

Facility & Kitchen Rentals

Beaumont Community Centre
5204 50 Avenue
Beaumont, Alberta T4X 1E3



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Introduction

The City of Beaumont welcomes you to the Beaumont Community Centre. Built in 2016 and located in the heart of Beaumont, the Community Centre is a 30,000 sq. ft. multi-use facility ready to meet your business, social, cultural and community activities needs. At the City of Beaumont, our goal is to provide the community with easily accessible rental spaces, while meeting a variety of community needs.

CCBCC Contact Information

| Contact | Phone | Email |
|-----------------------------------|--------------|----------------------------------|
| Community Centre Coordinator | 780.929.0141 | Facility.bookings@beaumont.ab.ca |
| Guest Services at the BSRC | 780.929.7946 | guest.services@beaumont.ab.ca |
| CCBCC on Shift Facility Attendant | 780.264.6749 | N/A |

Building Operation Hours

By Appointment Only



Spaces for Rent



Full Hall (6,609 sq. ft)

Large welcoming, multi-purpose event space. Perfect for celebrations, events, tradeshows, and conferences.

Max Capacity: 500

Projector & Screen
Wireless Microphone
Tables & Chairs
Bar



Large Hall (3,956 sq. ft)

A little over half the size of the Full Hall. Perfect for celebrations, events, tradeshows, and conferences.

Max Capacity: 300

Projector & Screen
Wireless Microphone
Tables & Chairs
Bar



Small Hall (2,653 sq. ft)

Smallest of the halls, perfect for celebrations, events, tradeshows, and conferences.

Max Capacity: 200

Projector & Screen
Wireless Microphone
Tables & Chairs
Bar





Breakout Rooms (645 to 1,320 sq. ft)

Multi-purpose space, perfect for intimate celebrations, events, and meetings. Rooms can be rented a double or single breakout space, separated by a retractable wall.

Max Capacity: 50 to 100

Projector & Screen
Wireless Microphone
Tables & Chairs



Boardrooms (308 to 326 sq. ft)

Boardrooms to meet a variety of community needs.

Max Capacity: 25

Built in TV
Boardroom furnishings



Kitchen & Prep Area

An affordable option to utilize a high-quality commercial kitchen. Rent with your hall or breakout space booking or on it own.

Dry Goods Storage
Walk-in Cooler
Walk-in Freezer



Booking Procedure

Follow these steps to reserve halls, breakout rooms and/or meeting rooms:

1. Complete a booking request form here: <https://www.beaumont.ab.ca/431/Community-Centre>
 - o Remember to include your set-up/take down times required for your event in your start/end times.
2. Once your booking request form has been received by the Community Centre Coordinator, please allow up to 1-2 business days to confirm availability.
3. When availability has been confirmed and rental information received, the Community Centre Coordinator will draft a booking rental agreement and invoice and email to you.
4. Ensure all information is correct and return the signed booking rental agreement to the Community Centre Coordinator and call Guest Services 780.929.4946 to make your payment.
5. Closer to the event, the Community Centre Coordinator will confirm the details of the event.
6. All licenses and policies must be delivered to/received by the facility no less than seven (7) days before the date of rental.
7. To schedule a facility tour, please contact 780.929.0141 or facility.bookings@beaumont.ab.ca to set up a date and time. All facility tours are by appointment only.

