

PLEASE READ ALL RENTAL POLICIES**The following is required in order to secure your booking:**

- 1) Submit completed rental agreement
- 2) Non-refundable deposit of 50% of the Rental Fee (final balances are due 30 days from bookings. Bookings of \$300 or less require full payment at time of booking; bookings within 30 days of rental event require a full payment)
- 3) Damage Deposit Authorization
- 4) If liquor will be served, renter must obtain a liquor license as well as additional insurance with the following listed as additional insured:
 - Hopewell Management LP
 - Hopewell Residential LP
 - Mahogany Homeowners Association

You can obtain a liquor license for a private events at aglc.ca/eventlicence and Party Alcohol Liability Insurance at - www.palcanada.com or 403-261-3900

Must be submitted one week in advance of your rental.

Profit Bookings

For Profit bookings will not be accepted at The Mahogany Beach Club. If you're interested in starting a program please contact Programs.

Changes to Rental Agreements

Changes may only be made up until 2 weeks from bookings, but are based on availability.

Temporary Bookings/Holds

Temporary bookings or holds will not be accepted. Bookings are on a first come first served basis.

Cancellations

All cancellations 30 days prior to the booking will receive a 50% refund if paid in full. No refund will be issued for cancellations with only a deposit paid or requested less than 30 days prior to the booking.

Facility Restrictions

The Renter is required to be on site for the duration of the booking and is responsible for all guests.

Kitchen

The kitchen may only be used with the Mahogany Banquet Hall bookings for storing, serving and reheating. Cooking is not permitted on the premises. **No open flame is permitted in the facility. Chafing dishes with "Sterno" flame (gel or liquid) are permitted.**

Gym Equipment (Birthday Party Packages Only)

All drop-in Gym equipment must be put back in its place in the storage room at the end of the 1 hour exclusive Gym time.

Noise

City of Calgary Noise Bylaw 5M2004 comes into effect between 10pm – 7am Monday to Saturday, and 10pm – 9am on Sunday and holidays. Any noise bylaw infractions/fines will be charged back to the renter.

Set Up/Clean Up

All set up and clean up is included in the time frame of the rental. Access to the space booked begins and ends at the specified start times on the rental agreement. Exceeding the end time will result in a penalty. Please arrive 15 minutes prior to the booking to complete a walk through with a staff member. Renter can take responsibility for cleaning or can assume the cost of cleaners (minimum \$275). Janitorial supplies and equipment is available upon request and as required. Additional tables and chairs on top of original booking may be provided, but are based on availability.

Damage Deposit

Fees and penalties will be deducted from damage deposit authorization provided. Renter will be notified of fees or penalties within a reasonable period of time following the booking.

Lost or Stolen Articles

The Mahogany HOA is not responsible for any lost or stolen articles. If an article has been lost, please check the lost and found located inside the coat room.

Smoking

Smoking is permitted only in the designated smoking areas located outside the main entrance of the Mahogany Beach Club. Smoking is not permitted on the balcony or in the park.

Alcohol

1) If liquor will be served, renter must obtain a liquor license **(the license must be posted in a visible area for the duration of your rental)** as well as additional insurance with the following listed as additional insured:

- Hopewell Management LP
- Hopewell Residential LP
- Mahogany Homeowners Association

Please provide the Mahogany HOA with a copy of the liquor license as well as the additional insurance one week in advance of your rental. It is your responsibility to follow the guidelines on your alcohol license. For more information see aglc.ca/eventlicence or www.palcanada.com.

2) Alcohol is only permitted in the room(s) indicated on your rental agreement.

3) No glass is permitted on the balcony.

4) No alcohol is permitted in the park.

5) Liquor bottles must be taken off site at the end of your event.

Extended Hours

Regular hours of the Mahogany Beach Club are 9:00am-10:00pm. For event bookings requiring extended hours between 10:00pm – 1:00am, a security fee of \$185.00 will be charged as well as a minimum cleaning fee of \$275.00. A minimum of two weeks’ notice is required to book extended hours. Cleaning fee will also be applied to any bookings past 9:30pm Friday-Saturday.

