



unison
For generations **50+**

Facilities Rental Information Package 2024



1133 – 7th Ave SW, Calgary, Alberta T2P 1B2
www.UnisonAlberta.com
403-705-3175 or rentals@unisonalberta.com

Unison at Kerby Centre Facility Rental Information Package 2024

Welcome to Unison at Kerby Centre! Located at the west end of Downtown Calgary, Unison at Kerby Centre is a charitable, not-for-profit organization committed to enhancing the lives of older adults.

Since 1973, the Unison at Kerby Centre has evolved into one of Canada's flagship agencies; setting the standards for older adult services, information, and programs. Unison at Kerby Centre's mission is to support older adults to live well in their community. To help you, to teach you, to grow with you; this is Unison at 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, Unison at Kerby Centre now occupies a 45,542 square foot building which sits on over 1.05 acres of land.

Unison at Kerby Centre is centrally located and easily accessible by transit and vehicle. For access by vehicle, Unison at 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, Unison at 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.

Unison at Kerby Centre is the ideal place to host all your events as we strive to make your meeting or event experience as stress-free and as personal as possible. Your satisfaction is very important to us. Our facility rentals directly supports programming and services for older adults in Southern Alberta. Renting at Unison at Kerby Centre contributes to the greater good of our community and for that we sincerely thank you.

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

Sincerely,

Calvin Cruickshank
Unison at Kerby Centre |Facilities
P: 403.705.3175 | E: calvinc@unisonalberta.com

Unison at Kerby Centre Facility Rental Information Package 2024

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 Unison at 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, including sports such as badminton and ping pong.

Features of the Unison at 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 a separate wheelchair accessible washroom), a kitchen canteen (stove, fridge, sink, serving bar), a separate entrance with foyer, and a stage (approx. 12'x8'). Additional sections for the stage are available to rent.



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:00pm	2 Hours	\$120/hr	N/A
Weeknight Monday – Friday 4:00 pm and later	3 Hours	\$120/hr	+\$30/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$120/hr	+\$30/hr for all hours

*Please read the complete list of rental conditions and considerations

*\$60 is added to all 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 – 4:00pm	2 Hours	\$35/hr	N/A
Weeknight Monday – Friday 4:00 pm and later	3 Hours	\$35/hr	+\$30/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$35/hr	+\$30/hr for all hours

*Please read the complete list of rental conditions and considerations

*\$30 is added to all Lecture Room rentals for room clean-up costs

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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 services, 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), if preferred. Please note: The Lounge is not an enclosed space. The Lounge is not private during regular business hours.



Rate Period	Minimum Rental	Price	After Hours Staff Fee
Weekday Monday – Friday 8:00am – 4:00pm	2 Hours	\$35/hr	N/A
Weeknight Monday – Friday 4:00 pm and later	3 Hours	\$35/hr	+\$30/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$35/hr	+\$30/hr for all hours

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*\$30 is added to all Lounge rentals for room clean-up costs

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Kerby Café (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, 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 – 4:00pm	N/A	N/A	N/A
Weeknight Monday – Friday 4:00 pm and later	3 Hours	\$60/hr or half dining room \$40/hr	+\$30/hr for all hours
Weekend Saturday – Sunday All times	4 Hours	\$60/hr or half dining room \$40/hr	+\$30/hr for all hours

*Please read the complete list of rental conditions and considerations

*\$60 is added to all Café rentals for room clean-up costs

Unison at Kerby Centre Facility Rental Information Package 2024

Classrooms (Rooms 311, 312, 313 ,108)

**SIZE –311: 621 sq. ft. (27'x23'); Room 312: XXX sq. ft. (27'x22'); Room 313: 624 sq. ft. (26'x24') | 10' ceiling height ; Room 108: sq. ft.(27'x19') 11'ceiling height
MAX OCCUPANCY – 30**

The third floor at Unison at Kerby Centre provides 3 multi-purpose classrooms depending on rooms of similar size. 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.



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

*Please read the complete list of rental conditions and considerations
*\$30 is added to all Classroom rentals for room clean-up costs

