

Tisdale RECplex John Barron Auditorium Rental Policy

A. GENERAL

1. The Auditorium has been constructed jointly with the Town of Tisdale and the Northeast School Division, this referred to as the Board of Control. It is intended to be used for school programming as well as for use by community groups and the public on a rental basis. **The Town of Tisdale administers the facility rentals in the RECplex, therefore all communications and arrangements must be done through the Town Office. No arrangements are to be made separately with the Northeast School Division or caretaking staff without approval from the Town of Tisdale.**
2. Caretaking service is provided. In addition to routine janitorial duties, Event Staff will provide service to all users in table and chair setup. This will be done prior to the user accessing the auditorium and based on the floor plan provided. Event Staff must be provided with a floor plan at least three (3) days in advance of the function.
3. The Board of Control reserves the right to cancel without notice if cause is due to circumstances beyond its control. Every effort will be made to notify the user group as soon as possible.

B. FACILITY EQUIPMENT

1. The Auditorium is equipped with a built in sound system and microphones which are available if required by the Renter. Arrangements **MUST** be made prior to your event as to your requirements so our Event Staff can have ready and available.
2. There is a 16' x16' motorized screen. **We do not supply the LCD projector, laptop or IT staff. Tisdale Community Library has an LCD projector for rent. Please contact the Library @ 306-873-4767 for hours of operation and rental requirements.**
4. **We do not supply cables required to operate electronic devices or extension cords.**
5. Coat racks and hangers are provided free of charge to the Renter. Renters wanting a Coat Check Ticket System are responsible for persons to operate. Coat check tickets will be provided at a cost of \$15(plus GST)
6. Upright lift is available for decorating purposes and must be booked in advance. The Operator(s) **MUST** receive certification on the safety instruction on proper set up and safe operation of the Upright Lift. Please find attached an Agreement/Policy for Use that is to be completed prior to use of the Upright Lift. **Ladders are not available.**
6. Rated seating capacity of Auditorium is 1,000 people.
Rated banquet capacity of Auditorium using 8' rectangle tables is 500 people
Rated banquet capacity of Auditorium using 5' round tables is 360 people
7. No confetti, rice, straw, feathers, glitter, dance wax, etc., is permitted anywhere in the facility.
8. Renters are responsible to provide their own mix (pop) for their event. We will provide liquor jiggers at a cost of \$25.00 (plus GST).
9. Washroom facilities are provided on the south side of the Auditorium.

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C. REGULATIONS & CONDITIONS OF USAGE

1. Board of Control honors bookings that occur each year. However in order to maintain the control and administration of rentals, all bookings must be made through the Tisdale Town Office during regular office hours. **Organizations must not assume that their annual event dates will be held for them.** They must be booked through the Town office in order to confirm that their event can be held for their desired date(s).
2. Renters requiring special properties over and above those available within the building are expected to obtain them at their own expense. All special properties brought into the building MUST be approved through the Town Office prior to event.
3. Tables, chairs or any other equipment or furniture is not permitted to be taken out of the facility.
4. Reasonable wear and tear expected, Renters shall be expected to leave the premises as nearly as possible in the same condition as at the time of occupancy. **Any damages will be assessed to the Renter.** The RECplex reserves the right to assess a special charge where, in the opinion of the Caretaking and Administrative Staff, a Renter has shown complete disregard for the above provisions.
5. Decorations are permitted providing that **only products such as Fun Tac or Hold It** are used to fasten to walls and provided that the same **are removed immediately following the function.** Floor tape is allowed but **only no-residue Gorilla, blue or green painters tape is permitted as it leaves little to no residue.** If extensive decorations are planned, consideration should be given to fireproof materials.
6. In order for Event Staff to prepare the building for its next occupancy, **the Renter must remove all special equipment, including decorations, immediately following the function. This includes all items on the tables and chairs.**
7. The Renter is at all times responsible for policing and supervision of guests and shall accept full responsibility for damages to property and/or building during the rental period. Our facility is equipped with video surveillance if further measures need to be taken.
8. The RECplex is a tobaccoless facility: **There is no smoking or vaping.** The Renter is responsible to monitor and ensure compliance.
9. When the Kitchen facilities are utilized, Renters are expected to leave the Kitchen as they found it, other than scrubbing the floor.

