



McKenna Auditorium
317 3rd Street N.E.
Weyburn SK S4H 0W8

mckennawayburn@gmail.com
www.mckennahall.ca

Facility Coordinator
Angelo Fresnido

Hall Phone (306) 848-3586
Booking Phone (306) 842-4481

Information Package

Service and Rental Contract

McKenna Auditorium offers you a modern banquet and meeting facility to accommodate your catering, meeting and entertainment needs.

All meals in our facility are prepared by McKenna Auditorium Catering.

You can rely upon our reputation to consistently deliver a high quality home cooked meal.

McKenna Auditorium

McKenna Auditorium offers you more to make your event enjoyable:

- Friendly helpful staff
- Convenient location and ample parking
- 2 different sized auditoriums equipped with kitchen and bar areas
- Wheel chair accessibility, including washrooms and elevator
- Air-conditioning
- **Wire**less Internet, Data projector and large screen in the (Upper & Lower Hall)
- Clean smoke free environment
- Walk-in cloak room

1. Auditorium Policies & Conditions

- a) McKenna Auditorium Administration reserves the right to decline the rental and use of McKenna Auditorium to any individual or group that is proposing the promotion of an ideology or activities that are in direct violation and opposition to the teachings of the Catholic Church. Furthermore, once a contract has been signed, and it comes to light within a reasonable time frame, that the rental agreement has been entered into with failure to disclose fully or deceptive representation of the event or function, the administration reserves the right to terminate the contract upon due notification. All this is designed to protect the name and reputation of the Roman Catholic Church under whose auspices McKenna Auditorium operates
- b) A **Security Deposit of \$500** (payable within 30 days) and a signed contract will serve as a guarantee to reserve your rental date. The security deposit will be deducted from the total rental /catering cost when the function is held. **Failure to place the security deposit at the time of signing the contract could mean forfeiture of the reserved date.** This deposit will be forfeited by the renter if the function is cancelled 30 days or more after the date of the application.
- c) The renter is responsible for any damages to the premises by his/her guests, agents or independent contractors on his/her behalf during the time the premises are under his/her control. Any damage incurred during the event will be billed directly to those who have booked the facility.
- d) **Starting and ending times per the contract are to be strictly adhered to.** Set up and dismantle times are to be arranged with the facility coordinator in advance of the event. You will have 6 hours to access the hall the day prior to or the day of the event for decorating. If longer time is required, a staff fee of \$25 per hour will be charged. The Renter will be charged for any overtime payments to hall employees if the hall is not vacated as stated on the rental contract. A key to McKenna **will not** be supplied to the renter.
- e) McKenna will not be responsible for loss or damage to any article left on the premises prior to, during, or after any function. All property of the renter is to be removed immediately following the function or arrangements made with the facility coordinator.
- f) The use of confetti, glitter, tape, tacks or any other attachments for any decorations, posters, flyers, or written materials are not allowed. Any decorations must be attached to the walls using Sticky Tack. Tables may be decorated.
- g) Children are the responsibility of their parents and must be supervised accordingly.
- h) Emergency exits and windows must remain closed. These exits are for emergency situations only.
- i) McKenna staff will orientate renters as to the premises and check to make sure premises have been left clean and in good repair.

2. Catering Policy

- a) McKenna kitchens are not part of the Auditorium rental and off limits to renters.
- b) McKenna Auditorium **does not permit** catering services from outside caterers or food prepared by a catering service other than McKenna Catering.
- c) With approval of the Facility Coordinator, to compliment the ordered catered meal, a renter may bring in their own food which they have personally prepared and stored in accordance with Public Health regulations. Items that may be allowed include ethnic food, food for a restricted diet, special desserts or other food not offered on our menu.
- d) If you are bringing in a Dessert like Wedding Cake, etc., you are responsible to supply the paper plates, forks and napkins to serve this dessert.
- e) The Facility Coordinator may deny any food prepared outside of McKenna Auditorium and not approved by the facility coordinator in advance.
- f) If renting Lower McKenna Hall for small personal gatherings (eg. under 50 people), with the approval of the Facility Coordinator, a renter may bring in their own food which would be limited to items such as sandwiches, cold cuts, cheese trays, and desserts. Renter is responsible for supplying their own plates, napkins, etc, and must clear food and trash from all tables before leaving the facility. If the renter requires access to the kitchen, a \$25/hr kitchen staff fee will be charged.

