



Kerby Centre

Facilities Rental Information Package 2020



1133 – 7th Ave SW, Calgary, Alberta T2P 1B2
www.kerbycentre.com
403-705-3177 or lauren@kerbycentre.com

Kerby Centre Facility Rental Information Package 2019/20

Welcome to Kerby Centre! Located in the heart of Calgary, Alberta, the Kerby Centre is a charitable, not-for-profit organization committed to enhancing the lives of older adults. Since 1973, the Kerby Centre has evolved into one of Canada's flagship agencies; setting the standards for older adult services, information, and programs. Kerby Centre strives to assist older people to live as well as possible, for as long as possible, as residents in the community. To help you, to teach you, to grow with you; this is Kerby Centre.

The Kerby Memorial Building was built in 1947 and was the original home of Mount Royal College until it was transformed into a senior's organization in 1973. With many additions and renovations over the years, Kerby Centre now occupies a 45,542 square foot building which sits on over 1.05 acres of land.

Kerby Centre is the ideal place to host all of your events. Located at the west end of Downtown Calgary and right on the LRT line, Kerby Centre is centrally located and easily accessible by transit and vehicle. For access by vehicle, Kerby Centre is conveniently located at the corner of 7th Avenue and 11th Street SW and possesses two parking lots, the use of which is complimentary for our renters. For transit users, Kerby Centre is located right next to the Downtown West – Kerby LRT Station, which is in Calgary Transit's Free Fare Zone, and is within short walking distance to numerous bus routes going to all quadrants of the city. Our building is also 100% accessible, making it user-friendly for all renters of all ages and mobility levels.

Here at Kerby Centre, we strive to make your meeting or event experience as stress-free and personal as possible. We offer a variety of room sizes and set-up opportunities so you are able to get the most out of your room rental, while offering competitive rates and satisfying all your equipment and catering needs.

Should you have any questions or concerns, please do not hesitate to contact us. Your facility rental and catering are important to us, and we look forward to hosting your event at Kerby Centre in the near future!

Sincerely,



Lauren Riley
Kerby Centre | Manager of Logistics
P: 403.705.3177 | F: 403.705.3211 | E: laurenr@kerbycentre.com

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Gymnasium (Room 100 – 1st Floor)

SIZE - 4860 square feet (90'x54') | 26' (approx.) ceiling height

MAX OCCUPANCY – 550 seated or standing | 350 seats and tables

The Kerby Centre Gymnasium is a large multi-purpose room. The gymnasium plays host to a variety of different events throughout the year including seminars, bi-weekly dances, musical performances such as the Blues Festival and Calgary Philharmonic Orchestra, large catered events such as Stampede breakfasts and Christmas dinners, and sports such as badminton and ping pong.

Features of the Kerby Centre Gymnasium include a brand new LED lighting, updated sound system equipped with 4 panel and 6 ceiling speakers, sound baffles (to eliminate echoes), attached washrooms (including an individual accessible washroom), a kitchen canteen (stove, fridge, sink, serving bar), a separate entrance with foyer, and a stage (approx. 12'x8'). Additional sections of stage are available to rent.

*No sports requiring the use of large sports balls (basketball, volleyball, soccer) or floor hockey are permitted.



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:30pm	2 Hours	\$100/hr \$75/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	2 Hours	\$100/hr \$75/hr(CBR)	+20/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$100/hr \$75/hr(CBR)	+20/hr for all hours

*CBR refers to Community Based Rate

*Please read the complete list of rental conditions and considerations

*\$40 is added to all after-hours Gymnasium rentals for room clean-up costs

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Lecture Room (Room 205 – 2nd Floor)

SIZE - 1575 square feet (45'x35') | 10' (approx.) ceiling height

MAX OCCUPANCY – 125

Our most popular room, the Lecture Room is a moderate sized room for many purposes. The Lecture Room hosts bingo, presentations, yoga and pilates classes, and larger meetings. Features of the Lecture Room include a ramped entrance for easy accessibility, large bright windows facing south and east (with shades) for plenty of natural light, and a stage (approx. 9'x22').



