

Evergreen Centre Special Event Policy	Policy No. 4.5.0
Date of Policy: October 23, 2017	Revision: January 8, 2018 March 26, 2018
Motion Number: 9(c)(i)	

(Effective September 2017 - prices subject to change)

Room (1 SET UP)	Room Capacity	Room Description	Cost 4hrs or more	Cost 4hrs or less
Auditorium	550	Banquets, weddings, concerts, conferences	\$495	N/A
½ Auditorium		Banquets, weddings, concerts, conferences	\$310	N/A
Auditorium Hourly Rate	550	Recreation uses including birthday parties, sporting events, etc.	\$40/hr	
Jackpine	90	Banquets, meetings, seminars	\$140	\$85
Pro Shop (Oct-April)	70	Banquets, meetings, seminars	\$120	\$75
Twin Lakes (Can be divided)	140	Banquets, meetings, seminars	\$220	N/A
Rotunda	40	Seminars, informational events	\$120	\$75
Committee	8	Board meetings, break out room	\$90	\$65
Curling Rink (Apr – Oct)	1000	Concerts, Trade Shows, public events	\$514	N/A
½ Curling Rink (Apr-Oct)		Concerts, Trade Shows, public events	\$350	N/A
Curling Rink (Nov- Mar)		6 Sheet Curling Ice Rink	\$896	\$555.52
Kitchen			\$100	N/A
2 nd Aud/Rink Set Up Fee			\$200	

Prices are subject to change and all the above prices are GST applicable

1.0 Deposit/Damage Deposit:

When booking your event, a 100% room deposit is required to guarantee/confirm your chosen date and will be applied to your invoice at the time of billing. Your chosen date will only be held for two weeks without a deposit. A **damage deposit** of \$500 is required one month prior to your event. If there is damage caused at your event, your damage deposit would be forfeited to the Centre. If the repair of the damage exceeds the deposit amount, you will be responsible for any additional costs incurred. If there is no damage, this deposit will be returned to you following your event.

2.0 Cancellation Policy:

2.1 Wedding Deposit Cancellation Policy:

A full refund of the room deposit is refundable if notification is given, by you, to the Evergreen Centre office up to six months prior to the event. If notification is received between three & six months prior to the event, ½ of room deposit will be refunded. If cancellation is less than three months, room deposit will not be refunded.

2.2 Meeting Room Cancellation Policy

A \$25 cancellation fee will be assessed if cancellation occurs within fifteen business days of the function. If a cancellation occurs less than 48 hours before the scheduled start of the event, full charges for the event including any audio-visual equipment and rental space will be charged.

3.0 Community Based Non-Profit Organizations – Room Rates:

Community based non-profit organizations will be charged a rate of 25% of regular rates for weekly and/or biweekly held meetings or events. Non-Profit organizations are true non-profits and have no sources of income.

4.0 Vacating the premises:

We ask that our guests vacate the auditorium by 2:30 a.m. - an additional charge of \$150.00 will be applied if the room is not vacated by this time. An Evergreen employee will remain at every event until facility closing. All tables must be cleared and garbage placed in the designated bins by the renter of the building, additional charges of \$80.00 per hour will be charged to renter if tables and garbages are not cleaned.

5.0 Decorating

If your room is not booked the day prior to your event, you may have access to the room by 2:00 p.m. to decorate. If there is a booking the day before, we will make every effort to get you in to decorate by 10:00 a.m. on the day of your event. **Funtak** & 3M removable hooks only on the walls please - no duct tape, packaging tape, staples, etc. are to be used. No item(s) can be stapled to the stage or podium. The use *of **confetti/glitter/glow sticks/sparklers are strictly not allowed*** on the premises, an additional clean up fee will apply if used. Because of fire regulations, fireworks are not to be set off within the Evergreen's property and some props may not be appropriate for use in the facility. All decorations must be approved prior to the event. All exits must be kept clear at all times.

6.0 Special Décor Rentals

The Evergreen has for rental, a selection of props, skirting and décor for all events. Please refer to our Special Events Décor list.

7.0 Table Cloths

The cost of table cloths for your guests are included with your meal price; however, they do not include ones used for decorating purposes. We are able to provide a variety of colors at a cost of \$3.85 each. Cloth napkins are available at a cost of \$.60 per napkin. We can fold your napkins for a fee of \$.30 per napkin. If your linens are found to have been damaged (burns, tears, permanent markings, etc.) you will be charged replacement cost.

8.0 Removing your decorations/equipment/clean up

Unless other arrangements are made, removing your decorations and equipment from the Centre before 10:00 a.m. the next day is required. If there is another event booked for the next day we would request that your decorations and/or equipment be removed the night of your event - we would notify you if this was the case. All tables must be cleared and garbage placed in the designated bins.

9.0 Broken Glass Disposal

All broken glass must be placed in the marked bin located in the kitchen and under the bar sink.

10.0 Licensed Security

The Evergreen reserves the right to insist on Licensed Security for events which may be deemed as a high-risk event. An example may be an event where alcohol is served and there is a potential of minors in attendance. A letter of confirmation from the Licensed Security Officers would be expected to be provided to us prior to the event taking place. Cost of this licensed security would be the responsibility of those booking the event.

11.0 Smoking Policy:

In accordance with the Tobacco Control Act of Saskatchewan, the Evergreen Centre is entirely a Non-Smoking Facility. There is to be No Smoking within 3 meters of doorways, windows and air intakes.

12.0 Golf Course:

The Golf Course staff request that your guests adhere to the rules of the Course & that they refrain from walking on the Putting Green situated at the back of the Auditorium – your cooperation is very much appreciated

13.0 Liquor Policy

13.1 Saskatchewan Liquor & Gaming Regulations

As stated on your liquor permit, your bar must close one half (1/2) hour prior to the time stated and all alcohol must be consumed and removed from tables by the end of the second half hour (1/2) of your bar closing time. All ticket sales are to cease one (1) hour prior to your bar closing. Bartenders and ticket sellers must be 19 years of age or older. All liquor must be purchased in can form with the exception of wine & liqueurs. **Liquor tickets cannot be red or blue.**

13.2 Host Bar

Groups have the option of purchasing their own Special Occasion Permit for use in the Auditorium/Rink/ProShop/Jackpine/Twin Lakes & Rotunda areas. The independent lease holder for the restaurant holds the liquor license for the restaurant, lounge, and deck. The Nipawin & District Regional Park will hold the

permit for the golf course and canteen. A liquor permit must accompany all liquor and be posted at the bar prior to opening.

PLEASE NOTE:

The Evergreen Centre and its officers, servants & agents shall not be liable to any of its Patrons in the event that the said Evergreen Centre is closed for any reason, including strikes, power outages, failure of water supply or heating systems, emergency evacuation of patrons, event stoppage by police or officials, an act of God, or for any reason beyond the control of the Evergreen Centre, its officers, servants, or agents as a result of such occurrence or closure of the Centre due to such occurrences. The Evergreen Centre, the Town of Nipawin, its officers, servants and agents or any of them shall be released from any claim arising from such occurrences or closure. The Evergreen Centre and/or the Town of Nipawin will not be financially responsible to any individual, group, or business for such occurrences.

By signing below, you agree that:

_____ I/We have declined the offer of prior day rental at half price.

_____ I/We have read, understood and accept the terms of this policy.

Your name (please print)	Your signature
Today's date	Evergreen representative
Date of Event	Type of Event