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Unison at 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** – Unison at Kerby Centre is fully accessible to visitors. Ramps, elevators, and a wheelchair lift are located throughout the building where needed. 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. All washroom main entrance/exit doors are automatic.
- **Clean Up** – Basic cleaning fees will be charged for your rental depending upon size of room rented. Any excess cleaning (for example, but not limited to: removal of decorations, confetti, disposal of large items or cleaning of excessive spills) will be invoiced following your event at an extra cost of \$30/hour. Please leave your rental space as close to the condition in which it was when you arrived.
- **Damage Deposit** – A damage deposit is required equal to half of the contract amount, or half of the first month of multi month contracts.
- **Food & Beverage** – Unison at Kerby Centre will be the sole supplier of all food and beverages for your event, including but not limited to refreshments, snacks, etc.. Any exceptions must be approved in advance and will incur and outside for and drink surcharge with a minimum of \$50 and increases for events over 50 people.
- **Internet Access** – Free wireless Internet is available throughout the building. Unison at Kerby Centre does not guarantee the availability or speed of the wireless network. Please ask for Wi-Fi use policies and passwords when booking.
- **Liability** – Renters are liable for any damage caused to the premises or furniture during the time they occupy the room. Renters are also responsible for adhering to all occupancy loads, applicable building or Governmental regulations, and providing Unison at Kerby Centre with a current copy of all necessary event insurance coverages showing "Kerby Assembly" as an additional insured. No open flames are permitted in the building.
- **Liquor** – Unison at Kerby Centre bar services are available for hire and are considered the exclusive provider of alcohol at Unison at Kerby Centre. Exceptions will be considered on a case-by-case basis and a copy of a valid AGLC Liquor License is required by Unison at Kerby Centre at least 2 weeks prior to the event, if approved.
- **Long vs. Short Term Rentals** – Unison at Kerby Centre not only rents for single events, but also for long-term or repeat rentals. Rentals with annual contracts may be eligible for a 15% discount off the rental rates. Please inquire at the time of booking.

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Conditions and Considerations Continued

- **Parking** – Unison at Kerby Centre currently offers 2 parking lots. Directly adjacent to the building is the East Lot, containing 35 stalls on an asphalt lot, including 10 handicap stalls. 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. Unison at Kerby Centre cannot guarantee the availability of stalls at any time. When using the building, all vehicles must be registered on either of the two sign-in stations inside the building into the Indigo Parking system to avoid being penalized. Please note that tickets given as a result of user error will not be cancelled or reimbursed by us. Ticket disputes will be resolved only at the discretion of Indigo Parking.
- **Payment** – Payments can be made prior to the rental date or, at the discretion of Unison at Kerby Centre, invoiced after the event. Any outstanding costs will prohibit further room rentals. Unison at Kerby Centre also requires a signed rental agreement 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.
- **Respect** – Unison at Kerby Centre is a place of respect and civility. Any behavior deemed inappropriate will not be tolerated.
- **Room Set-Up/Take-Down/Stacking** – Tables and chairs are included in the rental price. Set-up/take-down/stacking can be done by the renter for free or by Unison at Kerby Centre for an additional cost. Blank floor plans can be obtained at time of booking.
- **Security** – For all after-hours or weekend events, Unison at Kerby Centre security/maintenance personnel is required to host the event and manage access. For larger events, Unison at Kerby Centre may request additional security at the renter's expense. Please confirm security requirements at time of booking.
- **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 \$45 per hour instead of \$30 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 unattended at Unison at Kerby Centre. A separate storage agreement must be signed prior to any belongings being left at Unison at Kerby Centre. Unison at Kerby Centre is not liable for any damage done to, or loss of, the renter's belongings at any time while being stored at the Centre.
- **Yearly Rental Rates** – Unison at Kerby Centre facility rental rates will be reassessed at the end of each calendar year. Current rental rates cannot be guaranteed for the 2025 calendar year.

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Catering

Our in-house Kerby Café offers a wide selection of catering options for your event and is the exclusive catering provider at Unison at Kerby Centre. Kerby Café's custom-built menus will enhance your rental experience including serving Folgers coffee and Teavana tea, appetizers and desserts for lunch or dinner meetings, banquet and celebration meals, as well as bar services.

Not sure what you want? Let us design the menu for you that fits in your budget!



Please contact us for your customized catering proposal from Unison at Kerby Centre!
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Advertising, Furnishings, and Equipment

Unison at Kerby Centre offers a selection of furnishings and equipment for rent to enhance your event. All furnishing and equipment rentals include set-up and take-down as well as cleaning. 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 220' and is rented at \$3.50 per linear foot. Approximate cost for Gymnasium perimeter pipe and draping is 214 linear feet (\$750.00).

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

Type	Price
Black Round	\$12
Black Rectangular	\$10

Audio Visual Equipment – AV equipment includes LCD projectors, projector screens (largest size 10'x10'), laptops, cordless microphones, gooseneck microphones for podiums, and select auxiliary audio and video supplies. Multiple screen capabilities are available as well. Audio Visual Equipment Rates are \$20/hr and cover all AV requirements under this charge

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. Large easels (55 total) are 5'7" tall. Easels can be rented for \$4.00 per unit.

Sporting Equipment – Badminton nets, pickleball nets, or a ping pong table can be rented at \$10 per piece, per hour. Equipment such as badminton racquets, badminton birdies, pickleball paddles, whiffle balls, ping pong paddles, ping pong balls, etc. are not available to rent through Unison at Kerby Centre.

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