

# FACILITY RENTAL PACKAGE 2025



## Community Centre

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575 2nd Ave West, Box 1240

**MELVILLE, SASKATCHEWAN**

**306-728-6860**

**OFFICE HOURS**

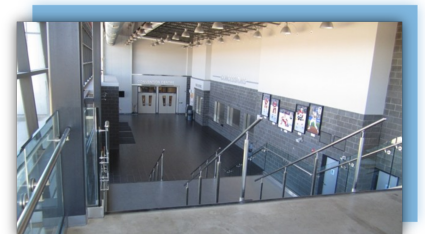
**9:00AM-4:00PM MONDAY~FRIDAY**

Since opening in the fall of 2011 the CN Community Centre has become a meeting place for residents and visitors to enjoy a variety of events and activities. Hosting a 1,524 person seating capacity arena, fans are able to cheer on the Melville Millionaires SJHL hockey team. The CN Community Centre also hosts Minor Hockey, Figure Skating, Adult Recreation Hockey, Speed Skating and fitness events! The CN Community Centre is also equipped with a walking track; thanks to the Prairie Co-op and their sponsorship, the walking track is free of charge for all residents and visitors to enjoy no matter the weather! A partnership with the Sunrise Health Region has enabled our facility to house a Cardiac Care



Rehab Program, which provides participants a solid foundation of education about diet, exercise and a healthy lifestyle, this program encourages recovery from heart events. The Royal Drug Mart Cardiac Care Family Fitness Centre is also utilized as a place to gather for all levels of fitness classes including: Senior Fitness, Modified Dance Cardio, Dance Cardio, Yoga, Stretch Classes and Boot Camps to name a few!  
The CN Community Centre is also home to our Cornerstone

Event Centre which has a capacity of up to 500 depending on your requested layout. We also have our Conference Room, which has a capacity of 30 with tables and chairs or up to 55 standing room. Whether you are planning a large event or a small meeting, we are confident one of our 3 meeting rooms will make your event a success!

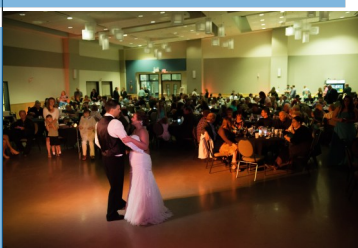
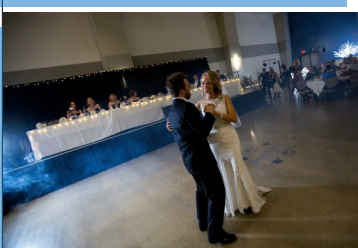
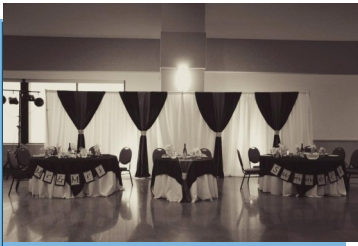


## CORNERSTONE EVENT CENTRE

Our beautiful, air-conditioned Cornerstone Event Centre is the perfect location to host your wedding ceremony, reception or special event. Its versatility and the dedicated staff will make your vision a reality; not to mention the modern and elegant design of the room leaves little effort & decoration to accomplish the “wow factor”!

Whether your planning a wedding, banquet, conference, bridal shower, baby shower, meeting, tradeshow or even a concert, we will work with you to create a custom floor plan to suit your events needs!

The Cornerstone Event Centre’s exclusive contract with DLB Catering ensures that you not only have a fabulous facility, but also a delicious meal for your event.



### Included in your Rental:

- \* Tables & Chairs
- \* Custom Sized Stage
- \* Set Up and Clean Up of Tables, Chairs & Stage
- \* White Linen Tablecloths & Napkins (colored linens available at an extra fee)
- \* Podium & Microphone
- \* Sound System
- \* Projector & Screen (if requested)
- \* Black or White backdrop curtains
- \* Black or White head table skirting
- \* Coat Racks (if requested)

### Rates:

(All rates are subject to 5% GST)

- \* Full Hall- \$1,033.85/day
- \* Half Hall- \$550.73/day (100-150 people)
- \* Half Hall- \$314.87 (1-99 people)
- \* Full or Half Hourly- \$157.21
- \* Day Prior Set-up- \$285.43
- \* Lobby Rental- \$40.96/hour or \$257.46/day (when used for buffet tables and other items)
- \* \$162.75/hour (Without Public Access Permitted)
- \* 220 Power Hook Up- \$200.00

### Capacities:

Our Banquet tables are 6’ round tables, we recommend 8 settings per table but are able to accommodate up to 10. Tables (including the head table) may be removed to create space for a dance floor, if required our staff is happy to help with any rearranging during your event!

