

NICC RENTALS

2025



NEW INDO-CANADIAN CENTRE

BAY 8, 1916A 30 AVE NE
CALGARY AB T2E 7B2

403 277 1459

info@newicc.org www.newicc.org



ENTIRE CENTRE

Total Rented Area 10,738 sf (\$200/Hr Weekdays, \$240/Hr Weekends)

Entire Centre is Approx. 10,738 SF. When the Entire Centre is booked, following spaces are available for exclusive use: **Hall 1 with stage, Hall 1 Mezzanine, Hall 2 with warming kitchenette, Coat/Shoe Room and Meeting Room Suite.**

Maximum approved capacity for the entire facility is 537 Persons.

Main Hall 1 is approx. 3,146 SF that can hold a gathering of up to **300 people** theatre seating and approx. **220 people** banquet seating with 6-person 30"x72" rectangular tables or 8 person 60" round tables. **Permanent Stage** 12' x 32'. **Main Hall 1 Mezzanine** is approx. 1,140 SF for approx. **80 banquet** seating overlooking Hall 1 with two single washrooms.

Hall 2 is approx. 1,430 SF with approx. **150 theatre** seating, **120 banquet** seating (30"x72" 6 seat rectangular tables) or **90 banquet seating** (8 seat 60" round tables). Residential warming kitchen complete with range, sink and microwave oven.

Commercial Kitchen with 2 large pot stoves, 1 x 4 burner stove and oven, large fridge and freeze, a microwave oven, prep sink, 3 sink pot wash and a hand wash sink and lots of stainless-steel counter space.

Meeting Room Suite on Second Floor has a breakout space with a kitchen and 2 meeting rooms with a capacity of 6-8 each equipped with a board room tables, chairs and white boards.

Reception/Coat/Shoe Room is included in the rental complete with coat racks, shoe racks, and a bar with sink and fridge.

A **10%** administration fee will be charged for **cancellations** 1 month before scheduled booking, **20%** within 1 month, **50%** within 1 week and **100%** within 48 hours of scheduled booking.

Take advantage of these free rentals and discounts:

1. **Free 2 hours** of rental for funeral ceremonies / funeral prayers. Damage deposit payable
2. **10% Discount** for charities and religious programs
3. **10% discount** for 8 hour or more rental per day
4. **10% Discount** for multi continuous days rental
5. **10% Discount** for 10 or more rentals paid in advance
6. **30% Discount** - Maximum combined discount

All this is included in the rental fee:

1. **2 hours free setup and takedown** time for 8 hours or more rental per day
2. **Tables and Chairs included** in rental. Linen, Decorations, etc. by renter

3. Coat/Shoe Room and a **reception with sink and fridge**
4. **Takedown and cleaning** of tables and chairs
5. **Garbage removal** from premises
6. Premises **cleaning after rental**
7. **Music System** with 2 Speakers, 2 monitors, 2 mikes, iPad control
8. 1 x **Central Projector** for large screen
9. 2 x **Side Projectors** with remote and 2 x Overhead Screens
10. **Electric Podium** with speaker and light

We offer following additional services:

1. \$350 for **Furniture Setup**
2. \$100/Hour **Security Fee** - Chargeable for events over 250 persons.

Penalties for Non-Compliance:

1. **\$100 Penalty - Lights** left on upon exit
2. **\$250 Penalty** - Unauthorized **Garbage Disposal** in neighbours bins
3. **\$500 Penalty** - Improper **Garbage Disposal** in garbage enclosure
4. **\$1,000 Penalty** - **Exterior Doors** left unlocked or open upon exit
5. **Overage Charges** rental charge per hour plus 10% administration fee

Special Attention required for Garbage:

1. All **food must be picked up** from tables, chairs and floor
2. All **garbage must be placed in bags**, tied and left in the Hall
3. **Organic, recycling and general garbage** must be separated in bags

Garbage disposed in outside bins:

