



WA WA SHRINERS
2065 Hamilton Street
Regina, SK S4P 2E1
Event Coordinator: 306-569-2294
Email: events@wawashriners.org

2024-2025 CORPORATE Rental Form

3 CORPORATE ROOM OPTIONS:

#1 Seating Capacity 20-519 (Upper Hall)

#2 Seating Capacity 20-120 (Lower Hall)

#3 Seating Capacity 5-30 (Boardroom)

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

Enjoy our spacious and comfortable Corporate Rooms located in the heart of Downtown. Walking distance from all major downtown businesses.

- Free Wi-Fi
- 70" Television Flat Screen with HDMI & PC connection & VGA (Corporate Room #3 only)
- Flip Chart Board & White board
- 10' Screen (Corporate Room #2 only)
- Projector and portable screen (6'x8' Corporate Room #1)
- Stage (Corporate Room #1 only)
- Podium (Corporate Room #1 and Corporate Room #2 only)
- Washrooms and Coat check

Executive & Lunch Catering available. Executive Catering offering Coffee, Juices, Pop, Water, and Donuts. You may bring in your own breakfast or lunch.

All fire exits must always remain clear with no encumbrances.

The user understands this facility is not handicap accessible and acknowledges the same by signing this form and accepts these conditions at this location. _____(Initial)



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Prices are subject to change without notice.

Corporate Room Option #1	Upper Hall 71'x 59' (20-519)	\$625.00 per day	_____
Corporate Room Option #1	Upper Hall 71'x 59' (20-519)	\$110.00 per hour	_____
Corporate Room Option #2	Lower Hall 64'x 40' (20-130)	\$425.00 per day	_____
Corporate Room Option #2	Lower Hall 64'x 40' (20-130)	\$75.00 per hour	_____
Corporate Room Option #3	Boardroom 31'x 19' (5-30)	\$300.00 per day	_____
Corporate Room Option #3	Boardroom 31'x 19' (5-30)	\$50.00 per hour	_____
Potentates Office		100.00/day	_____
Smaller Break out rooms 1-3 rooms		\$50.00 each/day	_____
Mandatory Set up / tear down fee Upper Hall		\$375.00	_____
Mandatory Set up/ tear down fee Lower Hall		\$200.00	_____
Insurance Must be purchased Privately			_____
Security all Events		\$22.00 per hour	_____
Flipchart & Paper		\$20.00	_____
Projector & Screen Upper / Lower Hall		\$160.00	_____
Screen only		\$65.00	_____
Boardroom Clean Up		\$50.00	_____
Dishes & Cutlery		\$145.00	_____
Coffee		\$2.50 per person	_____
Coffee & Donuts		\$3.75 per person	_____
Coffee & Muffins		\$4.25	_____
Orange and Apple Juice (based on quantity used)		\$3.25	_____
Pop (based on quantity used)		\$2.50	_____
Bottled Water (based on quantity used)		\$2.50	_____
Service Charges of 15% on total bill			_____
Shrine Bar-Corkage \$8.00/person			_____

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

Signature: _____
 (USER)

Signature: _____
 (WA WA SHRINERS)

EXECUTIVE & LUNCH CATERING: Bring your own or the Shrine can arrange. Lunch catering will depend on numbers and menu requested. FYI, we only charge what the caterer charges, we do not mark it up and we have several options. **Yes**
No

SECURITY: Required before 8:00 am & after 4:00 pm Monday to Friday and all day on Saturday & Sunday including holidays.

DEPOSIT: A \$500.00 deposit is required at the date of booking. This deposit will act as a damage deposit. Charges for damages, if any, will be deducted from this deposit. The remaining portion will be returned to the Renter by mail following the event.

CANCELLATION: \$100 of this deposit is refundable if the booking is cancelled a minimum 30 days prior to the date booked. If the cost of damages exceeds the deposit residual the Renter will be billed for such damages. If the use of the projector and screen is needed, the deposit would be increased to \$200.00.



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2024-2025 CORPORATE ROOM OPTION # _____

Event Date: _____

Function: _____ Date(s) Booked: _____

Time Start: _____ Time End: _____ Number of people: _____

Setup Time: _____ Teardown Time: _____

Notes:

Contact Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Cell: _____

Email: _____

Copy of Hall Insurance on file: _____ Copy of Liquor License on file: _____

***Credit Card required on file for damages or Full Hall Rental:** Deposit Amount: \$_____

Cheque: _____ Cash: _____ Visa: _____ MasterCard: _____

Card Number _____

(Confirm expiry date prior to billing)

Expiry date: ____/____/____ Three Digit _____

Name on Card: _____

*Drivers License Name and Number: _____

***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 _____ to agree to the above.**

 User Signature

 Date

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