WaWa Shrine Centre
2065 Hamilton Street Regina, SK S4P 2E1
306-569-2294
www.wawashriners.org

Event Date:_____

2018-2019 BOARDROOM Rental Form

3 Boardrooms:

(#1 Seating Capacity 20-519; #2 Seating Capacity 20-130; #3 Seating Capacity 5-30)

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

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

- Free WiFi
- 70" Television Flat Screen with HDMI & PC connection & VGA (Boardroom #3 only)
- Flip Chart Board & White board
- Polycom Sound Station 6000 Conference Phone
- 10' Screen (Boardroom 2 only)
- Projector and portable screen
- Stage (Boardroom #1 only)
- Podium (Boardroom #1 and Boardroom #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 remain clear at all times 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)

_____ _____

Signature Print Name

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Event Date:_____

2018-2019 BOARDROOM Rental Form – Special Weekday Pricing
(Upper & Lower Level)

(Prices are subject to change without notice.)

***Boardroom**	**#1**	**Upper Hall 71'x59' (20-519)**	**$385.00**	_____
***Boardroom**	**#2**	**Lower Hall 64'x40' (20-130)**	**$350.00**	_____
Boardroom	**#3**	**Actual 31'x 19' (5-30)**	**$225.00**	_____

***(price includes PA system and Podium)**

Security	**$20.00 per hour**	_____
Polycom Sound Station 6000 Conference Phone	**$15.00**	_____
Flipchart & Paper	**$19.00**	_____
Projector & Screen	**$120.00**	_____
Screen only	**$40.00**	_____
Table setup	**$80.00**	_____
Dishes & Cutlery	**$70.00**	_____
Coffee	**$2.25 per person**	_____
Coffee & Donuts	**$3.00 per person**	_____
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 (lower hall only)	**$165.00**	_____

No. of Participants _____

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

Signature:_____ **Signature:**_____
(User) **(Shrine Centre)**

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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Event Date:_____

Date Of The Event : _____

Function: _____ Date(s) Booked: _____

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.

(* indicates required 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.