- g) McKenna will charge for the guaranteed number of plates or the actual number served, whichever is greater. The facility coordinator must be notified **at least 2 weeks in advance** of the function as to the menu choices and the number of guests.
- h) The facility coordinator must be notified **no later than 5 working days prior** to the event of any final changes to the number of guests.
- i) **BUFFET WILL BE SERVED AT SAID TIME REQUESTED ON CONTRACT AND SERVED NO LATER THAN 7pm.**
- j) Catering staff must be given at least 30 minutes to clean the tables after the meal.
- k) If the renter requires the table layout to be modified during the event (example: supper followed by a dance), it is under the discretion of the facility coordinator. The renter may have to provide manpower at that time.
- l) All late night lunches will be prepared by the staff of McKenna Catering,
- m) **Under no condition will the renter be allowed to use any portion of the kitchen to prepare an additional food item or dessert.** It is understood that they are ready to be served as they are, or any final preparation will have been arranged to be done by the McKenna Caterer.

3. Bar Policy

- a) McKenna Head bartender is in charge of the Auditorium and function. Any concerns or problems should be addressed to the Head Bartender.
- b) The Renter agrees to hire McKenna Auditorium bartenders. **No outside bartenders are allowed.** A ticket seller of legal age can be hired from McKenna Hall Auditorium or supplied by the renter.
- c) Depending on the number of guests, a minimum of two bartenders are required for the Upper Auditorium and one bartender for the Lower Auditorium. (One bartender for every 100 people).
- d) Bartenders are responsible for set up and operation of the bar and clearing tables.
- e) Bartenders will be present until the Auditorium is vacated by the renter. If not vacated by the time stated on the contract, the renter will be charged any overtime bartender fees.
- f) The services of the Bartenders and McKenna Ticket Sellers will be invoiced to the renter at the hourly rates listed.
- g) If tickets are being sold, the renter is responsible to provide **a float of at least \$250** (5 x \$10 = \$50, 16 x \$5 = \$80, 1 roll of toonies = \$50, 2 rolls of loonies = \$50 and 2 rolls of quarters = \$20) to the bartender prior to the bar opening.
- h) **Saskatchewan Liquor Regulations.**
 - i. A Liquor Permit with accurate accounting of alcohol must be in the bar prior to the bar being open. Permits may be obtained at any SK Liquor & Gaming Store
 - ii. Service of Alcohol shall be in accordance with Saskatchewan Liquor and Gaming Authority and the permit issued.
 - iii. **ABSOLUTELY NO HOMEMADE WINE OR LIQUOR ALLOWED.**
 - iv. McKenna Auditorium reserves the right to refuse service of alcohol.
 - v. The permit holder is liable for the actions of their guests. This includes guests who may leave your function intoxicated and cause harm to themselves or others
 - vi. The **permit holder** must ensure that **ABSOLUTELY NO DRINKS LEAVE THE AUDITORIUM AREA** listed on the permit. If desired, you may hire McKenna's Commissioner to provide this service at a rate of \$15 per hour. The permit holder will be responsible for the cost of any clean up of trash left outside the hall by guests and will be charged at a rate of \$50 per hour.
 - vii. **In the case of problems, the bar may be closed and opened only at the head bartender's discretion.**
 - viii. Alcohol will only be served during permit hours. Last call for ticket sales will be one hour prior to the expiration of the permit. Service of alcohol will cease thirty minutes prior to the expiration of the permit. The permit holder **MUST** remain in charge of and in attendance at the function during all hours of the permit or the bar service will cease.
 - i) **Bar Corkage Fee** is for Pepsi products, lime juice, orange juice, clamato juice, ice, glasses and bar supplies. It is charged at a rate of **\$2.75 per person** in attendance and does include children. If you require **milk, fresh cut limes or lemons, or cranberry juice** for your bar function, you must supply it yourself. It is up to the renter to decide upon charging for non-alcoholic drinks.
 - j) McKenna Auditorium is to be **vacated no later than 2:00 A.M.** All alcohol, food, decorations, and garbage must be removed at the end of the function by the renters and garbage placed in the McKenna dumpster at the back door.

The renter and/or Special Occasion Permit holder agrees to be responsible for following all rules and regulations as set out in the Saskatchewan Liquor and Gaming Special Occasion Permittee Policy Manual.

