

WA WA Shriners
2065 Hamilton Street
Regina, SK S4P 2E1
306-541-WAWA (9292)
www.wawashriners.org

INTERNAL USE ONLY:

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

2019-2020 CHRISTMAS HALL RENTAL UPPER & LOWER HALL FORMS

We have: 16 Rounds 60" (seats 8); Rounds 48" (seats 5); 5 Longs 8' (seats 8); 3 Longs (6'); 2 Longs (4')

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 additional tables, it is their responsibility to ensure the tables are securely locked to avoid tipping. When moving the additional tables, the tables are to be lifted and not dragged across the floor. Chairs can be moved in stacks of 8 on the dolly. Shriener 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. No outside wine glasses are 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.

Sign: _____

Shrine Club bartenders are required for all events with alcohol.

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

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

Signed by: _____ Date: _____

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Drinks: \$4.75

Premiere Drinks: \$5.75

(Prices are subject to change without notice)

Upper & Lower Hall Rate includes PA system and Podium
Shrine bartenders are required for all events with alcohol.

OPTION 1 - Shrine Bar CHRISTMAS PARTIES ONLY

Upper Hall w/ Shrine Bar or No Bar	\$700	_____
Lower Hall w/ Shrine Bar or No Bar	\$450	_____
<i>Corkage, Bartender, and Insurance required*</i>		
*Bartenders (min. 3 hours)	\$ 20 each/hr	_____
*Security (min. 3 hours)	\$ 20 each/hr	_____
*Ticket seller (min. 3 hours)	\$ 20 each/hr	_____
*Bussing tables and/or Dishwashing Additional	\$ 20 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 Customer _____ WA WA _____		

Additional costs, if requested:

Ambient Lighting (upper hall ONLY)	\$160	_____	_____
Wine (Serving to Guests & Head Table)	\$ 40 flat fee	_____	_____
Wine Glass usage	\$.65 each	_____	_____
Table and Chair setup (Mandatory by Shrine Staff)	\$ 95	\$95.00	_____
Table & Chair tear down includes removal of Decorations, Linens & Chair Covers	\$180	_____	_____
Kitchen Usage and storage coolers Only	\$ 65	_____	_____
Coffee/Tea Urn (incl. coffee/cream/sugar/cups/stir sticks)	\$ 65	_____	_____
Christmas Punch (Fruit) non-alcoholic (Max 3 bowls)	\$140	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$ 95	_____	_____
Dishes & Cutlery, setup on tables	\$ 60	_____	_____
Screen & Projector (upper hall)	\$140	_____	_____
Large Screen and New Projector (lower hall)	\$160	_____	_____
Screen only	\$ 65	_____	_____
Pool Table Rental (lower hall)	\$ included	_____	_____

Amount Due a time of booking - A **\$300.00** damage deposit is required at the date of booking. If booking Pool Table, damage deposit is additional **\$50**. This amount will be applied towards the total invoice.

CANCELLATION: A \$100 of this deposit is refundable if the booking is cancelled a minimum 120 days prior to the date booked. If the cost of damages exceeds the deposit residual the user will be billed for such damages.

MERRY CHRISTMAS FROM WA WA SHRINERS

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(Prices are subject to change without notice)

Lower Hall Rate includes PA system and Podium

Shrine bartenders are required for all events with alcohol.

Customer must provide single roll tickets and ask David Paul about Float amount.

OPTION 2 - Customer Bar CHRISTMAS PARTIES

Upper Hall w/ Customer Bar	\$895	_____	_____
Lower Hall w/ Customer Bar	\$575	_____	_____
<i>Corkage, Bartender, and Insurance required*</i>			
*Bartenders (min. 3 hours)	\$ 20 each/hr	_____	_____
*Security (min. 3 hours)	\$ 20 each/hr	_____	_____
*Ticket seller (min. 3 hours)	\$ 20 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 Customer _____ WA WA _____			

Additional costs, if requested:

Ambient Lighting (UPPER HALL ONLY)	\$160	_____	_____
Wine (Serving to Guests & Head Table)	\$ 40 flat fee	_____	_____
Wine Glass usage	\$.65 each	_____	_____
Table and Chair setup (Mandatory by Shrine Staff)	\$ 95	\$95.00	_____
Table & Chair tear down includes removal of Decorations,			
Linens & Chair Covers	\$180	_____	_____
Kitchen Usage and storage coolers Only	\$ 45	_____	_____
Bussing tables and/or Dishwashing Additional	\$ 20/hr	_____	_____
Coffee/Tea Urn (not incl. coffee/cream/sugar/cups/stir sticks)	\$ 65	_____	_____
Christmas Punch (Fruit) non-alcoholic (Max 3 bowls)	\$140	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$ 95	_____	_____
Dishes & Cutlery, setup on tables	\$ 60	_____	_____
Screen & Projector (Upper Hall)	\$140	_____	_____
Large Screen and New Projector (Lower Hall)	\$160	_____	_____
Screen only	\$ 65	_____	_____
Pool Table Rental (Lower hall)	included	_____	_____

Amount Due a time of booking - A **\$250.00** damage deposit is required at the date of booking. If booking Pool Table, damage deposit is additional **\$50**. This amount will be applied towards the total invoice.

CANCELLATION: A \$100 of this deposit is refundable if the booking is cancelled a minimum 120 days prior to the date booked. If the cost of damages exceeds the deposit residual the user will be billed for such damages.

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Date Of The Event: _____

Function: _____

Time start: _____ Time End: _____ Number of people: _____

Setup time: _____ **Tear down time:** _____

Notes: _____

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.**

**WA WA Shriners
 USER GROUP RATING SCHEDULE**

2,000,000 Commercial General Liability

Rates effective December 20, 2018

Type of Event	# of Participants	Premium	
		No Alcohol	With Alcohol
Receptions, weddings, anniversary celebrations, etc.	1-25	\$35	\$60
	26-100	\$60	\$110
	101-250	\$85	\$160
	251-310	\$110	\$210

By signing Renters confirm liability in the amount of minimum two million Dollars, WA WA Shriners as additional insured. By signing this you take full responsibility.

Signed by: _____ Dated: _____

