



March 1, 2018

Thank you for your interest in the Canadian Lakehead Exhibition. As you requested here is the information you need to hold a shag/benefit/wedding event or function in the Heritage or Coliseum Buildings. The Cardinal Room is also available for many smaller events or functions especially showers and meetings. Families have also chosen this room to hold their Celebrations of Life.

The Heritage Building holds up to 500 people.

The rental rate is \$800.00 + h.s.t..

The rental rate for a show/sale is: 1st day \$800.00, 2nd day \$700.00, 3rd day \$600.00 and \$600.00/day for additional days (plus h.s.t.). Add 50% if rental is New Years Eve.

The corkage charge is \$1.90/per person + h.s.t.. (Includes pop & ice only for the drinks).
Catering: please call Joe (Java Hut) at 344-5521.

: you must supply your own plastic glasses, juices, bartenders, liquor license and Licensed Uniform Security Personnel.

: 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 \$500.00 must be made and a contract signed. Balance of the hall rental is payable two weeks prior to the function date. All rental deposits are non-refundable unless the building can be re-rented. If building is re-rented the rental deposit refund is subject to a 20% administration fee.

The C.L.E. will also take a \$1200.00 corkage/damage deposit two weeks prior to the function date (based on a one day event), \$2,000.00 (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 \$50.00 + 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 Heritage Building can also be divided to accommodate smaller rentals:

Large Side of Heritage Building: holds up to 380 people.

The rental rate for a show/sale is 1st day \$650.00, 2nd day \$600.00, 3rd day \$550.00 and \$550.00/day for additional days (plus h.s.t.). Add 50% if rental is New Years Eve. (All of the above Rules & Regulations apply).

Small Side of Heritage Building: holds up to 190 people.

The rental rate for a show/sale is 1st day \$450.00, 2nd day \$400.00, 3rd day \$350.00 and \$350.00/day for additional days (plus h.s.t.). Add 50% if rental is New Years Eve. (All of the above Rules & Regulations apply).

The Coliseum Building holds up to 1000 people.

The rental rate is \$1300.00 + h.s.t. for a shag, concert, dance, etc.

The rental rate is \$ 1150.00 + h.s.t. for a show/sale type event (no liquor), 2nd day \$950.00, 3rd day \$800.00 and \$800.00/day for additional days. Add 50% if rental is New Years Eve.

The corkage charge is \$1.90/per person + h.s.t. (Includes pop & ice only for the drinks).

: you must supply your own plastic glasses, juices, bartenders, liquor license and Licensed Uniform Security Personnel.

: 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 \$50.00 + 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 \$800.00 must be made and a contract signed. Balance of the hall rental is payable two weeks prior to the function date.

All rental deposits are non-refundable unless the building can be re-rented. If building is re-rented the rental deposit refund is subject to a 20% administration fee.

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 Joe (Java Hut) at 344-5521.

The Cardinal Room holds up to 60 people and is perfect for your Bridal or Baby Showers, Anniversaries, Family Gatherings or small meetings.

The rental rate for a non-licensed event is \$100.00 + h.s.t. If you require rental of the Cardinal Room Kitchen, the cost is an additional \$50.00 + h.s.t.

The rental rate for a licensed event is \$150.00 + h.s.t. If you require rental of the Cardinal Room Kitchen, the cost is an additional \$50.00 + h.s.t.

If the Cardinal Room is licensed, the lessee is to provide the C.L.E. with a copy of insurance adding the Canadian Lakehead Exhibition as additional insured with a minimum coverage of 2 million dollars liability.

Damage deposit for the Cardinal Room is \$200.00.

Round tables are also available for use in the Cardinal Room.

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

Thank you,

Dulcie Prystanski
Office Supervisor
Canadian Lakehead Exhibition

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