



Facility Rental Application

Local Government District of Pinawa

T: 204-753-5100 F: 204-753-2770

E: sullivanp@pinawa.com

NON-PRIVATE

Please complete this application and return to the LGD of Pinawa.

SCHEDULE A

CONTACT INFORMATION

Name

Organization

Billing Address

Phone:

Email:

(Month/Day/Year)

(Please Circle)

(Please Circle)

Pre/Post Event Date:

Start:

AM PM

Finish:

AM PM

Event Date:

Start:

AM PM

Finish:

AM PM

Will food be served?

Yes

No

Will alcohol be served?

Yes

No

Copy of Insurance Provided (required for alcohol events)

Yes

No

Some Organizations are covered under the LGD of Pinawa's Insurance Policy as additional insureds. Please check with the LGD of Pinawa Municipal Office.

QUANTITY

CHARGE

SUBTOTAL

GST

TOTAL

Auditorium Rental (Food, Alcohol)

\$75/hour

Auditorium Rental (non-Food, Alcohol)

\$40/hour

Stage Workshop

\$10/hour

Pre/Post Event Flat Fee

2 - 6 hours

\$150

Pre/Post Event Flat Fee

6 - 12 hours

\$200

Pre/Post Event Flat Fee

12 - 24 hours

\$250

Round Tables (max. 24)

N/C

TOTAL OWING

\$

The following individuals may be contacted for assistance with lighting and/or sound. Request for assistance with lighting and/or sound must be made two (2) weeks prior to event.

Rich Hamon (Sound) 204-753-2519

John Tait (lighting & Curtains) 204-753-2911

RULES AND REGULATIONS

1. It is the renter's responsibility to contact the School District of Whiteshell Division Office (204-753-8366) to arrange for a walk-through of the facility prior to the event.
2. The renter will be responsible for obtaining keys for the facility at the LGD of Pinawa Municipal Office prior to the rental. The renter will be responsible for returning keys to the LGD of Pinawa Municipal Office as soon as possible following the rental.
3. It is the renter's responsibility to request adequate pre/post event time so they are able to complete their facility set up and take down for the event. A flat fee will be charged for pre/post event time as per the rental application. If the renter exceeds the hours requested, the renter agrees to pay for additional hours as per the rental application.
4. It is the renter's responsibility to ensure all required licenses are secured and provided two (2) weeks prior to the date of the event or function. (i.e., Liquor, Smart Serve Certificate and Liability Insurance). Some local Organizations are covered under the LGD of Pinawa's Insurance Policy as additional insureds. Event will NOT be permitted until the LGD of Pinawa has received a copy of the Liability Insurance.
5. It is the renter's responsibility to ensure all decorations, belongings and alcohol are removed from the facility, and all garbage is placed in the dumpster located behind the facility at the end of the rental.
6. It is the renter's responsibility to ensure all chairs are stacked 10 high, tables are washed and these items are returned to the storage room.
7. It is the renter's responsibility to adhere to and enforce the non-smoking ordinance.
8. It is the renter's responsibility to ensure all lights are turned off and the building is secured at the end of the rental.

I/We certify we have read the Facility Rules and Regulations as described above and agree to conform hereto and to be strictly bound thereby.

Signature of Renter

Date