

**WA WA Shrine Centre**

2065 Hamilton Street  
Regina, SK S4P 2E1  
306-569-2294  
[www.wawashriners.org](http://www.wawashriners.org)

INTERNAL USE ONLY:

Customer: \_\_\_\_\_  
Date(s) Reserved: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
 Deposit  2-Week Review  Emailed Invoice w/  
Attachments  Payment  Photos  Posted

**2017-2018 UPPER HALL Rental Form**

Hall Dimensions 71' x 59' wide = 4189 sqft and Stage 20' x 22' wide  
(35 x 60" Round Tables - 21 x 8' Long Tables - 6 x 6' Long Tables - 4 x 4' Long Tables)

All bookings of the Shrine Centre facilities must be made through the Shrine Centre office specifically outlining the intended use and facilities to be used.

**BAR:** If a bar serving alcohol, provided by either the user or the Shrine Centre, is to be available during the event the user must obtain the appropriate SLGA liquor permit and the Shrine Centre must provide a minimum two bartenders; also one Busser is required to clean tables for the Bar. Shrine Centre bartenders are required for all events. All recycling from Customer Bar stays with the Shrine. Homemade wine is not allowed. **Customers must go through David before placing liquor order for "Customer Bar".**

**SETUP:** It shall be the responsibility of the Customer, with suggestions from the Shrine Centre personnel, to determine the final configuration of the table layout. Renter is responsible for setting up tables and chairs or Shrine will provide setup for a fee. If Customer opts to setup tables, it is their responsibility to ensure the tables are securely locked to avoid tipping. When moving the tables, the tables are to be lifted and not dragged across the floor. Chairs can be moved in stacks of 8 on the dolly. Shrinker speakers are to be used only for speeches from the podium and wireless mic - not karaoke by DJ or bands. **All fire exits must remain clear at all times with no encumbrances.**

**DECORATIONS:** No decorations shall be taped or tacked to any surfaces. **No confetti, sequins or helium balloons. ONLY flameless candles are allowed.** Table cloths, napkins and chair covers are NOT available from the Shrine Centre - Customer is responsible to make arrangements. All decorations, linens etc are to be removed from the Shrine Centre at the conclusion of the event unless prior arrangements have been made with the Shrine Centre office. Final approval for all decorations is required by David Paul, Recorder.

**KITCHEN USAGE:** If kitchen facilities are to be used, in any manner, the Shrine office must approve the proposed catering arrangements. Food shall NOT be prepared on site. The kitchen may be used for a serving area only and on the day of the event. Coolers are available for storage.

Dishes and cutlery are available for use at the indicated rate below. If the Shrine sets up dishes and cutlery, please refer to cost on next page. One Busser is required when using our dishes and wine glasses. Used dishes, cutlery, etc shall be returned to the kitchen and left in appropriate tubs for washing by the Shrine Centre. Non-shrinker wine glasses are not permitted. Due to breakage and safety concerns, all wine glasses and wine bottles will be removed from the tables at 11pm.

**SECURITY:** Security, provided by the Shrine Centre, shall be required during the setup/decorating time, during the full duration of the event and subsequent take down time.

*The user understands this facility is not handicap accessible and acknowledges the same by signing this form at this location.*

Initial: \_\_\_\_\_

**Renters shall provide documentation details 2 weeks before event date confirming liability in the amount of minimum two million dollars, WA WA Temple AAONMS as additional insured.**

By signing this, I understand that I take full responsibility.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

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**OPTION 1 – SHRINER’S BAR** - WA WA Shrine provides SLGA permit and purchases all alcohol. Special requests may be submitted.