1. Garbage must be **disposed in appropriate bins** in the garbage enclosure
2. **Close enclosure door** to avoid damage to passing vehicles
3. **Garbage spilled** on enclosure floor must be picked up

All renters must have **insurance coverage** for their event. By accepting this rental, the renter confirms they have the necessary coverage and **accept full responsibility for any damages**. Following are some insurance options:

- <https://duuo.ca>
- <https://www.palcanada.com>
- <https://www.eventpolicy.ca>

Refer to Parking Restrictions at <https://newicc.org/parking>

Review Rental Terms and Conditions prior to booking at <https://newicc.org/terms>

Please review all restrictions, terms and conditions prior to rental date as they are updated regularly.

HALL 1/MEZZANINE

Total Rented Area 3,890 sf (\$130/Hr Weekdays, \$150/Hr Weekends)

Entire Centre is Approx. 10,738 SF. When the Entire Centre is booked, following spaces are available for exclusive use: **Hall 1 with stage, Hall 1 Mezzanine, Hall 2 with warming kitchenette, Coat/Shoe Room and Meeting Room Suite.**

Maximum approved capacity for the entire facility is 537 Persons.

Main Hall 1 is approx. 3,146 SF that can hold a gathering of up to **300 people** theatre seating and approx. **220 people** banquet seating with 6-person 30"x72" rectangular tables or 8 person 60" round tables. **Permanent Stage** 12' x 32'. **Main Hall 1 Mezzanine** is approx. 1,140 SF for approx. **80 banquet** seating overlooking Hall 1 with two single washrooms.

Hall 2 is approx. 1,430 SF with approx. **150 theatre** seating, **120 banquet** seating (30"x72" 6 seat rectangular tables) or **90 banquet seating** (8 seat 60" round tables). Residential warming kitchen complete with range, sink and microwave oven.

Commercial Kitchen with 2 large pot stoves, 1 x 4 burner stove and oven, large fridge and freeze, a microwave oven, prep sink, 3 sink pot wash and a hand wash sink and lots of stainless-steel counter space.

Meeting Room Suite on Second Floor has a breakout space with a kitchen and 2 meeting rooms with a capacity of 6-8 each equipped with a board room tables, chairs and white boards.

Reception/Coat/Shoe Room is included in the rental complete with coat racks, shoe racks, and a bar with sink and fridge.

A **10%** administration fee will be charged for **cancellations** 1 month before scheduled booking, **20%** within 1 month, **50%** within 1 week and **100%** within 48 hours of scheduled booking.

Take advantage of these free rentals and discounts:

1. **Free 2 hours** of rental for funeral ceremonies / funeral prayers. Damage deposit payable
2. **10% Discount** for charities and religious programs
3. **10% discount** for 8 hour or more rental per day
4. **10% Discount** for multi continuous days rental
5. **10% Discount** for 10 or more rentals paid in advance
6. **30% Discount** - Maximum combined discount

All this is included in the rental fee:

1. **2 hours free setup and takedown** time for 8 hours or more rental per day
2. **Tables and Chairs included** in rental. Linen, Decorations, etc. by renter

3. Coat/Shoe Room and a **reception with sink and fridge**
4. **Takedown and cleaning** of tables and chairs
5. **Garbage removal** from premises
6. Premises **cleaning after rental**
7. **Music System** with 2 Speakers, 2 monitors, 2 mikes, iPad control
8. 1 x **Central Projector** for large screen
9. 2 x **Side Projectors** with remote and 2 x Overhead Screens
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4. **\$1,000 Penalty** - **Exterior Doors** left unlocked or open upon exit
5. **Overage Charges** rental charge per hour plus 10% administration fee

Special Attention required for Garbage:

1. All **food must be picked up** from tables, chairs and floor
2. All **garbage must be placed in bags**, tied and left in the Hall
3. **Organic, recycling and general garbage** must be separated in bags

Garbage disposed in outside bins:

1. Garbage must be **disposed in appropriate bins** in the garbage enclosure
2. **Close enclosure door** to avoid damage to passing vehicles
3. **Garbage spilled** on enclosure floor must be picked up

All renters must have **insurance coverage** for their event. By accepting this rental, the renter confirms they have the necessary coverage and **accept full responsibility for any damages**. Following are some insurance options:

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HALL 2

Total Rented Area 1,110 sf (\$70/Hr Weekdays, \$80/Hr Weekends)

Hall 2 is approx. 1,430 SF with approx. **150 theatre seating, 120 banquet seating** (30"x72" 6 seat rectangular tables included in rental charge) or **90 banquet seating** (8 seat 60" round tables at extra charge). Residential warming kitchen complete with sink, range, fridge and microwave oven.

A **10%** administration fee will be charged for **cancellations** 1 month before scheduled booking, **20%** within 1 month, **50%** within 1 week and **100%** within 48 hours of scheduled booking.

Take advantage of these free rentals and discounts:

1. **Free 2 hours** of rental for funeral ceremonies / funeral prayers. Damage deposit payable
2. **10% Discount** for charities and religious programs
3. **10% discount** for 8 hour or more rental per day
4. **10% Discount** for multi continuous days rental
5. **10% Discount** for 10 or more rentals paid in advance
6. **30% Discount** - Maximum combined discount

All this is included in the rental fee:

1. **2 hours free setup and takedown** time for 8 hours or more rental per day
2. **Tables and Chairs** included in rental. **Linen, Decorations, etc. by renter**
3. **Coat/Shoe Room** and a reception with sink and fridge
4. **Kitchenette** with electric range, fridge, microwave and sink.
5. **Takedown and cleaning** of tables and chairs
6. **Garbage removal** from premises
7. **Premises cleaning** after rental

We offer following additional services:

1. \$100 for **Furniture Setup**. Take down by us included in rental charges

Penalties for Non-Compliance:

1. **\$100 Penalty** - **Lights** left on upon exit
2. **\$250 Penalty** - Unauthorized **Garbage Disposal** in neighbours bins
3. **\$500 Penalty** - Improper **Garbage Disposal** in garbage enclosure
4. **\$1,000 Penalty** - **Exterior Doors** left unlocked or open upon exit
5. **Overage Charges** rental charge per hour plus 10% administration fee

Special Attention required for Garbage:

1. All **food must be picked up** from tables, chairs and floor
2. All **garbage must be placed in bags**, tied and left in the Hall

3. Organic, recycling and general **garbage must be separated** in bags

Garbage disposed in outside bins:

1. **Garbage must be disposed** in appropriate bins in the garbage enclosure
2. **Close enclosure door** to avoid damage to passing vehicles
3. Garbage spilled on enclosure floor must be picked up

All renters must have **insurance coverage** for their event. By accepting this rental, the renter confirms they have the necessary coverage and **accept full responsibility for any damages**. Following are some insurance options:

- <https://duuo.ca>
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COMMERCIAL KITCHEN

Total Rented Area 1,140 sf (\$250/4 Hrs, \$350/8 Hrs, \$400/8+ Hrs)

The **Commercial Kitchen** is approx. 300 SF equipped with two large pot gas burners, 1 range with oven and 4 gas burners, large fridge and large freezer, microwave, prep sink, 3 compartment pot wash sink, hand wash sink and several stainless steel counters.

