

Community Hall Information Sheet

Rates plus GST (5%)

Wedding Package	\$610.00
Hourly Rate	\$38.85
Local Daily	\$225
Non Local Daily	\$300
Stage (per event)	\$100

FAQ's

1. Are tables and chairs included in the rental fee?

- a. Yes. Renters are responsible to their own set up and take down of tables and chairs. We have 150 chairs, 8x 5' round tables, 12x 6' rectangle tables and 23x 8' rectangle tables.

2. Is there additional storage for unused tables and chairs?

- a. No. Unused tables and chairs must remain in the Community Hall. They are **not** to be moved into the kitchen, hallway, storage room or arena. You can cover them.

3. Can I serve alcohol at my event?

- a. Yes. Renters are responsible for securing a liquor permit and providing bartenders. A copy of the liquor permit must be provided to the Town of Pilot Butte seven (7) business days prior to your event.
- b. Events with alcohol also require Special Event Insurance

4. What is Special Event Insurance and when can I get it?

- a. Special Event Insurance is additional coverage the Town of Pilot Butte requires for events that include alcohol and a few other large bookings.
- b. The coverage you need must include \$5 Million in General Liability Insurance which states Host Liquor Liability is included or states that Host Liquor Liability is not excluded
- c. The Town of Pilot Butte must also be added as an Additional Insured as follows:
 - i. Town of Pilot Butte, 222 Diamond Place, Box 253, Pilot Butte, SK S0G 3Z0
- d. This type of insurance is available through most insurance brokers. We encourage you to visit a few brokers for quotes.
- e. Proof of coverage is required seven (7) business days before your event

5. Is there a damage deposit?

- a. No, but a Valid Credit Card Authorization Form is required to be filled out with your Rental Agreement.
- b. All rentals are required to fill out this form in the event of damage. No rental is exempt.
- c. Upon completion of your rental, a walk through will be done by Town of Pilot Butte staff. If no damage is found or additional cleaning is needed, your Credit Card Authorization Form will be shredded and not kept on file.
- d. If damage is found or additional cleaning is needed the Town of Pilot Butte will be in contact to discuss.

6. What is included in the wedding package?

- a. Set up the day before (arrangements must be made prior to 5:00 pm with staff)
- b. Stage Rental
- c. Use of Kitchen
- d. Clean Up the following day until 12:00 pm (Noon)

7. What does the kitchen have?

- a. Two (2) stoves
- b. Fridge
- c. Up Right Freezer
- d. Large Island
- e. Beverage Cooler
- f. Beverage serving area
- g. Sinks and cleaning supplies
- h. Coffee Urns and Water/Juice dispensers

8. What is the capacity of the Hall?

- a. Seated - 150
- b. Standing - 318

9. Do you have any equipment available for a youth birthday party?

- a. We have limited equipment available for rental use. We can offer a range of sport balls and floor hockey equipment. We ask that you let us know at the time of booking if you would like to use our equipment.
- b. Access to the storage room during your rental is prohibited. Arena staff will have the equipment set aside in their office or will be able to access it from the storage room.
- c. No additional fee

10. What is the difference between Local and Non-Local rates?

- a. Local Rates apply to those with a physical address within the Town of Pilot Butte
- b. Non-Local Rates apply to those with a physical address outside the Town of Pilot Butte
- c. A Pilot Butte Mailing Address does not make you a resident of Pilot Butte

11. Do I qualify for the local rate if I have a relative who lives in town?

- a. No. The person who is doing the booking must live within the Town of Pilot Butte in order to receive the local rate.

12. Do you provide any set up or take down time?

- a. We provide 15 minutes before your scheduled rental time for set up and 15 minutes after your scheduled end time for take down and clean up.
- b. If you need more time, we suggest you extend your event time. Extended time is subject to additional rental fees.

13. When do I need to pay?

- a. All rental fees are due in full five (5) business days before your rental.

14. Do I need a key?

- a. Winter months- Typically no. Arena Staff are available to unlock doors before your event and to lock up when you are finished. Some larger events may require a key at the discretion of the Town of Pilot Butte.
- b. Spring and Summer- Keys will be issued at the discretion of the Town of Pilot Butte.
- c. Keys are due back within 2 days of the end of the rental.

15. Can we put up decorations?

- a. Decorations are allowed as long as you use masking tape, sticky tack or other non-damaging tape.
- b. Do not use nails, pins, staples, tacks or other hangers that damage surfaces.

16. Is there a sound system?

- a. There is a sound system available to all rentals. Staff will be able to walk you through how to use it during a walk through.

17. When do I need to return my rental signed rental contract?

- a. Signed rental contracts are due back within 10 business days upon receiving a copy via email.

18. How far in advance do I have to Book?

- a. Weddings- up to one (1) year
- b. Family Reunions/Anniversaries- Six (6) months
- c. Birthday parties- up to three (3) months
- d. Our hall fills up quickly. Please use the above as a guideline to help ensure you are able to book the dates you would like.