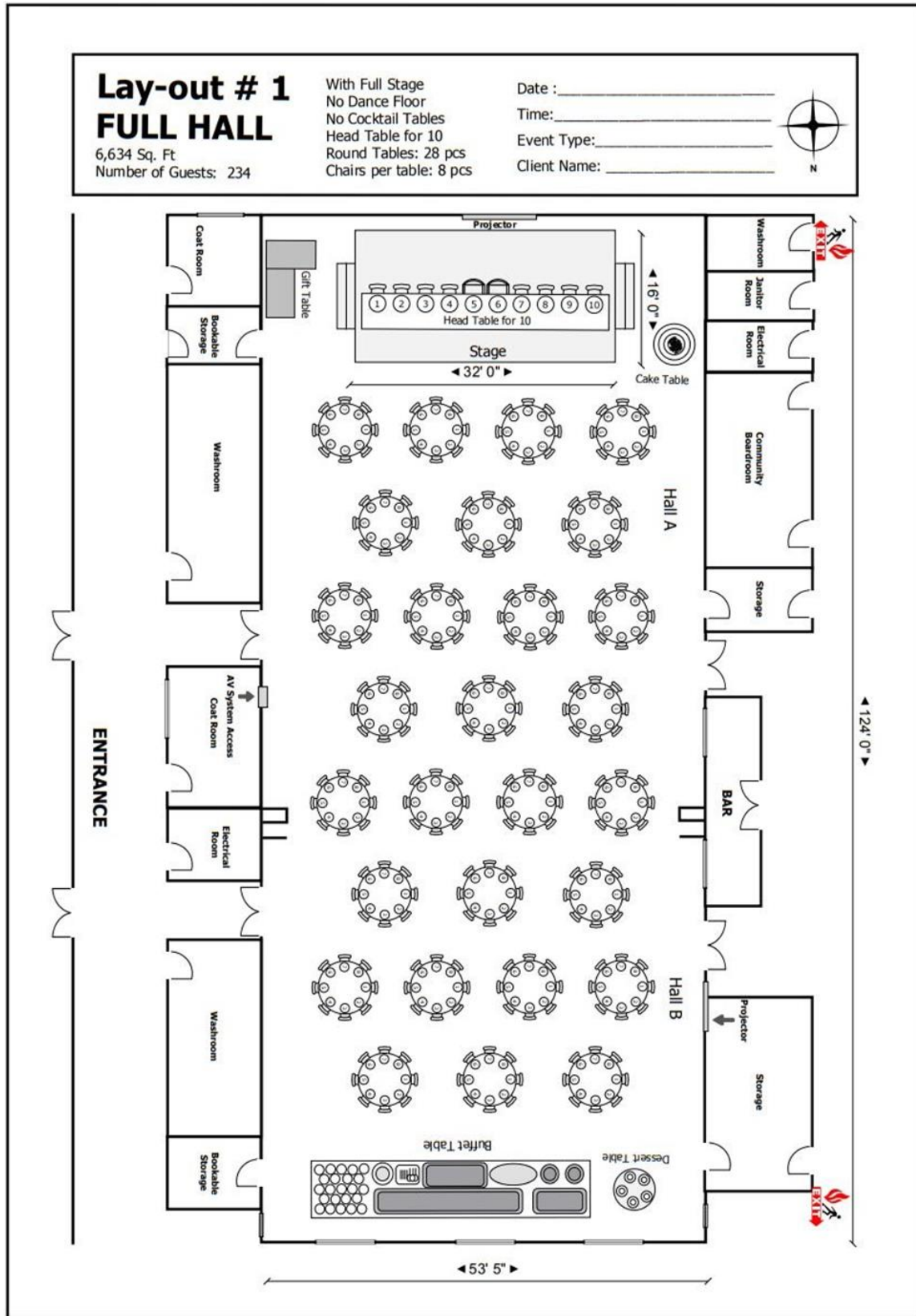
Amenities & Inventory

Access to projectors, screens, microphones, flipcharts, podium, tables, and chairs are available at no extra charge. Rooms can be set up to your specifications. Sample layouts below.

