOA Management at least one week before your event. Children are not to be left unattended and must remain with your group. The Livingston Hub is a smoke-free environment.

## Renter/Contact Person

The renter or contact person (person who's name resides on the rental agreement) must be in attendance for the entire event. The renter is responsible for their guests

## MUSIC LICENSING

Due to the Copy Right Board of Canada implementing Tariff 5B and Tariff 8, the LHOA is required to collect these fees for all facility rentals which will be playing music during their event.

Events with music in Howse room will have a mandatory fee of \$31.31 +GST

Events with music for the purpose of dancing in Howse room will have a mandatory fee of \$62.64 +GST

Events with music in the Banquet Hall will have a mandatory fee of \$45.02 +GST

Events with music for the purpose of dancing in the Banquet Hall will have a mandatory fee of \$90.12 + GST

These mandatory fees are applicable when using any and all forms of music including, but not limited to: live music, DJ service and stereo/iPhone/iPod/MP3 Player.

Please refer to: <http://www.cb-cda.gc.ca/home-accueil-e.html> for further questions regarding these fees.

## After Hour Rental (9pm-1am)

There is an additional flat rate of \$300 + GST which includes Security and Cleaning.

## Booking Requirements

1. Signature on Rental Contract
2. Full payment – due upon receipt of Rental Contract
3. Damage Deposit Cheque - \$500 made out to Livingston Homeowners Association dated one month prior to the date of rental.
4. Proof of Insurance – Home Owner Insurance – (Providers Name, Policy Number, Expiry date)

Failure to provide the booking requirements within **3 business days** from the date of booking will result in the rental being cancelled.

## Rentals with alcohol are required to provide:

1. Party Alcohol Liability (PAL) Insurance – [www.palcanada.com](http://www.palcanada.com) or call 403-261-3900 (due 10 days prior to rental)
2. Liquor Permit – available at any liquor store (due day of rental)

## Rentals using third party contractors/vendors (caterers, bar tenders, decorators, etc.) are encouraged to provide:

1. Certificate of Insurance from each vendor and when possible have Livingston Homeowners Association listed as additional insured.

**Temporary Bookings/Holds are not permitted.** Bookings are on a first come first served basis.

## Advanced Booking

**Residents** can book a maximum of **one year** in advance. Bookings for a full one year in advance can be booked on the 1<sup>st</sup> of the month of the year prior – see example below

Ex 1: Want to book your wedding for August 12, 2022? Your booking would be accepted as of August 1, 2021

**Brookfield Communities** can book a maximum of **8 months** in advance. Bookings for a full 8 months in advance can be booked on the 1<sup>st</sup> of the month, 8 months prior – see example below

Ex 1: Want to book your wedding for August 12, 2022? Your booking would be accepted as of December 1, 2021

**Non-Residents** can book a maximum of **6 months** in advance. Bookings for a full 6 months in advance can be booked on the 1<sup>st</sup> of the month, 6 months prior – see example below

Ex 1: Want to book your wedding for August 12, 2022? Your booking would be accepted as of February 1, 2022

## Changes to Rental Agreements

**Two weeks** written notice is required for all rescheduling/change requests.

All changes (extending time, room, date, rescheduling or cancelling) **must** be done in writing.

A \$20.00 Admin Fee may be applied.

<b>Cancellation</b>	Must be done in writing – email <a href="mailto:rentals@livingstonhub.ca">rentals@livingstonhub.ca</a>
<b>75% refund</b>	Rental cancelled more than three months prior to the rental date
<b>50% refund</b>	Rental cancelled between one to three months prior to rental date
<b>No refund</b>	Rental cancelled less than one month prior to the rental date

## Birthday Party Package

The Birthday Party Package includes exclusive use for 2 hours in both the Gymnasium and the Howse Room or the Livingston Banquet Hall, access to drop-in gym equipment: toddler equipment is available for 0-5 years. Access to the kitchen to store food is permitted.

Birthday party package timing may change according to our programs running at the HOA. Please check with the rental coordinator for more information.

<b>Gymnasium &amp; Howse Room</b>	<b>Gymnasium &amp; Banquet Hall</b>
Resident Rate - \$140.00 + GST	Resident Rate - \$180.00 + GST
Brookfield Community - \$150.00 + GST	Brookfield Community - \$190.00 + GST
Non-Resident Rate - \$182.00 + GST	Non-Resident Rate - \$234.00 + GST

Complete the Rental Request form and email to [rentals@livingstonhub.ca](mailto:rentals@livingstonhub.ca).