

Calgary



RALPH KLEIN PARK MEETINGS & CONFERENCES



A breath of fresh air

Surrounded by endless prairie, Rocky Mountain views and Canada's largest man-made wetland, Ralph Klein Park offers a one-of-a-kind setting for meetings, conferences and corporate functions. Whether you are looking to host a staff training session, team workshop or multi-day convention, we have a variety of indoor and outdoor rental spaces to suit your needs.

Contact us at 311 (403-268-2489 if outside city limits) or rkp@calgary.ca to discuss your meeting requirements and arrange a site tour, or visit us online at calgary.ca/rkp.



Rental spaces

We offer a number of indoor and outdoor spaces for small to medium-sized meetings, workshops and conferences. Each room within Ralph Klein Park's uniquely designed Environmental Education Centre features floor-to-ceiling windows with stunning, panoramic views and direct access to exterior walkways. Outdoor spaces include a rooftop terrace and green field, both providing a unique setting for open-air presentations and corporate functions.

Indoor

ROOM	DIMENSIONS (FEET)	SQUARE FOOTAGE	MAXIMUM CAPACITY					
			BOARDROOM	BANQUET	CLASSROOM	COCKTAIL/ RECEPTION	THEATRE	U-SHAPE
Stickleback	28 x 26	768	20	20	30	59	40	20
Mallard	27 x 35	950	20	40	32	60	50	20
Salamander	27 x 35	950	20	40	32	60	50	20
Blue Heron	75 x 20	1800	40	80	35	120	100	30
Dragonfly (Mallard+Salamander)	54 x 35	1900	47	104	64	150	150	47

Stickleback, Mallard, Salamander and Dragonfly rooms are equipped with built-in projectors, podiums, microphones and whiteboards. SMART boards and projectors are available for the Blue Heron room.



Outdoor

SPACE	MAXIMUM CAPACITY
Rooftop Terrace	120

Rental rates

ROOM	REGULAR RATE*	AFTER-HOURS RATE**
Stickleback	\$75/hr	\$125/hr
Mallard / Salamander	\$75/hr	\$125/hr
Blue Heron	\$150/hr	\$200/hr
Dragonfly	\$150/hr	\$200/hr
Rooftop Terrace	\$100/hr	\$150/hr

*Rates apply to bookings between 8 a.m. and 4 p.m., Monday to Friday. Minimum two-hour bookings are required.

**Rates apply to bookings prior to 8 a.m. and between 4 p.m. and midnight, Monday to Friday, and 7 a.m. to midnight on weekends. Minimum two-hour bookings are required.

Don't forget to include set-up and clean-up in your booking timeframe.



Food and beverage

Water coolers are available in all meeting rooms. Guests are encouraged to bring a re-usable cup or water bottle.

We have partnered with two exclusive Calgary caterers, each offering a range of delicious meals and refreshments for various budgets and palates. Please contact them directly to make arrangements for your meeting or conference.