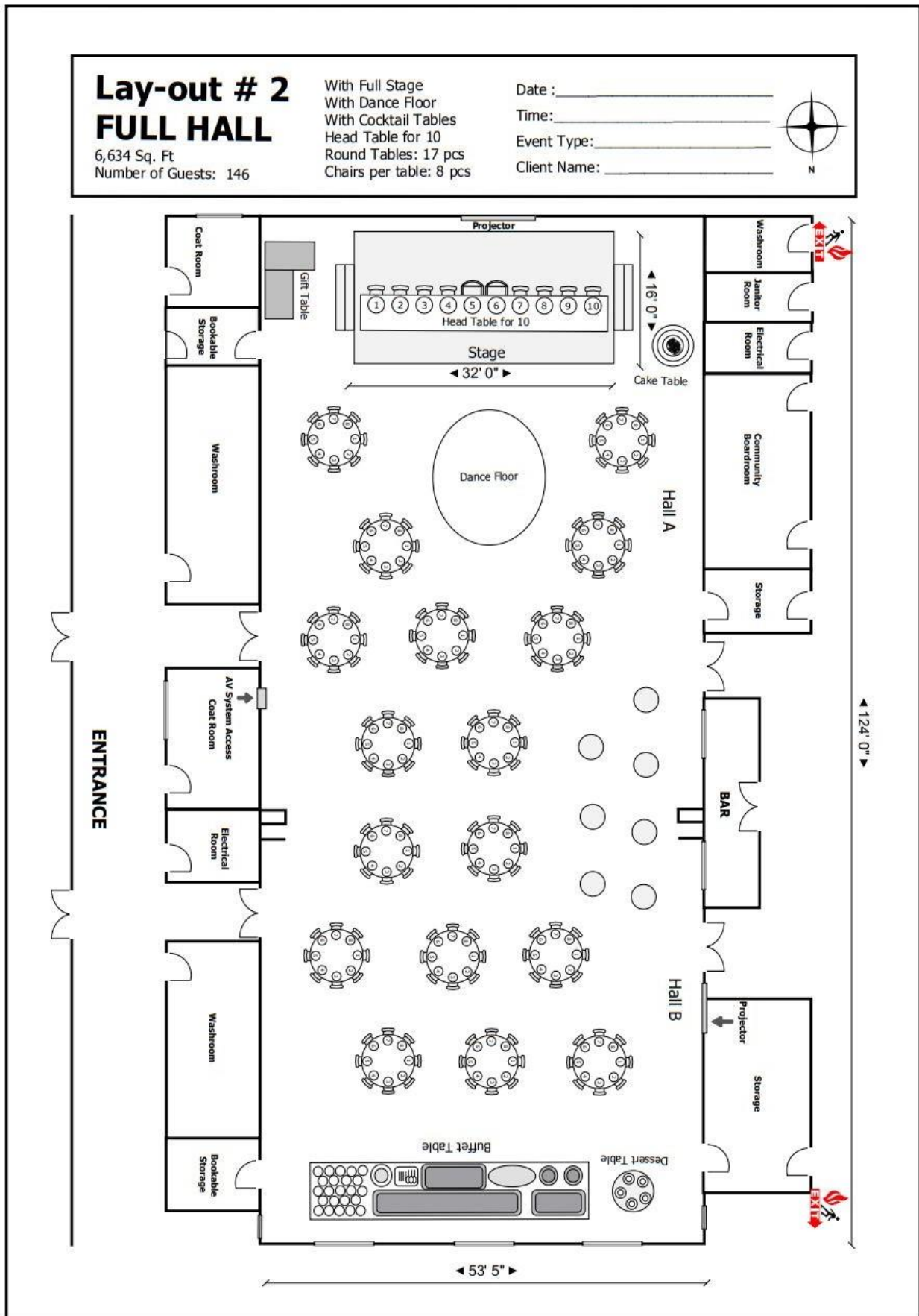
A complete checklist of amenities and inventory is available online or through the Community Centre Coordinator.



