

**WASKESIU CHAMBER OF COMMERCE  
TERRACE GARDENS/ASSEMBLY HALL RENTAL AGREEMENT  
821 LAKEVIEW DRIVE  
RATES SUBJECT TO CHANGE 1<sup>ST</sup>. OF EACH YEAR/ 2018 & 2019 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 \$525.00 plus GST & Marketing Levy per day for Sat. & Sundays. Week days (Monday to Friday) will be \$395.00 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. Keys supplied at time of payment of rental & no earlier than day of booking. Portion of deposit are withheld if keys not returned.
4. This form is for the hall rental only. It does not include the grounds or parking lot. Tents are not allowed on the grounds for private functions. For requests for outdoor wedding ceremonies contact PANP Town Site offices at 663-4520 or Visitor Services at 663-4522 (form available upon request).
5. Caterers – In town caterers recommended due to the limited size of the kitchen facility. (See separate list.) Self catering is allowed.
6. The Chamber will ensure that the hall is clean, that all tables & chairs are stacked before the rental party enters. The rental party is responsible for stacking all tables & chairs after the completion of the event. Chairs go on & under the benches & tables stacked up against side wall, and all garbage off the floor & removed from the premises. If not the damage deposit could be forfeited.
7. All businesses/operators doing business in the Park need to obtain a business licence from the Park. IE: Caterers/DJ's.
8. Do not leave any garbage, cardboard, boxes, crates, or recycling outside the hall after your event, it attracts animals, and your damage deposit could be forfeited.
9. Removal of extra chairs from the hall must be arranged ahead of time, and will be billed at \$50 per hour to remove and return after the event. The extra chairs may be stored under the benches in the hall.
10. The renting party must ensure that all equipment is put back inside the hall. If you put any tables/chairs/benches outside, make sure they are kept out of the rain. Failing this will forfeit your deposit.
11. Do not put any new fasteners into the walls, window frames or door jambs. Any new fasteners, tape, glue, staples, candle wax, etc. found on the tables, floors or walls could forfeit the deposit.
12. A Hall Check Form will be completed by Chamber Staff upon completion of the event.
13. 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 663-2337 or by fax at 663-6166. **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.**
14. 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) – 2018 & 2019

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 \$ 900.00

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 for in-hall use \_\_\_\_\_ (no charge) (Extra chairs are stored under the benches and in back hallway. Removal of extra chairs from the hall must be arranged ahead of time, and will be billed at \$50 per hour to remove and return after the event.)

ADDITIONAL CHARGES PER DAY: (Optional)

BBQ (100.00 each) Includes two tanks of propane \_\_\_\_\_ 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 (75.00) \_\_\_\_\_ Total\$ \_\_\_\_\_

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

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

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

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

GST 5% on total \_\_\_\_\_

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