

## 2026 Facility Rental Policies

### The following is required to secure your booking:

- 1) Submit signed and completed Rental Agreement along with your payment. Correspondence regarding details of the event may only be discussed with those listed on the Rental Agreement.
- 2) Deposit of 50% of the total Rental Fee (\$500 minimum), OR rental fees of \$500 or less require full payment at time of booking; bookings within 30 days of event date require full payment regardless of the amount owed. Payment must be received within 48 hours of receiving the invoice or the booking request will be cancelled.
- 3) **Valid credit card MUST be on file 7 days prior to event date, and will be held on file for 5 days after event date**
- 4) If liquor will be served, renter is responsible for obtaining a Liquor License, a Pro-Serve Certified member to serve the alcohol as well as Liability Insurance. Copies of Liquor License and Insurance Certificates must be provided one week prior to event.

### Temporary Bookings/Holds

Temporary bookings or holds will **not be accepted**. Bookings are on a first-come, first-served basis and a minimum \$500 deposit will be required. You will have 48 hours to submit payment once the invoice has been generated and emailed to you, or your requested booking will be cancelled.

### 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@mahoganyhoa.com](mailto:programs@mahoganyhoa.com)

### Damage Deposit

A \$500 hold will be placed on the credit card provided on the day of your event. Fees and penalties will be deducted from damage deposit authorization provided. Renter will be notified of fees or penalties within five business days following the event, should there be no additional charges, the hold will be released.

### Changes to Facility Rental Details

Changes, including the rental time and equipment inventory, may only be requested up to 14 days prior to your event date and are subject to availability.

### Cancellations

All cancellations 60 days or more, prior to the event date, will receive a full refund to the original payment method. Cancellations between 30-59 days will receive a 50% refund if already paid in full. No refund will be issued with only a deposit paid. No refund will be issued for cancellations 29 days or less prior to the event.

### Facility Restrictions

Renter is responsible for all correspondence with the MHOA, prior to and during their event. Renter **MUST** remain on site, within the room, for the complete duration of their event and is responsible for their guests at all times. Access to the lake, grounds and lake amenities are NOT permitted for Renter and their guests as part of the booking. No Exceptions.

### Gym Equipment (Birthday Party Packages Only)

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

**Set up/Clean up**

**All set-up and clean-up must be included within the time frame of the paid rental.** Access to the room begins and ends at the specified times outlined in the Rental Agreement. **Exceeding the end time will result in a penalty.** Please arrive 10 minutes prior to the booking start time to complete a walk-through checklist with a MHOA Customer Service Representative. Tables and chairs requested will be placed in the room for the Renter to position. Additional tables and chairs may be requested but are based on availability. All personal items MUST be removed, garbage placed in provided receptacles (to avoid additional cleaning charges) with final walk-through completed by rental end time. Renter may take responsibility for cleaning (chairs stacked/folded, tables wiped/sanitized, floors mopped/vacuumed, garbage disposed in bags/bins provided) before the conclusion of their end time, or can assume the cost of cleaners (see chart for pricing, must be pre-arranged) if prior to 9:30pm. Janitorial supplies and equipment are available upon request and as required. **\*Cleaning fee is mandatory for events with over 60 guests AND/OR ending past 9:30pm.**

**Kitchen (Banquet Hall only)**

The kitchen may only be used with the Mahogany Banquet Hall bookings for storing, serving and reheating of food. 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.** Renter may take responsibility for cleaning (surfaces wiped down, appliances cleared of belongings and cleaned, floors swept/mopped, garbage disposed in bags/bins provided) before the conclusion of their end time, or can assume the cost of cleaners (see chart for pricing, must be pre-arranged) if prior to 9:30pm. **\*Cleaning fee is mandatory for events with over 60 guests AND/OR ending past 9:30pm.**

**Decorating**

Set up and take down of decorations must be completed within the rented time. No decorations may be attached to the ceiling, light fixtures or window blinds. Decorations can be attached to the walls, doors or windows only with painters' tape or adhesive putti. **No open flame or sparklers are permitted in the facility.** Battery operated, flameless candles only. No confetti, glitter, rice, birdseed or fog machines (\$300 cleaning fee will be charged to the credit card on file following your event).