Layout Samples: Banquet Style



Layout Sample: Banquet Style with Cocktail Tables



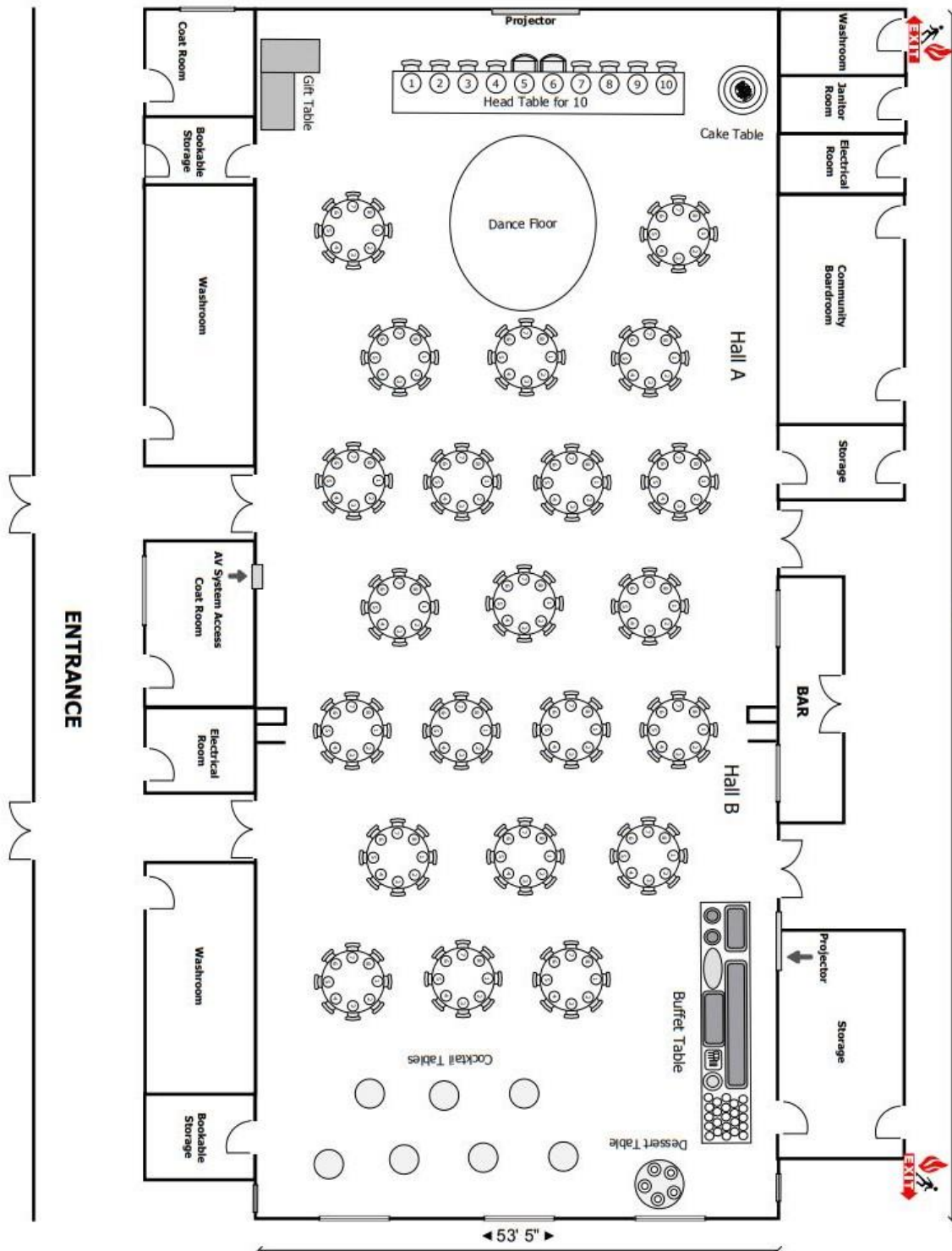
Layout Sample: Banquet Style with Cocktail Tables near Buffett