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:30pm	2 Hours	\$30/hr \$25/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	2 Hours	\$30/hr \$25/hr(CBR)	+20/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$30/hr \$25/hr(CBR)	+20/hr for all hours

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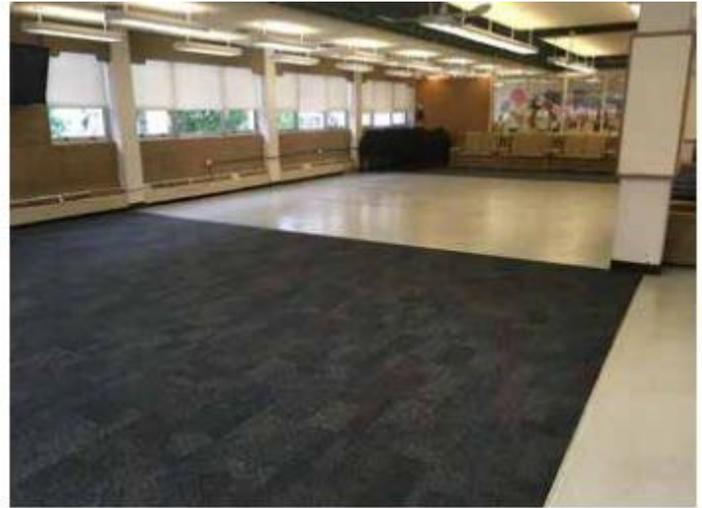
Kerby Centre Facility Rental Information Package 2019/20

Lounge (2nd Floor)

SIZE - 2052 square feet (57'x36') | 10' ceiling height

MAX OCCUPANCY – 60

The Lounge is a moderate sized open room with a comfortable atmosphere. This room hosts a variety of functions including meetings, church, media releases, presentations, income tax service, flu shot services, and movies. Features of the Lounge include large bright windows (with shades) for lots of natural light, wall mounted TV (extra fee), and large cushioned chairs if preferred. Please note: The lounge is not an enclosed space. The general public will be able to access the room during regular business hours.



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Weekday Monday – Friday 8:00am – 4:30pm	2 Hours	\$30/hr \$25/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	2 Hours	\$30/hr \$25/hr(CBR)	+20/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$30/hr \$25/hr(CBR)	+20/hr for all hours

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Dining Room (Room 120 - 1st Floor)

SIZE - 3640 square feet | 9' ceiling height

MAX OCCUPANCY – 150

The Dining Room offers a relaxed and comfortable environment. During the day, the Dining Room serves home cooked meals at a reasonable cost; at night it's available to rent. The Dining Room plays host throughout the year to many dinner parties, receptions, presentations, and game gatherings (e.g. Bridge). Features of the Dining Room include a serving island, cushioned ergonomic sledge chairs, a stage (72 sq. ft.) and quick access to both men's and women's washrooms.

*The Kitchen is not available for rental



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:30pm	N/A	\$60/hr \$45/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	2 Hours	\$60/hr \$45/hr(CBR) or half dining room \$40/hr \$30/hr (CBR)	+20/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$60/hr \$45/hr(CBR) or half dining room \$40/hr \$30/hr (CBR)	+20/hr for all hours

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Semi-Private Dining Area (Room 119 - 1st Floor)

SIZE - 3640 square feet | 9' ceiling height

MAX OCCUPANCY – 40

The Semi-Private Dining Room offers a comfortable and cozy environment. The Semi-Private Dining Room is available for rent both during the day and at night. This room plays host throughout the year to many private functions such as monthly luncheons and presentations. Please note the Semi-Private Dining area has open doorways to the dining room and is not suitable for confidential meetings, and may be subject to background kitchen noise during regular business hours.



