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

Customer: _____

Date(s) Reserved: _____

Date Signed: _____

□ Deposit □ 2-Week Review □ Emailed Invoice □ Thank You

2018-2019 UPPER HALL Rental Form

Hall Dimensions 71' x 59' wide = 4189 sqft and Stage 20' x 22' wide
(35 x 60" Round Tables; 28 x 8' Long Tables; 6 x 6' Long Tables; 6 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. It is advised that Customers speak with David before placing a liquor order for "Customer's Bar" in order to alleviate over purchasing.

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. Shrine will provide a mandatory set up of tables and chairs for a fee. When moving the tables, the tables are to be lifted; not dragged across the floor. Chairs can be moved in stacks of 8 on the dolly. Shriner 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 or tape shall be tacked to any surfaces including the floor.** No confetti, sequins or helium balloons. ONLY flamelesss 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, Manager.

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. Two Bussers are 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 (if doing after office hours), 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 as additional insured.

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

Signed by: _____ Date: _____

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SLGA does not allow homemade wine/beer. Customer must supply permit with receipts from SLGA.

SLGA REQUIRES liquor to be offered up to $3.00 with Option 2-Customer Bar.
(All recycling from Customer Bar stays with the Shrine)
Prior to purchasing Alcohol please consult with David Paul.
Customer must provide single roll tickets and ask David Paul about Float amount.

Upper Hall Rate includes PA System and Podium/Wireless Mic
*** ONLY Gaffer Tape is allowed on the floors***

		$	Initial
	(Prices are subject to change without notice)		
Upper Hall Ceremony to Reception transition setup	**$ 225**	_____	_____
Lower Hall (Oasis Room) usage during transition	**$ 100**	_____	_____
Upper Hall w/ Shrine Bar (Hall, Tables & Chairs Only)	**$ 700**	_____	_____
Upper Hall w/ Customer Bar (Hall, Tables & Chairs Only)	**$1,075**	_____	_____
Bartenders, Security, Bussing, Corkage, Ticket Sales, Insurance, and Liquor license required (+)			
+Insurance wedding No. pp _____ Alcohol____ No Alcohol ____	$(see pg 6)	_____	_____
+Bartenders	$20 each/hr	_____	_____
+Security (except office hours MON-FRI 8am – 4pm)	$20 each/hr	_____	_____
+Bussing (must have 1 busser to clean beverage glasses)	$20 each/hr	_____	_____
+Ticket Sales **(included with Shrine Bar option only)**	$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:	Wa Wa Shrine at cost		

Additional costs, if requested:

Wine (Serving to Guests & Head Table)	$40 flat fee	_____	_____
Wine Glass usage	$0.50 each	_____	_____
Table and Chair Setup (**MANDATORY** by Shrine Staff)	$ 85	85.00	_____
Table & Chair tear down (removal of table clothes, chair Covers & table centre pieces)	$120	_____	_____
Ambient Lighting	$100	_____	_____
Cake Cutting	$ 25	_____	_____
Kitchen Usage and storage coolers Only	$ 45	_____	_____
Midnight Buffet Setup/Teardown	$ 65	_____	_____
Bussing tables (2nd busser required with rental of dishes)	$ 20/hr	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	$ 95	_____	_____
Dishes & Cutlery, (dessert plates & fork)	$ 60	_____	_____
Coffee/Tea Urn (incl. coffee/cream/sugar/cups/stir sticks)	$ 65	_____	_____
Punch (Fruit) non-alcoholic (Max 3 bowls)	$120	_____	_____
Screen & Projector	$130	_____	_____
Screen only	$ 35	_____	_____

Amount Due at time of booking - A **$500.00** damage deposit is required at the date of booking. This amount will be applied towards the total invoice.
CANCELLATION: A $300.00 of this deposit is refundable if the booking is cancelled a minimum 128 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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Date Of Event(s) : _____

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 $Hall Rental: Deposit Amount:** $_____

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

Card Number_____

Expiry date: _____/_____ Three Digit _____ *(Confirm expiry date prior to wedding!)*

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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WA WA Shrine Centre
USER GROUP RATING SCHEDULE

2,000,000 Commercial General Liability

Rates effective as of 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!

Hotel Bookings: Group Rates

DoubleTree by Hilton Hotel **$129.00 / Standard Queen, $129.00/ Business Class King**
Rate includes: Complimentary buffet breakfast for 2 guests / room (value of $16.00 per person)
BOOKING CODE: **3157185** Phone: **1-800-667-8162**

The Hotel Saskatchewan **$119.00/Double Queen** or **$119.00/Standard King**
Rates include Parking
BOOKING CODE: **WAWA Shrine**

Ramada Plaza **$109.00 / Classic Queen Room** or **Classic 2 Queen Room**
BOOKING CODE: **LKWA** Phone: **306-569-1666 Ext 7266**