Lay-out # 3 FULL HALL

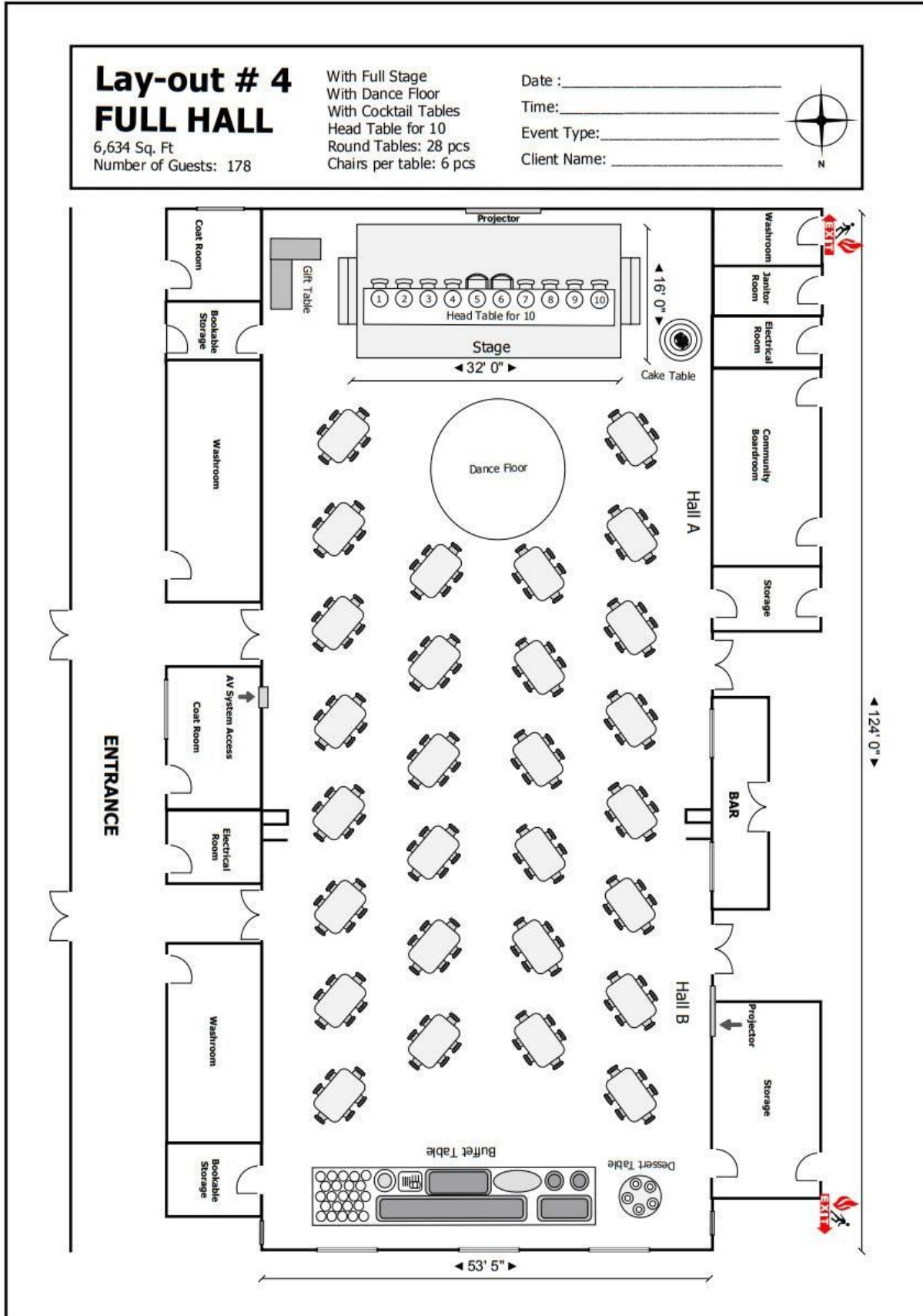
6,634 Sq. Ft
Number of Guests: 186

No Stage
With Dance Floor
With Cocktail Tables
Head Table for 10
Round Tables: 22 pcs
Chairs per table: 8 pcs

Date : _____
Time: _____
Event Type: _____
