



## Calgary Soccer Centre

7000 48<sup>th</sup> Street SE  
Calgary, Alberta, Canada  
T2C 4E1  
(403) 300-1090

[bookings@calgarysoccercentre.com](mailto:bookings@calgarysoccercentre.com)

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## Bookings

Once you have received confirmation of your facility rental times, please see below for instructions on when and how to pay, cancel or make amendments.

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## Payment Options

**By Phone:** Contact Facility Bookings at **403-300-3089** during regular business hours (Monday to Friday 8:30am-4:00pm). You will be asked to provide Credit Card (VISA, AMEX, MasterCard). Please note we do **not** accept credit cards via email, nor do we keep credit card details on file.

**In Person:** Visit our office located at 7000-48<sup>th</sup> Street SE during regular business hours (Monday to Friday 8:30am-4:00pm). You will be asked to provide Credit Card (VISA, AMEX, MasterCard).

**By Cheque\*:** Time permitting, you can mail a cheque (payable to "The City of Calgary") to:

**Calgary Soccer Centre**  
7000 48<sup>th</sup> Street SE  
Calgary, Alberta, Canada  
T2C 4E1

\*The cheque must be received by the Calgary Soccer Centre at least Thirty (30) days prior to booking. If your booking is within thirty days, then Credit Card is required immediately.

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## Cancellations or Amendments

Cancellations or amendments must be received by Facility Bookings a minimum of thirty (30) days in advance of the rental date. Bookings made within thirty days are subject to no cancellation. Failure to observe this deadline will result in renter being charged the full cost of rental. Cancellations or amendments must be communicated by no later than 12:00pm (noon) on a business day for that day to be included in the day count.

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## Events

Events such as camps, tournaments or showcases require a non-refundable deposit of 25% which must be paid immediately in order to hold for future amendments. The remaining 75% must be paid in full no later than thirty (30) days prior to the commencement of the event.

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## Reoccurring Bookings

Groups setting up a reoccurring schedule of weekly field time(s) throughout a season are eligible to split their balance into two payments. The first payment (50%) is due thirty days prior to commencement of schedule, or at time of booking. The second payment (50%) is due thirty days prior to the half-way point of the schedule.