

Social or Large Party Information Sheet

| | | <i>Gym⁴</i> | <i>Linda Boyd Studio</i> |
|---------------------------|--|------------------------------|--------------------------|
| | <i>Cost</i> | \$2625.00 | \$1500.00 |
| <i>Hours:</i> | | | |
| | <i>Bar</i> | 8:00pm – 1:00am | 8:00pm – 1:00am |
| | <i>Set Up Times¹</i> | 4:00pm Fri / 1:00pm Sat | 4:00pm Fri / 1:00pm Sat |
| <i>Staff/Volunteers:</i> | | | |
| | <i>Supervisors</i> | 2 | 2 |
| | <i>Bartenders</i> | 3 | 2 |
| | <i>Volunteers²</i> | 2 | |
| <i>Other Information:</i> | | | |
| | <i>Deposit</i> | \$500.00 | \$500.00 |
| | <i>Social Seating & Tables</i> | 280/28 tables | 180/18 tables |
| | <i>Maximum Room Capacity³</i> | 514 (Social) N/A (Dinner) | 240(Social) 120 (Dinner) |
| | <i>Room Size</i> | 60' x 87' / 5220 sq feet | 48' x 59' / 2880 sq feet |

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

The Venues:

- Please see the floor plans provided separately for details on your set up.
 - Only minor changes to social set ups will be considered. Please email your requests at least 30 days prior to your event.
- 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
 - MPR 1 is included with gym social rentals - A lockable room for your teams 'back room' needs.

Decorations:

- Please be sure to bring your own supplies such as scissors, markers, 'fun tak'
- Decorations can be hung on walls only (No décor on the ceiling) using:
 - Painters' tape, Command Hook style hangers, & 'fun tak'
- No tacks, staples, packing tape or duct tape
- No glitter, confetti, or sparkles
- No fog or bubble machines
- No candles

During the Event:

- Always have two people working the ticket table.
- Your team will verify eligibility to consume alcohol. Guests must:
 - Be 18+ years of age & have a physical ID of proof of age
 - Example: No phone photos of driver's license or similar
- Give eligible guests with (Winakwa provided) wristbands to:
 - Allow bartenders to quickly identify those who can consume alcohol.
 - Keep track of your guest count
- Ticket table workers must monitor & prevent any person from exiting the hall with alcoholic drinks
- Please advise a Winakwa staff member of any spills that occur during the evening.

Minor Guests:

- Socials are generally considered events for those 18+ years of age.
- Minors may attend the social occasion, but are prohibited from purchasing, handling, serving or consuming liquor.
- Minor guests may not use the wristband system.
- Keep a headcount of minor guests, as they count towards the capacity limits of the hall
- It is the renter's responsibility to ensure all rules and regulations according to your LGCA permit are followed, as well as ensuring your event does not exceed the legal maximum capacity of our venues.

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
- Only canned beer and coolers are allowed.
- No kegs or green/altered beer.
 - Wine: Standard 750ml bottles or wine boxes. - No homemade wine.
 - Spirits: Standard 26oz/750ml bottles to provide efficient bar services as
 - Larger bottles do not fit our speed pourers.
 - Fewer large bottles will be opened (to reduced wastage) but may slow lines

Winakwa Community Centre Provides the Following:

| | Unlimited Pepsi Products | Bar Supplies |
|--------------------|------------------------------|--|
| • Set up | • Pepsi | • Beer (16oz) & Liquor (9oz) cups ⁵ |
| • Clean up | • Diet (or sugar free) Pepsi | • Orange Juice |
| • Cash Boxes | • 7 Up | • Cranberry juice |
| • Wrist Bands | • Tonic & Soda Water | • Clamato Juice |
| Coffee | • Ginger Ale | • Lemon & Lime Juice |
| • Coffee | Staff | • Worcestershire Sauce |
| • Powdered Creamer | • Bartenders | • Tabasco Sauce |
| • Sugar | • Supervisors | • Ceaser Rimmer |
| • Cups & Stir Styx | | • Ice |

5. Alternate drinkware (shot and wine) glasses are welcome, but not necessary - plastic only please.

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

Late night snacks:

- Fun ideas are traditional Manitoba social food, pizza or other delivery.
- We do not allow cooking or warming (including Sternos) or appliances of any kind.
- Food preparation is limited to the microwave & counter area in MPR 1 (Gym social only).
- All food should be brought or delivered 'ready to eat'

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 the facility.
- Turn off all lights and have the supervisor confirm the room is complete and your event has ended.

