

Frequently Asked Questions

What does the room rental include?

- Use of the rented room for the event stated in the rental agreement, banquet tables and chairs are included in the rental price. We have 60" round tables that seat 6-8 people, as well as 8' and 5' rectangle tables, and 200 chairs.
- Rental time must include set up and clean up; birthday party packages allow for 15 minutes set up and 15 minutes clean up.

How far in advance can I make a booking?

Residents: There are no set limitations on booking ahead for residents. However, if you have a date in mind, it is best to book it as soon as possible. Non-Residents: May book the Hall up to 9 months in advance.

Does the McKenzie Towne facility have caterers and/or bartenders?

No—you are responsible for hiring your own caterer and/or bartender for your function. If you are serving alcohol during your function, you need to have a valid liquor license and display it at your function. Liquor licenses can be purchased at most liquor stores.

What are the available hours for room rentals?

Hours are 9am-9pm, Monday through Saturday and 10:30am-6pm on Sunday. There is a possibility for extension of room rental hours until 1am, which must be pre-arranged and noted on your rental agreement.

What time are we required to leave the night of the function?

Last call must be at 11:45pm, with the bar closed at midnight. The Hall is to be completely vacated and closed at 1:00am. The Hall is located in the center of McKenzie Towne and we show respect to our neighbours.

Do I have to pay for the full rental at the time of booking?

- A \$100.00 deposit is required and is non-refundable. The deposit will be deducted from price of your rental. We require 50% of the base rental amount 6 months prior to your rental. The final balance for the rental is due 90 days in advance of the actual rental date.
- If the total rental amount is less than \$100.00, the total amount is due at time of booking.

How much is the security deposit; what insurance coverage is required?

- We require a \$500.00 security deposit for damages incurred during the rental. This is required one month before the function. We also require your home owner's insurance policy within 10 days of your rental date for any damages that may occur that exceed the \$500.00 security deposit provided to us.
- If alcohol is being served, it is mandatory that PAL (Party and Alcohol Liability) Insurance be in place and a copy of the policy provided to us within 10 days of your rental date.

Does the McKenzie Towne facility have dishes and/or linens?

No—we do not have any dishes, tablecloths, napkins, chair covers, etc., available for rent at the Hall. Your caterer can help you with this or any event rental company.

The event I'm planning is a birthday party; can I bring in something for the guests to play on or in, like a bouncy house or ball pit?

We require a copy of an insurance policy outlining additional liability insurance coverage for the equipment and any injury which may result from its use for the date of your function. Contact your home insurance provider for more information.

What is the cancellation policy?

- Written notice is required on all cancellations. You may e-mail your request to csr@mtcouncil.com.
- If a rental is cancelled by the customer less than one month prior to rental, 50% of the base room rental rate (including taxes) is non-refundable.
- If a rental is cancelled by the customer within 2 weeks of the rental date, 100% of the base room rental rate (including taxes) is non-refundable.

All prices are subject to change without notice.

If you have any questions or would like to rent our facility, please contact us during office hours.

Phone: 403-781-6612 Ext. 4; Email: csr@mtcouncil.com; Fax: 403-930-1551

McKenzie Towne Hall Hours

Office hours: Monday through Friday: 9:00am-5:00pm (closed holidays)

Hall hours: Monday through Saturday: 9:00am-9:00pm

Sunday: 10:30am-6:00pm

Holidays: 10:30am-6:00pm