

Social or Wedding Information Sheet

	<i>Gym</i>	<i>Main Hall</i>
<i>Cost:</i>		
<i>Social</i>	\$2625.00	\$1500.00
<i>Wedding</i>	\$3200.00	\$1700.00
<i>Hours:</i>		
<i>Social</i>	8:00pm – 1:00am	8:00pm – 1:00am
<i>Wedding</i>	5:00pm – 1:00am	5:00pm – 1:00am
<i>Set Up time:</i>		
<i>Socials</i>	4:00pm Fri / 1:00pm Sat	1:00-5:00pm
<i>Wedding</i>	9:00am	9:00am
<i>Staff/Volunteers:</i>		
<i>Supervisors</i>	2	2
<i>Bartenders</i>	3	2
<i>Volunteers**</i>	2	
<i>Other Information:</i>		
<i>Deposit</i>	\$500.00	\$500.00
<i>Maximum Room Capacity</i>	514 (Social) 300 (Dinner)^	240(Social) 160 (Dinner)^
<i>Theatre Seating</i>	350	170
<i>Room Size</i>	5220 sq feet	2880 sq feet
	60' x 87'	48' x 59'
<i>Tables for seating</i>	28	20

All prices include GST and are subject to change at any time

*Multipurpose Room 1 is available starting at 1:00pm for use by the bridal party

**LGCA requires 7 staff/volunteers if 500+ guests attend a social event.

The lessee agrees to provide to 2 **sober** volunteers to act as Winakwa Volunteer Staff, if your event exceeds 499 guests

^Please discuss your individual vision with us, to ensure a successful event

Decorations:

- Please be sure to bring your own supplies such as scissors, markers, 'fun tak'
- Decorations can be hung on walls (No décor on the ceiling) with only 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 at socials

During the Event:

- Always have two people working the ticket table.
- Ticket table workers must monitor for and prevent any person exiting the hall with alcoholic drinks
- Please advise a Winakwa staff member of any spills that occur during the evening.



End of Event:

- Hall and parking lot to be vacated by 1:45am
- Please make sure you have workers to help clear off all tables, remove decorations, and remove all belongings from facility.
- Turn off all lights and have the supervisor confirm the room is complete and your event has ended.

Liquor Information:

- Renters are responsible for an LGCA permit
- Only liquor specified on the permit is allowed in the building
- No alcohol permitted outside at any time
- Can beer only, NO bottles

Bar Information

- Open at 8:00pm
- Close at 1:00am

Winakwa Community Centre Provides the Following:

• Set up	Unlimited Pepsi Products	Bar Supplies
• Clean up	• Pepsi	• Beer &Liquor cups
• Cash Boxes	• Diet Pepsi	• Orange Juice
• Wrist Bands	• 7 Up	• Cranberry juice
Staff	• Tonic & Soda Water	• Clamato Juice
• Bartender	Coffee	• Lemon & Lime Juice
• Supervisor	• Coffee Cups	• Worcestershire Sauce
	• Powdered Creamer & Sugar	• Tabasco Sauce
	• Stir Styx	• Ice
		s

Damage Deposits and Cancellations:

- A Refundable damage deposit of \$500.00 is required to hold the hall.
- Cancellation with 90 days notice is a \$250.00 fee
- Cancellation without 90 days notice there is no refund of your damage deposit
- All damage costs will be deducted from the deposit first, excess damages will be invoiced
- Failure to exit the building as requested by 1:45am could incur a partial loss of the damage deposit
- Your damage deposit will be returned in whole or in part within 14 days after your event
- All refunds will be issued by cheque

Frequently Asked Questions

- Can we decorate? – Yes, but keep in mind what goes up must come down.
- Does the facility have a coat room? – Yes, in the Main Hall only.
- Are kids under the age of 18 allowed at the social? – Yes. But they may not consume or handle liquor.
- Can we bring home-made wine? – No. The liquor allowed on premises is what is indicated on permit.
- Can we raffle liquor? – Yes, the liquor must be on the permit. The winner will receive prize when they leave.
- Can we sell tickets at the door? – No. Only if your name is on a list at the front door, then you are allowed to pay at the entrance.
- Do you supply a coffee urn? – Yes, 100 cup coffee urn.
- How much room is there for parking? – There are 90 stalls in the parking lot.