Permit Holder Name

Permit Holder Signature

Date

4. Auditorium Rental Information (GST and PST will be added to prices where applicable)

		Upper Hall	Lower Hall	K of C Room
Capacity	With Tables	356	249	N/A
	Assembly Seating	451	315	25
Hall Rental Rates	Hourly (2 hr minimum)	\$ 80.00	\$ 55.00	\$ 20.00
	Daily (6 hrs or more)	\$ 475	\$275.00	\$ 80.00
Special Facility Rates	Daily – 2 or more successive dates	\$ 375.00	\$ 225.00	
	Catered Meal – 200 to 249 people	50% of Hall Rental Regular Rate		
	Catered Meal – 250+ People	No Rent Charged		
	Combined Upper & Lower Halls – Daily Rate	\$550		
	Combined Upper & Lower Halls – with Catered Meal (225+ per day)	\$150		
Bartender (Hourly)	Head Bartender	\$ 15.00	\$ 15.00	
	Additional Bar Help/Ticket Seller	\$ 12.00	\$ 12.00	

Beverage Service:

Full Coffee Service	\$55.00 for 100 cups
Full Tea Service	\$25.00 for 50 cups
Juice Dispenser	\$35.00 each / \$70.00 for both
Juice Bottles	\$2.00 each bottle
Water Bottles	\$1.00 each bottle
Chocolate Fountain rental	Product cost
Punch Fountain rental	Product cost
Corkage	\$2.75 per person including children

Equipment and Accessory Rentals

Arch decorated with clear mini-lights	No Charge
Wood Backdrop	No Charge
Wine glasses	No Charge
PA System with Podium	Included in Facility Rent
Projector Screen (10x10)	Included in Facility Rent
Projector	Included in Facility Rent
Wireless Internet	Included in Facility Rent
Linin & Skirt Rental (4 weeks Notice to Facility Coordinator)	Charged separately from 3 rd Party
20 Round Tables of 8 with a Dance seats approx. 160 guests	Included in Facility Rent
Round and Rectangular Tables seats approx. 280 guests	Included in Facility Rent

Other Rental Information

- Seating capacities listed above are based on the use of long rectangular tables.
- White plastic table coverings for the rectangle tables only, and paper napkins will be provided free of charge.
- Round tables (Seat 8 per Table) are available. This will reduce the overall capacity of the Hall.
- **We do not set up for more guests than what will be attending your function (eg. if you ask for 50 that is the number we set up for)**

Rental of Other Items and Linens

McKenna has a small collection of linens that are available as an extra rental item for your event. Please contact the Facility Coordinator regarding availability.

- Rectangle Table Cloth - \$8.00/table cloth. Available in WHITE, BLACK or RED
- Round Table Cloth - \$8.00/table cloth. Available in WHITE, GREY or BLACK
- Napkin Linens - \$0.80/Napkin. Available in WHITE, BLACK, RED, NAVY or GREEN
- Chair covers - \$2.00 per chair
- Silver Charger Plates - \$1.50 per plate
- Decorative "LOVE" sign with lights - \$150

McKenna Auditorium Rental & Service Contract

PLEASE SUBMIT TO MCKENNA AUDITORIUM FACILITY COORDINATOR WITH YOUR \$500.00 DEPOSIT TO SECURE YOUR RENTAL DATE.

Date	Applicant Name	Business Name	
Address		City	PC Phone Or Cell
Email	Date of Function		

Type of Function	Catered Supper Banquet <input type="checkbox"/>	Catered Lunch <input type="checkbox"/>	Hall Rental Only <input type="checkbox"/>	Space Rented	Upper Auditorium <input type="checkbox"/>	Lower Auditorium <input type="checkbox"/>	K of C Room <input type="checkbox"/>
Approximate Number of Guests	Dance YES <input type="checkbox"/> NO <input type="checkbox"/>	Approximate Number at Dance	Time Doors Open	Time Doors Close			
McKenna Linen Rental <input type="checkbox"/>	Plastic Tablecloths <input type="checkbox"/>	3 rd Party Linen Rental <input type="checkbox"/>	Supply Own <input type="checkbox"/>	Linen Tablecloth Colour	Linen Napkin Colour		

Catering Requirements

Head Table <input type="checkbox"/>	# of Head Table Guests	# of Banquet Meals	# of Night Lunch Meals	Time Buffet Served	Time Night Lunch Served			
Coffee Service <input type="checkbox"/>	# of Cups	Tea Service <input type="checkbox"/>	Herbal Tea <input type="checkbox"/>	Wine Glasses <input type="checkbox"/>	Juice Dispenser <input type="checkbox"/>	Juice Bottles <input type="checkbox"/>	Punch Fountain <input type="checkbox"/>	Chocolate Fountain <input type="checkbox"/>

Media Requirements

Equipment Required	Microphone <input type="checkbox"/>	Projector <input type="checkbox"/>	Screen <input type="checkbox"/>
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Bar Service Requirements

