



July 1, 2011

Thank you for your interest in the Canadian Lakehead Exhibition. As you requested here is the information you need to hold a shag/benefit/event in the Heritage Building.

The Heritage Building holds up to 575 people.

The rental rate is \$700.00 + h.s.t. if applicable.

The rental rate for a show/sale is: 1st day \$700.00, 2nd day \$600.00, 3rd day \$500.00 and \$500.00/day for additional days (plus h.s.t. if applicable). Add 50% if rental is New Years Eve.

The corkage charge is \$1.40/per person + h.s.t. if applicable. (Includes pop & ice only for the drinks). Catering: please call Wanda (Royal Arms Café) at 623-1048.

: you must supply your own plastic glasses, juices, bartenders and liquor license.

: you must also carry a minimum two million dollar liability insurance policy with the C.L.E. added as additional insured.

We can hold a date for one week without obligation, it is your responsibility to call the C.L.E. if you want the date held for another week (providing no one else is interested in that particular date).

To confirm a date a deposit of \$400.00 must be made and a contract signed. Balance of the hall rental is payable two weeks prior to the function date.

The C.L.E. will also take a \$1000.00 corkage/damage deposit two weeks prior to the function date (based on a one day event), \$1,900.00 (Heritage) if the function date is New Years Eve (this amount is prepaying for your corkage and any damages if they occur - any monies owing to you will be refunded to you the following week by cheque).

The C.L.E. will provide wristbands for corkage events. Please ensure everyone is wearing a wristband. The Lessee will be charged \$22.00 + H.S.T. per 500 wristbands.

The C.L.E. Maintenance will set-up the hall one time as per your approved layout. This layout is required one week prior to your event. The C.L.E. Maintenance will clean the hall. You would keep your tables clean (i.e.: removing empty glasses, etc.). One Maintenance Staff will also work your shag/event to replace pop, ice and handle any emergencies i.e.: power outage, electrical). All Electrical Inspections are the responsibility of the Lessee.

The Coliseum Building holds up to 1000 people.

The rental rate is \$1150.00 + h.s.t. if applicable for a shag, concert, dance, etc.

The rental rate is \$ 1000.00 + h.s.t. if applicable for a show/sale type event (no liquor), 2nd day \$800.00, 3rd day \$650.00 and \$650.00/day for additional days. Add 50% if rental is New Years Eve.

The corkage charge is \$1.40/per person + h.s.t. if applicable (Includes pop & ice only for the drinks).

: you must supply your own plastic glasses, juices, bartenders and liquor license.

: you must also carry a minimum two million dollar liability insurance policy with the C.L.E. added as additional insured.

The C.L.E. will provide wristbands for corkage events. Please ensure everyone is wearing a wristband. The Lessee will be charged \$22.00 + H.S.T. per 500 wristbands.

We can hold a date for one week without obligation, it is your responsibility to call the C.L.E. if you want the date held for another week (providing no one else is interested in that particular date).

To confirm a date a deposit of \$650.00 must be made and a contract signed. Balance of the hall rental is payable two weeks prior to the function date.

The C.L.E. will also take a \$1500.00 corkage/damage (\$3,500.00 for New Years Eve – Coliseum) deposit two weeks prior to the function date (this amount is prepaying for your corkage and any damages if they occur - any monies owing to you will be refunded to you the following week by cheque).

*** The week following the event the C.L.E. will issue a benefit cheque (only if this applies to your particular event) in the amount of \$300.00 payable to the benefit person/event - this benefit cheque applies only for the Coliseum Building (liquor license event) ***.

The C.L.E. will take a \$700.00 damage deposit if no alcohol is present at the function (based on a one day event). This amount will be refunded to you the following week by cheque if no damages occur.

*** The week following the event the C.L.E. will issue a benefit cheque (only if this applies to your particular event) in the amount of \$200.00 payable to the benefit person/event - this benefit cheque applies only for the Coliseum Building (non-liquor license event) ***.

The C.L.E. Maintenance will set-up the hall one time as per your approved layout. This layout is required one week prior to your event. The C.L.E. Maintenance will clean the hall. You would keep your tables clean (i.e.: removing empty glasses, etc.). One Maintenance Staff will also work your shag/event to replace pop, ice and handle any emergencies i.e.: power outage, electrical). All Electrical Inspections are the responsibility of the Lessee.

Catering or Concession: Please call Wanda (Royal Arms Café) at 623-1048.

Please do not hesitate to call should you require further information or have any questions.

Thank you,

Dulcie Prystanski
Office Supervisor
Canadian Lakehead Exhibition

www.cle.on.ca