

Application for Recreation 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 Ruchelle Himmelspeck, 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.

Facility:	
Organization:	Non-Profit ISC Number:
Applicant's Name:	Position with Organization:
Email Address:	
Primary Phone Number:	Secondary Phone Number:
Address:	Postal Code:

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

Additional Information:

Will you be charging an admission or registration fee for this activity? <small>*if yes, read Regulation #1 on page 3</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be serving alcohol? <small>*if yes, read Regulation #3 on page 3</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Corkage (\$4.00/person)	Number of People: _____	<small>*i.e. Pop, Orange Juice, Lime Juice, Clamato Juice, Coffee, Cream, Sugar, Plastic Cups</small>



Equipment:

Tables	3' x 3' Number: _____	4' x 30" Number: _____	6' x 30" Number: _____	3' x 8" Number: _____
Table Coverings	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Chairs	Quantity: _____			
Stage	<input type="checkbox"/> Yes - \$175	<input type="checkbox"/> No		
Projector	<input type="checkbox"/> Yes - \$100	<input type="checkbox"/> No		
Podium	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Sound System *PC Adapter to Sound System and Microphone	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Music (Capacity and RE:)	Number of Attendees: _____			

Music Fees:

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

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.

I hereby declare that I have read and understand the General Rules and Regulations on Page 3 and agree to comply.

Applicant's Signature: _____ Date: _____

For Office Use Only

Date Received: _____

Permit Number: _____

Received By: _____

Date Permit Emailed: _____



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 govern 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 the 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.
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, 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.
 - Clean all kitchen items/equipment and place them on counters or carts for final inspection. Ensure counters are washed and the microwave is empty.
 - Dispose of coffee grounds and paper towels in the garbage to protect the sewer system.
 - All spills, stains, and debris fully addressed in halls, kitchen and bathrooms.
 - All halls used must be swept and mopped.
 - Kitchen items (bowls, pots, utensils) must remain within the Community Centre as they are property of the Centre.
 - Leave used tea towels in the kitchen for maintenance staff to wash.
 - Dispose all garbage in the bins outside on the west side of Community Centre.
8. The Licensee can only decorate with masking tape or “Fun Tack”. All decorations and adhesive materials at the end of the function must be removed.



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 or access cards 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 Town's security personnel will not provide crowd control services.
13. The Licensee will sign and abide by our Facility Licence 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
 - Community Centre Custodian at 306-550-8188
 - Public Works on Call at 306-539-6179 (cell), or
 - Town Office at 781-2355 during regular office hours.

Fees

Item	Unit	Fee
Damage Deposit	Per Non-Recurring Booking	\$400
Booking Fee	Per Booking Valued Over \$150	\$150
All Rooms	Per Day	\$1,000
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	\$4.00
Stage Rental	Per Booking	\$175.00
Projector Rental	Per Booking	\$100.00
Re:Sound Music License Fee 1-100 People with Dancing	1-100 People with Dancing	\$18.51
Re:Sound Music License Fee 101-300 People with Dancing	101-300 People with Dancing	\$26.63
Re:Sound Music License Fee 1-100 People without Dancing	1-100 People without Dancing	\$9.25
Re:Sound Music License Fee 101-300 People without Dancing	101-300 People without Dancing	\$13.30
SOCAN Music License Fee 1-100 People with Dancing	1-100 People with Dancing	\$44.13
SOCAN Music License Fee 101-300 People with Dancing	101-300 People with Dancing	\$63.49
SOCAN Music License Fee 1-100 People without Dancing	1-100 People without Dancing	\$22.06
SOCAN Music License Fee 101-300 People without Dancing	101-300 People without Dancing	\$31.72