

Evergreen Centre Special Event Policy

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2021 Rates & Packages

Basic Rental					
Auditorium	Cost	Includes			
Full	\$550	Only day of, tables, chairs, stage, podium & mic. Includes Auditorium (half), Rotunda & Curtain Divider (half)			
Half	\$495				
Wedding Packages					
Package	Cost	Includes			
Below 200	\$1150	Friday at 4pm to Sunday at 2pm. Opens Saturday at 10am and Sunday at 8am. Linens, glassware, plating, lighting, audio visual, & all décor included. Rental includes Auditorium, Twin Lakes Room, Servery & Rotunda.			
200 +	\$1250				
250 +	\$1350				
300 +	\$1500				
Banquet Packages					
Package	Cost	Includes			
Below 200	\$800	Allowed in the evening before from 6-10pm. Linens, glassware, plating, lighting, and audio-visual. Rental includes Auditorium, Twin Lakes Room, Servery & Rotunda.			
200 +	\$900				
250 +	\$1000				
300 +	\$1100				
350 +	\$1200				
400 +	\$1300				
Rentals					
Rooms	Hourly	4 hrs	Daily	Equipment	Cost
Jackpine Room	\$30	\$90	\$150	9x12 Screen & Projector	\$60
Pro Shop (October – April)	\$25	\$80	\$130	6x8 Screen & Projector	\$50
Twin Lakes Room	\$35	\$100	\$160	5x6 Screen & Projector	\$40
Committee Room	\$20	\$70	\$120	Whiteboard/Flipchart	\$10
Off – Season Curling Rink		\$350	\$550	LCD Projector	\$35
Curling Ice		\$560	\$900	Laptop	\$30
Servery	\$25	\$80	\$130	14ft Crystal Column	\$70
Auditorium/Curling Rink Flip			\$250	Curtain Backdrop (single)	\$15
Youth/Adult Recreation	\$40	\$120	\$250	Table Skirting (per table)	\$20
<p>The Nipawin Evergreen Centre staff will set up all our equipment, décor*, staging, and lighting for all events.</p> <p>*Guests responsible for putting on chair covers. Additional décor list available upon request.</p>				Table Cloths (per cloth)	\$5
				Napkins	\$2
				Chair Covers	\$5
				Spot/Wall Lights	\$15
				Room Divider Curtains (per day)	\$60
				Stage Skirting (per 4x8 skirt)	\$10
				Cocktail High Boy Tables	\$15
				Spandex Cloth for High Boys	\$10
				4ft Spiral Chandelier	\$35
				16" Gemstone Chandelier	\$25
				Large Chandelier	\$70
				Double Curtain Backdrop (per 12ft section)	\$50

Prices are subject to change and all the above prices are GST applicable

1.0 Deposit:

When booking your event (auditorium/rink), a \$500 room deposit is required to guarantee/confirm your chosen date and will be applied to your invoice at the time of billing. Your chosen date will only be held for two weeks without a deposit.

Property and/or Equipment Damage

If any equipment or property is damaged, you will be charged the replacement/repair costs on your final invoice.

2.0 Cancellation Policy:

2.1 Wedding Deposit Cancellation Policy:

A full refund of the room deposit is refundable if notification is given, by you, to the Evergreen Centre office up to six months prior to the event. If notification is received between three & six months prior to the event, ½ of room deposit will be refunded. If cancellation is less than three months, room deposit will not be refunded.

2.2 Meeting Room Cancellation Policy

A \$25 cancellation fee will be assessed if cancellation occurs within fifteen business days of the function. If a cancellation occurs less than 48 hours before the scheduled start of the event, full charges for the event including any audio-visual equipment and rental space will be charged.

3.0 Food Services Policy:

The Nipawin Evergreen Centre does not provide food services. The client will be responsible for any food, cold beverage, or the permitting required for their scheduled event. The client and food service provider will be responsible for table setting, cleaning of tables and dish washing. The Nipawin Evergreen Centre can supply glass plating, glassware and cutlery.

4.0 Community Based Non-Profit Organizations – Room Rates:

Community based non-profit organizations will be charged a rate of 25 percent of regular rates for weekly or biweekly held meetings or events.

5.0 Vacating the premises:

We ask that our guests vacate the auditorium by 2:30 a.m. - an additional charge of \$150.00 will be applied if the room is not vacated by this time. An Evergreen employee will remain at every event until facility closing. All tables must be cleared, and garbage placed in the designated bins by the renter of building, additional charges of 80.00 per hour will be charged to renter if tables and garbage's are not cleaned.

6.0 Decorating

Funtak & 3M removable hooks only on the walls please - no duct tape, packaging tape,

staples, etc. are to be used. No item(s) can be stapled to the stage or podium. The use of confetti/glitter/glow sticks/sparklers are strictly not allowed on the premises, an additional clean up fee will apply if used. Because of fire regulations, fireworks are not to be set off within the Evergreen's property and some props may not be appropriate for use in the facility. All decorations must be approved prior to the event. All exits must always be kept clear .

7.0 Special Décor Rentals

The Evergreen has for rent, a selection of skirting and décor for all events. Please refer to our Décor list.

8.0 Tablecloths/Linens

Linens are included in all wedding/banquet packages. We can provide tablecloths in black or white, and a variety of colours in cloth napkins. If your linens are found to have been damaged (burns, tears, permanent markings, etc.) you will be charged replacement cost.

9.0 Removing your decorations/equipment/clean up

We require that your decorations and/or equipment be removed the night of your event. All tables must be cleared, and garbage placed in the designated bins and servery left in the condition it was received.

10.0 Broken Glass Disposal

All broken glass must be placed in the marked bin located in the kitchen and under the bar sink.

11.0 Licensed Security

The Evergreen reserves the right to insist on Licensed Security for events which may deemed as a high-risk event. An example may be an event where alcohol is served and there is a potential of minors in attendance. A letter of confirmation from the Licensed Security Officers would be expected to be provided to us prior to the event taking place. Cost of this licensed security would be the responsibility of those booking the event.

12.0 Smoking Policy:

In accordance with the Tobacco Control Act of Saskatchewan, the Evergreen Centre is entirely a Non-Smoking Facility. There is to be No Smoking within 3 meters of doorways, windows and air intakes.

13.0 Golf Course:

The Golf Course staff request that your guests adhere to the rules of the Course & that they refrain from walking on the Putting Green situated at the back of the Auditorium – your cooperation is very much appreciated.

14.0 Liquor Policy

14.1 Saskatchewan Liquor & Gaming Regulations

As stated on your liquor permit, your bar must close one half (1/2) hour prior to the time stated and all alcohol must be consumed and removed from tables by the end of the second half hour (1/2) of your bar closing time. All ticket sales are to cease one (1) hour prior to your bar closing. Bartenders and ticket sellers must be 19 years of age or older. All liquor must be purchased in can form with the exception to wine & liqueurs.

14.2 Host Bar

Groups have the option of purchasing their own liquor and permit for use in the Auditorium/Rink/Pro-Shop/Twin Lakes & Rotunda areas. The Spot Restaurant & Lounge holds the liquor license for the following areas: Restaurant, Lounge, Deck, Canteen, Golf Course. A Liquor permit must accompany all liquor and be posted at bar prior to opening.