

## Plaxtons/Lions

Rental booking form

Email to: [wakamow.events@sasktel.net](mailto:wakamow.events@sasktel.net)

Please read the rental agreement prior to completing this booking form

About You	
Name	
Phone	
Email	
Address	
We would like to email you about Wakamow Valley events. If you do not wish to receive these emails, please tick here <input type="checkbox"/>	
About Your Event	
Event date	
Event times	
Type of event	
Expected number of guests	
<b>Plaxton's Lake Sun Shelter</b> April 1 <sup>st</sup> to October 31st	<input type="checkbox"/> \$150 All Day Flat Rate *Note: Power is available with advance notice
<b>Lions River Park Gazebo</b> April 1 <sup>st</sup> to October 31st	<input type="checkbox"/> \$150 All Day Flat Rate *Note: Power is available
Additional rental items (Available only with the rental of a pavilion or gazebo)	
Portable heaters (1 available)	<input type="checkbox"/> \$60 (propane provided)
White chairs	<input type="checkbox"/> \$4.00 per chair (quantity)
Plastic 8' or 6' tables	<input type="checkbox"/> \$10 per table (quantity)

## PLAXTON'S LAKE AND LION'S PARK GAZEBO BINDING AGREEMENT

This agreement is between the person as named on invoice and Wakamow Valley Authority for the venue rental.

### EACH PARTY AGREES TO THE FOLLOWING

- **The \$50 non-refundable deposit is made at time of booking, with the exception of the Sportsman's Centre where the deposit is \$200.**
- **Payment is due no later than day of the rental or the Friday before a weekend rental.**
- **The group will be responsible to pay the entire rental fee if Wakamow is not notified of cancellation at least thirty (30) days prior to booking date. In the event that the venue has been paid for in full and cancellation is made more than thirty (30) days before event date, renter will be refunded total amount less the non-refundable deposit and a \$50 administration fee. Cancellations can be made in person, via phone or email.**
- Renter will be provided with an "On Call Contact" in case of emergency. Emergency call outs made by Wakamow Valley staff can be subjected to a charge up to \$100/call out.
- Group is responsible for all aspects of food service: acquisition of caterer, dishes, utensils, cups, glasses, etc.
- Only non-offensive decorations that are in good taste will be allowed. They must be placed on existing nails or hangers. If not available, low-tac tape approved by WVA staff may be used.
- Decorating/setup and clean up/tear down must be done during stated booking times only.
- Absolutely no confetti, glitter, silly string or sprinkles of any kind are allowed in venues. If used, an additional clean-up fee of \$100.00 or more will be charged. An additional fee will be charged if the venue or parking lot requires extra clean-up.
- Group is responsible for all articles lost, misplaced or left in the venue.
- Group is responsible for any items removed from the venue or damage done to the venue, i.e. light fixtures, extension cords, coffee pots, walls, tables, chairs, Wakamow-supplied decorations, etc.
- Renter shall assume all risk and responsibility for all personal injuries or damages that might occur to self, those in group, or personal property when using the venue during the stated rental period.
- Renter shall assume financial responsibility for any damages caused to facility.
- Renter releases Wakamow Valley Authority and its employees and directors from any liability for such injuries or damages. Renter also agrees to make no claim against or sue the same for injury, death, or damages resulting from rental of the facility.
- Renter agrees that they will not access the facilities prior to or after booked times as noted on invoice.
- Wakamow Valley reserves the right to refuse rental of facilities
- Every effort is made to prevent double bookings, however should a double booking occur the facility shall be rented to the party who first paid the deposit.
- **Receipt of key constitutes agreement with conditions stated**
- **All keys to be returned to office staff the following business day.**
- All groups are responsible for their own garbage clean up. Renters should supply their own garbage bags and either take garbage off site or put it beside one of the garbage receptacles located in the area. Failure to clear garbage from the pavilion will result in additional clean up charges.
- Do not staple, screw or nail banners, posters, etc. around the gazebos. If you need to hang such items, use masking tape. If you do hang items, ensure that you remove all attachments when you are finished.
- Signage will be posted indicating that the gazebo is booked for a private function. Keep a copy of your invoice as proof of booking.
- All vehicles must use existing roadways and parking lot. Parking is not permitted on grassed areas without prior permission.
- Structures such as temporary gazebos, marquees etc. are not permitted.

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Renter Signature (Mandatory)

Date

### **OUTDOOR PAVILION LIQUOR AND ALCOHOL**

- Alcohol is permitted in the Kiwanis Lodge, Kiwanis Pavilion and Connor Park Pavilion with the purchase of a Special Occasion Permit from Wakamow Valley Authority and a permit from the Saskatchewan Liquor and Gaming Authority. **Absolutely no alcohol is permitted at the Kinsmen Wellesley Pavilion, Lions Park Gazebo or the Plaxton Lake Sun Shelter.**
- Compliance to all rules and regulations in adherence to Liquor Board policies and display of a valid Saskatchewan Liquor and Gaming Authority special occasion liquor permit. Groups violating this rule risk fines pursuant to The Alcohol and Gaming Regulation Act in addition to confiscation of all liquor and immediate expulsion from park facilities.
- To obtain an Outdoors Special Occasion Permit please contact the office to obtain the Liquor on Premises Application form no later than 1 month prior to your outdoors function. Please note: \$50.00 Administration fee will apply. Wakamow Valley Authority and the Board of Directors reserve the right to refuse permission for a liquor permit or to revoke permission if conditions set forth in terms and conditions stated in permission letter to applicant are not met.

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Renter Signature (Mandatory)

Date

#### **Payment details**

\$50 non-refundable deposit is required at the time of booking. Booking is not confirmed until booking form and deposit is received. The balance is due on the day of the event or Friday for weekend bookings. Prices subject to change without notice.

Deposit payment method	Cheque / Cash / Visa / MasterCard / Debit
Credit card # (if applicable)	Optional
Expiry date (if applicable)	Optional
Signature of renter	Mandatory
Date	Mandatory