

INFORMATION HANDOUT

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.

Once you have reviewed this information, you can contact the Town office at 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.

RENT

The hall rental rates which are in effect are as follows:

- All Rooms \$845.00 * Hall seats 275 * 300 people in total, comfortably.
- Room A or B which seats 100 people each is \$335.00
- Room A and B which seats 175 people together is \$600.00
- Room B & C which seats 150 people together is \$730.00
- Room C which seats 75 people along with the kitchen facility is \$395.00

BOOKING FEE

The booking fee is a deposit of \$150.00. The booking fee is **non-refundable** should the function be cancelled.

This fee will be applied towards your hall rent, **and will hold the date, but not the price of the hall.**

All amounts are to be paid in full the business day before your function when you come to pick up the keys to the community centre.

CAPACITY

Fire regulations allow a maximum of 300 people. We recommend a maximum of 275 people.

The Centre divides into three separate rooms and can be rented on a per room basis.

For example: A small family birthday or anniversary for up to 70 people would only require (1) room. Another example would be the day after a wedding the couple may choose to use one room for gift opening.

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 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.

As the renter, you will be responsible for the hall, including the kitchen and how well the caterer cleans up after themselves. All dishes 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.

KITCHEN

Our ultra 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, but no soup bowls or special dessert bowls or wine glasses. You will have to bring in your own roasters. We ask that none of our supplies leave the building.

KITCHEN Continued...

You are welcome to use our facility either to prepare your own meal or have someone else prepare the meal for you. Please clean the kitchen and all equipment/utensils used when preparing your own food for a function.

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 ten guests.

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

SETTING UP TABLES

The Town of White City staff will set up and take down tables and chairs for large events and 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 co-ordinate with their color scheme of the bridal party, which would be your choice.

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.

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 do not permit American alcohol or 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 \$2.50 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 and lime juice.

A small pot of coffee is kept on in the bar as well.

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 30 minutes before cocktails to set up the bar and they are the last people to leave the building after the function.

The current rate of pay for each Bartender/Security person is \$12.00 per hour. Bartenders are paid directly by the renter the evening of your function by Cash or Cheque.

Bartender/Security payments include all hours from half hour before your bar is to open / for security from the start of the event time to the time the hall is vacated.

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

Note that if you are planning a non-alcohol function, you are still required to hire one Town Security person, which will be chosen by our office.

STAGE

There is a stage that can be set up and rented for a fee of \$150.00. There are twelve 4' x 8' sections and they are 21" high. We do not provide the stage skirt. If you would like the stage, please let the facilities coordinator know.

SOUND SYSTEM

The sound system includes a microphone and CD player/cassette player which is included with your rental fees. A PC adapter and i-Pod adapter are also available to use with the system. Please indicate to the Facilities Co-coordinator if you wish 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 bins outside the west doors. Decorations must be taken down at the end of the evening.

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 nails and tacks on the walls is not permitted.

The afternoon before your event (1:00pm to 10:00 p.m.) to decorate is included in your rental fee.

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:

Debit, Cash, and Cheques made payable to: Town of White City.

Receipts will be issued.

We do not take charge cards

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 Town Bartender or you can drop them in the Town Office mail chute located at 14 Ramm Avenue East (east of the Community Centre).