Bar to Open	Bar to Close	Price of Drink Tickets	Wine Served <input type="checkbox"/>	Tickets Per Bottle	Tickets Per Wine Glass	Wine Glasses at Bar <input type="checkbox"/>
Date and Time Alcohol and Permit will Be taken to the Auditorium			Hall to provide a Ticket Seller	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Non-Alcoholic Punch <input type="checkbox"/>

Music Events

SOCAN (SOCIETY OF COMPOSERS, AUTHORS AND MUSIC PUBLISHERS OF CANADA)

Re: Public Performance of Music – SOCAN Account Number 38510-11

The Copyright Act of Canada requires that the prior permission of the copyright owners be obtained before public performance of Live or Recorded music may take place at such events as receptions, weddings, dances, conventions, assemblies, fashion shows and live performances. The Federal Government has authorized certain collection agents to collect fees on their behalf of the copyright owners who are the composers, authors, and publishers of the music. SOCAN performs this function for its members by issuing performing licenses to owners of various facilities where live or recorded music is to be publicly performed. By federal law, as the operator of McKenna Auditorium, we are responsible for collecting the license fees from renters of our facilities as follows:

Functions without dancing	\$31.72 (plus GST)
Functions with dancing	\$63.49 (plus GST)

The above fees will be applied to your rental invoice.

***FEES ARE SUBJECT TO CHANGE BY SOCAN

PLEASE SUBMIT TO FACILITY COORDINATOR A MINIMUM OF TWO WEEKS BEFORE THE BANQUET. GST & PST will be added to prices where applicable. PRICES IN EFFECT AS OF FEB 1, 2018 and SUBJECT TO CHANGE WITH 3 MONTHS NOTICE TO THE APPLICANT.

Supper Banquet Menu

Select your main course menu item from the list below. Per plate prices are listed for the first item selected. **If more than one item is desired, \$2.50 per item per plate will be added. Children 10 and under will receive a 30% discount on Supper plates ONLY.**

✓	Main Course Item	Price per plate		Price per Plate
	Roast Beef and Gravy/Horseradish	\$20	Chicken with Ginger and Scallions	\$20
	Roast Pork & Gravy/Apple Sauce	\$20	Sausage	\$20
	Roast Turkey & Cranberries, Gravy, Stuffing	\$20	Cabbage Rolls	\$20
	Chicken Cordon Bleu with Mushroom Sauce	\$22	Breaded Pork Cutlets with Gravy	\$20
	Lightly Breaded Chicken Breast Oven Roasted	\$20	Salmon Fillets	\$22
	Fried Chicken Pieces	\$20	BBQ Ribs	\$24
	Greek Chicken	\$20	Greek Ribs	\$24
	BBQ Chicken	\$20	Honey Garlic Pork Back Ribs	\$24
	Honey Garlic Chicken	\$20	Prime Rib	\$32
	Garlic Butter Chicken Breast	\$22	Ham	\$21
	Assorted Chicken Wings (ask for more info)		Slow Roasted Pork Belly	\$23

Included in the main course are one of each of the following sides, salads, hot vegetables and desserts. Select your one item from each of the three lists below. If more than one of each is desired, \$2.00 per item per plate will be added.

✓	Side	✓	Salad	✓	Hot Vegetable	✓	Desserts
	Mashed Potatoes		Marinated Vegetables		Baked Beans		Chocolate Cake with Cherry Topping
	Oven Roasted Potatoes		Potato Salad		Broccoli, Cauliflower & Carrots		Chocolate Brownie with Whip Cream and Caramel Sauce
	Baked Potatoes		BLT Salad		Kernel Corn		Gelatin Delight
	Scalloped Potatoes		Garden Lettuce		Carrots		Carrot Cake with Cream Cheese Icing
	Potato Wedges		Italian Pasta Salad		Mixed		Cocktail de Fruit
	Greek Potatoes		Macaroni Salad		Green Beans, Yellow Beans, Carrots		Cookie Bar (Assorted Cookies)
	Perogies		Greek Salad		Peas		Cheesecake with Assorted toppings
	Rice Pilaf with Carrots & Peas		Caesar Salad		Peas & Carrots		Assorted Cupcakes
			Coleslaw		Chopsuey		Pineapple Delight Cake
							Crème Brulee
							Oreo Cheesecake

- Each meal includes assorted buns/bread, coffee/tea, and pickles.
- Special Requests may be available if a menu selection does not meet your requirements (eg. Gluten Free items). Please discuss with the Facility Coordinator
- Gluten Free plates will have an additional \$5 charge per plate

Appetizers (Additional charge of \$2 per person per appetizer)