6’ rectangular tables are also available for guest books, gifts, cake, candy bars, DJ’s, etc. these tables are not included in the seating capacities.

### Banquet Seating:

- \* 500 guests- this leaves no room for a dance floor or stage
- \* 42 tables with a small stage (12X24)
- \* 38 tables with a full stage (40X20)

### Chairs Only:

- \* 630 with full stage (40X20)
- \* 720 with 1/2 stage
- \* 810 with podium & no stage

## CONFERENCE ROOM

Located on the upper level and accessed through the Arena, the Conference Room over looks the Arena Bowl and can hold up to 55 guests.

Meetings, luncheons, birthday parties, or a private spot to rent during hockey games or concerts makes the Conference Room a great space!

The Conference Room is equipped with an 80” tv, a glass whiteboard and

adjustable lighting in a secluded quiet area. Tables and chairs are included and can be set up in any style you require for your meeting!

If you are renting the Conference Room for a Melville Millionaires hockey game, all alcohol must be purchased through the Millionaires. With the options of either bringing in your own food or having our in house caterers supply your event with a meal or coffee break option

*“Beautiful facility, clean and staff was very attentive!”*  
~Meeting 2018~

*“We were provided a radio so we had contact with staff at all times which was a bonus! Amazing facility and great food!!”*  
~Wedding 2019~

*“Staff was easy to work with, set up was a breeze, all in one facility made the day that much better!”*  
~Wedding 2019~

*“Staff was helpful with all unforeseen supply requirements.”*  
~Meeting 2019~

*“Perfect facility for our banquet needs, we appreciate the seasonal decor that added to our event!”*

~Banquet 2019~

### Included in your Rental:

- \* Set up and Clean Up of Tables & Chairs
- \* Coat Racks (if requested)
- \* White Linens (if requested)
- \* Use of Projector & Screen (if requested)
- \* Use of Flip Charts & Small White Board (if requested)

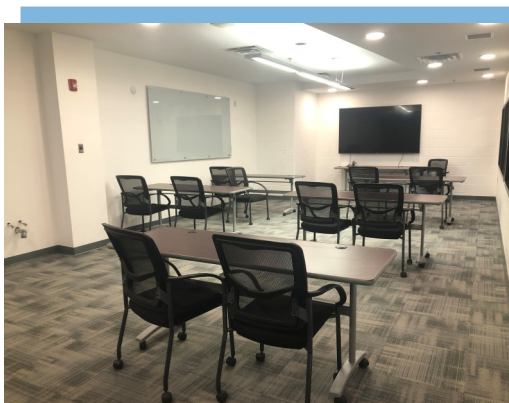
### Rates:

(All rates are subject to 5% GST)

- \* Daily- \$130.15
- \* Hourly- \$43.18
- \* Non Profit Meeting -\$12.00

### Capacities:

- \* Standing Room- 55 people
- \* Chairs & Tables- 30 people



# ARENA

Boasting a 1,524 seat arena bowl, and a 500 person standing room concourse, the Arena is large enough to hold large sporting events, concerts & large functions on its 200' X 85' arena surface.

Along with being serviced with 2 food & beverage concessions run by DLB Catering, the Arena houses 6 dressing rooms below the concourse which are included in the rental fee. The Concourse includes the 207 meter Prairie Co-op Walking Track that loops around the arena bowl and is free of charge for public use. The Walking Track is open daily (except when there are events requiring paid admission such as concerts and hockey games).

