

**WASKESIU CHAMBER OF COMMERCE  
TERRACE GARDENS/ASSEMBLY HALL RENTAL AGREEMENT  
821 LAKEVIEW DRIVE  
RATES SUBJECT TO CHANGE 1<sup>ST</sup>. OF EACH YEAR/ 2017 RATES**

Name of Organization or individual: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email address: \_\_\_\_\_

I, \_\_\_\_\_, do hereby make application to rent the

**WASKESIU TERRACE GARDENS for \$ \_\_\_\_\_ on the following dates:**

Date: \_\_\_\_\_ @ \_\_\_\_\_ PM / AM

UNTIL

Date: \_\_\_\_\_ @ \_\_\_\_\_ PM / AM

Representing \_\_\_\_\_ for the purpose of \_\_\_\_\_.

Attendance will be approximately \_\_\_\_\_ persons and, **I DO / DO NOT** intend to apply for a liquor permit.

I have read and agree to comply with the conditions pertaining to this hall rental to the satisfaction of the Waskesiu Chamber of Commerce.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Terms and Conditions**

1. The rental fee for the hall is \$500.00 plus GST & Marketing Levy per day for Sat. & Sundays. Week days (Monday to Friday) will be \$350.00 per day plus taxes. SEE PAGE TWO FOR WEDDING SPECIAL RATE. A damage deposit of \$500.00 will be charged and collected upon booking the hall, and refunded after the function/rental is completed. The full rental fee must be paid prior to the event. In case of cancellation, due to the lead-time for booking, the deposit will be retained.
2. Hall capacity is 300 for Theatre seating, 150 for banquet and 130 for banquet & dance.
3. The keys can be picked up at the Chamber office (1500 Montreal Dr.) when you pay the rental.
4. Caterers – In town caterers are recommended due to the limited size and appliances in the kitchen. Self catering is allowed.
5. The Chamber will ensure that the hall is clean and that all tables and chairs are stacked before the rental party enters. The rental party is responsible for stacking all tables and chairs after the completion of the event against the side walls, and all garbage off the floor and removed from the premises. If not the damage deposit could be forfeited.
6. The renting party must ensure that all equipment is put back inside the hall. If you put tables/chairs outside, make sure they are kept out of the rain. Failing this will forfeit your deposit.
7. Any tape, glue staples, candle wax, etc. found on the tables, floors or walls could forfeit the deposit.
8. A Hall Check Form will be completed by Chamber Staff upon completion of the event.
9. If liquor is to be served, a liquor permit must be obtained in advance from the appropriate authorities. The Waskesiu Liquor Board Store can be contacted at 663-5331 or by fax at 663-6116. **Due to location of the hall, all bar services must be closed no later than Midnight and the hall must be vacated by 1:00AM during July & Aug.**
10. The person or group entering the hall will, at all times, indemnify and save harmless the Waskesiu Chamber of Commerce from and against all manners of actions, claims, demands, damages, and matters whatsoever resulting from the use of the facility and all activities therein

Terrace Gardens (Assembly Hall) - 2017

Page 2 - In order for us to better facilitate your needs, please let us know what you will require for your rental period. We will do our best to have everything ready.

DAMAGE DEPOSIT UPON BOOKING: Date Paid \_\_\_\_\_ Amount \$ \_\_\_\_\_

DAMAGE DEPOSIT RETURNED: Date Returned \_\_\_\_\_ Amount \$ \_\_\_\_\_

\*\*\*\*\*NOTE\*\*\*\*\* AMOUNTS BELOW ARE PRICES BEFORE TAXES \*\*\*\*\*

HALL RENTAL: Date Booked \_\_\_\_\_ Amount \$ \_\_\_\_\_

HALL RENTAL: Additional Days/ Hours No. \_\_\_\_\_ @ \_\_\_\_\_ Amount \$ \_\_\_\_\_

OR WEDDING WEEKEND: FRIDAY PM/ SAT. ALL DAY Amount \$ 850.00

PLUS -TABLES:

Round \$12.00 each # of tables \_\_\_\_\_ Total \$ \_\_\_\_\_  
(seats 8-9 people)

Rectangle \$12.00 each # of tables \_\_\_\_\_ Total \$ \_\_\_\_\_  
(8 feet long - seat 8 people)

Number of chairs required: \_\_\_\_\_ (no charge)

ADDITIONAL CHARGES: (Optional)

BBQ (100.00) Includes two propane tanks \_\_\_\_\_ Total \$ \_\_\_\_\_

Coffee Urn (10.00 each) \_\_\_\_\_ Total \$ \_\_\_\_\_

P A System (100.00) \_\_\_\_\_ Total \$ \_\_\_\_\_

Canopy Covers (10' x 20') Installed (60.00 each) \_\_\_\_\_ Total \$ \_\_\_\_\_

Projector Screen (20.00) \_\_\_\_\_ Total \$ \_\_\_\_\_

Projector (new in 2013) (75.00) \_\_\_\_\_ Total \$ \_\_\_\_\_

Chairs for outside use (1.00 each plus delivery) \_\_\_\_\_ Total \$ \_\_\_\_\_

Additional Requests \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

DATE(S): \_\_\_\_\_ DMO MARKETING LEVY 3% \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

GST 5% \_\_\_\_\_

KEY RETURNED \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_