Client Name: _____



Layout Sample: Banquet Style with Rectangle Tables



Layout Sample: Theatre Style

Lay-out # 5 FULL HALL

6,634 Sq. Ft
Number of Guests: 220

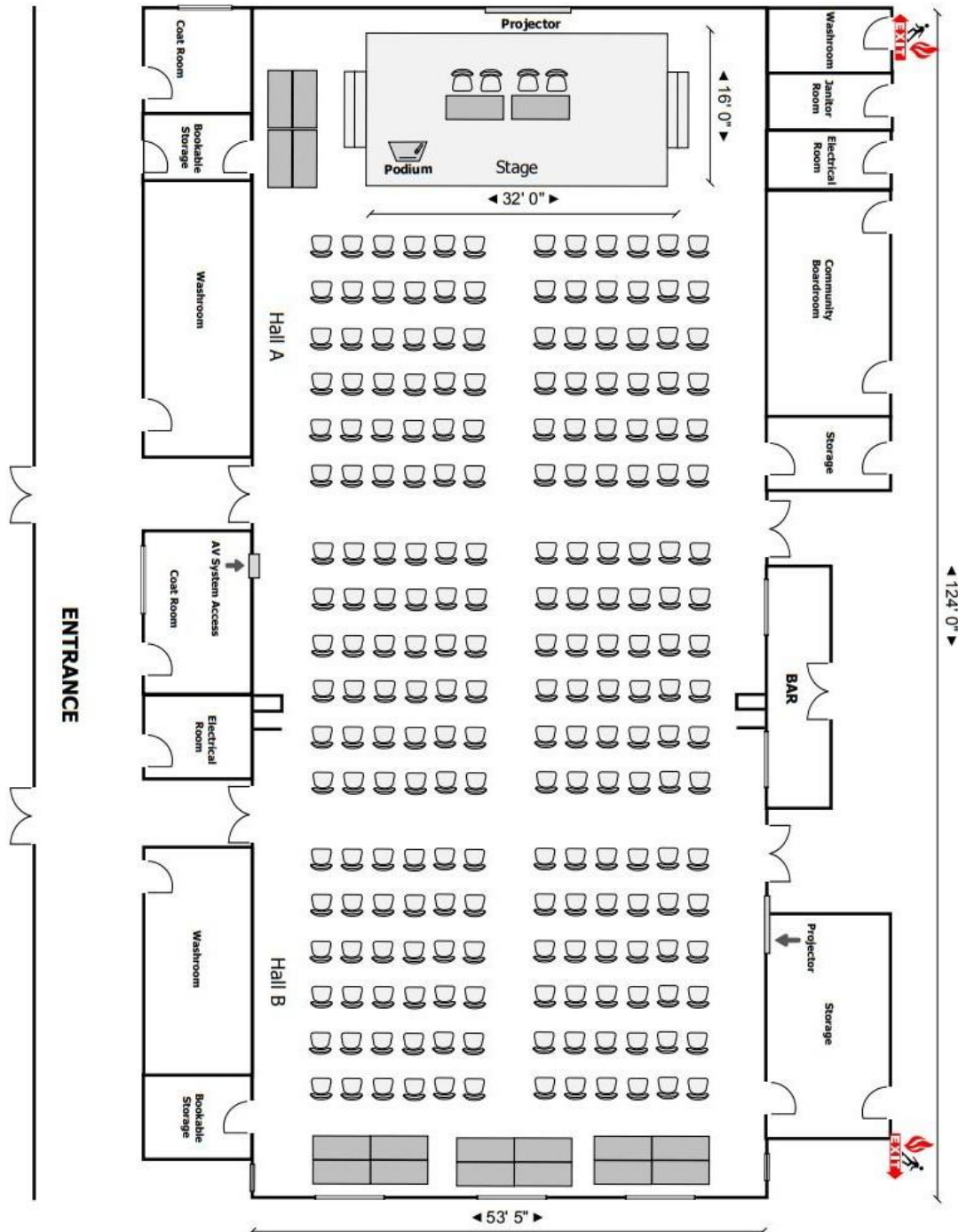
With Full Stage
With Podium
Rectangular Table: 18pcs