Kitchen items NOT supplied:

- Dish washing soap and drying towels
- Carving knives and cutting knives
- Please note that there are other items our kitchen is not equipped with, therefore caterers should come prepared with their own cooking and serving utensils.

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RENTER RESPONSIBILITIES:

- Dishes are to be washed and put away in their respective places.
- Coffee urns are to be dumped and washed.
- Sinks are to be left clean and dry.
- Counters are to be wiped.
- All burners, ovens and the grill must be cleaned after use.
- Fan should be turned on when stove is in use and **MUST** be turned off after use.
- Grease catch trough must be emptied and cleaned after use.
- Carts and tote boxes are to be cleaned and wiped down.
- Garbage is to be placed in garbage bags in containers and removed to the garbage bins through the southeast double exit doors.

Your co-operation will assist in keeping the Kitchen clean, tidy and ready for next use.

11. Kitchen carts are not meant to be used to haul heavy items such as cases of beer. Please come prepared with a dolly mover as we do not supply.
12. Bottled beer and liquor must be served in plastic containers from the bar and the Renter is responsible to provide cups and mix/pop. Wine bottles are allowed on the table.

D. RENTAL PROCEDURE

1. All bookings and rental deposits are to be made through the Town Office.
 - a) **A rental deposit of 50% + GST will be required at the time of booking the facility.**
 - b) **The Renter shall forfeit to the Town of Tisdale the remaining balance of the full current rental fee 90 days prior to the event date.**
 - c) **Upon cancellation of the booking**
 - i) 90 days and over prior to the date of booking event, the Town of Tisdale shall retain 10% of the deposited rental fee.
 - ii) 60 days to 89 days prior to the date of the booking event, the Town of Tisdale shall retain 30% of the full rental fee.
 - iii) 30 days to 59 days prior to the date of booking event, the Town of Tisdale shall retain 50% of the full rental fee.
 - iii) 30 days or less prior to the date of booking event, the Town of Tisdale will not return any portion of the rental fee to the Renter.

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- d) RECplex reserves the right to waive the requirements of the rental deposit by a local business, service club, or a local recognized organization that accepts the responsibility for damage under the terms and conditions of this rental policy and further that if the said Renter defaults or cancels their function, they will be governed by the RECplex Auditorium Policy Procedure Item #D.1 a, b, and c.
- 2. The Event Staff will report to the Town of Tisdale on the conditions of the facility following each rental.
- 3. RECplex Administration Staff reserves the absolute right to withhold any rental bookings irrespective of whether or not the facility is rented.

4. Hours - Priority of Use

9:00 am - 6:00 pm, Monday - Friday Tisdale Middle & Secondary School shall have Priority of Use

The school is entitled to priority during regular school days excepting those occasions where the use of the Auditorium has been booked in advance with the agreement of the Tisdale Middle & Secondary School Principal.

6:00 pm – 3:00 am, Monday to Friday, and all day Saturday and Sunday, the Town of Tisdale shall have Priority of Use for Rentals.

5. Closing during Cabarets/Dances.

- 1:30 a.m. - Bar shall close
- 2:00 a.m. - All liquor must be cleared from tables.
- 3:00 a.m. - All persons must be vacated from the Auditorium
(2:00 am – 3:00 am has been allotted for clean-up)

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E. RENTAL RATES JANUARY 1, 2024 TO DECEMBER 31, 2025

AUDITORIUM

| | | |
|------------------------|----|---------|
| WEDDING/ANNIVERSARY | \$ | 765.00 |
| WEDDING W/GIFT OPENING | \$ | 1040.00 |

| | | |
|--------------------------|----|----------|
| WEEKEND PACKAGE | \$ | 1,420.00 |
| 6PM FRIDAY TO 2PM SUNDAY | | |