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:30pm	N/A	\$40/hr \$30/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	2 Hours	\$40/hr \$30/hr(CBR)	+20/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$40/hr \$30/hr(CBR)	+20/hr for all hours

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Boardroom (Room 208 – 2nd Floor)

Room 301 (3rd Floor)

301 MAX OCCUPANCY - 14

The Boardroom and Room 301 are extremely well utilized rooms. From organizational committee meetings, to Board meetings, to all day training seminars, to business lunches, the rooms are perfect for whatever you require. The rooms are clean, bright, have lots of table space, and are secluded to ensure your meeting is confidential.



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:30pm	N/A	\$20/hr \$15/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	N/A	\$20/hr \$15/hr(CBR)	+20/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$20/hr \$15/hr(CBR)	+20/hr for all hours

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Classrooms (Rooms 308, 311, 313 – 3rd Floor)

SIZE – 308: 532 sq. ft. (28’x19’); 311: 621 sq. ft. (27’x23’); 313: 624 sq. ft. (26’x24’) | 10’ ceiling height

MAX OCCUPANCY – 30

The third floor at Kerby Centre provides 3 multi-purpose classrooms, all of similar size. The classrooms are flexible in how the space can be used and availability. The classrooms are used for language classes, art and craft classes, fitness classes, meetings, and rehearsal space for choirs. Classroom features include big windows for natural light, chalkboards, and lots of empty space if you choose not to have tables and chairs.



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Weekday Monday – Friday 8:00am – 4:30pm	N/A	\$20/hr \$15/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	2 Hours	\$20/hr \$15/hr(CBR)	+20/hr for all hours
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Hank's Room (Computer Classroom)

(Room 312 – 3rd Floor)

SIZE - 456 square feet (24'x19') | 10' ceiling height

MAX OCCUPANCY – 10 computers

Hank's Room at Kerby Centre plays a vital role in lifelong learning. Equipped with 10 computers plus a teacher computer, the classroom is available for rental as a teaching facility. The Internet capable computers run on Windows 10 and have Microsoft Office Suite 2016 installed as well. Computer classes with topics including social media, photograph organization, online scrapbooking, Excel, Word, how to email, Internet security, and language courses are hosted in Hank's Room.

*Please note – Computer Classroom rental is subject to approval of intended use.



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:30pm	N/A	\$50/hr \$40/hr(CBR)	N/A
Weeknight Monday – Friday 4:30 pm and later	2 Hours	\$50/hr \$40/hr(CBR)	+20/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$50/hr \$40/hr(CBR)	+20/hr for all hours

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Kerby Centre Facility Rental Conditions and Considerations

As we strive to make your facility rental as efficient as possible, here are some key points to consider before booking:

- **Access** - Kerby Centre is fully accessible to visitors. Ramps, elevators, and a wheelchair lift are located throughout the building where needed. All washroom doors are automatic.
- **Clean Up** - Basic cleaning will be provided by Kerby Centre following the event. Any excess cleaning (for example, to remove decorations, dispose of large items or clean spills) will be invoiced following your event and come at a cost of \$20/hour. Please leave your rental as close to the condition it was in when you arrived.
- **Community Based Rate** - Kerby Centre offers community based rates for organizations (e.g. not for profit, charitable) who are renting a room for the betterment of community. Please inquire if your rental is considered for community based pricing. (Note: discounts are only applicable on room rental costs)
- **Damage Deposit** – A damage deposit may be required for some events at the discretion of Kerby Centre.
- **Door Opening** - Room doors or building doors will be open at the start time of the event. If more set up time is needed, please include it in your rental rate calculation.
- **Food & Beverage** - Kerby Centre will be the sole supplier of all food and beverage for your event, including but not limited to refreshments, snacks, etc. Any exceptions must be approved in advance. If the cost of catering exceeds \$500, room rental costs are ½ price, with the exception of weekends. All maintenance and security costs, as well as audio/visual rental costs will still apply. Please see our Catering Guide for more information on our food and beverage choices.
- **Internet Access** - Free wireless internet is available throughout the building. Kerby Centre does not guarantee the availability or quality of the wireless network. Please ask for Wi-Fi use policies and passwords when booking.
- **Liability** - Renters are liable for any damage done to the premises or furniture during the time they occupy the room. Renters are also responsible for adhering to all occupancy loads, applicable re regulations, and carrying all applicable insurance coverage. No open flames are permitted in the building.
- **Liquor** - Kerby Centre bar services are available for hire and are considered the exclusive provider of alcohol at Kerby Centre. Exceptions will be considered on a case by case basis and a photocopy of a valid AGLC Liquor License is required by Kerby Centre at least 2 weeks prior to the event, if approved.
- **Long vs. Short Term Rentals** - Kerby Centre not only rents for single events, but also for long term or repeat renters. Any requests for repeat rentals are considered on a case by case basis. Renters with annual contracts may be eligible for a 15% discount off rental rates. Please inquire at the time of booking.