\*Large event rentals may be required to carry extra liability insurance, and provide security during the event\*

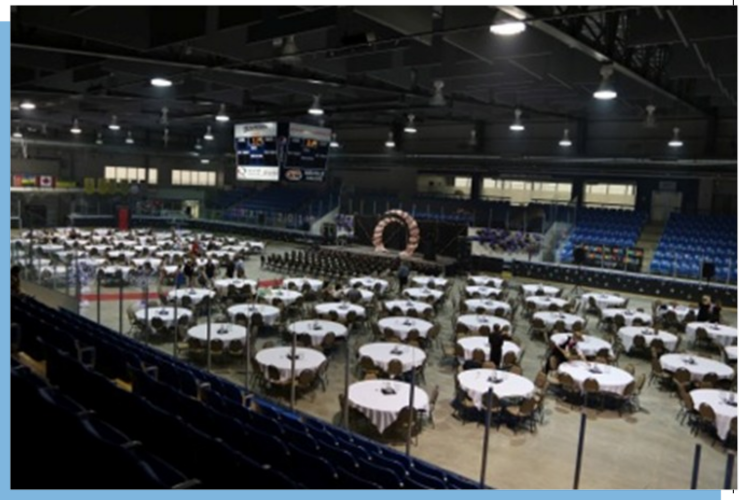
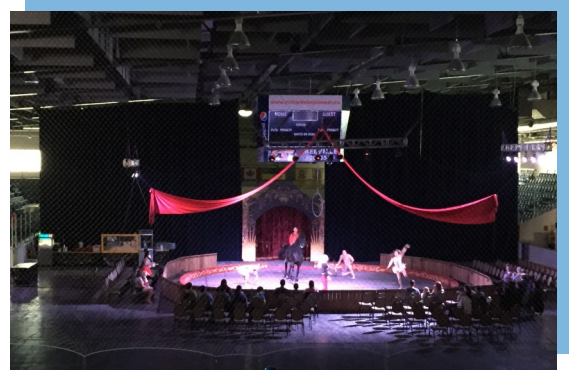
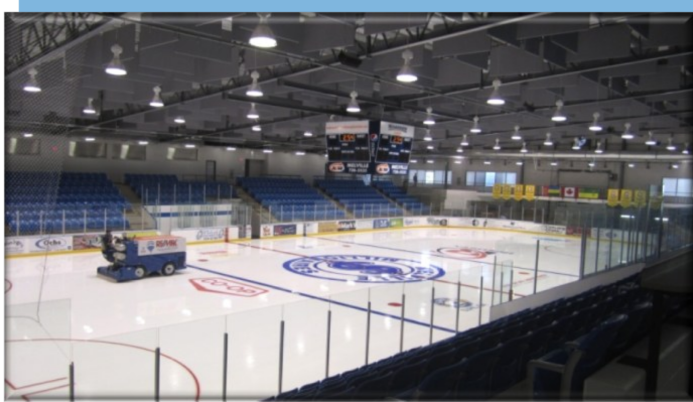
## Off Season Rates:

(rates are subject to 5% GST)

- \* Daily- \$224.97/hr or \$1,574.81/day
- \* Removal of Glass & Installation of Plexi Railings \$7,489.74
- \* Stage Rental & Set Up- \$292.57

## Capacity:

- \* 1,524 Guests (fixed seats in Arena Bowl)
- \* 500 Guests (standing room on Concourse)
- \* 2,030 Guests (chairs on Arena floor, No stage)
- \* 1, 470 Guests (chairs on Arena floor- Full stage)



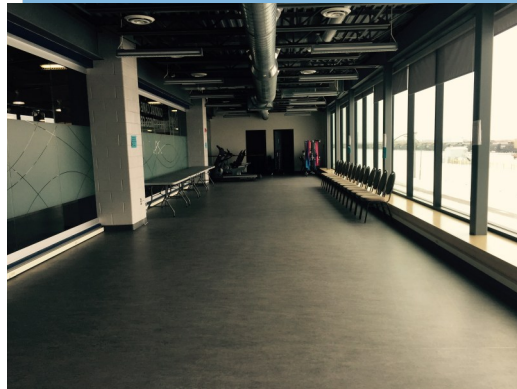
## ROYAL DRUG MART CARDIAC CARE & FAMILY FITNESS CENTRE

Located on the upper level with frosted windows, the Royal Drug Mart Cardiac Care & Family Fitness Centre was designed with fitness in mind! It is a perfect place for fitness instructors and trainers to hold their classes.

From Fitness classes, Yoga, Taekwando and much more, the Cardiac Care Centre is the perfect location to get your sweat on!

Not only a fitness center, the Cardiac Care Centre is also available to accommodate your intimate meetings or events. It's a perfect space to host interactive classes like First Aid & CPR!

