

St. Matthias Parish Hall, located in Edmonton's west end, offers many amenities and conveniences that make it the ideal place for your next reception, corporate function, fundraiser, or family reunion!

Our reception hall provides:

- Over 4000 square ft. of open floor space, with a 12-foot ceiling, and a stage (12' deep by 30' wide)
- Seating for 220 people, or 300 people for a non-seated event
- Round tables
- Upholstered banquet chairs
- PA System/screen/ Mic and podium
- Spacious Kitchen – 2 ovens/ fridge/ commercial dishwasher
- Wheelchair-accessible washrooms
- Use of the outdoor patio
- Air Conditioning
- On-site parking and convenient access to public transit

Facility FAQs

Capacity? 300 non-seated or 220 seated (25 round tables, 240 chairs, 15 rectangle tables, 6 cocktail tables)

Parking lot capacity? There are 65 parking stalls, 2 of which are designated handicapped-accessible. Additionally, there are 3 designated loading zones.

Discount for a non-profit? Proof of non-profit status will be required as well as event details.

What is the cancellation policy? A 25% deposit is required to secure the reservation. You will receive a full refund if you cancel more than 30 days in advance. If less than 30 days, you forfeit your deposit.

Damage/Security deposit? A \$500 security deposit will be required when the contract is signed.

What equipment is included and or rented? Chairs, tables (round, rectangular, cocktail), a podium, and a screen are provided. Audio Visual equipment is available for rent.

Are linens provided? Linens are not provided.

Can the Kitchen be used? Are dishes/cutlery included/available to rent? The kitchen space can be used to stage, store, prepare, and serve food. Dishes and cutlery can be rented. The fee will be determined by the size of your group.

When can we have access? Are set-up and take-down times included? You will have access to the hall in accordance with your rental agreement. Please be mindful of any setup and/or post-event take-down when booking your event. Venue rental also includes cleaning and a rental contact person who will meet you to provide access to the space at the beginning of the event and return at the end to lock up.

Who is responsible for setup/ takedown? Set up and take down is the responsibility of the Renter.

Do I need insurance? If you have insurance, please provide documents prior to signing the contract. If insurance documentation is not provided, it will be charged to the renter.

Can I make an appointment to view the space? Please contact rental@stmatthiasedmonton.ca to set up an appointment.

How do we book the space? Once you have selected a date, contact rental@stmatthiasedmonton.ca to confirm the date and the required fees to secure the reservation.

When is full payment required? Payment in full is required no less than 2 weeks in advance of your event.

Can I tentatively book a date? A 25% deposit is required to secure a reservation. If you cancel more than 30 days in advance, the deposit is fully refunded. If less than 30 days, you will forfeit your deposit.

Can I put up decorations? Decorations must be affixed in such a way that they can be removed without damage or leaving any evidence of their presence. Thumbtacks, nails, tape, etc. are not permitted.

Can I come back the next day to pick up event materials? The space must be fully returned to the condition in which it was presented to the renter on the day of the rental. Next-day clean-up and/or removal of materials is not an option.

Items available to rent:

Audio Visual equipment \$150

Dishes/cutlery/glassware (\$2.50/place setting)