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Conditions and Considerations Continued

- **Parking** – Kerby Centre currently offers 2 parking lots. Directly adjacent to the building is the East Lot, containing 35 stalls, including 10 handicap stalls on an asphalt lot. Across 7th Ave is the North Parking lot, which contains 76 stalls on a gravel lot. Parking for your participants is included in your facility rental fee; however, it is on a first come first serve basis. Kerby Centre cannot guarantee the availability of stalls at any time. When using the building, all vehicles must be registered in the parking system to avoid being penalized. Please note that tickets given as a result of user error will not be cancelled or reimbursed.
- **Payment** – Payments can be made prior to the rental date or invoiced for after, at the discretion of Kerby Centre. Any outstanding costs will prohibit further room rentals. Kerby Centre also requires a signed contract prior to the event date. If a signed copy of the rental agreement is not returned prior to the rental date, access may be denied.
- **Priority Bookings** – Kerby Centre’s internal events, activities, and functions take priority over all other rentals. Rooms will only be rented externally based on ‘excess capacity’ and availability.
- **Reference Checks** – Reference checks are required for all new renters with annual contracts.
- **Respect** – Kerby Centre is a place of respect and civility. Any behavior deemed inappropriate will not be tolerated.
- **Room Set Up** – Tables and chairs are included in your rental price. Kerby Centre asks for a diagram of the requested room setup at least 48 hours prior to the event. Blank floor plans can be obtained at time of booking. Round and rectangular tables are available. Set-up of tables and chairs can be done by Kerby Centre for an additional fee. Please arrange at time of booking.
- **Security** – For all after hours or weekend events, Kerby Centre security personnel/maintenance is required at the front doors. For larger events, Kerby Centre may request additional security at renter’s expense. Please confirm security requirements at time of booking.
- **Sporting Events** – No sports requiring the use of large sports balls (basketball, volleyball, soccer) or floor hockey are permitted. Badminton nets, low whiffle ball nets, or a ping pong table can be rented at \$10 per piece, per hour. Equipment such as badminton racquets, ping pong paddles, etc. are not available to rent through Kerby Centre.
- **Statutory Holiday Rates and Minimums** – All rooms require a minimum 4 hour booking on weekends and statutory holidays. Maintenance fees are also applicable at a rate of \$30 per hour instead of \$20 per hour on statutory holidays.
- **Storage** – Storage space may be requested for an additional cost and is not guaranteed with room rentals. We strongly encourage renters to not leave personal belongings at Kerby Centre unattended. A separate storage agreement must be signed prior to any belongings being left at Kerby Centre. Kerby Centre is not liable for any damage done to, or loss of, renter’s belongings at any time while being stored at the Centre.
- **Yearly Rental Rates** – Kerby Centre facility rental rates will be reassessed at the end of each calendar year. Current rental rates cannot be guaranteed for the 2020 calendar year.