Decorating

No decorations may be attached to the ceiling. Decorations can be attached to the walls, doors, or windows only with painters, masking tape or adhesive putti. Flameless candles only, and no sparklers are permitted. No confetti, glitter, rice or birdseed. Bounce houses or inflatables are not permitted at the Mahogany Beach Club. Use of any of these will result in loss of entire damage deposit. All overnight storage of decorations and equipment must be approved by management at the time of booking.

No open flame is permitted in the facility.

Penalties

Penalties include but are not limited to the following;

- False alarm/Noise bylaw \$250 + any additional applicable costs
- General non-compliance \$50/hour
- Over extending hours \$50/15 min.
- Security \$185
- Cleaning fee \$275 (minimum)
- Additional Overnight Storage \$100/night **(access to Marquis Studio at 10:00pm – 10:00am)**
(additional charge if materials are not removed by 10:00AM the following day)

Management Rights

- Mahogany HOA reserves the right to cancel any event immediately, retain the damage deposit, and refuse refund of any hours remaining on the booking due to non-compliance.
- Mahogany HOA reserves the right to cancel the event immediately if found that the rental is to be used for any purpose other than that which it was originally agreed.
- Mahogany HOA reserve the right to take photographs of event set up.
- Mahogany HOA reserves the right to recommend a suitable space or park area for booking.
- Mahogany HOA reserves the right to refuse any rental request.
- Mahogany HOA has zero tolerance for abuse and/or harassment of staff, members and member’s guests.

Renter Signature

The personal information collected in this form is obtained under the authority of Clause 33 (of the Freedom of Information and Privacy Act) and relates to and is necessary for an operating program or activity of the Mahogany Homeowners Association. Further, this information may be used for marketing purposes specifically related to programs and services delivered directly for the Mahogany HOA and will not be sold or shared with any individual or organization, except with the consent of the individual or organization as required by law.

Contact Name: _____ Phone: _____

Email: _____ Address: _____

Requested Event Date: _____ Start Time: _____ End Time: _____

(Birthday Party Packages only) Gym Start Time: _____ Gym End Time: _____

Type of Function: _____ Liquor: YES NO

INVOICE #: _____

Function Space Requested:

ROOMS Mahogany Banquet Hall Marquis Studio Marine Studio Mercado Room Magnolia Room
 WEDDING PACKAGES Wedding Package A Wedding Package B Wedding Package C Wedding Package D

Total Cost & Inventory

	<i>Fees</i>	<i>Amount</i>
	<i>Rental Fee</i>	\$
<i>Mandatory Additional After Hours Cleaning Fee (minimum)</i>	\$275.00	<input type="checkbox"/>
<i>Mandatory Additional After Hours Security Fee</i>	\$185.00	<input type="checkbox"/>
<i>Additional Overnight Storage</i>	\$100.00	<input type="checkbox"/>
<i>Projector and Projector Screen</i>	\$100.00	<input type="checkbox"/>
<i>Projector</i>	\$75.00	<input type="checkbox"/>
<i>A/V Sound System (Speaker and Microphone)</i>	\$55.00	<input type="checkbox"/>
<i>Podium</i>	\$50.00	<input type="checkbox"/>
<i>Projector Screen</i>	\$40.00	<input type="checkbox"/>
<i>Subtotal</i>		\$
<i>GST (5%)</i>		\$
<i>Damage Deposit Authorization</i>		\$500.00
<i>Total</i>		

<i>Inventory Requested</i>	<i>Number</i>
<i>Rectangular Tables</i>	
<i>Round Tables</i>	
<i>Chairs</i>	

I have read and agree to abide by the terms and conditions as set out in this agreement.

Renter Name (Please Print)

HOA Representative (Please Print)

Renter Signature

HOA Representative Signature

Date

Date

Damage Deposit Authorization

All damage and repairs resulting from a rental of function space at the Mahogany Beach Club is the responsibility of the renter, as detailed in the Rental Agreement. A credit card number is required at the time of booking.

Name: _____

Address: _____

Phone: _____

Date of Function: _____

Visa

Mastercard

Indoor Booking \$500

Balance owing to be charged to credit card

Number: _____ Expiry: _____

Name: _____ Signature: _____