

CATERING

Westend Seniors Activity Centre does not supply catering but you are welcome to choose your caterer from the following:

Elegant Affairs Catering

Phone: 460-2999 / Fax: 460-2996

www.elegantaffairscatering.ca

Elizabethan Catering Services Ltd.

Phone: 962-3663 / Fax: 962-1332

www.elizabethan.com

A Cappella Catering

Phone: 454-2642 / Fax: 454-2748

www.acappella.ab.ca

The Sawmill

Phone: Carol Dalbec at (780) 454-2642

SMOKING

Westend Seniors Activity Centre is a smoke free environment. There are ashtrays at the front entrance and on our patio.

DECORATING & SET UP

Access to the room(s) will be obtained for decorating and setup purposes on the evening before your function (this must be booked at the same time as the function) from 7:00 p.m. to 10:00 p.m. at an open/close fee of \$40. This three-hour period can vary.

Please ensure that only masking tape or putty is used to secure decorations. The use of nails, staples, scotch tape, and other adhesive devices are strictly forbidden. Their use will constitute property damage and will be reflected on your damage deposit refund.

Due to City Bylaws there will be no loud music beyond 12:00 a.m. The Centre is located in a residential neighbourhood and is close to private condominiums. Please be considerate of our neighbours, especially when leaving the Centre at the end of your rental.

SET UP & TAKE DOWN & CLEAN UP

The Renter is responsible for setting up the function and removing decorations, ensuring kitchen equipment is cleaned and placed in the proper cupboards and drawers at the end of the function. Please ensure you take into consideration the time it will take for this clean up. The premises must be vacated by 1:00 a.m. The cleaners (included in your rental charge) will arrive at 1:00 a.m. to commence clean up.

If any additional charges are incurred by Westend Seniors Activity Centre as a result of your rental, Westend Seniors Activity Centre will retrieve these charges from your damage deposit (for example if our cleaners have to stay late because the party has not ended or labour costs resulting from excessive cleaning).

Westend Seniors Activity Centre shall not be liable for any loss, damage, theft or personal injury to persons in the building or surrounding premises and the Renter shall indemnify Westend Seniors Activity Centre against any such claims and costs related thereto.

For more information please contact us at



**9629-176 Street
Edmonton, Alberta T5T 6B3**

Phone: (780) 483-1209

Fax: (780) 484-7738

rentals@westendseniors.com

www.westendseniorsactivitycentre.com

Westend Seniors Activity Centre

*The Perfect
Place
For Your
Special
Function*



**Rental
Guide**



WELCOME TO WESTEND SENIORS ACTIVITY CENTRE

We have the space to accommodate events for up to 363 guests. Our rooms are available for weddings, meetings and conferences.

Our Prices For Functions

are very competitive but vary depending on the number of rooms, size of rooms and type of function. Please call our rental agent at (780) 483-1209 for price specifics.

Our Auditorium

is 3,000 square feet
and holds 200 people comfortably
for dining & beverage seating.



Our Cafe

is 1,250 square feet
and holds 80 people comfortably
for dining & beverage seating.



A View From Our Deck



Westend Seniors Activity Centre is situated beside a beautiful manmade pond, wonderful for pictures.

Our Kitchen

is 600 square feet
with two stoves, a microwave and a
commercial dishwasher/sanitizer.

The two rental refrigerators
are located in our Café.



EQUIPMENT AVAILABLE FOR YOUR USE:

Westend Seniors Activity Centre supplies chairs and round tables 60" inches in diameter that seat 8 comfortably. There are also rectangular tables in various sizes for head tables, side tables, etc. for your use.

LIQUOR LICENCE

It is the renters responsibility to obtain the necessary license to cover consumption of alcoholic beverages on the premises. We require a copy of that permit. Westend Seniors Activity Centre also requires liability insurance with respect to your service of alcohol. We require a declaration of this coverage, wherein Westend Seniors Activity Centre is named as "additional insured", from PAL (Party Alcohol Liability) Insurance Brokers, Alberta 1-800-661-1608. You may apply online for the coverage at www.palcanada.com/liquorcab.

SECURITY (DAMAGE) DEPOSIT

Receipt of the damage deposit guarantees your reservation. A damage deposit shall be held as a security for any damages or default committed by the Renter, its agents, servants or invitees. Westend Seniors Activity Centre will return the remaining balance of the security deposit within 30 days from the date of the function. A security deposit will be non-refundable unless a 90 day written notice of cancellation is received by the Renter. A \$50 administration charge will be withheld for all cancelled functions.

RENTAL COST

Westend Seniors Activity Centre must receive payment no later than ninety days prior to the requested rental date. Rental rates will be provided by our rental agent. Your rental charge includes one opening of the facility. Any additional requests to open the building will be at a rate of \$25.00 for each opening.

The Renter must not leave the premises unattended at any time during the duration of the rental.