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Catering and Food Requests

Kerby Centre Food Services offers a wide selection of catering options for your event. From coffee and tea for your meeting, to alcohol/bar services, to holiday and celebration buffets, to multi-course sit down dining, Kerby Centre Food Services' custom built menus will enhance your experience.

Kerby Centre's Chef Mike Sutton has over 20 years of experience in the culinary industry. With a passion preparing fine desserts and Italian cuisine, the Chef's creations will be an exemplary addition to your event here at Kerby Centre. Whether your special event is a meeting or anniversary, Chef Mike will work with you to ensure our Food Services meet all of your needs and exceed all of your expectations.



For more information and menus, please refer to the Kerby Centre Catering Menu at www.kerbycentre.com/room-rentals-and-catering

All catering quotes and requests should be booked through Lauren Riley at (403)705-3177, or lauren@kerbycentre.com

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Advertising, Furnishings, and Equipment

Kerby Centre offers a selection of furnishings and equipment for rent to enhance your event. All furnishing and equipment rentals includes set up and take down and cleaning as well. Please ensure that rental requests for equipment are arranged well in advance as availability cannot be guaranteed for last minute requests. Descriptions and prices are as follows:

Pipe and Draping – Black curtains, 8’ tall, available in sections between 6’-10’ long. Pipe and draping can be arranged in any format and will add an additional level of elegance to your event. Maximum linear footage available is 330’ and is rented at \$3.50 per linear foot. Approximate cost for Gymnasium perimeter pipe and draping is 214 linear feet (\$750.00).

Tablecloths – Table cloths are available for rent. Please enquire for sizes and quantities.

Type	Price
Black Round	\$9
Black Rectangular	\$9
White Round (with frills)	\$13
White Square	\$13
White Rectangular	\$13

Audio Visual Equipment – AV equipment includes LCD projectors, projector screens (largest size 10’x10’), cordless microphones, lapel microphones, gooseneck microphones for podiums, laptops, and select auxiliary audio and video supplies. Multiple screen capabilities are available as well. Pending availability, 1 microphone is complimentary with most room rentals. Audio Visual Equipment Rates:

Rate Price Hourly	\$10/piece of equipment/hour
Half Day 4 – 7 hours	\$35/piece of equipment
Full Day 8+ hours	\$45/piece of equipment

Stage – The rental of the Gymnasium comes with three sections of stage (4ft x 8ft each). Two additional sections of stage (4ft x 8ft each) are available for rent at a cost of \$45 each. Black stage skirting is also available to rent at a cost of \$1.25/ft. 3 sections of skirting are available in 12ft sections.

Easels – 2 types of wooden easels are available to rent for onsite, or offsite functions. Large easels (55 total) are 5’7” tall and small easels (15 total) are approximately 12” tall. Easels can be rented for \$4.00 per unit.

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Advertising – Want to get a little more exposure for your event? We offer discounted advertising rates for the Kerby News with most room rentals. The circulation of Kerby News is 30,000 copies per month.

Discount %	Ad Size	Black & White Regular Price	Black & White w/ Discount	Add Colour
10% off black and white ads of 1/10 (4x4) of a page or larger with any room rental	Full Page	\$1960	\$1764	+\$495
	¾ Page	\$1695	\$1525.50	+\$495
	2/3 Page	\$1505	\$1354.50	+\$495
	½ Page	\$1295	\$1165.50	+\$395
	1/3 Page	\$960	\$864	+\$395
	¼ Page	\$800	\$720	+\$295
	1/6 Page	\$580	\$522	+\$295
	1/8 Page	\$460	\$414	+\$295
	1/10 Page	\$385	\$346.50	+\$295
10% off room rental fees (does not include staffing fees) with the purchase of an ad 1/10 (4x4) of a page or larger (annual room rental contracts currently receiving 15% off are not eligible)				

For more information on advertising in the Kerby News, please contact:

Jerry Jonasson

(403) 705-3238

JerryJ@kerbycentre.com

David Young

(403) 705-3240

DavidY@kerbycentre.com

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