



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

2021 LOWER HALL (Oasis Room) RENTAL FORM

Hall Dimensions: 69' long x 40' wide = 2760 sq ft
16 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 Saskatchewan Liquor and Gaming (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.

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. Chairs can be moved in stacks of 8 on the dolly. Shriener speakers are to be used only for speeches from the podium - 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, or sequins. 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. All Shrine pictures/memorabilia on the wall and podium shall not be covered. For alternative choices, please refer to the Event Coordinator along with ALL decoration approvals.

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 rate indicated on page 2 of the rental agreement. . Rental of Dishes & Cutlery will require a Dishwashing staff member. 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.

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. **(Minimum 2 hours will be charged if doing after office hours or on weekends)**

The user understands this facility is not handicap accessible and acknowledges the same by signing this form at this location.

Initial: _____

Shriener 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.



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

LOWER HALL (OASIS HALL)

RSC bartenders are required for all events with alcohol.

Lower Hall Rate includes PA system and Podium

Prices are subject to change without notice.

15-48" rounds; 6-8' longs; 3-6' longs; 4-4' longs

		\$	Initial
Lower Hall w/ Shrine Bar or no bar	\$600	_____	_____
<i>Corkage, Bartender, and Insurance required*</i>			
*Bartenders (min. 3 hours) - two needed	\$ 20 each/hr	_____	_____
*Security (min. 3 hours) - Mandatory	\$ 20 each/hr	_____	_____
*Bussing - Mandatory	\$ 20 each/hr	_____	_____
*Corkage per No. of pp _____	\$5.00 each	_____	_____
(Corkage includes ice, pop, orange juice, and plastic cups)			
Note: Clamato, Cranberry Juice, Limes, and Lemons charged at delivery cost.			
Sanitation Fee	\$45.00 each	_____	_____
Gratuity of 10% on total of contract		_____	_____
Additional costs, if requested:			
Table and Chair setup (Mandatory by Shriners Staff)	\$ 95	\$95	_____
Table & Chair tear down includes removal of Decorations,			
Linens & Chair Covers	\$180	_____	_____
Kitchen Usage and storage coolers Only	\$65	_____	_____
Midnight Buffet Setup/Teardown	\$65	_____	_____
Bussing tables and/or Dishwashing Additional Staff	\$20/hr	_____	_____
Coffee/Tea Urn (incl. coffee/cream/sugar/cups/stir sticks)	\$65	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$95	_____	_____
Dishwasher with dish rental	\$20/hr	_____	_____
Large Screen and New Projector	\$160	_____	_____
Screen only	\$65	_____	_____
Insurance Liability (see pg 4)	\$ _____	_____	_____
Wedding Transition fee with Upper Hall Rental	\$160	_____	_____
	SUB-TOTAL	\$ _____	

****INCLUDED IN THE PRICE OF RENTAL** is the use of the Pool Table, and TV's

Amount Due a time of booking - A \$200.00 damage deposit is required at the date of booking. This amount will be applied towards the total invoice.

CANCELLATION: A \$100 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.



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

2021 LOWER HALL (Oasis Room) RENTAL FORM

Date of the Event: _____

Function: _____

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.



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

**WA WA Shriners
 USER GROUP RATING SCHEDULE**

2,000,000 Commercial General Liability

Rates effective as of 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, I understand that I take full responsibility.

Signed by: _____ Date: _____

Hotel Bookings: Group Rates

Visit www.wawashriners.org for details (bottom of Home page)

DoubleTree by Hilton Hotel \$129.00 / Standard Queen, \$129.00/ Business Class King

Rate includes: Complimentary buffet breakfast for 2 guests / room (value of \$17.00 per person)

BOOKING CODE: 3157185

The Hotel Saskatchewan \$129.00/Double Queen or \$129.00/Standard King

Ask for CORPORATE RATE: WA WA Shriners with parking included

Effective Jan 1, 2021

Ramada Plaza \$109.00/Classic Queen Room \$109.00/Classic 2 Queen Room

Single/Double Occupancy, includes *LRA (last room available) Net of taxes and non-commissionable.

Subject to availability (minus black out dates) \$15.00 Parking fee per additional vehicle per night

RATE CODE: LKWA