Date : _____

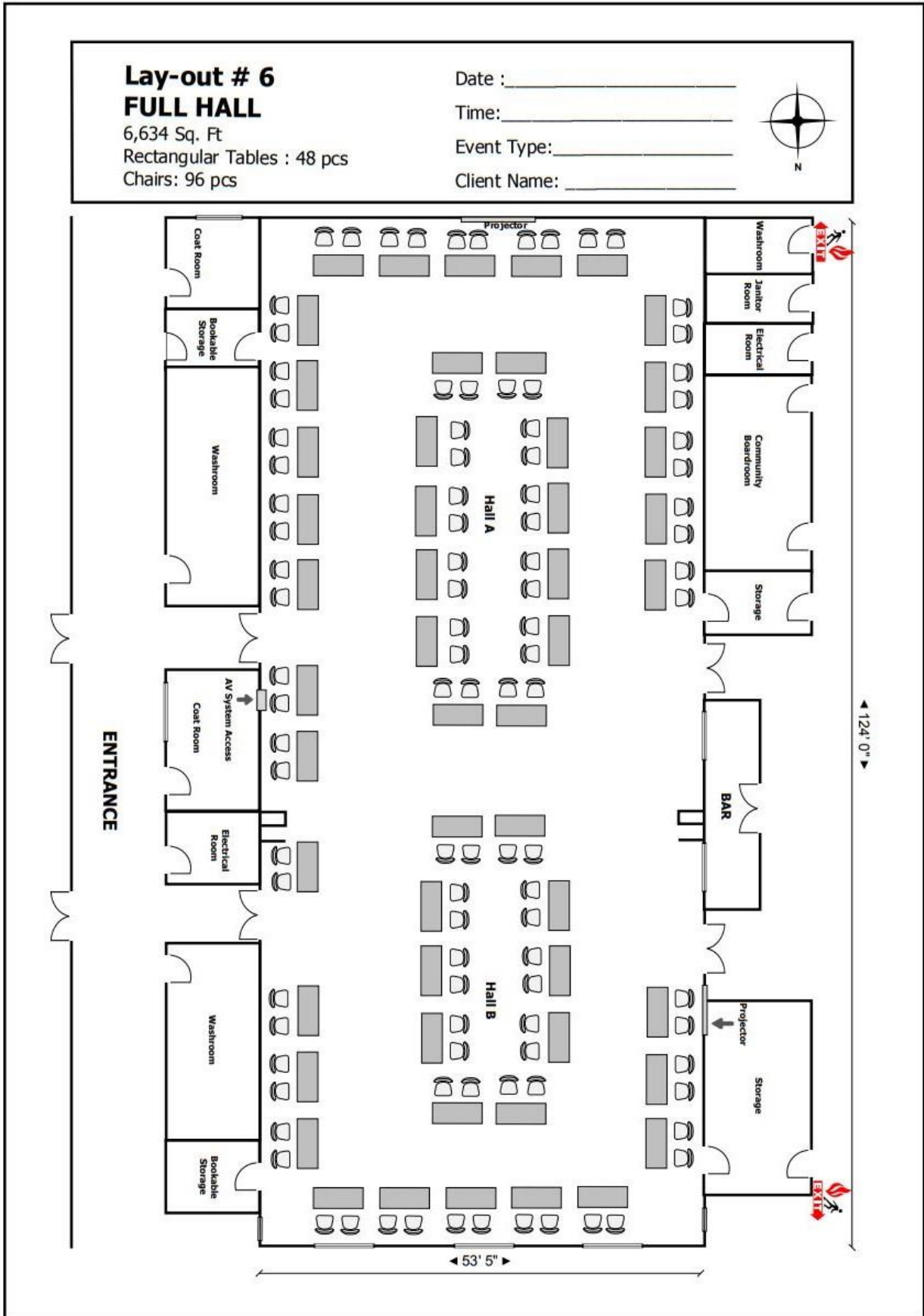
Time: _____

Event Type: _____

Client Name: _____



Layout Sample: Tradeshow Style



Photos: Tables and Chairs available at the CCBCC

Blue Plastic Chairs:



Banquet Chairs:



Rectangle Tables:

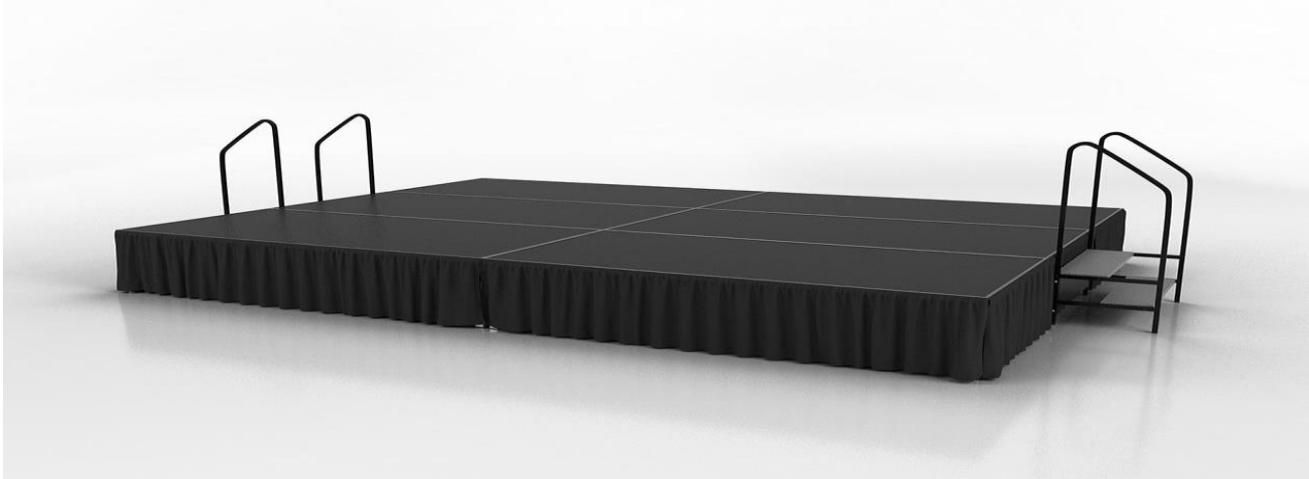


Round Tables:



Cocktail Tables:





Stage

- Stage form is required for ALL stage rental requests.
 - Stage form can be found here: <https://www.beaumont.ab.ca/431/Community-Centre>
- There will be an additional price added on if changes are made to any layouts or last minute.
- Stage – has 12 pieces. Each piece is 8 ft x 4 ft. They can use any amount of stage pieces they require.
Once the stage is set up it cannot be changed or moved.
- The stage can only be set up in a hall booking and CANNOT be set up in any of the breakout rooms.
- We do not rent the stage outside of the building.
- The stage has a black skirt that can be attached to cover the legs of the stage.
- The stage does have the option of attaching two sets of stairs on either side to the stage.