1. **No Discounts** for kitchen rental
2. **Kitchen rental** fee \$250/4 hours, \$350/8 hours, \$400 8 Hours+
3. Renter to arrange for their own **cooking equipment, utensils, etc.**
4. **Fridge, freezer, stove and burners** must be cleaned of all food
5. All **food items** must be removed from the kitchen after rental
6. Gas must be **shut off from main lines** behind the burners and stove
7. **Exhaust vent** must be turned off from the panel on the wall

All this is included in the rental fee:

1. **Cleaning Included** in rental charges.
2. Soaps and detergents

Penalties for Non-Compliance:

1. **\$100 Penalty** - **Lights** left on upon exit
2. **\$250 Penalty** - Unauthorized **Garbage Disposal** in neighbours bins
3. **\$500 Penalty** - Improper **Garbage Disposal** in garbage enclosure
4. **\$1,000 Penalty** - **Exterior Doors** left unlocked or open upon exit
5. **Overage Charges** rental charge per hour plus 10% administration fee

Special Attention required for Garbage:

1. All **food must be picked up** from tables, chairs and floor
2. All **garbage must be placed in bags**, tied and left in the Hall
3. Organic, recycling and general garbage must be separated in bags

Garbage disposed in outside bins:

1. Garbage must be **disposed in appropriate bins** in the garbage enclosure
2. **Close enclosure door** to avoid damage to passing vehicles
3. Garbage spilled on enclosure floor must be picked up

All renters must have **insurance coverage** for their event. By accepting this rental, the renter confirms they have the necessary coverage and **accept full responsibility for any damages**. Following are some insurance options:

- <https://duuo.ca>

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Refer to **Parking Restrictions** at <https://newicc.org/parking>

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MEETING ROOM

Total Rented Area 765 sf (\$15/Hr Weekdays, \$20/Hr Weekends)

Meeting Room suite on Second Floor has a breakout space with a kitchen and 2 meeting each with a capacity of 6-8 each equipped with a TV and a conference phone.

Cleaning fees are included in the rental charges and a refundable **security deposit** of \$200 is payable by e-transfer to qualify for the booking. A fee of \$10 will be charged for **cancellations** 1 month before scheduled booking and \$20 for **cancellations within** 1 month of scheduled booking.

Refer to **Parking Restrictions** at <https://newicc.org/parking>

Review **Rental Terms and Conditions** prior to booking at <https://newicc.org/terms>

Please review all restrictions, terms and conditions prior to rental date as they are updated regularly.

NICC RENTAL TERMS AND CONDITIONS

1. **Booking and Reservation:**

No rental shall be considered final until these terms and conditions, software terms as well as privacy policies have been read and agreed by checking the box during booking confirmation and full payment of fees including security deposit has been made. Renters must inform the Centre Management of the maximum number of people attending their event and it must not exceed the maximum number of persons listed for the spaces booked. All rentals are subject to the approval by the Centre Management.

2. **Rental Fees:**

Rental fees are determined based on the spaces being rented, time of the day, day of the week, duration, number of days, size of event and purpose of the event. Any additional charges for extra rental overage, additional services or damages will be assessed after the event and will be deducted from the deposit paid or charged extra over and above the deposit if its not adequate to cover the extra costs. Any additional charges over and above the deposit shall be billed to the credit card on file.

3. **Security Deposit:**

A security deposit to cover potential damages or violations of the rental agreement, overages or additional services may be payable over and above the rental fees. Amount of security deposit will be based on space type being rented, number of attendants, typr of program, etc. The deposit will be refunded within 2 weeks after the event if renter adheres to all rental rules and regulations, the premises are not damaged in any way, the premises are clear of all general garbage and no violations occur. If the damage occurred is more than the security deposit, the centre management will charge the difference to the credit card on file.

4. **Cancellations and Refunds:**

Please note that fees will be charged for cancellation after booking has been made. Fees will vary depending on cancellation more than 1 month before scheduled booking, within 1 month, within 1 week or within 48 hours of booking. The cancellation rates are stated in the space description of the spaces.

5. **Timings:**

Access to the premises will strictly be provided during the reserved rental start and finish times. The rental period should allow for setup, event duration, set down and cleanup. Overage charges may apply for exceeding agreed-upon hours as stated in the space description. There may be free setup and takedown time offered for 8 hours or more rentals.

