White City

Application for Community Centre Use

This form may be filled out electronically and emailed to: townoffice@whitecity.ca

Have questions? Contact the town office at townoffice@whitecity.ca or 306-781-2355

You can also reach the Manager of Parks, Recreation and Culture at rhimmelspeck@whitecity.ca

Space is confirmed once this application has been processed and you have a signed rental agreement.
Please allow 2 weeks to process your request

Section A - Renter Information

Organization:	Position With Organization:
Applicant's Name:	Email Address:
Primary Phone Number:	Secondary Phone Number:
Address:	Town/City:
Province:	Postal Code:

Section B – Rental Request

Facility:

Room(s)	Activity	Day of the Week	Start Date	End Date	Start and End Time	Number of Sessions	Number of Attendees

Section C - Additional Information

Will you be charging an admission or registration fee for this activity? *if yes, read Regulation #1 on page 3	☐ **Yes**	☐ **No**
Will you be serving alcohol? *if yes, read Regulation #3 on page 3	☐ **Yes**	☐ **No**
Corkage ($4.00/person)	**# of People:** _____	Pop, orange juice, lime juice, clamato juice, coffee, cream, sugar, plastic cups.

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Equipment Required

Tables – Please indicate the number and size of tables you would like

3'x3' _____	**6'x30"** _____	**3'x8'** _____

Table Coverings: ☐ **Yes** ☐ **No**

Chairs – please indicate the number of chairs you would like: _____

Stage – The stage is an additional $175 charge ☐ **Yes** ☐ **No**

Projector – The projector is an additional $100 charge ☐ **Yes** ☐ **No**

Podium ☐ **Yes** ☐ **No**

Screen ☐ **Yes** ☐ **No**

Sound System – PC adapter to Sound System and Microphone ☐ **Yes** ☐ **No**

Music Fees

Capacity	Re: Sound without Dancing	Re: Sound with Dancing	Socan without Dancing	Socan with Dancing
1-100	$9.25	$18.51	$22.06	$44.13
101-300	$13.30	$26.63	$31.72	$63.49

Re: Sound – Pre Recorded Music | Socan: Live Band

Partial Set Up Information

Note: The licensee is responsible for take-down/clean-up of the facility or equipment used. Failure to do so will result in losing damage deposit as part of the application.

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Section D: Application Signature

I hereby declare that I have read and understood the General Rules and Regulations in Section E and agree to comply.

Applicant Signature:_____ Date: _____

For office use Only

Date Received:_____ Received By: _____

Section E – General Rules and Regulations

The terms and conditions listed below apply to the use of the facility, park or open space for which this application is to be accepted. In addition, the Town of White City has established bylaws, which governs the use of parks, open spaces and facilities located within the Town of White City. All licensees are required to abide by these bylaws and any applicable policies. In consideration of the terms and conditions set out below the licensee also agrees to the Facility Licence Agreement which will be sent after this application has been processed.

1. The Licensee is prohibited from charging any admission fee for use of the facility, park, or open space unless authorized by the Town of White City.

2. The Licensee is responsible for the conduct and supervision of all persons using the facility, park or open space on the dates and times set out in the permit

3. The Licensee is prohibited from having any alcoholic beverages in the facility, park or open space unless the Town of White City gives written permission and the licensee obtains a special occasion permit from Saskatchewan Liquor and Gaming Authority. For further information on SLGA licenses please call 306-787-5563. Bartenders are provided by the Town and paid in cash by the renters at the end of the event.

4. No homemade alcohol is allowed as per Saskatchewan Liquor and Gaming Authority

5. No smoking or vaping shall be permitted in the facility.

6. The licensee is responsible for setting up and removing equipment unless otherwise stated. If chairs are moved, please use the dolly to move them. DO NOT drag chairs across the floor.

7. The Licensee is responsible for cleaning. Cleaning must include a thorough surface clean of all equipment, ensuring that all surfaces are free from dirt, grime and any other residues. This includes wiping down all visible areas and ensuring equipment is returned to its original clean condition. The expectation is that equipment is sanitized and returned in a state ready for use by others. If the licensee does not clean up the rooms used, the Town will handle the cleaning, and the damage deposit will not be returned

8. The licensee can only decorate with masking tape or “Fun Tack”. All decorations and adhesive materials must be removed at the end of the function.

9. The Licensee must keep doorways and fire exits clear

10. A safe food handling course is required by at least one person when food is being served to the public

11. The Licensee must ensure that keys for the facility are picked up, used and returned in accordance with the policy applicable to that facility. Keys are to be returned to your bartender or placed in the Town Office mail chute after your booking. Where the Licensee fails to return a key or access card, the Licensee will be responsible for all costs associated with replacing the facility’s locks.

12. The Licensee should ensure appropriate crowd control and security for their event at the cost of the Licensee. Town of White City may deploy security personnel at a cost to the Licensee, at the Town’s discretion; however, the Towns security personnel will not provide crowd control services.

13. The Licensee will sign and abide by our Facility Rental Agreement

14. If you notice any items that require maintenance (i.e. toilets not functioning, unusual noise from the pumps, furnace problems) please contact one of the following:

    - The bartender provided for the evening
    - Recreation and Facility Technician – 306-550-8188
    - Public Works – on call (cell) – 306-539-6179
    - Town Office (during regular office hours) – 306-781-2355

Section F - Fees		
Item	**Unit**	**Fee**
Damage Deposit	Per Non-Recurring Booking	$400
Booking Fee	Per Booking Valued Over $150	$150
All Rooms	Per Day	$1000
Room A and B	Per Day	$639
Room B and C	Per Day	$777
Room C	Per Day	$421
Room Rental	Per Room, Per Hour	$40
Kitchen	Per Hour	$40
Corkage	Per Person	$4
Stage Rental	Per Booking	$175
Projector Rental	Per Booking	$100
Music License Fee	See Section C	