The option to use our in house caterers or to bring in your own food and beverages makes the Royal Drug Mart Cardiac Care Family Fitness Centre a fantastic space.



### Rates:

(rates are subject to 5% GST)

- \* Daily- \$181.13
- \* Hourly- \$54.87

### Capacity:

- \* 50 Board Room Style
- \* 50 Classroom Style
- \* 75 Social Style

# RENTAL TERMS & CONDITIONS



## Terms & Conditions:

### Access:

Entry to the CN Community Centre is recommended through the main Lobby doors (off 2<sup>nd</sup> Ave West, Melville). Guest parking is available in the paved parking lot on the West side of the building.

### Deposit:

No reservations will be considered firm until the Rental Contract has been signed, returned and a deposit (**1/2 the rental fee**) has been paid; the remaining Rental Fee is due **THE DAY PRIOR TO THE EVENT**. The Deposit must be received no later than **ONE MONTH AFTER BOOKING** and until the signed contract and deposit are received, the City of Melville reserves the right to release the space to other potential renters. Deposits and Rental Fees may be paid by cash, debit, Visa, Mastercard, or cheque (payable to the **City of Melville**). You may pay in person to the CN Community Centre Administration Office, or you may also call the CN Community Centre Administration Office (306-728-6860) with credit card information.

### Cancellation:

Agreements written up but not returned within 30 days prior to the event will be considered null and void. If cancellation notice is received more than 30 days prior to your event, your deposit will be refunded, less a 15% Administration Fee. Cancellation of fewer than 30 days prior to your event will not receive a Deposit refund. At the City's discretion, additional fees may be applied for items such as catering, etc., if 30-day cancellation notice is not received.

### Damages:

Any group or member of a group causing damages, whether accidental or malicious, to the CN Community Centre facility or equipment will be held financially responsible for the repairs or replacement of such damage, in addition to the termination of further rental reservations, until such payment has been received. The Lessee must name a representative to be responsible for enforcing rules and regulations.

**A \$500 credit card pre-authorization is due on ONE MONTH PRIOR. This pre-authorization puts a hold on funds from your credit card. Once it has been determined that there is no damage to the facility or equipment, the hold will be released.**

### Assumption of Risk

Using the CN Community Centre Cornerstone Event Centre for a Wedding/Reception/Meeting Event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from (i) minor injuries, (ii) major injuries, and (iii) catastrophic injuries. The Lessee acknowledges that every precaution will be taken by the CN Community Centre in ensuring its safety. However, in the absence of willful misconduct or gross negligence, the CN Community Centre will not be responsible for any injuries to any parties in attendance at the Wedding/Reception/Meeting Event.

### Waiver of Liability

The Lessee agrees to release, waive, discharge and covenant not to sue the CN Community Centre or any service provider of the CN Community Centre, from any and all liabilities, claims, losses, demands, or causes of action, except in the event of gross negligence of the CN Community Centre, that may arise from or be related to any loss, damage, accident, illness, or injury, including death which may be sustained by the Lessee or the Lessee's guests while attending the Wedding/Reception/Meeting Event at the CN Community Centre. The Lessee agrees to further release, waive, discharge and covenant not to sue the CN Community Centre from any liabilities, claims, losses, demands, or causes of action, except in the event of gross negligence of the CN Community Centre which may arise from or be related to any loss, damage, accident, illness, or injury, including death, which may be sustained as a result of any vendor or service providers to the Wedding/Reception/Meeting Event.

### Hold Harmless and Indemnification

The Lessee agrees to defend, indemnify and hold harmless the CN Community Centre from and against every loss, claim, expense (including legal fees and costs), liability or payment by reason of any damages or injury to person (including death) or property (including loss of use or theft thereof) directly or indirectly arising out of, or in connection with this Agreement, in proportion to and to the extent that such injury death or damage is caused by the actual or claimed tortious conduct (active or Passive) of the Lessee or the Lessee's guests.

### Food Services:

The CN Community Centre has a sole contract with DLB Catering, **Outside caterers and food services will not be permitted for use within our Cornerstone Event Centre**. The Administration office in the CN Community Centre is pleased to assist you with all your catering arrangements. We require food selections and estimated number of plates no later than **8 WEEKS PRIOR** Please remember to include your wedding party, bartenders, DJ or band members, photographer, videographer, etc. in your number of plates. **GST & PST will be added to the final Catering Bill.** **\*\*Please note that Health Regulations prohibit guests from removing any food products after a function. \*\***

Catering prices are subject to change. We will do our best to provide ample notice of any rate changes.