Hotels Arts

www.hotelarts.ca/event/curated-catering

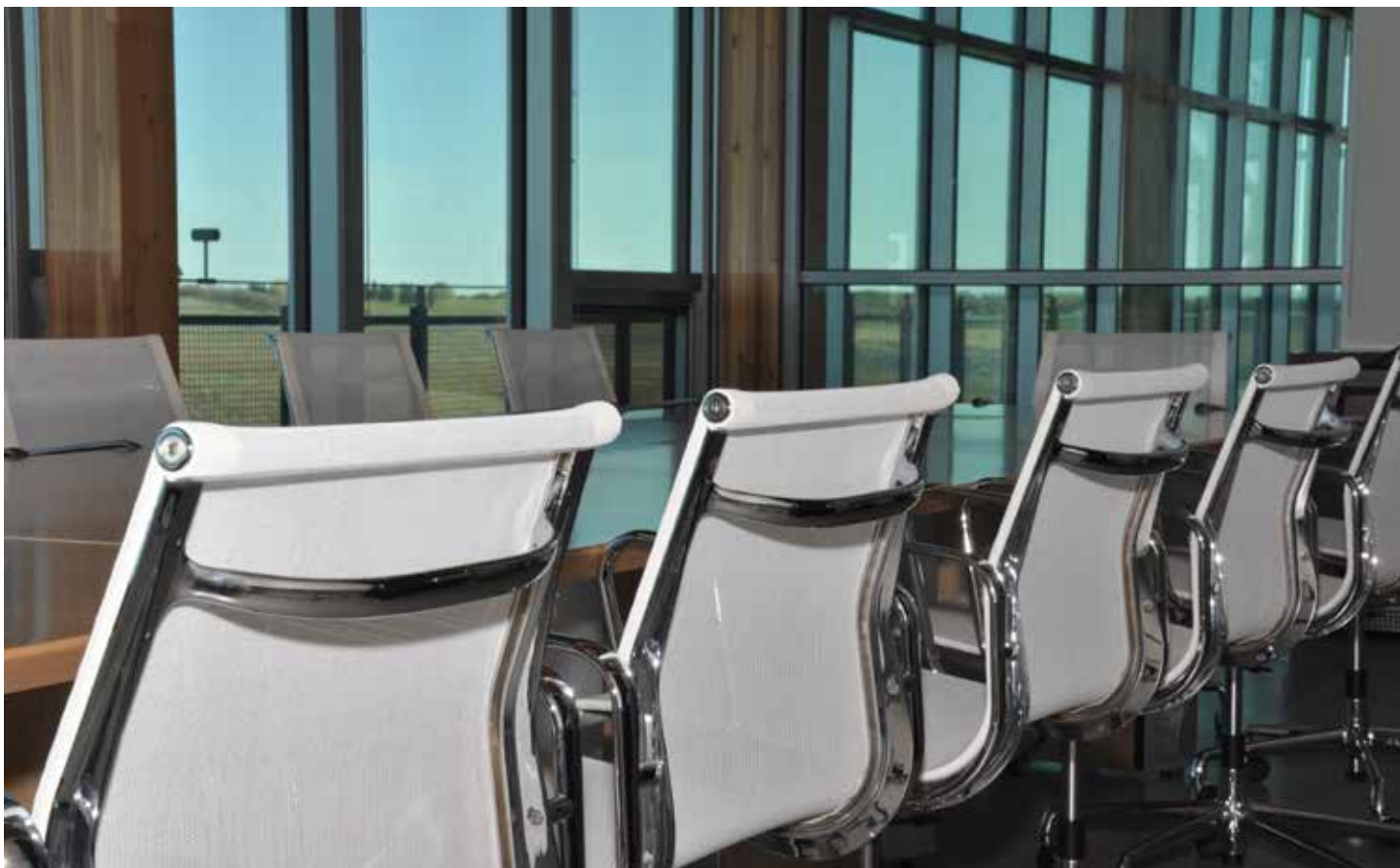


Great Events

www.greateventscatering.ca

Alternate caterers are welcome! Please ask your City booking representative to discuss site restrictions and caterer guidelines.

Please review our food and beverage site policies prior to booking your caterer.



Green meeting guidelines

Choosing an eco-friendly venue is a great first step toward hosting a green meeting. Here are some other simple and cost-effective ideas to help you plan a sustainable function.

- 🌿 Email materials to participants or use an online collaboration tool for document sharing
- 🌿 Use whiteboards instead of flipcharts for note taking
- 🌿 Choose supplies made from recycled materials
- 🌿 Opt for two-sided documents instead of single-sided
- 🌿 Encourage carpooling or provide group transportation
- 🌿 Schedule meeting start and end times outside of rush hours to reduce idling

If you have other eco-friendly meeting ideas, we would love to hear them! Email us at rkp@calgary.ca.

Sustainability standards

Environmental sustainability is at the core of who we are and what we do at Ralph Klein Park. Minimizing our environmental impact and contributing to a healthy ecosystem are of top priority when it comes to our daily operations, decision making and facility use.

Our Environmental Education Centre features innovative green technologies, including solar panels, radiant heating, low-flow taps and composting toilets, for reduced energy consumption and carbon emissions. We choose environmentally friendly and fair trade products, when possible, and re-use, recycle and compost for decreased waste production.

To ensure our park and facility are used in an eco-friendly manner, we require our vendors, partners and clients to abide by the following sustainability standards:

RECYCLE

Recycling bins are provided throughout the park and Environmental Education Centre. A large collection area for glass, metal and cardboard is located in the centre's entrance hallway. Please separate your recyclables and dispose of them in the appropriate containers.

COMPOST

Composting bins are provided in each room of the Environmental Education Centre. Please sort your waste from your compostable materials and dispose of them in the proper receptacles.

CHOOSE

When purchasing or renting items, consider products that are gentle on the environment, sold by fair trade companies and made from compostable and/or recyclable materials.

RE-USE

Before throwing items away, consider if they can be re-used for other purposes or donated to a community group or non-profit organization.

Site policies

Please review our site policies carefully before booking your meeting or conference.

Audio-visual equipment

External audio-visual equipment is permitted. Limited electrical outlets are available.

Confirmation of details

Meeting details must be confirmed a minimum of 14 days in advance, including but not limited to room layout/set-up requirements, table and chair quantities, in-house service needs and technology requirements.

Food and beverage

A 10 per cent facility fee will be added to all catering bills to cover kitchen and equipment costs.

Alcohol consumption is not permitted unless a liquor license has been obtained. Licenses must be provided by our exclusive caterers only. Liquor service is restricted to between 4 p.m. and midnight. Service may begin prior to 4 p.m. on weekends only, however, requests must be received at time of booking.

Materials and supplies

Meeting supplies and equipment, including posters and flip chart paper, must not be taped, tied or otherwise attached to windows, walls, railings, staircases, trees or any other park or facility structures. Easels and whiteboards are available upon request.

Parking

Complimentary parking for up to 160 vehicles is available. Overnight parking is not permitted.

Payment and cancellations

Full payment is due within 14 days of the booking. Failure to provide payment within this timeframe could result in cancellation.

A full refund less a \$50 fee will be provided if the booking is cancelled a minimum of five business days prior to the meeting. Cancellations received within less than five business days of the meeting date will not be refunded. Cancellation notices must be provided in writing.

Set-up and clean-up

Set-up and removal of facility-provided tables and chairs is included. Any additional set-up and clean-up is the responsibility of the meeting organizer and must be included in the booking timeframe.

Delivery of any items must occur during the allotted set-up time. Large or bulky items require advance approval. Limited storage, dollies and carts are available. Fees may apply.

All items brought on site must be removed after the meeting and rooms left in the condition in which they were found. A cleaning fee will be charged if any waste and/or items are left on site. Extra fees will apply for damages incurred.

Site use

Compliance with City bylaws is required. Bylaw extension permits are mandatory for all bookings after 4 p.m. Extension permits will be obtained by Ralph Klein Park staff and a confirmation email sent to the meeting organizer.

We are not responsible for loss or damages and reserve the right to decline bookings.



Ralph Klein Park and Environmental Education Centre

12350 84th St. S.E.

Calgary, Alberta T3S 0A4

Contact us

Phone: 311 (403-268-2489 if outside city limits)

Email: rkp@calgary.ca

calgary.ca/rkp