

**WA WA Shriners**  
2065 Hamilton Street  
Regina, SK S4P 2E1  
306-569-2294  
[www.wawashriners.org](http://www.wawashriners.org)

INTERNAL USE ONLY:

Customer: \_\_\_\_\_  
Date(s) Reserved: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
 Deposit  2-Week Review  Emailed Invoice w/  
Attachments  Payment  Photos  Posted

2019-2020 CHRISTMAS HALL RENTAL UPPER & LOWER HALL FORMS

We have: 16 Rounds 60" (seats 8); 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 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. **Customers must go through David before placing liquor order for "Customer Bar".**

**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. Renter is responsible for setting up tables and chairs or Shrine will provide setup for a fee. If Customer opts to setup additional tables, it is their responsibility to ensure the tables are securely locked to avoid tipping. When moving the additional tables, the tables are to be lifted and not dragged across the floor. Chairs can be moved in stacks of 8 on the dolly. Shriener 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 shall be taped or tacked to any surfaces. **No confetti, sequins or helium balloons. 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 indicated rate below. Rental of Dishes & Cutlery will require a Dishwashing staff member. 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 11:00 pm.

**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.

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

Sign: \_\_\_\_\_

**Shrine Club 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 Temple AAONMS as additional insured.**

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

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

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(Prices are subject to change without notice)

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

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

**Customer must provide single roll tickets and ask Event Coordinator about Float amount.**

CHRISTMAS PARTIES

Upper Hall w/ Customer Bar Only **\$895** \_\_\_\_\_

Lower Hall w/ Customer Bar Only **\$600** \_\_\_\_\_

*Corkage, Bartender, and Insurance required\**

\*Bartenders (min. 3 hours) \$ 20 each/hr \_\_\_\_\_

\*Security (min. 3 hours) \$ 20 each/hr \_\_\_\_\_

\*Ticket seller (min. 3 hours) \$ 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 Customer \_\_\_\_\_ WA WA \_\_\_\_\_

Additional costs, if requested:

Ambient Lighting ( <b>UPPER HALL ONLY</b> )	\$120	_____	_____
Wine Glass usage	\$ .50 each	_____	_____
Table and Chair setup/tear down ( <b>Mandatory by Shrine Staff</b> )	\$ 85	275.00	_____
Kitchen Usage and storage coolers Only	\$ 45	_____	_____
Bussing tables and/or Dishwashing Additional	\$ 20/hr	_____	_____
Coffee/Tea Urn ( incl. coffee/cream/sugar/cups/stir sticks)	\$ 65	_____	_____
Dishes & Cutlery usage (forks/knives/dinner plates rental only)	\$ 85	_____	_____
Dishes & Cutlery, setup on tables	\$ 50	_____	_____
Screen & Projector (Upper Hall)	\$130	_____	_____
Large Screen and New Projector (Lower Hall)	\$160	_____	_____
Screen only	\$ 35	_____	_____
Pool Table Rental (Lower hall) included	\$ 00	_____	_____

**Amount Due a time of booking** - A **\$150.00** damage deposit is required at the date of booking. If booking Pool Table, damage deposit is additional **\$50**. This amount will be applied towards the total invoice.

CANCELLATION: A \$100 of this deposit is refundable if the booking is cancelled a minimum 120 days prior to the date booked. If the cost of damages exceeds the deposit residual the user will be billed for such damages.

**Date Of The Event:** \_\_\_\_\_

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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 Deposit: Deposit Amount: \$** \_\_\_\_\_

Cheque: \_\_\_\_\_ Cash: \_\_\_\_\_ Visa: \_\_\_\_\_ MasterCard: \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry date: \_\_\_\_/\_\_\_\_ Three Digit \_\_\_\_\_

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.**

**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](http://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 2020

**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**

**Wingate by Wyndham \$90.00 / Standard Double Queen or \$90.00 / Standard Single King**

Includes complimentary parking for outdoor parking or \$16 per day for indoor heated parking.  
 Above rate also includes a Hot Breakfast with waffles, eggs, bacon or sausage, pastries, fruit and yogurt.