# RENTAL TERMS & CONDITIONS CONTINUED

## Time:

The Administration Office hours are 9:00am to 4:00pm, Monday to Friday.

Facility space is reserved only for the times listed on the first page of this contract. Any additional set up or tear downtime must be communicated at the time of booking. At the end of your function the **Cornerstone Event Centre must be vacated by 3:00am, this includes all occupants, personal items and decorations. If any items, occupants and personal belongings have not vacated the premises by 3:00am, a fee of \$300.00 (+ G.S.T.) will be applied to the final invoice.**

## Guarantee:

**For catering and set up purposes, guaranteed numbers are due by 5 WEEKS PRIOR. If a number is not supplied to the Administration Office, the original expected number will become the guarantee. The Catering Company will charge the guaranteed number or the actual number in attendance, whichever is greater.** In order to maximize the use of our public space, the City of Melville reserves the right to re-assign your function space based on final anticipated attendance and will advise you in writing should a change be necessary.

## Liquor:

The Lessee must abide by provincial liquor laws with no minors present at a licensed function, unless accompanied by a parent, legal guardian, or spouse (if that spouse is over the age of 19.) It is the Lessee's responsibility to obtain a Liquor License (**SLGA requires a full copy of your signed contract from the City of Melville**). Liquor times must reflect those stated in the liquor permit. Bar closes 1/2hr prior to the end of the liquor permit. **A copy of the Liquor License must be submitted to the Administration Office prior to your event.** All alcohol must remain in the Cornerstone Event Centre and is not permitted in the hallways, bathrooms, or other public areas at the CN Community Centre.

## Bar Services

A \$1.25/person corkage fee will be charged for the supply of Pepsi, Diet Pepsi and 7-Up, we also provide Bar Supplies which includes: Portable Bar & tables for set up, 3 beer coolers, use of the ice machine, jiggers, cutting boards, paring knives, bar rags, juice pitchers, white tubs, tongs, 1 extension cord, wine opener, bottle opener, and a large round carrying tray. Renters will be responsible for liquor permit, alcohol, cups, stir sticks, bar tickets and bar tending staff **\*It is not the responsibility of the Recreation Staff or Catering Staff to clean up cups, cans and or bottles from the tables throughout the evening/night. We suggest you add this "job" to your bartender's contract. \***

## Smoking:

The CN Community Centre is a non-smoking facility (Including electronic/vapor cigarettes). This includes all enclosed areas of the CN Community Centre, including the Arena, Cornerstone Event Centre, Lobby, upstairs Conference Room, Meeting Room, and all common areas.

## Security:

The City of Melville reserves the right to inspect and control all private functions, including the conduct and performance of guests, entertainers, and audible level of music played.

## Lighting and Sound:

It is the responsibility of the Lessee to provide additional sound or lighting equipment, if required. If a 220-power connection is required, a fee of \$200.00 + GST will be applied to the rental.

## Equipment:

All supplies and equipment must be removed from the property at the end of the function. Arrangements may be made in advance to rent space (if available) for overnight storage and would be subject to applicable room rental fees.

## Decorations and Signage:

The Lessee may not make any alterations or attach any decorations to the premises without the expressed permission of the City of Melville. **Thumbtacks, pins, nails, staples, and tape are not to be used. Decorations may not be affixed to the walls, and the use of confetti is prohibited. Candles must be encased in a container with sides higher than the flame.** Extra charges may be incurred for damage or excessive clean up. Please ask at the time of booking if you would like to hang banners or signage. Any signage used in the facility should be of professional quality. Requests to place promotional materials, signage, etc. in the Lobby are to be directed to the Administration Office.

## Final Payments:

Catering services and all other unpaid fees will be invoiced at the end of each event. Invoices are sent to the address provided at time of booking and are to be paid in full within 30 days of your event. All unpaid invoices within the 30-day deadline will be subject to a 1.5% Service Fee. Service Fee's will be added to final invoices every 30 days past due.

## Force Majeure:

The execution of this agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities (which prohibit 25% or more of the guests from attending your function), or any other emergency making it illegal or impossible to provide the facilities or to hold the program. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other.