This package includes Auditorium, Kitchen,
Decorating Fee & Gift Opening

| | | |
|--------------------------------------|----|--------|
| DECORATING FEE - See attached policy | \$ | 270.00 |
| ADDITIONAL TIME REQUIRED (per hour) | \$ | 120.00 |

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|--------------------|----|--------|
| FUNDRAISER CABARET | \$ | 700.00 |
|--------------------|----|--------|

KITCHEN

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|--------------------|----|--------|
| FULL DAY RENTAL | \$ | 160.00 |
| PARTIAL DAY RENTAL | \$ | 105.00 |

OTHER

| | | |
|-------------------|----|-------|
| UPRIGHT LIFT | \$ | 50.00 |
| LIQUOR DISPENSERS | \$ | 25.00 |
| COAT CHECK SYSTEM | \$ | 15.00 |

PRICES ARE PLUS GST AND SUBJECT TO CHANGE WITHOUT NOTICE

RECplex Administration and Event Staff are pleased to be of service. We ask that you consult us if you have any questions or concerns in regards to our facility as it pertains to your event.

The North East School Division and the Town of Tisdale are proud of our facilities so please enjoy them and treat them with respect.

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DECORATING POLICY

The RECplex allows (permits) Wedding Receptions, Cabarets and Fundraising Events the opportunity to decorate the Auditorium the day before the function.

To facilitate the decorating process, the RECplex is allowing you, the Renter, up to five (5) hours starting at 6:00 PM in the auditorium and concluding by 11:00 PM. There will be a staff member present at 11:00 PM to ensure everyone is out of the auditorium.

If you require over the allowable 5 hours, before 6:00 pm or after 11:00 pm, this time will be assessed at a per hour rate up to the current daily rate for auditorium rental. Please make arrangements with the Town office at least 3 days prior to your event so our staff is aware of your intentions.

Earliest access during the school year is 6:00 PM NO EXCEPTIONS!

Tables and chairs will be set up before you arrive. Please feel free to move tables if it is not exactly to your specifications.

- ❖ The rental fee for this privilege is based on the rate that is current for the year of your event.
- ❖ Please plan your Wedding Rehearsal either before or after decorating the Auditorium.
- ❖ This privilege is not for Rehearsal Suppers or Rehearsal Parties or Socials and does not include use of the Auditorium Kitchen for cooking a meal during decorating. You and/or your caterer may store items in the Auditorium Kitchen the day before your event.
- ❖ After decorating: All garbage is to be placed in the outside garbage bins via the Auditorium southeast double exit doors.

APPLYING FOR YOUR LIQUOR LICENSE

- Go to www.slga.gov.sk.ca and register online account.
(You will receive a confirmation email to verify)
- Once you sign into your account you will see your account dashboard page, select Apply Now under Apply for a Permit, License or Registration
- This will open the New Application page, scroll to the bottom and click on Special Occasion Permit Application
- The type of Special Occasion Permit you are applying for will be Cost Recovery

WEDDINGGUARD™
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adversities that could affect
your perfect day, including
cancellation from most causes
beyond your control.

You have invested significant
amounts of time and money
into planning your wedding.

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**INSURANCE FOR
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ESSENTIALS**

**PACKAGES
START AT \$200**

A WEDDINGGUARD™ POLICY COVERS

Bridal attire
Rings
Wedding photos and video
Wedding presents
Wedding cake and flowers
Wedding stationery
Rented property
Loss deposit
Wedding cancellation expenses
Honeymoon cancellation expenses
Liquor liability for three
24-hour periods

4 PACKAGES

SILVER

\$200

GOLD

\$350

DIAMOND

\$600

PLATINUM

\$900

PAL
INSURANCE BROKERS
CANADA LTD.

**WORLDWIDE
COVERAGE AVAILABLE**
(Some restrictions apply)

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