White City

WHITE CITY COMMUNITY CENTRE

RENTAL INFORMATION

AMENDED JANUARY 2026

White City Community Centre

P.O. BOX 220 STATION MAIN
WHITE CITY, SK S4L 5B1
(306) 781-2355
townoffice@whitecity.ca

Thank you for considering the White City Community Centre for your function!

We have included information in this handout that we hope you will find useful in planning your special event. You can contact the Town Office at townoffice@whitecity.ca or 306-781-2355 regarding any questions you may have.

Please note that prices and fees are subject to change.
Add GST to all prices and fees.

Location

The Community Centre is located 10 minutes East of Regina, on Highway #1. Take the White City Exit and follow Ramm Avenue along the Highway until you reach our modern, air-conditioned facility located at 12 Ramm Avenue East.

Rent

The daily and hourly hall rental rates are as follows:

Hall(s)	Capacity (People)	Rental Fee
All Halls (A,B & C) and Kitchen	300	$1000.00
Room A	100	$40.00 per hour
Room B	100	$40.00 per hour
Room C	75	$40.00 per hour
Kitchen Rental	-	$40.00 per hour
Damage Deposit	-	$400.00
Booking Fee	-	$150.00

All Halls





Hall A



Hall B



Hall C



Hall B & C



Booking Fee

The booking fee is a deposit of $150.00. The booking fee is non-refundable should the function be cancelled but can be used for another booking up to a year after the cancellation date.

This fee will be applied towards your hall rent and will hold the date. It will also hold the rental fee rate for one year from the date the deposit was made.

All amounts are to be paid in full and damage deposit cheque received the business day before your function when you come to pick up the keys to the Community Centre.

RE: Sound & Socan Tariff NO. 8 Music Charges

Please refer to www.socan.ca and www.resound.ca for further information.

Capacity	Re:Sound w/o Dancing	Re:Sound w/Dancing	Socan w/o Dancing	Socan w/Dancing
1 - 100	$9.25	$18.51	$22.06	$44.13
101 - 300	$13.30	$26.63	$31.72	$63.49

Capacity

Fire regulations allow a maximum of 300 people. We recommend a maximum of 250 people when a dance floor is required (weddings).

The Centre divides into three separate rooms and can be rented on a per room basis or partition walls can be open for one large hall.

Community Centre - Hall

The White City Community Centre is air-conditioned.

Patio Area

We have a fenced, grassed area that can be used for pictures, barbeque, smoking area, etc.

Catering

You are free to bring in your own food or someone to cater your event. The Town does not have an affiliation with a caterer, but we can recommend caterers that have been used in our facility previously.

Kitchen

Our modern kitchen is equipped with two commercial ovens, 2 larger upright coolers, (one cooler is in the bar), 1 deep freeze, coffee urns, miscellaneous pots and pans, various cooking utensils, stoneware dishes (not plastic), glasses, cutlery, cups and saucers. There are no soup bowls, special dessert bowls, wine glasses or roasters. We ask that none of our supplies leave the building.

As the renter, you will be responsible for the hall, including the kitchen and how well the caterer cleans up. All dishes, etc. are to be washed and left out on the counter/carts for the Town of White City Staff to inspect and put away after your event.

Coffee

We have two 100 cup and one 30 cup coffee urns. Renters can bring their own coffee supplies and use the urns. It takes approximately (1) hour to make coffee in the 100-cup urn. Coffee is included in the corkage rate.

Tables

Our tables are plastic, 30" x 6' rectangular tables, with folding legs. We recommend you seat 6 to a table (3 per side). Another popular option is to place two tables side by side to create almost a square and seat a group of 10 guests.

We also have small tables that can be used for guest book registration, the wedding cake, ticket selling, etc.

Setting Up Tables

The Town of White City staff will set up and take down tables and chairs for large events and this is included in the rental cost. If you have a preference as to table arrangements, please complete a floor plan and forward it to us approximately a week in advance.

Tablecloths

We provide white plastic rolls of table covering which can be cut to the desired length of the table. Some couples choose to rent linen tablecloths to coordinate with their color scheme, which would be your choice.

