



WA WA SHRINERS
2065 Hamilton Street
Regina, SK S4P 2E1
Event Coordinator: 306-541-9292
www.wawashriners.org

2021 CORPORATE Rental Form

3 CORPORATE ROOM OPTIONS:

#1 Seating Capacity 20-519

#2 Seating Capacity 20-120

#3 Seating Capacity 5-30

All bookings of the Shrine Centre Corporate Room Rentals must be made through the Shrine Centre 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 WiFi
- 70" Television Flat Screen with HDMI & PC connection & VGA (Corporate Room #3 only)
- Flip Chart Board & White board
- Polycom Sound Station 6000 Conference Phone
- 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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**2021 CORPORATE Rental Form – Special Weekday Pricing
 (Upper & Lower Level)**

Prices are subject to change without notice.

Corporate Room Option #1	Upper Hall 71'x 59' (20-519)	\$585.00	_____
Corporate Room Option #2	Lower Hall 64'x 40' (20-130)	\$350.00	_____
Corporate Room Option #3	Boardroom 31'x 19' (5-30)	\$225.00	_____
Sanitation Fee		\$90.00	_____
Security		\$20.00 per hour	_____
Polycom Sound Station 6000 Conference Phone		\$15.00	_____
Flipchart & Paper		\$19.00	_____
Projector & Screen (6'X8' Corporate #1)		\$140.00	_____
Screen only		\$65.00	_____
Table setup		\$95.00	_____
Dishes & Cutlery		\$95.00	_____
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	_____
Bottle Water (based on quantity used)		\$2.50	_____
Projector & Big Screen 10' (Corporate #3 only)		\$160.00	_____
No. of Participants	_____		

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 Shrine can arrange. Lunch catering will depend on numbers and menu requested. FYI, we only charge what the caterer's charges we do not market 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 \$150.00 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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2021 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 _____ agree to above.**

 User Signature

 Date

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