Bounce houses or inflatables are not permitted at the Mahogany Beach Club. Use of any of these will result in \$500 charge. Soft-play equipment is permitted and must be set-up and taken-down within the rental time. All overnight storage of decorations and equipment must be pre-approved by the MHOA at the time of booking and are subject to fees.

SOCAN Fees		
Room Capacity (Seating and Standing)	Per Event	
	No Dancing	With Dancing
1 - 100	\$22.06	\$44.13
101 - 300	\$31.72	\$63.49

Re:Sound Fees		
Room Capacity (Seating and Standing)	Per Event	
	No Dancing	With Dancing
1 - 100	\$9.25	\$18.51
101 - 300	\$13.30	\$26.63

**Audio Visual Equipment Rental**

Renters are responsible for operating and maintaining the rented equipment, and ensuring they have the proper connector cables for their devices. MHOA will not be responsible for any technical difficulties or damages to your equipment as we do not have trained technicians on-site. Please ensure you are familiar with your connections prior to your event. Please inquire ahead of your event time if you are unsure.

### Alcohol

If liquor will be served, Renter must purchase a Liquor License as well as additional Liquor Liability Insurance. As outlined when obtaining a liquor license, a Pro-Serve Certified person who has reached the age of majority is required to serve the alcohol. Last call must be completed by midnight with your event completely wrapped up no later than 1am or additional penalty charges will apply.

**Please provide the Mahogany HOA with a copy of the Liquor License as well as the Liability Insurance one week prior to your event.** Failure to do so could result in your event being shut down, without a refund being issued. It is your responsibility to follow the guidelines on your liquor license. For more information see:

Liquor License: [www.aglc.ca/eventlicence](http://www.aglc.ca/eventlicence)

- 1) Alcohol is only permitted in the room(s) indicated on your Rental Agreement
- 2) **The license must be posted in a visible area for the duration of your rental, by law**
- 3) No glass is permitted on the balcony
- 4) **No alcohol is permitted in the park or outside of the rented room**
- 5) Liquor bottles and empties must be taken off site at the end of your event

Liability Insurance: [www.palcanada.com](http://www.palcanada.com) 403-261-3900 or <https://events.frontrowinsurance.com>

**Liability insurance is always recommended as it protects you and your guests.** If your event exceeds 60 guests, renter MUST obtain Liability Insurance as it is the renter's responsibility to cover their event and guests with appropriate insurance. Mahogany HOA insurance does not cover you or your guests and releases all liability for your event and your guests.

Renter must obtain Liability 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 Liability Insurance one week prior to your event.**

### Extended Hours

Regular hours of the Mahogany Beach Club are 9:00am-10:00pm. For event bookings requiring extended hours between 9:30pm – 1:00am, a security fee of \$200 will be applied. **A minimum of 14 days notice is required to book extended hours** as security will need to be arranged with external suppliers.

### 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.

### Smoking

Smoking tobacco is permitted **only** in the designated smoking area located outside the main entrance of the Mahogany Beach Club. Smoking/vaping of cannabis is not permitted on HOA property, on the balcony or in the park.

### 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 through the main office between 9am-10pm daily.

### Penalties

Penalties include but are not limited to the following;

Standard Cleaning fee	See Chart for fee amount, <b>Any time after 9:30pm</b>
Unprecedented Cleaning fee	\$300 minimum (e.g. use of confetti, fog machine, balloons)
Additional Overnight Storage	\$130/night ( <b>Pick-up by 9:00am sharp the following day</b> )
Smoking on HOA property, balcony or in the park	\$100
Smoking/vaping cannabis on HOA property	\$150

**Penalties Continued**

Open Liquor outside licensed rented room	\$200
Unapproved, over extended hours	\$50/15 min after scheduled end time
False alarm/Noise bylaw	\$250 + any additional applicable costs

**Management Rights**

*Mahogany HOA has zero tolerance for abuse and/or harassment of staff, members and member's guests.*

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  
(e.g.no liquor license displayed when serving liquor)
- Cancel the event immediately if found that the rental is used for any purpose other than that which it was originally agreed.
- Take photographs of event set up for promotional purposes.
- Provide a suitable replacement space or park area for a booking should the rented space become unavailable due to unforeseen circumstances.
- Refuse any rental request.