



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

## **2024-2025 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 bar service is to be available during the event, the Customer must use the Shrine Centre alcohol with a minimum of two bartenders; also one Busser is required to clean tables for the Bar. Only Shrine Centre bartenders are permitted.

**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. Shriner 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. **(A minimum 2 hours will be charged if security is required after office hours (8am-4pm or on weekends.)**

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

Initial: \_\_\_\_\_

**Shriner 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.**



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**LOWER HALL (OASIS HALL)**

**RSC bartenders are required for all events with alcohol.**

**Lower Hall Rate includes PA system and Podium**

***Rates effective for current booking year only***

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

		\$	Initial
<b>Lower Hall w/ Shrine Bar</b>	<b>\$625</b>	_____	_____
<b>Shrine Bar Only with Shrine Bartender Hourly Rate</b>	<b>\$22/hr</b>	_____	_____
<i>Corkage, Bartender, and Insurance required*</i>			
*Bartenders (min. 3 hours) - two needed	\$ 22 each/hr	_____	_____
*Security (min. 3 hours) - Mandatory	\$ 22 each/hr	_____	_____
*Bussing - Mandatory	\$ 22 each/hr	_____	_____
*Drink Prices with Shrine Bar	\$6.00/drink	_____	_____
<b>(Corkage includes ice, pop, orange juice, and plastic cups)</b>			
Note: Clamato, Cranberry Juice, Limes, and Lemons charged at delivery cost. _____			
<b>Sanitation Fee</b>	\$90.00 each	_____	_____
Additional costs, if requested:			
Set Up / Tear Down Fee (Mandatory)	\$275.00	_____	_____
Kitchen Usage and storage coolers Only	\$TBA	_____	_____
Midnight Buffet Setup/Teardown	\$65	_____	_____
Bussing tables and/or Dishwashing Additional Staff	\$22/hr	_____	_____
Coffee/Tea Urn (incl. coffee/cream/sugar/cups/stir sticks)	\$80	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$145.00	_____	_____
(plus 1 Bussing staff at \$21.00/hour)			
Dishwasher with dish rental	\$22/hr	_____	_____
Large Screen and New Projector	\$160	_____	_____
Screen only	\$65	_____	_____
Insurance Liability Must be purchased privately	_____	_____	_____
<b>Service Charges of 15% of total bill</b>			
		<b>SUB-TOTAL</b>	\$ _____

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

**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:** **\$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.**



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**Date of the Event:** \_\_\_\_\_

**Function:** \_\_\_\_\_

**Time Start:** \_\_\_\_\_ **Time End:** \_\_\_\_\_ **Number of people:** \_\_\_\_\_

**Setup Time:** \_\_\_\_\_ **Tear down 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.*