



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

2023-2024 UPPER HALL Rental Form

Hall Dimensions 71' x 59' wide = 4189 sq ft and Stage 20' x 22' wide
(35 x 60" Round Tables; 38 x 8' Long Tables; 9 x 6' Long Tables; 6 x 4' Long Tables)

All bookings of the WA WA Shriners Centre facilities must be made through the WA WA Shriners Centre office specifically outlining the intended use and facilities to be used.

BAR: If a bar serving alcohol is to be available during the event, the user must obtain a Special Occasion Permit. Homemade wine is not allowed. Customer must supply permit with receipts from SLGA. SLGA requires liquor to be offered up to \$3.00. WA WA Shriners Centre must provide a minimum two Shriners bartenders and bussers to clear beverage glasses. All recycling from Customer Bar stays with the WA WA Shriners Centre. Customer must provide single roll tickets and ask about Float amount. **It is advised that Customers speak with the Event Coordinator before placing a liquor order to alleviate over purchasing.**

SETUP/TEAR DOWN: It shall be the responsibility of the Customer, with suggestions from the WA WA Shriners personnel, to determine the final configuration of the table layout. Floorplans available online. WA WA Shriners will provide a mandatory set up/tear down of tables and chairs for a fee. **ALL FIRE EXITS MUST REMAIN CLEAR AT ALL TIMES WITH NO ENCUMBRANCES.**

SOUND SYSTEM: WA WA Shriners speakers are to be used only for speeches from the podium and wireless mic - not karaoke by DJ or bands. Upper Hall Rate includes PA System and Podium/Wireless Mic. **ONLY Gaffer Tape is allowed on the floors. If you are having a DJ or Band at your event, they must carry all their own equipment in to and out of the building. No Shrine Staff will assist with carrying heavy equipment. We do have an appliance mover, if needed.**

DECORATIONS: No decorations or tape shall be tacked to any surfaces. **NO SPARKLERS, CONFETTI, SEQUINS, SMOKE PRODUCTION/FLAMES, OR HELIUM BALLOONS. ONLY flameless candles are allowed. Tablecloths, napkins and chair covers are NOT available from the WA WA Shriners Centre, visit website for Suppliers & Services. 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 WA WA Shriners office must approve the proposed catering arrangements. Food shall NOT be prepared on site. The kitchen may be used for a serving setup area and only on the day of the event. Coolers are available for storage.

DISH RENTAL: Dishes and cutlery are available for use at the indicated rate below. 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 WA WA Shriners event staff. Outside wine glasses are permitted but will not be washed by WA WA Shrine Staff. Due to breakage and safety concerns, all wine glasses and wine bottles will be removed from the tables at 11:00 pm.

SECURITY: Security, provided by the WA WA Shriners, 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 decorating is 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: _____

Renters must 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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Rates effective for current year booking date only.

CASH SALES AND/OR DEPOSIT WILL BE REFUNDED AFTER BILL IS PAID IN FULL

		\$	Initial
Upper Hall Rental (Shriner discount \$200)	\$1,500.00		_____
Upper Hall Rental for Decorating day prior	\$ 375.00	_____	_____
Table/Chair Setup & Tear Down (MANDATORY by Shriners Staff)	\$ 350.00	\$350.00	_____
Sanitation Fee	\$ 90.00	\$ 90.00	_____
Insurance No. people _____ Alcohol No Alcohol	\$(see pg. 4)		_____
Ceremony/Reception Transition costs:			
+Upper Hall Ceremony to Reception transition setup	\$350	_____	_____
+Lower Hall Transition Rentals	\$200	_____	_____
WA WA Staffing:			
<i>Bartenders, Security, Bussing, Corkage, Ticket Sales, Insurance, and Liquor license required (+)</i>			
+Bartenders (minimum 2 WA WA staff)	\$20 each/hr	_____	_____
+Security (minimum 2 WA WA staff) (except MON-FRI 8am – 4pm)	\$20 each/hr	_____	_____
+Bussing (must have 2 bussers to clean beverage glasses)	\$20 each/hr	_____	_____
+Ticket Seller (must be WA WA staff)	\$20 each/hr	_____	_____
+Dishwasher mandatory when renting dishes & cutlery	\$20 each/hr	_____	_____
+Corkage per No. of people _____ ages 12 years and older (Corkage includes ice, pop, orange juice and plastic cups)	\$7.00/person	_____	_____
Note: Clamato, Cranberry Juice, Limes, and Lemons provided by: WA WA SHRINERS at cost _____			
Additional costs, if requested:			
Ambient Lighting	\$160	_____	_____
Food Services	\$75	_____	_____
Kitchen Usage and storage coolers Only	\$TBA	_____	_____
Midnight Buffet Setup/Teardown (Extra busser required with rental of dishes)	\$65 \$20/hr	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$140	_____	_____
Coffee/Tea Urn (incl. coffee/cream/sugar/cups/stir sticks)	\$75	_____	_____
Screen 6' X8' & Projector	\$140	_____	_____
Screen only 6' X8'	\$65	_____	_____
Wine Glasses	\$.65/person	_____	_____
Service Charges of 10% of total contract based on sub-total of			
Less deposit of	\$500.00	-\$500.00	_____

Amount left owing

For budgetting purposes, please note a minimum of 2 hours is required for staff time for setup and cleanup.

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: Except for no refund for cancellation of bookings in June, July, August or September, \$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.

GST # 87038 2751 RT0001

Accounts due when rendered. After 30 days, late payment charge of two percent (2%) compounded monthly (26.82% annually).



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2022 - 2023 UPPER HALL/LOWER HALL Rental Form

All prices are subject to increase if booking date(s) are not in the current signing year.

Event Date: _____

Function: _____

Time Start: _____ Time End: _____ Number of people: _____

Pick up decorations, linens, unsold Alcohol, and review bill Sunday 11 AM unless otherwise authorized by WA WA Shriners _____. Sale proceeds from the bar can be picked up after the total payment of the invoice is received.

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.



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USER GROUP RATING SCHEDULE

2,000,000 Commercial General Liability

Rates effective for current year booking date only

Type of Event	# Of Participants	Premium	
		No Alcohol	With Alcohol
Receptions, weddings, anniversary celebrations, etc.	1-25	\$40	\$65
	26-100	\$65	\$115
	101-250	\$90	\$165
	251-310	\$115	\$215

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

Delta Hotels by Marriott, Regina \$119 Corporate Code **13598** 306-525-5255

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

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

Phone: 1-800-667-8162 Corporate Code **3157185**

The Hotel Saskatchewan 2022 \$129.00 / 2023 \$129.00/Double Queen /Standard King with parking included. Phone: 306-522-7691 Ask for Promo Code **13598**