The Wellness and Leisure Committee
Box 1047
Shaunavon, Sask.
S0N 2M0

Wellness & Leisure Committee

Crescent Point Wickenheiser Centre Facilities Rental Agreement

1. The renting party agrees to assume full financial and legal responsibility for any damages that result to the premises, property and persons of the Crescent Point Wickenheiser Center, guests and neighboring properties as a result of the event of which the renter has booked the Crescent Point Wickenheiser Center facility. A damage deposit will be required and paid to The Wellness and Leisure Committee no less than seven days prior to the function. Such deposit will be refunded to the renting parties within seven days of completion of the function, providing that there is no damages or missing memorabilia caused by the renter or his/her guests. This will be determined by an inspection of the premises by Director of Operations. If memorabilia is found to be missing after inspection, cost to replace memorabilia will be taken from damage deposit and additional charges may be applied to the renting party if damage deposit does not cover the full replacement cost.

2. Set-up of tables and chairs for the rental event will be the responsibility of the renter in conjunction with the Bar and Banquet / Concession Staff.

3. Post event clean-up of decorations and of the facility is the responsibility of the renter. Should clean – up or garbage removal be required after the event the renting party will be charged and the fee deducted from their damage deposit. Clean-up includes:
    - ❖ Sweeping of the main rink floors, kitchen, washrooms, and lobby area.
    - ❖ Mopping of all spills in these areas and kitchen floor if required.
    - ❖ Cleaning of tables and chairs used in the rental and then stacking neatly against the wall.

4. A damage deposit of $150.00 will be required upon renting of the facility or table and chair rentals that will leave the facility, but remain in the Town of Shaunavon. A damage deposit of $250.00 will be required upon renting of tables and chairs that will be taken out of the Town of Shaunavon.

5. Cancellations must be made no less than 2 weeks prior to the rental date stated on the contract. The Renter must notify the Director of Wellness & Leisure of a cancellation, if the Director is not given a minimum of 2 weeks' notice of cancellation, the Renter assumes full financial responsibility for the scheduled rental.

6. It is recommended by the Town of Shaunavon and the Wellness and Leisure Committee that the renting party carry their own liability insurance.

7. A Special Occasion Liquor Permit must be obtained for any group wanting to have alcohol at an event. The permit can be applied for online through SLGA. The Town of Shaunavon will approve issuance provided that:
    - ❖ All the rating capacities for the facilities are complied with;
    - ❖ Sufficient security and supervision must be supplied by the permit holder
    - ❖ Subject to compliance with the Saskatchewan Liquor and Gaming Authority Rules and Regulations within the Authorized permit; and
    - ❖ Party Alcohol Liability Insurance shall be purchased by the permit holder

8. A funeral rental during the winter months (October – March) will have access to the bar if they would like. During the winter months Wellness & Leisure will obtain all the income from the bar, as our staff will have the bar stocked and operational. Any rentals during the other months (April – September) that wish to have access to the bar, it will be the renter's responsibility to have the bar stocked and operational (this includes obtaining a liquor license). In turn if the renter has made the bar operational they will receive the income during their rental.

9. The renter agrees to abide by all the guidelines of the CPWC and any/all Public Health Orders set out by the Government of Saskatchewan at the time of the rental.

Rental Rates:

Rooms (conferences)	30.00/hour

Winter Months (November-March)

Lounge/Lobby	75.00/hour

***Subject to availability**

Summer Months

Skating Rink	60.00/ hour
Curling Rink	48.00 /hour

Conferences/ Trade Shows/ Auctions & Weddings

Skating Rink	600.00 / day
Curling Rink	600.00/day
Lounge / Lobby	400.00 /day

Funerals

Any Room, Chairs & Tables	600.00/day

Subject to availability

Graduation

Skating Rink, Chairs & Tables	500.00/ day

Tables & Chairs

Table – 60" round (seats 8) (68)	10.00/ day
Round Tables – (Taken out of the Town of Shaunavon)	15.00/day
Table – 30 x 96" rectangular (seats 8) (60)	8.00/ day
Rectangular Tables – (Taken out of the Town of Shaunavon)	15.00/ day
Chair – Stacking (800)	2.00/ day
Chair – (Taken out of the Town of Shaunavon)	3.50/ day

Additions

Stage (includes backdrop & curtains)

1/3 stage	200.00/ day
2/3 stage	300.00 /day
Full stage	420.00/day
Concession Booth	120.00/day

Non-Profit User Groups of Shaunavon & Area

Will be given a 40% discount on the total rental cost on condition that **full payment of the total rental cost is made before the event** and **the venue is properly maintained and cleaned after the event, only then will a the 40% discount be given to user groups**.

****** Non-profit groups are user groups (examples of user groups – golf club, minor hockey, badgers etc.)******

Crescent Point Wickenheiser Centre Facilities Rental Agreement

I / we _____
agree to rent the day of _____ during the hours of _____
from The Wellness and Leisure Committee the facilities as noted herein:

Please check off & indicate amounts (if applicable):

- ☐ Skating Rink
- ☐ Lounge / Lobby
- ☐ Curling Rink
- ☐ Funeral
- ☐ Tables Total Number _____
- ☐ Chairs Total Number_____
- ☐ Conference Rooms
- ☐ Stage 1/3 stage, 2/3 stage, or full (please circle)
- ☐ Concession Booth

Summary of Charges

Skating Rink	$
Curling Rink	$
Lounge	$
Rooms (conferences)	$
Tables	$
Chairs	$
Stage	$
Concession booth	$
Damage Deposit	$ 150.000 or 250.00
Sub-total	$
GST 5%	$
TOTAL	**$**

I / we agree to the terms and conditions of this agreement as specified in The Wellness and Leisure Crescent Point Wickenheiser Centre Facility Rental Agreement.

For the renting party:
Name of person(s) renting the facility: _____
Address: _____
Contact #'s, Home/ Cell: _____, Work_____,
Credit Card Number: _____Expiry date: _____

I hereby have read, understood and agree to the terms and conditions of The Wellness and Leisure Crescent Point Wickenheiser Centre Facility Rental Agreement.

Signature_____, Date_____.

_____
Signature of Director of Wellness and Leisure
***Please make all cheques payable to the Town of Shaunavon**