



# WA WA SHRINERS

2065 Hamilton Street  
Regina SK S4P 2E1

Event Coordinator: 306-569-2294  
EC Email: events@wawashriners.org

## 2024-2025 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)	\$1,575.00		_____
Upper Hall Rental for Decorating day prior	\$ 375.00		_____
Table/Chair Setup & Tear Down (MANDATORY by Shriners Staff)	\$ 375.00	\$375.00	_____
Sanitation Fee, if requested	\$ 90.00		_____
Insurance must now be purchased privately			_____
<hr/>			
<b>Ceremony/Reception Transition costs:</b>			
+Upper Hall Ceremony to Reception transition setup	\$375		_____
+Lower Hall Transition Rentals	\$300		_____
<b>WA WA Staffing:</b>			
<i>Bartenders, Security, Bussing, Corkage, Ticket Sales, Insurance, and Liquor license required (+)</i>			
+Bartenders (minimum 2 WA WA staff)	\$22 each/hr		_____
+Security (minimum 2 WA WA staff) (except MON-FRI 8am – 4pm)	\$22 each/hr		_____
+Bussing (must have 2 bussers to clean beverage glasses)	\$22 each/hr		_____
+Ticket Seller (must be WA WA staff)	\$22 each/hr		_____
+Dishwasher mandatory when renting dishes & cutlery	\$22 each/hr		_____
+Corkage per No. of people _____ages 12 years and older	\$8.00/person		_____
(Corkage includes ice, pop, orange juice and plastic cups)			
Note: Clamato, Cranberry Juice, Limes, and Lemons provided by: WA WA SHRINERS at cost			
<b>Additional costs, if requested:</b>			
Ambient Lighting	\$170		_____
Food Services	\$75		_____
Midnight Buffet Setup/Teardown	\$75		_____
(Extra busser required with rental of dishes)	\$22/hr		_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$145		_____
Coffee/Tea Urn (incl. coffee/cream/sugar/cups/stir sticks)	\$80		_____
Screen 6' X8' & Projector	\$160		_____
Screen only 6' X8'	\$75		_____
Wine Glasses	\$.75/each		_____
<b>Service Charges of 15% of total contract based on sub-total</b>			_____
Less deposit of	\$1000.00		_____

**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 \$1,000.00 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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## 2024-2025 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.*