

Glenmore Sailing Club

Rental Information Package



Capacity

- 65 people for plated sit-down meals
- 100 people for standing, cocktail-type events

Rental Rates

Fridays, Saturdays and Sundays followed by a holiday Monday \$1,900

Sunday (all others) \$1,250

(GST will be charged on the rental amount)

Monday through Thursday and off-season email / call for rates.

Deposit

A deposit of 50% of the rental rate is due at the time of booking to confirm price and facility availability. Full payment is required for events 60 or fewer days after date of booking.

Balance of Rental Amount, Damage Deposit, and Cleaning Fee

60 days prior to your event the balance of the rental rate, the damage deposit and the cleaning fee are due. The damage deposit will be refunded within the month after your event (less any deductions for repairs / damage).

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Photo courtesy Deanna Rachel Photography

Cancellation

- Cancellations 180 days or more in advance of a booking are refundable less a \$150 administration charge.
- Cancellations 61-179 days in advance of a booking are refundable at 50% of the Rental Rate.
- Cancellations with 60 or fewer days in advance of a booking are non-refundable.
- Cleaning fees and damage deposits are fully refunded with cancelled bookings.
- If the balance due for a rental is not received by the due date, the booking will be considered cancelled and the booking deposit will be forfeited.
- Event cancellations must be submitted in writing.

Damage Deposit and Damages

There is a \$500 damage deposit on to all rentals. Renters are responsible for all damage including, but not limited to damages to persons, facilities, equipment and grounds. Damage deposits are held until a post-event inspection is completed by the Club. In the event of damage to the Club and/or extra cleanup is required, the damage deposit will not be returned until after an assessment of repairs and cleaning costs has been completed. Smoking and vaping is prohibited in the Club. Vehicles may not drive or park on the pathway or grass.

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Decorations

Decorations used inside or outside the clubhouse must not leave visible marks when removed. Do not use items such as push-pins, staples, nails, masking tape, duct tape, or extra sticky tape. Blue tack, painters tape, or string may be used to hang items from existing fixtures.

Cleaning

There is a \$350 cleaning fee on to all rentals.

Renters must remove all food and drink items from the kitchen area at the end of the event and empty and properly dispose of all garbage and recycling from the Club.



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Frequently Asked Questions

1. What is the Club's capacity?

Plated sit-down meals

- Up to 65 people
- Total building capacity including servers, caterers, event planners, etc is 71

Training / Meeting (Non-fixed seating and tables)

- Up to 80 people
- Total building capacity including servers, caterers, event planners, etc is 89

Standing, cocktail-type events

- Up to 105 people
- Total building capacity including servers, caterers, event planners, etc is 113

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2. How many tables and chairs do you have and what size are they?



7 Folding tables (plastic)

Length: 72" (129 cm)

Width: 30" (90 cm)

Height: 29 1/8" (74 cm)



10 Folding tables (wood)

Length: 72" (129 cm)

Width: 30" (90 cm)

Height: 30" (76 cm)



3 Cocktail tables (wood)

Top diameter: 24" (129 cm)

Height: 40" (74 cm)

65 chairs

Three outdoor Picnic tables (not shown) 36" x 96.5"

You are welcome to bring your own tables and chairs into the Club.

3. Does the Club have Preferred Vendors we might contact?

We do. Here they are.

- Food Works Craft Catering
Garret Mitchell - garret@food-works.ca
- Fork and Farm
Nicole Curtis - nicole@forkandfarmcatering.com
- Great Events Catering
Cathy Duncan - cathy.duncan@greateventsgroup.com
- Sidewalk Citizen Bakery
Kylie Ward - kylie@sidewalkcitizenbakery.com
- Urbane Culinary
Rebecca Kaufman - rebecca@urbaneculinary.ca

4. When will we receive the security system access card to get into the Club?

Access cards are provided during the week prior to your event.

5. When can we start setting up for our event?

8am the day of your rental. We can not offer access to the Club the evening or day before your event until seven days before your event. Equipment and material may not be delivered to the Club prior to the day of your event unless arranged ahead of time.

6. What do we need to do at the end our event before leaving the Club?

Please remove all food and drink items from the kitchen area. Garbage and recycling must be emptied and removed from the Club. We understand there are times when rented tables may need to be picked up the day following your event. These items can be stacked / gathered in a corner of the Club for an early morning pick up.

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7. What audio and video equipment is available?

We have a wall-mounted 65" TV wired into our sound system that plays via Apple Air play. Play photos and music at the same time.

8. Does the Club have a list of preferred caterers / vendors?

Can we bring our own caterer / vendor?

We will happily share our list of companies who have worked with events in the Club. You can absolutely bring your own team to make your event special.

9. Can we decorate?

Yes. Please ensure your decorations inside and/or outside the Club do not leave marks when removed. No confetti / glitter / rice please.

10. What is parking like at the Club?

Free parking is available year-round. In the summer, it's a bit further away (an extra 200 feet away). If there are people for whom the extra distance is an issue, these individuals can be dropped off at the pathway to the Club before parking the vehicle.

11. Can our Caterer access the Club?

Caterers may use the paved bike path to move goods to and from vehicles in the parking lot to the Club. It is not possible to drive right up to the Club on the pathway.

12. Can we move furniture around inside the Club? Can we move it outside the Club?

Yes. Items must be moved and stored safely and replaced where you found it before your departure at the end of your event.

13. What time do we need to be out of the building?

For full day / evening events, the Club needs to be vacated by 2 am. Cleaning after your event happens between 4:30 am and 7:30 am.

14. Do we need a liquor license and event insurance?

Yes. Copies of your [Liquor License](#) (if you are serving alcohol) and insurance papers must be provided to the Club prior to receiving a building access card. They can be scanned and emailed to us. Insurance may be purchased through your insurance agent or [online](#).

15. I would like a tent outside, is that possible?

Yes, however permits are required and may be obtained through the City of Calgary.

16. Can we have sailboats at our event?

Yes. The Club has keelboats and experienced skippers who can give you and your guests an opportunity to experience sailing.

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Glenmore Sailing Club Floor Plan