6. **Use of Facilities:**

The rented facilities must be used only for the purpose specified in the rental agreement. Decorations and equipment brought by renters must comply with safety regulations and leave no damage to the property. Make sure there is no damage to the walls, floors, ceilings, and furniture. No mechanical fasteners such as staples, nails or screws are permitted to be used

for decorations or equipment setup. For safety reasons, the maximum occupancy of the rented space must not be exceeded as stated on the rental forms.

7. Parking:

Note that there are limited available parking stalls on the property during weekdays and weekends as per the parking plan. Please Park on green (anytime) and yellow (evenings and weekends) stalls marked on the parking plan. Cars parked in any other unmarked stalls may be ticketed and/or towed. Additional curbside parking is available on 30th Avenue.

8. Alcohol:

Alcohol may only be served if the renter obtains the necessary permits and complies with local laws. A copy of the permit must be provided to the Centre Management 24 hours prior to the event. Any violation of this rule may forfeit security deposit with additional charges incurred and user may be asked to vacate the facility immediately.

9. No Smoking:

Smoking is strictly prohibited in the Centre. This includes all forms of smoking, such as cigarettes, e-cigarettes, cigars, marijuana and hookahs. Any violation of this may forfeit security deposit with additional charges incurred and user will be asked to leave the facility immediately. Thank you for your cooperation in helping to maintain a healthy and safe environment for everyone in the Centre.

10. Janitorial Equipment:

Janitorial cleaning equipment for emergency use is available from the Janitor room in Hall 2. Please return all equipment in the Janitor room after use and keep the janitor room clean. A commercial hand held vacuum is also available for general cleaning required during event. Detailed cleaning will be completed by the janitorial staff.

11. Noise and Disturbance:

Renters must keep noise levels within acceptable limits to avoid disturbing neighbouring commercial properties. Live music and amplified sound must be pre-approved and comply with local noise ordinances.

12. Liability and Insurance:

- a. The renter is responsible for any injuries, damages, or losses incurred during the event. This means that if any event attendees, guests, or third parties sustain injuries or incur property damage while on the rented premises, the renter is held accountable.
- b. It is strongly recommended that the renter obtain event liability insurance. This insurance serves as a protective measure for the renter. Event liability insurance typically covers bodily injury and property damage claims that may arise during the event.
- c. Proof of Insurance: The renter may be required to provide proof of event liability insurance coverage before the scheduled rental. This proof typically includes a certificate of insurance naming both the renter and NICC as additional insured parties.

- d. Responsibility for Claims: In the event of any claims or legal actions related to injuries or damages occurring during the event, the renter is responsible for addressing and settling these claims.
- e. NICC is not responsible for any losses, damages, or injuries unless they are directly caused by the NICC's negligence or misconduct.

13. General Clean-Up:

The renter is responsible for cleaning up general waste, including utensils, decorations, and other trash.

- a. Garbage must be sorted into organic, recycling, and general waste.
- b. All food waste, debris, and decorations must be placed in the garbage bags provided.
- c. Garbage bags must be securely tied using the provided ties to prevent odors and pest issues.
- d. Tables and chairs may remain in the setup configuration used by the renter. Any spills or stains will be cleaned and disinfected by our team if needed.
- e. Our staff will return tables and chairs to their designated storage areas.

14. Excess Garbage Removal:

- a. If the renter chooses to remove garbage from the building, it must be placed in the designated shared garbage bins located to the west of the property (as shown on the provided map).
- b. A key to access the garbage enclosure is available in the key box.
- c. Disposing of garbage in unauthorized bins will result in a fine as outlined in the rental agreement.

15. Closing:

The event must end at the agreed-upon closing time. The renter, all guests, renter's contractors, and employees shall vacate the Centre no later than the ending time of the Rental Agreement. All doors must be securely closed and lights turned off. Take a final walk through of the rented spaces to ensure that nothing has been overlooked. Check for any damages to the hall or its contents and report them to the Centre Management. The alarm system must be activated prior to leaving the building. Share feedback with the Centre Management regarding the condition of the rented spaces and any suggestions for improvement.