Liquor Permit

The Renter is responsible for purchasing the liquor permit and the liquor. All types of liquor to be served at your function must be itemized on the permit.

The Saskatchewan Liquor and Gaming Commission does not permit homemade alcohol products of any type to be served. Only items listed on your liquor permit can be served. Please inquire with the Saskatchewan Liquor and Gaming Commission for any liquor permit information.

If you are renting the facility for two days, and plan to have a bar both days, a liquor permit is required for each day and Town bartender(s) are required for each day.

The Renter should put the beer in the cooler (in the case), in the morning, so it is cool by evening.

The length of time the bar can remain open depends on the liquor permit. The Renter determines what time the bar opens/closes within the confines of the liquor permit. No liquor will be served unless the permit is posted.

Corkage

A corkage fee of $4.00 per person (+GST) is charged for each function, including functions without alcohol.

Corkage includes plastic glasses, ice, Pepsi, Diet Pepsi, 7-Up, Schweppes Ginger Ale, Clamato juice, orange juice, lime juice and coffee. We do not provide tonic water, club soda, cranberry juice or milk; however, if you would like to provide additional mix, you are welcome to do so.

Bartender/Security

It is a Town requirement that a Town of White City Bartender/Security person be hired. The Facilities Coordinator will schedule a Bartender/Security person. There must be one (1) Bartender/Security per 100 people, to a maximum of two (2), and they arrive 60 minutes before cocktails to set up the bar. Bartenders are the last people to leave the building after the function.

The current rate of pay for each Bartender/Security person is $17.00 per hour. Bartenders are paid directly by the renter the evening of your function by cash. Bartender/Security payments include all hours from when they arrive prior to the bar opening to the time the hall is vacated.

Bartender(s) will not handle money for a cash bar. The renter must have someone in charge to sell liquor tickets.

If you plan to have an open bar, you are still required to have bartenders at your event.

The renter is responsible for advising guests of safe ride home options.

Stage

A portable stage is available for a fee of $175 with the stage skirt. There are twelve 4’ x 8’ sections that are 21” high and two sets of stairs that are 3’ wide. Please advise the Recreation Director If you would like the stage.

Sound System

The sound system includes a wireless microphone which is included with your rental fees. A PC adapter and i-Pod adapter are also available to use with the system. Please advise the Recreation Director if you would like to use our system.

Damage Deposit

The Town requires a $400.00 Damage Deposit to be collected before your function. This is returned or destroyed a few days after the function, providing no damage has been done, the keys have been returned and the renter responsibilities have been met.

Clean-up

Please clean spills, etc. with wet mop provided. Clear/clean tables and floor trash using garbage bags provided in serving area and dispose of all garbage in the Loraas bins outside the west doors. Decorations must be taken down at the end of the evening. However, the hall can be booked for final clean-up the next day at $40/hour. An option to clean-up Halls A&B the night of and book Hall C for final clean-up the next day is available.

As the renter, you will be responsible for the hall, including the kitchen and how well the caterer cleans up after themselves. All dishes, etc. are to be washed and left in the racks on the counter/carts for the Town of White City Staff to inspect and put away after your event. We ask that you dispose of coffee grounds and paper towels into the garbage because they cannot be handled by our sewer system.

Decorations

Decorating the facility is allowed. Please use masking tape or sticky tack on the walls. The use of stick pins is only permitted on the fabric covered acoustic panels.

Depending on availability, wedding bookings that select the All Halls and Kitchen rental package also include access to decorate the venue the day before the event, from 1:00pm to 10:00pm. This set up time must be requested at the time of booking. All decorations must be taken down at the end of the evening of your function.

Confetti

A $50.00 clean-up charge will apply if confetti is used on the premises.

Payment

We accept the following Payment methods:

- Credit Cards (Visa and MasterCard) using OptionPay, which can be used online or through the Town Office
- Debit
- Cash
- Cheques made payable to Town of White City.

Receipts will be issued.

Keys

Keys are to be picked up the business day before your function. All details of the rental must be finalized at this time. The keys will be released to you once payment has been received for your function.

At the end of your function, the keys can be left with the bartender or you can drop them in the Town Office mail chute located at 14 Ramm Avenue East (east of the Community Centre).









