



# Community Centre Rental FAQ

## GENERAL

### How do I know if the Community Centre is available?

Please email [townoffice@whitcity.ca](mailto:townoffice@whitcity.ca) or call 306-781-2355.

### How do I rent the Community Centre?

Step 1: Complete the Rental Application.

- Applications must be submitted electronically through email.
- Processing time: Please allow up to 2 weeks for your request to be reviewed.

Step 2: Finalize the Rental Agreement and provide payment, insurance if required, and any other required documents.

- Space is only confirmed once the application has been processed and you have a signed Facility Rental License Agreement.

### What areas can I use?

You can use the portion of the facility specified in your agreement. You also have non-exclusive access to common areas (hallways, restrooms, parking) for the duration of your rental.

### Can I use the facility for any purpose?

No. You may only use the facility for the purpose approved in your agreement. Any other use requires prior written approval from the Town.

## KITCHEN

### What are the rules for catering and kitchen use?

The kitchen is not included in Room C bookings – it is an extra fee of \$40 per hour.

You may bring in your own food or hire a caterer. The Town does not have an official caterer but can recommend caterers previously used in the facility.

The kitchen includes: two commercial ovens, two upright coolers (one in the bar), one deep freeze, coffee urns, pots, pans, stoneware dishes (no plastic), glasses, cutlery, cups, and saucers. Please note: soup bowls, wine glasses, special dessert bowls, or roasters are not provided.

All dishes and kitchen supplies must remain in the building. Renters are responsible for ensuring the kitchen and hall are clean after the event. Dishes should be washed and left out on counters/carts for Town staff to inspect and put away.

### Is coffee included?

The facility has two 100-cup and one 30-cup coffee urns. Renters can bring their own coffee supplies. Preparing coffee in a 100-cup urn takes approximately 1 hour. Coffee is included in the corkage rate but if not using corkage, you may bring your own coffee in.

# LIQUOR

## What are the Liquor License requirements?

If alcohol is being served, the liquor license must include a receipt or proof of purchase for all alcohol being served. Providing only the liquor license is not sufficient; all items to be served must be documented on the permit with proof of purchase.

Liquor licenses are obtained by applying through the SLGA (Saskatchewan Liquor and Gaming Authority). The liquor license must be displayed at the Community Centre during the event.

Bartenders will only serve alcohol once all required information is properly displayed. This ensures compliance with regulations and helps protect both the renter and the facility.

## Are Bartenders/Security required?

Town of White City Bartenders/Security are required for all events where alcohol is involved.

- Ratio: 1 per 100 people, maximum 2. They arrive 60 minutes before cocktails to set up the bar and are the last to leave.
- Rate: \$17/hour, paid directly by the renter in cash on the evening of the event.

Bartenders will not handle cash for a bar—you must have someone to sell liquor tickets. Renters must advise guests of safe ride home options.

## What is the corkage fee?

If you have alcohol at your event, a corkage fee of \$4.00 per person will apply. This one-time fee covers the cost of providing bar supplies and setup, including pop, orange juice, lime juice, Clamato juice, coffee, cream, sugar, and plastic cups.

The corkage fee applies to all guests in attendance, regardless of whether they consume alcohol. Alternatively, renters may forgo the corkage fee and bring in all bar supplies themselves at their own expense.

# SETUP

## Is there a stage?

A portable stage is available for \$175 (includes stage skirt).

Configuration: twelve 4' x 8' sections, 21" high, with two sets of 3' wide stairs.

## What's the sound system like?

The sound system includes a wireless microphone (included with rental). PC and iPod adapters are available.

## What's the table setup like?

The main tables are 30" x 6' rectangular plastic tables. The recommended seating is 6 per table (3 per side). Two tables can be joined to seat 10. Small tables are available for guest book registration, wedding cake, ticket selling, etc.

For large events, Town staff will set up and take down tables and chairs (included in rental cost). Renters can submit a floor plan about a week in advance if they have a specific arrangement in mind.

# PAYMENT & CONFIRMATION

## How do I pay for my rental?

Accepted payment methods include Debit, Cash, or Cheque (payable to Town of White City). Credit cards are accepted through Option Pay, however there are additional fees to the cardholder, and the amount varies based on the amount being paid. Receipts will be issued.

## Where do I get the keys?

Keys are to be picked up the business day before your event. All rental details must be finalized at this time. Keys are released once payment has been received.

After the event, keys can be left with the bartender or dropped in the Town Office mail chute at 14 Ramm Avenue East (east of the Community Centre).

## What fees do I need to pay?

- Rental Fee: Payable on or before the date in your agreement.
- Security/Damage Deposit (if required): Covers damage or extra cleaning. Any unused portion is refunded.

## How does the damage deposit work?

A \$400 damage deposit is required for all events with more than 100 guests and/or where alcohol is being served.

The deposit must be paid before your event. It will be returned or destroyed a few days after the event, provided:

- No damage occurred;
- Keys have been returned; and
- Renter responsibilities have been met.

# INSURANCE

## Do I need insurance?

Renters are required to provide a liability insurance certificate and list the Town of White City as an additional insured for certain types of events. This helps protect both you and the facility in case of accidents or damage.

Insurance is required for events that involve:

- Alcohol service
- High-risk activities (e.g., sports, fitness classes, physical games)
- Large gatherings (e.g., over 100 attendees)
- Commercial or third-party vendors (e.g., caterers, performers, bounce houses)
- Fundraisers or ticketed events
- Special events with amplified sound or unusual setups (e.g., concerts, festivals, large pieces of equipment)

Providing insurance and listing the Community Centre as additional insurer ensures that both the renter and the facility are protected from liability claims. You must provide proof of insurance, naming the Town as additional insured. Rental may be canceled if insurance is not submitted 10 business days before your event.

## MUSIC LICENSING & FEES (SOCAN AND RE: SOUND)

When playing music at your event, licensing fees may apply to cover royalties for the creators, songwriters, performers, and record labels. Fees depend on the number of attendees and whether there will be dancing.

### What is SOCAN?

SOCAN (Society of Composers, Authors, and Music Publishers of Canada) covers the composition and songwriting rights (the writers and publishers). SOCAN applies whenever music is performed publicly, whether live or recorded. Select SOCAN if your event will feature any music, including live bands, DJs, or recorded tracks.

### What is Re:Sound?

Re:Sound covers the sound recording rights (the performers and record labels). It applies when pre-recorded music is played, such as CDs, streaming services, or DJ playlists. Select Re:Sound if your event will play recorded music.

### Do I pay both SOCAN and Re:Sound?

- If your event has live music, SOCAN fees apply.
- If your event has recorded music, both SOCAN and Re:Sound may apply.

Always check your music type and refer to the table below to determine the correct fees.

### How do I apply?

- No dancing: Select the "No Dancing" fee.
- With dancing: Select the "With Dancing" fee.

Fees are in addition to your rental and must be paid prior to the event.

### Need help deciding?

If you're unsure which fee applies to your event or music type, contact us and we can guide you.

## OTHER POLICIES

### What is the cancellation policy?

The Town can cancel your rental for any reason with 5 days' notice.

Events beyond anyone's control (fire, storm, power outage, etc.) are considered a Force Majeure Event, and neither party is liable for resulting losses.

### What is the default policy?

Breaking the agreement is considered a default. The Town may retain your security deposit or take other legal action.

### Who do I contact for more information?

Please contact the Town Office:

- Phone: 306-781-2355
- Email: [townoffice@whitecity.ca](mailto:townoffice@whitecity.ca)
- Mailing Address: Box 220 Station Main, White City, SK S4L 5B1