**Drinks: \$4.75**  
**Wine Glasses: \$0.50/each**

**Premiere Drinks: \$5.75**  
**Breakage: \$1.50/each**

**Upper Hall Rate includes PA System and Podium/Wireless Mic**

	\$	Initial
<b>Upper Hall w/ Shrine Bar</b>	<b>\$650</b>	_____
<i>Bartenders, Security, Bussing, Corkage, Ticket Sales, Insurance, and Liquor license required (+)</i>		
+Insurance wedding No. pp _____ Alcohol _____ No Alcohol _____	\$(see pg 6)	_____
+Bartenders	\$15 each/hr	_____
+Security (except office hours MON-FRI 8am – 4pm)	\$20 each/hr	_____
+Bussing	\$20 each/hr	_____
+Ticket Sales	\$15 each/hr	_____
+Corkage per No. of pp _____	(\$2.75 each)	_____
(Corkage includes ice, pop, orange juice and plastic cups)		
Note: Clamato, Cranberry Juice, Limes, and Lemons provided by: Customer _____ OR WA WA _____		

Additional costs, if requested:

Wine/Champagne Servers and Bussing	\$20 each/hr	_____
Wine Glass usage	\$0.50 each	_____
Table and Chair setup	\$ 85	_____
Table & Chair tear down (no decorations or linens)	\$ 85	_____
Table & Chair tear down (removal of table clothes, chair Covers & table centre pieces)	\$120	_____
Ambient Lighting	\$100	_____
Kitchen Usage and storage coolers Only	\$ 45	_____
Midnight Buffet Setup/Teardown	\$ 65	_____
Bussing tables and/or Dishwashing Additional	\$ 20/hr	_____
Coffee/Tea Urn (not incl. coffee/cream/sugar/cups/stir sticks)	\$ 40	_____
Punch (Fruit) non-alcoholic (Max 4 bowls)	\$160	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$ 75	_____
Dishes & Cutlery usage (dessert plates and forks rental only)	\$ 65	_____
Dishes & Cutlery, setup on tables	\$ 85	_____
Screen & Projector	\$130	_____
Screen only	\$ 35	_____

**Amount Due at time of booking** - A **\$300.00** damage deposit is required at the date of booking. This amount will be applied towards the total invoice.

**CANCELLATION:** A \$200.00 of this deposit is refundable if the booking is cancelled a minimum 90 days prior to the date booked. If the cost of damages exceeds the deposit residual the user will be billed for such damages. A credit card is required. No refund for cancellation of bookings in June, July, August or September.

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**OPTION 2- CUSTOMER'S BAR** - Customer provides SLGA permit and purchases all alcohol. SLGA does not allow homemade wine/beer.

**SLGA REQUIRES Liquor to be offered up to \$3.00 with Option 2-Customer Bar**  
**(All recycling from Customer Bar stays with the Shrine)**  
**Customer must talk to David Paul prior to purchasing Alcohol.**  
**Customer must provide single roll tickets and ask David Paul about Float amount.**  
**Upper Hall Rate includes PA System and Podium/Wireless Mic**

Initial

<b>Upper Hall w/ Customer Bar</b>	<b>\$950</b>	_____	_____
<i>Bartenders, Security, Bussing, Corkage, Ticket Sales, Insurance, and Liquor license required (+)</i>			
+Insurance wedding No. pp _____ Alcohol _____ No Alcohol _____	\$(see pg 6)	_____	_____
+Bartenders	\$15 each/hr	_____	_____
+Security (except office hours MON-FRI 8am – 4pm)	\$20 each/hr	_____	_____
+Bussing	\$20 each/hr	_____	_____
+Ticket Sales	\$15 each/hr	_____	_____
+Corkage per No. of pp _____	(\$3.00 each)	_____	_____
(Corkage includes ice, pop, orange juice and plastic cups)			
Note: Clamato, Cranberry Juice, Limes, and Lemons provided by: Customer _____ OR WA WA _____			

Additional costs, if requested:

Wine/Champagne Servers and Bussing	\$20 each/hr	_____	_____
Wine Glass usage	\$0.50 each	_____	_____
Table and Chair setup	\$ 85	_____	_____
Table & Chair tear down (no decorations or linens)	\$ 85	_____	_____
Table & Chair tear down (removal of table clothes, chair covers & table centre pieces)	\$120	_____	_____
Ambient Lighting	\$100	_____	_____
Kitchen Usage and storage coolers Only	\$ 45	_____	_____
Midnight Buffet Setup/Teardown	\$ 65	_____	_____
Bussing tables and/or Dishwashing Additional	\$ 20/hr	_____	_____
Coffee/Tea Urn (not incl. coffee/cream/sugar/cups/stir sticks)	\$ 40	_____	_____
Punch (Fruit) non-alcoholic (Max 4 bowls)	\$160	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$ 75	_____	_____
Dishes & Cutlery usage (dessert plates and forks rental only)	\$ 65	_____	_____
Dishes & Cutlery, setup on tables	\$ 85	_____	_____
Screen & Projector	\$130	_____	_____
Screen only	\$ 35	_____	_____

**Amount Due at time of booking** - A **\$300.00** damage deposit is required at the date of booking. This amount will be applied towards the total invoice.

