

2023

WOODLAWN REGIONAL PARK AUTHORITY Venue Rental/ Grounds Policy & Procedures

This policy statement establishes the responsibility and expectations for the Woodlawn Regional Park Authority and clients upon requesting Hall Rentals and or Gazebo Rentals at Woodlawn Regional Park (WRP).

Introduction

- WRP will not rent to individuals with the intention of conducting a business in the hall except for small businesses that will directly benefit the community or directly benefit the costs associated with running WRP.

Reservations

- Hall rentals are accepted on a first come, first serve basis. Anyone may book the hall; however, hall rentals may be super-ceded by WRP.
- WRP will NOT rent the hall to anyone under the age of 19.
- **Policy signed and valid credit card on file at time of booking**
- Payment made payable to Woodlawn Regional Park. Cash, Cheque, Debit, e-transfer, Visa, or MasterCard accepted.
- WRP has the right to revoke or refuse permission for use of the hall at any time or for any reason.

Rotary Hall Rental Rates

1 Day \$500.00 (8am-8am)
Weekend- \$1000.00 (Friday 8am thru Sunday 8pm)
*All prices include GST

Doug Third Hall Rental Rates

1 Day \$650.00 (8am-8am)
Weekend- \$1300.00 (Friday 8am thru Sunday 8pm)
*All prices include GST

Boundary Dam Gazebo Rental Rates

1 Day \$400.00 (8am-8pm) NOTE This covers use of the Gazebo & Park Entrance Fees for all guests to enter the Park. Chair rental is \$100.00 above this cost (see Hall Information Document)
*All prices include GST

**A DEPOSIT OF HALF IS REQUIRED AT TIME OF BOOKING & KEYS WILL NOT BE GIVEN OUT UNTIL BOOKING IS PAID IN FULL *NON-PROFIT RATES ARE AVAILABLE- MUST HAVE REGISTERED NUMBER TO BOOK AS A NON-PROFIT!*

Park Entrance/Gate Fees:

Rotary Hall is located within the Woodlawn Regional Park, and all vehicles entering the park require a pass to do so. Daily rate is \$10.00. The renter has the following options:

- a) allow their guests to pay their own entrance fee
- b) request that the gate keeps a tally of guest entering for payment by renter
- c) WRP offers a group entrance rate of \$300.00, and all guests can come and go throughout the event/ weekend with no charge to them

Doug Third Hall is located within the Woodlawn Regional Park but is on the south side of the river where we don't have a gatehouse and we offer free amenities there. However, with this booking part of the increased price covers

gate fees for renters here. Upon request day passes will be provided to the renter for distribution to their guests if they choose to access the Park's south side amenities during the time of rental.

Boundary Dam Gazebo is located within Woodlawn Regional Park, Boundary Dam location, and all vehicles entering the park require a pass to do so. *These park entrance fees are included with the booking charge (*see above info)*

Cancellations & Changes

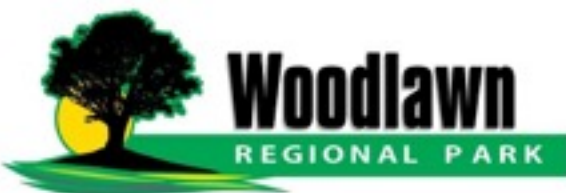
- WRP requires a minimum of Sixty (60) days prior to the event for cancellations. Event cancellations more than sixty (60) days prior to the event will receive a full refund of their payment.
- Cancellations made less than sixty (60) days of the event will not receive any refund.
- If the Renter fails to use the premises on their event date, the payment and balance of rent will be kept by WRP.
- Date changes may be made without penalty up to Sixty (60) days prior to original booking and are subject to availability.
- There will be a \$100 non-refundable administration fee on any cancellations prior to Sixty (60) days of the booking.

Hall Use Guidelines

- WRP hall renters are required to perform their own set-up and clean-up and put away tables and chairs Clean-up MUST be completed immediately after the event (Some conditions apply).
- The hall is to be left clean: **Renters must follow the Renter Guidelines Document (which will be provided) as well as completing**
 - Swept
 - All tables, chairs and equipment are to be returned clean to their designated places.
 - All garbage removed and placed in the commercial trash bins provided
 - All outdoor areas cleaned of litter
 - Failure to do any of the above may result in charges.
- Cleaning products will be supplied by WRP.
- It is the renter's responsibility to point out any damage before their event, or the renter will be held accountable. Upon key pick up and return a Park Staff Member will complete a Rental Walk Through with the renter that is required and to be signed by rental party.
- Seating capacity for Rotary Hall is 210 persons & Doug Third Hall is 280 (in a non-fixed seating arrangement) To comply with fire marshal regulations renters must not have more than the maximum capacity. The renter will be responsible for any fines incurred should an official inspection take place during the event. (*350 persons in an open floor area for Rotary & 485 for Doug Third)
- **There is no smoking permitted in the halls.**

Alcohol

- Renters must apply for a Liquor Permit with the Saskatchewan Liquor & Gaming Authority and display an approved permit to supply liquor at a booking. *email manager@woodlawnregionalpark.com to request an approval letter prior to event for SLGA permit
- Alcohol is permitted in the hall and fenced areas only.
- All alcohol must be sold/given from the Hall Kitchen through the window(s).
- Renters will assume full liability of supplying alcohol, alcohol related damage or incidents and all fines incurred should minors (anyone of age 18 and younger) be found in the possession of alcohol and/or being sold/given alcohol by the renter.



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DOUG THIRD HALL _____ ROTARY HALL _____ BOUNDARY DAM GAZEBO _____

RENTER/S NAME: _____
CONTACT #: _____
DATE(S) BOOKING: _____

CREDIT CARD # _____ EXPIRY DATE _____ CVC _____

OTHER HALL DETAILS/ REQUESTS:

FOR ROTARY HALL BOOKINGS ONLY:

PARK ENTRANCE GATE FEES CHOICE (circle one):

Paying \$300.00 for all guests to enter with no charge to them during booking

Guests pay own park entrance fees (\$10/day pass or \$50/season pass)

Gatehouse attendant keeps a tally and is paid at end of booking

FOR BOUNDARY DAM GAZEBO BOOKINGS ONLY:

Additional charge of \$100.00 for chair rental Yes _____ No _____

SIGNATURE OF RENTER: _____

DATE OF SIGNING: _____

**NOTE- This booking is not confirmed until this policy page is completed and returned to the Park Manager & a deposit of at least half the booking amount is paid (cash, cheque, debit, credit, e-transfer) manager@woodlawnregionalpark.com*