

Event Rental Information

Multipurpose Room 1:

Perfect for meetings, showers, or family dinner - this main floor room includes a kitchenette.

Multipurpose Room 2:

Perfect for showers, gatherings, and birthdays. This 2nd floor room (stairs access only) features beautiful natural light, kitchen serving area, and attached bathrooms.

Main Hall:

A perfect room to have your social, wedding, corporate training, or fundraiser! The Main Hall has lovely, vaulted ceilings and access to a kitchen serving area. This room also features a sound system.

Birthday Party:

Have your birthday at Winakwa! Full access to our gym and equipment for an active and exciting experience. Plus, use of MPR 1 for everything else. 3-hour rental includes gym and equipment for 2 hours, MPR 1 for 3 hours (concurrently). Room capacities are reduced by the addition of photobooths, dance floors, buffet tables and other entertainment options. Please include these items in your planning.

Pre-School Toy Package: A selection of toys to use at your event. May include: Kid-powered ride on, tunnels and mats, basketball hoop, assorted balls, bowling, activity cube and parachute.

Room Information:

	<i>MPR 1</i>	<i>MPR 2</i>	<i>Main Hall</i>
<i>Room Size</i>	740 sq ft 37' x 20'	841 sq ft 29' x 29'	2832 sq ft 48' x 59'
<i>Tables:</i>			
<i>8' Banquet Tables</i>	6	10	23
<i>Rounds</i>	4	-	11
<i>Capacity:</i>			
<i>Gathering</i>	40	60	160
<i>Classroom Style (approximately)</i>	16	24	72
<i>Theatre seating (approximately)</i>	36	32	180
<i>LGCA Maximum Capacity</i>	68	80	240

All rooms include use of tables, chairs, coffee urn, kettle, refrigerator, sink and microwave.

MPR 2 & Main Hall have a stove – we do not allow cooking in our serving areas.

We do not provide kitchenware.

Price List

	<i>MPR 1 & 2</i>	<i>Main Hall</i>	<i>Gym</i>
<i>Daytime Event Rental (5 hours) – must end by 6:00pm</i>	\$126.00	\$262.50	-
<i>Each Additional Hour</i>	\$26.25	\$31.50	-
<i>Evening Event Rental (5 hours)</i>	\$199.50	\$409.50	-
<i>Each Additional Hour</i>	\$31.50	\$63.00	-
<i>Birthday Party</i>			\$136.50

Optional Services:

	<i>MPR 1 & 2</i>	<i>Main Hall</i>
<i>Set Up (Tables & chairs only)</i>	\$42.00	\$52.50
<i>Clean Up (Clean and store tables & chairs)</i>	\$42.00	\$94.50
<i>Projector</i>	\$26.25	\$26.25

Prices subject to change without notice – All Prices include GST



Sound System	-	\$26.25
Pre-School Toy Package	-	\$52.50

Alcohol Service:

- A LGCA permit must be obtained for your event and a Winakwa bartender must serve all alcohol at your event.
- The permit holder must be present for the entire event.
- 1 bartender required per 75 guests (regardless of age); 2 bartenders minimum for main hall rentals.
- A 3-hour minimum is charged for this service per bartender - \$15.75/bartender/hour.
 - 30 min of the above minimum service is required for set up of the bar.
 - 2 hours service to guests
 - 30 min of the above minimum service is required for clean up of the bar
- NO glass – including but not limited to bottles, drinkware & serve ware.
- Alcohol will be stored securely until the end of your event; at which time it must be removed from the hall.

Renter Expectations:

- It is the renter's responsibility to set up their own event.
- Set up/take down and clean up is to be done during the rental period.
 - This includes decorations, tables, and chairs.
- Renters have access only to the room rented
 - Common spaces are not included in the rental and cannot be used for any portion of the rental activity
 - Examples: Lobby, Hallways, outdoor fields, parking lot (except for parking)

Decorations:

- Decorations can be hung on walls with painters' tape or 'fun tak' only.
- No tacks, staples, packing tape or duct tape
- No decorations to be placed on the ceiling.
- No glitter, confetti, or sparkles
- No fog or bubble machines
- No candles

Cleaning Responsibilities:

- Remove all decorations from walls
- All items brought in must be removed after the event
- Wipe down counters and kitchen appliances
- All garbage must be disposed of into our garbage bin located on the north side of the building
- Clean and return all tables and chairs to their storage areas
- Tables in stacks of 15, chairs in stacks of 10
- All cleaning supplies and garbage bags will be provided by the staff
- Turn off all lights and have the supervisor confirm the room is complete and your event has ended.

Cancellations and Refunds:

- No refund if cancelled with out 30 days notice
- Cancellation with 30 days notice is a \$50.00 fee
- All refunds are issued by cheque and mailed to the lessee

Please Note:

The registered permit holder is the only person the supervisor will deal with on all matters