16. Security and Access:

- a. NICC may require security personnel for events over certain capacity at the expense of the renter. Security shall be hired to manage crowds and parking.
- b. The Centre Management reserves the right to access the rented premises at any time during the rental period. This access may be required for various reasons, including safety inspections, maintenance, or administrative purposes.
- c. Whenever possible, NICC management will notify the renter in advance of any planned access to the premises. However, there may be situations where immediate access is necessary for safety or emergency reasons.

- d. In the case of an emergency, NICC management and emergency responders have the right to enter the facility and take necessary actions to address the emergency, even if it disrupts the event.
- e. The renter agrees to cooperate fully with any authorities or personnel granted access to the premises for security or emergency purposes.
- f. In some cases, NICC may require the renter to submit a security plan as part of the rental agreement. This plan outlines the specific security measures that will be implemented during the event, including the number of security personnel, their roles, and emergency response procedures.

17. Compliance with Laws:

- a. The renter is required to adhere to all federal, provincial, and local laws and regulations during the event. This includes but is not limited to laws related to alcohol service, noise ordinances, fire safety, building codes, health regulations, and permits.
- b. The responsibility for obtaining any necessary permits, licenses, or approvals for the event rests with the renter. This may include permits for alcohol service, live entertainment, and more.
- c. If the event involves specific activities or elements that require insurance coverage, such as indoor pyrotechnics or amusement rides, the renter must provide proof of insurance and compliance with safety standards as required by law.
- d. If applicable, the renter must ensure that the event is accessible to individuals with disabilities in compliance with the Accessible Canada Act (ACA) or equivalent local accessibility laws.
- e. Compliance with health and safety regulations is essential. This includes food safety standards, sanitation requirements, and emergency preparedness.
- f. Fire safety is critical, and the renter must comply with fire codes and regulations, including occupancy limits, fire exits, and the proper use of fire extinguishing equipment.
- g. The renter should not exceed the maximum occupancy limits specified in the fire code and ensure that fire exits are unobstructed.
- h. Failure to comply with applicable laws and regulations can result in legal consequences, including fines, penalties, and potential legal action. The renter is solely responsible for any legal repercussions resulting from non-compliance.

18. Termination of Agreement:

- a. Centre Management reserves the right to terminate the rental agreement under specific circumstances. These circumstances may include, but are not limited to, the following:
- b. Violation of Terms: If the renter violates any of the terms and conditions outlined in this agreement, the Centre Management has the right to terminate the agreement. Violations could include non-compliance with laws, disruptive behavior, or damage to the facility.
- c. Failure to Pay: If the renter fails to pay the rental fees, security deposit, or any additional charges as specified in the agreement, Centre Management may terminate the rental.

- d. Misrepresentation: If the renter provides false or misleading information during the booking process or rental agreement, it may be considered grounds for termination.
- e. Safety Concerns: If the event poses significant safety risks or hazards that were not adequately addressed or disclosed during the booking process, the Centre Management may terminate the agreement to protect the safety of attendees, staff, and the facility.
- f. Emergency Situations: In the event of emergencies, natural disasters, or situations beyond the control of either party (e.g., fire, flood, pandemic), the agreement may be terminated or postponed.

19. Indemnification:

The renter agrees to indemnify and hold harmless New Indo Canada Centre (NICC), Gujarati Mandal of Calgary (GMC), Calgary Indo-Canadian Centre Association (CICCA), its agents, servants, volunteers, employees, and Executive Officers from and against all claims, damages, personal injury, losses, and expenses resulting from the use of the facilities.

20. Governing Law:

This agreement is governed by the laws of Province of Alberta, and any disputes shall be resolved in the appropriate jurisdiction.

21. Amendments:

Any changes or amendments to this rental agreement must be made in writing and agreed upon by both parties.