

HIGHWOOD MEMORIAL CENTRE POLICY

ADDITIONAL SERVICES:

Corkage	\$ 4.00 per person	Table Linens - White	\$5.00 each
Full Bar Service	\$ 5.00 per drink	Cloth Napkins - White	.40 each
Bartender	\$ 25.00 per hour		
Data Projector & Screen	\$ 60.00 per day		
Coat Check Service	\$ 1.00 per coat		

Prices for additional services are subject to change without notice. Room rate guaranteed upon receipt of deposit.

DEPOSIT & CANCELLATION POLICY:

Bookings are not confirmed until deposits are received. Half of the room rent is required as a deposit if the function is more than four months away. Four months before the function the balance owing is to be paid. Two weeks prior to your function we require number of guests for set up and prepayment of corkage fees and incidentals. In case of cancellation, deposits will be refunded only if the space can be re-rented.

CATERING:

It is the responsibility of the renter to organize their own catering needs.

KITCHEN:

Please inquire at office for availability and Kitchen Usage Agreement. There is a fee of \$3.50 per person to use the Kitchen which includes place settings and kitchen inventory. Please ask for an inventory list. Prepayment is required one week prior to the event.

COFFEE SERVICE:

Coffee service is available at a cost of:

100 cup urn - \$50.00 50 cup urn - \$30.00 10 cup carafe - \$7.00 Price includes condiments.

PLEASE NOTE: The rotunda is a public area and CANNOT be rented. When you rent a room, you rent that space only. Due to fire regulation, doors in and out of rooms must never be blocked by tables, displays, coat racks etc. You are responsible to see that all exits are freely accessible to the people at your function. Approximately 9 feet of space is required around the exit doors. Highwood Memorial Centre is a NON SMOKING facility. Please use the ashtrays available outside.

TIME IN: Earliest 10:00 a.m. on Saturdays and Sundays unless special arrangements are made with the office.

TIME OUT: THE BAR MUST BE CLOSED AT 1:00 a.m. NO PERMITS AFTER THIS TIME AND GIVES ONE HOUR FOR CONSUMPTION. Building must be vacated by 2:30 a.m. Failure to vacate at this time will result in a \$200.00 surcharge.

The room rate includes one set up and clean up of the room to your specifications. There is no charge for tables, chairs, risers, screens or flip charts.

PLEASE NOTE THAT YOU ARE RESPONSIBLE TO REMOVE EVERYTHING THAT HAS BEEN BROUGHT INTO THE CENTRE FOR YOUR FUNCTION (e.g. BAND OR DJ EQUIPMENT, ALCOHOL, EMPTY LIQUOR BOTTLES, DECORATIONS) BEFORE YOU LEAVE!

IF YOU REQUIRE ASSISTANCE DURING THE DAY PLEASE CONTACT THE OFFICE (HOURS 9 a.m. - 5 p.m.) THE NIGHT SUPERVISOR IS AVAILABLE FROM 5 p.m. - 2:30 a.m.

CORKAGE: If serving alcohol the Centre's corkage must be used. Corkage includes the use of one or two bars, pop, orange, clamato, cranberry and lime juice, plastic glasses and ice. If you are supplying the alcohol please ensure you provide a float and the tickets for your bar staff. There is zero tolerance for liquor not covered on the permit (eg. homemade wine). **No alcohol may be consumed other than the date and room specified on the permit. Alcohol is not allowed downstairs.**

BARTENDER: You may supply your own certified bartender or use our bartending service. We require a copy of current certification. Bartenders are required to clean off tables (drink glasses, wine and beer bottles).

TICKET SELLER: Please supply your own. Tickets and a float will be necessary.

FULL BAR SERVICE: Offered by the Highwood Memorial Centre. Alcohol sold by the drink. Minimum attendance of 100 people. The centre supplies: alcohol, permit, corkage, bartender, ticket seller.

RECOMMENDATIONS;

We strongly recommend that you purchase Party Alcohol Liability Insurance. Please talk to your insurance agent. You are liable for your function. We also recommend that your function assign a designated driver or provide a taxi service.

DECORATING ROOMS:

No Decorations are allowed on the walls unless you use a product such as 'Fun Tak' or 'Hold It' which is available at any stationary store or drug store. Nothing is to be attached to the lights.

NO CONFETTI OR PLASTIC SEQUINS ARE ALLOWED IN THE BUILDING. If confetti or sequins are used in the building, a \$200.00 cleaning fee will be charged.

NO DECORATIONS ARE TO BE PUT IN THE ROTUNDA.

- No duct tape is allowed.
- No powders are to be used on the floor.
- Please do not drag any heavy objects across the floors.
- Tap shoes are only allowed in the downstairs dance studios or on stage upstairs.
- No bales of hay or straw are allowed in or around the hall.
- No real trees are allowed inside the hall. You may use artificial trees for decorating.
- When using candles please have a large plate or candle holder to catch the wax drippings. Any wax on the linen will become an extra fee to the renter.
- It is up to each function to supply their own table decorations.

If no one is using the Medicine Tree Hall the day before your function you may decorate between the hours of 11:30 am and 4:00 pm at no charge. Decorating must be completed by 4:00 pm. This cannot be reserved but will be made available to you if required. Check with the office to see if the room is available. For extensive decorating we suggest booking the hall for the entire day before your function. The office closes for lunch between 12 and 1:00 pm.

STAGE LIGHTING:

Basic soft wash lighting on stage. Any other lighting needed, please contact Windmill Theatre Players.

DAMAGE:

Any damage that occurs is the renters' responsibility, and the charges will be applied to your final bill. i.e. broken chairs, broken mirrors, holes in walls, scrapes on floors, tape marks on walls. A damage deposit may be required at the discretion of the management.

EXCESSIVE NOISE:

Please check with the office if you are anticipating an excessive amount of noise so we can avoid conflicts with your function and another function going on in close proximity.

If you have any questions please call the office at 403-652-4404.

I have read and understood the terms and conditions on this Policy Sheet.

RENTER'S SIGNATURE

DATE

HIGHWOOD MEMORIAL CENTRE REPRESENTATIVE

DATE

Revised: January 2012