

Policies and Procedures for Rentals

Last updated: September 24, 2025

What's Included

Indoor Bookings

- One complimentary setup hour prior to event start
- Setup and takedown of tables and chairs
- SOCAN coverage
- Wifi access
- Non-exclusive access to outdoor amenities until 9:00 pm

Outdoor Bookings

- Non-exclusive access to outdoor amenities
- Picnic tables assigned to your reserved outdoor space
- Access to on-site washroom facilities during rental hours
- Wifi access

Notes:

- Indoor access to outdoor amenities ends at 9:00 pm.
- Outdoor rentals must end by 10:00 pm. Outdoor amenities are not available past 10:00 pm for any rentals.

Booking Procedures

1. Submit a booking request on our website. Requests are processed in the order received.
2. Our Event Coordinator will reply within two business days. Please note, the coordinator is typically off on Mondays.
3. A provisional hold may be placed for up to two calendar days. Multiple concurrent holds are not permitted.
4. To confirm your booking, complete all items by 4:00 pm on your hold deadline:
 - Submit the Rental Agreement form acknowledging terms
 - Submit the Damage Deposit Authorization Form
 - Pay the invoice in full within 48 hours of booking confirmation
5. Minimum indoor rental duration is three hours.
6. Day-of extensions may be possible if space allows. Payment for added time must be completed before your original end time.

Minimum rental duration for all bookings is three (3) hours.

Hours, Staffing, and Access

- Staffing fee of 50 dollars per hour applies before 9:00 am and after 9:00 pm
- All indoor rentals must conclude, and the facility be vacated by 12:00 am
- Outdoor rentals end by 10:00 pm
- The renter or lead contact must be 18 or older, must check in first, remain on site for the full event, and be the last to leave

Insurance and Alcohol

- CGRA does not provide insurance. Renters are responsible for their event
- Private events may be covered by a homeowner policy. Confirm with your insurer
- If serving alcohol indoors, an AGLC event liquor permit and liquor liability insurance are both required. Provide proof at least one week prior and post the permit during the event
- Alcohol is not permitted in any outdoor space

Damage Deposit Policy

- A Damage Deposit Authorization Form is required prior to your rental
- No charge is placed at booking. Charges may be applied after the event for damages, prohibited items, excessive cleaning, false emergency response, overtime, or storage and disposal of items left behind
- Pre- and post-event inspections with CGRA staff are required

Fees and Additional Charges

- Overtime after your booked end time: 50 dollars per 15 minutes
- Early entry before your booked start time: 50 dollars per 15 minutes
- Storage for large items left behind: 100 dollars per hour, billed in 15 minute increments
- Items not retrieved within 24 hours may be disposed of, donated, or stored off-site at renter expense
- Damage rates include (but not limited to):
 - Indoor chairs 40 dollars each
 - Indoor tables 150 dollars each
 - Outdoor chairs 200 dollars each
 - Picnic tables 400 dollars each
- Prohibited items use: 100 dollar fine plus cleaning or replacement
- False fire extinguisher activation: 150 dollars per unit plus replacement
- False fire alarm: renter assumes full emergency response costs
- NSF cheque fee: 50 dollars

Modifications and Cancellations

- Email modification requests at least 14 days prior. Subject to availability. A 15 dollar admin fee may apply
- Cancellation refunds
 - 14 or more days prior: 100 percent refund less 15 dollar admin fee
 - 7 to 13 days prior: 50 percent refund less 15 dollar admin fee
 - Less than 7 days: no refund
- For outdoor rentals affected by weather such as rain, snow, or poor air quality, you may cancel up to 12 hours prior for a stored credit or reschedule at CGRA discretion

Facility use and capacity

- Private functions only. Public events, ticket sales, product marketing, and commercial activity are not permitted
- Guests must remain within your rented space
- Children under 12 must be supervised at all times
- Guest capacity includes all attendees, vendors, and contractors. Parents dropping off minors do not count unless they stay. Children 2 and under must be listed for emergency purposes and do not count toward capacity
- Indoor capacities
 - Edmonton Dream Living Room: maximum 30 guests
 - Chappelle Veterinary Room: maximum 60 guests
- Outdoor capacities
 - Jagare Ridge Dental Picnic Tables: maximum 30 guests per section
 - Gazebo: maximum 30 guests
- Capacity may be reduced by setup choices. Exceptions require written approval and may incur fees
- Indoor rentals may use outdoor amenities within posted hours
- Outdoor rentals do not include access to indoor rooms
- **Indoor and outdoor spaces may not be combined for any rental**
- **Clients may only rent one space per booking. Residents may rent up to two outdoor spaces at one time**

Exceeding approved capacity or space use rules may result in additional charges, retention of the damage deposit, or event termination without refund.

Noise, smoking, and safety

- Follow City of Edmonton Noise Bylaw 7255. After 10:00 pm, keep doors and windows closed and reduce music volume
- Smoking and vaping are prohibited indoors and in park areas. Smoking is allowed only in designated parking lot areas
- Smoke or fog machines are not permitted

Decorations, setup, and cleanup

- Only painter tape or sticky putty. No nails, staples, or regular tape
- Open flame is not permitted unless fully enclosed. Up to 12 standard birthday candles are allowed indoors
- Confetti, glitter, smoke bombs, rice, birdseed, and similar items are prohibited
- Bubble machines indoors require full floor protection
- At the end of your event
 - Remove all decorations and personal items
 - Bag all garbage and place near the designated exit area
 - Clean major spills and food debris with basic supplies upon request
 - Close all windows and doors
 - Ensure all third-party equipment is removed within your rental time
- CGRA will sweep and put away tables and chairs after takedown. Leave the space generally clean to avoid additional fees

Conduct and event termination

CGRA may end an event immediately if unruly, unsafe, or inappropriate behavior occurs, if the event was misrepresented, or if police intervention is required. No refunds will be issued and future rental privileges may be revoked.

Thank you for choosing **Chappelle Gardens Residents Association**. We look forward to helping you host a successful event!

Contact and viewings

To view a room or ask questions, email events@chappellegardensra.ca or call 780-705-1815 ext. 2. The building is open daily from 9:00 am to 9:00 pm. Please confirm availability before dropping in.

For the most up-to-date rules, fees, and requirements, always refer to your **Rental Agreement form** issued at confirmation.