	Pita Bruschetta		Wonton Bites		Mexican Shrimp Avocado Bites
	Cucumber Bruschetta		Brownies with assorted Fruit Topping		Sweet & Spicy Korean Meatballs
	Pin Wheel Wrap		Strawberry Delight		Caprese Skewers with Balsamic Drizzle
	Shanghai Rolls		Philly Steak on Lettuce		Dry Ribs (ask for flavours)
	Chicken Wings				

Breakfast Menu (Includes coffee and condiments)

✓	Breakfast Item	Price per plate
	Continental Breakfast – muffins, cheese and fruit	\$11
	Sausage OR Bacon, pancakes, eggs & hashbrowns	\$11
	Breakfast Wrap with bacon OR sausage, & hashbrowns	\$11
	English Sausage muffin with egg & hashbrowns	\$11

Noon Lunch Menu (Includes pickles, coffee, tea & condiments)

✓	Noon Lunch Item	Price per plate
	Hot Beef on a Bun (includes one salad or soup)	\$11
	Home Made Soup & Sandwiches	\$11
	Home Made Soup & Wraps	\$11
	Home Made Soup & Clubhouse Sandwich	\$13
	Home Made Soup & Crispy Chicken Sandwich	\$13
	Home Made Soup & Chilli Cheese Dog	\$12
	Chilli & Buns	\$11
	Lasagne, Garlic Bread, & Caesar salad	\$14
	Cheesy Chicken Primavera Pastas, Caesar or choice of salad, & Garlic Toast	\$12
	Pasta with choice of 2 sauces (Meat, Alfredo, Carbonara, Chipotle Carbonara) Caesar Salad & Garlic Toast	\$12
	Baked Macaroni and Cheese, Caesar Salad & Garlic Toast	\$12
	Chicken Fingers with Potato Wedges & Caesar Salad	\$13
	Cheese Steak Sandwich	\$13
	Desserts	\$ 3

Food Trays and Platters – 18 inch feeding 35-40 people

18 Inch Trays feeding 35-40 People		
	Vegetable Tray	\$80
	Fruit Trays	\$85
	Cheese Tray	\$75
	Biscuit and Cheese Tray	\$75
	Meat Tray	\$85
	Cocktail Shrimp Platter	\$95
12 Inch Trays Feeding 20 – 25 People		
	Fruit Platter	\$45
	Biscuit and Cheese Platter	\$40
	Vegetable Platter	\$40
	Meat Platter	\$45
	Cocktail Shrimp	\$50
	Homemade Muffins	\$12 per dozen
	Homemade Cookies	\$7 per dozen
	Assorted Dainty Platter	\$60

Late Lunch Menu (Includes pickles, coffee, tea & condiments)

✓	Late Lunch Item	Price Per Plate Without Supper	Price per plate With Supper
	Hot Beef on a Bun	\$8.00	\$6.00
	Hot Turkey on a Bun	\$8.00	\$6.00
	Assorted quality cold cuts, cheeses & buns	\$10.00	\$8.00
	Salad	\$2.00	\$1.75
	Desserts	\$2.00	\$1.75
	Hot Pizza	\$8.00	No discount
	Taco Salad Bar	\$8.00	No discount
	Perogy Bar	\$8.00	No discount
	Potato with Topping's Bar	\$8.00	No discount

- If you are bringing in a Dessert like Wedding Cake, etc. You are responsible to supply the paper plates, forks and napkins to serve this dessert.
- All paper service will be provided with breakfast, noon lunch and late lunch meals.
- If you require glass plates and or cups, an extra charge of \$1.50 per person will be added to your invoice.
- Special Requests may be available if a menu selection does not meet your requirements (eg. Gluten Free). An extra charge may be added to your invoice.

Facility Application and Agreement Confirmation

Please initial that you have read and understand the following:

_____ Auditorium Policy & Rental Information _____ McKenna Catering and Kitchen Policy

_____ Bar Policy and Corkage Fee _____ SOCAN Fee

_____ SECURITY DEPOSIT - A **Security Deposit of \$500** (payable within 30 days) and a signed contract will serve as a guarantee to reserve your rental date. The security deposit will be deducted from the total rental /catering cost when the function is held. **Failure to place the security deposit at the time of signing the contract could mean forfeiture of the reserved date.** This deposit will be forfeited by the renter if the function is cancelled 30 days or more after the date of the application.

RENTAL &/OR MEAL PRICES MAY BE SUBJECT TO CHANGE UPON THREE MONTHS NOTICE TO APPLICANT

GST and PST WILL BE ADDED AT TIME OF BILLING* GST #108045048

List two contact people and provide phone numbers:

Signature of Applicant: _____ Date (dd/mm/yyyy): _____

Signature of Facility Coordinator: _____ Date (dd/mm/yyyy): _____