**CANCELLATION:** A \$200.00 of this deposit is refundable if the booking is cancelled a minimum 90 days prior to the date booked. If the cost of damages exceeds the deposit residual the user will be billed for such damages. A credit card is required. No refund for cancellation of bookings in June, July, August or September.

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### Wedding Gift Opening & Tear Down

WA WA Shriners is pleased to offer the Bride & Groom a **Wedding Gift Opening and Tear Down** special rate starting at \$350 on the day following your wedding. Just think, your decorations, gifts and alcohol are already here! (WA WA Shrine staff will have the room ready for your brunch.)

The party would continue on the Sunday after your wedding with a gift opening, lunch and friends to help you clean up the decorations and tear down! It's a great way to enjoy Champagne and Samosas.

You can use the same permit from your wedding.

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			Initial
<b>Upper Hall w/ Shrine Bar &amp; Gift Opening</b>	<b>\$350</b>	_____	_____
(All recycling from Customer Bar stays with the Shrine.)			
<i>Corkage, Bartender, Ticket Sales, Insurance required*</i>			
*Bartenders	\$ 15 each/hr	_____	_____
*Security	\$ 20 each/hr	_____	_____
*Corkage per No. of pp _____ (Corkage includes ice, pop, orange juice and plastic cups)	(\$3.00 each)	_____	_____
Ticket Sales	\$ 15 each/hr	_____	_____
Bussing tables and/or Dishwashing	\$ 20/hr	_____	_____
Coffee/Tea Urn (not incl. coffee/cream/sugar/cups/stir sticks)	\$ 40	_____	_____
Punch (Fruit) non-alcoholic (Max 2 bowls)	\$ 95	_____	_____
Kitchen Usage and storage coolers Only	\$ 40	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates only)	\$ 85	_____	_____

# WA WA Shrine Centre

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**Date Of Event(s) :** \_\_\_\_\_

Function: \_\_\_\_\_

Time start: \_\_\_\_\_ Time End: \_\_\_\_\_ Number of people: \_\_\_\_\_

Setup time: \_\_\_\_\_ Tear down time: \_\_\_\_\_

Notes:

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Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
User Signature Date

**By signing the user agrees to all conditions and guidelines stated above.**

Copy of Hall Insurance on file \_\_\_\_\_ Copy of Liquor License on file \_\_\_\_\_

(\*Required information below)

**\*Credit Card required on file for damages or Full Deposit: Deposit Amount: \$** \_\_\_\_\_

Cheque: \_\_\_\_\_ Cash: \_\_\_\_\_ Visa: \_\_\_\_\_ MasterCard: \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry date: \_\_\_\_/\_\_\_\_ Three Digit \_\_\_\_\_

Name on Card: \_\_\_\_\_

**\*Drivers License Name and Number:** \_\_\_\_\_

Office Signature: \_\_\_\_\_

**\*Balance of your bill will be applied to your credit card. Total bookings must be paid upon completion. There are no terms allowed on any bookings. Initial \_\_\_\_\_ agree to above.**

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**USER GROUP RATING SCHEDULE**

**2,000,000 Commercial General Liability**

**Rates effective March 20, 2015**

Type of Event	# of Participants	Premium	
		No Alcohol	With Alcohol
Receptions, weddings, anniversary celebrations, etc.	1-25	\$25	\$50
	26-100	\$50	\$100
	101-250	\$75	\$150
	251-310	\$100	\$200

**By signing Renters confirm liability in the amount of minimum two million Dollars, WA WA Temple AAONMS as additional insured.**

By signing this, I understand that I take full responsibility.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

*You can't put a price on what we do for children so we do it for nothing!*