



NORDALE COMMUNITY CLUB

Civic Address: 1306 6th Avenue NW, Prince Albert
Mail Address: RR 5, Site 14, Comp 1, Prince Albert, SK S6V 5R3
Phone: (306)764-5900 Email: NordaleHallcc@gmail.com

NORDALE HALL APPLICATION

Application Date: _____

Group Name: _____

Contact Person: _____

Address: _____

City: _____ Postal Code: _____

Cell Phone: _____ Home Phone: _____

E-mail: _____

Event Name: _____

Event Date & Time: _____

Event Type: Wedding Banquet Meeting/Training Funeral/Wake Christmas Party Trade Show

Expected Occupancy: _____ Cannot exceed as per below loads:

- Hall Occupancy: Max 273 people – tables and chairs with alcohol;
 Max 345 people – tables and chairs with NO alcohol;
 Max 437 people – chairs only

Alcohol Served: Yes No

Set Up Items: Round Tables (32): _____ Rectangle Tables (55): _____ Chairs: _____ Small Tables (6): _____

Stage (5): Yes # _____ Podium: Yes Sounds System: Yes Wireless Mic: Yes Ticket Seller: Yes

Rental Conditions

The Renter/Rental Group is responsible for and agrees to the following conditions:

1. Obtain all required permits, licenses and optional insurance for the rental period and abide by all regulations established for each item.
2. Agrees to use the facility as stated in application, For whole weekend or 1 day weekend rental, available from 8:00 am to 2:00 am, maximum use. Any time the Renter/Rental Group remains on site past 2:00 am, they will be charged at the applicable hourly rate for all time in the facility to cover staff over-time. Damage Deposit required at time of booking. All remaining fees to be paid 1 week prior to rental start date. Cash, cheque or E-transfer accepted.

3. A facility key may be signed out to a renter for a weekend rental. There is form to be completed and abide by all hall responsibilities.
4. Kitchen Use: this area is included in the rental and has 2 stoves with cook tops, 1 fridge, 1 double door cooler, 2 double sinks, microwave oven, 2 – 100 cup coffee urns and 1 - 24 cup coffee maker. Caterer/Renter must perform all Kitchen Checklist duties upon vacating. If Nordale staff are required to clean the kitchen, a Clean Up fee will be applied. Renter to ensure Caterer is aware of the Checklist that will be left in the kitchen and to be completed and turned in to Bartender
5. If selling alcohol, the Renter/Rental Group is required to provide a Ticket Seller, supply the tickets, cash box, float and price list. A Ticket Seller may be booked through Nordale with Hall Coordinator with a minimum of 1 week notice at the applicable rate. Corkage is provided and includes 16 & 7 oz cups, ice, Pepsi, Diet Pepsi, Pepsi Zero, 7-Up, Gingerale, Clamato juice, lime and orange juices, Worcestershire, Tabasco sauces & Caesar salt.
6. At end of the night all hall & kitchen garbage are to be emptied and hauled to the south exterior garbage bins. Tables are to be cleared for a one-night rental. To remove all decorations, alcohol, empties, personal items and ensure that all hired services, such as, Caterer, DJ, Band and Decorator, have all belongings removed by last day of the rental.
7. To ensure guests are not drinking outside of the hall. Designated smoking is permitted by the main doors with cigarette butt receptacles available.
8. To set Last Call at 12:30 am or earlier, with the bar closing at 1:00 am or earlier. Announce the hours to guests. All patrons to be out of the facility by 2:00 am. If remain on site past 2 am, extra fees may apply.
9. To be responsible for all damages to the facility incurred as a result of the event and pay the full expenses to repair, replace and/or cleaning should any damage or additional cleanup occur at the established hourly rate.
10. Decorating: no use of any tape, nails, tacks or pins on the walls, no glitter, confetti, rice, sprinkles, flower petals, sparklers, streamers, sticky tack or like materials allowed in the facility. All candles and open flame devices used at tables must be held in a non-combustible holder and designed so that if accidentally knocked over, the flame will not come in contact with any combustible material, such as a table cloth (P.A. Fire Prevention Bylaw). Hall has hanging tulle with lights, so no additional ceiling decorations permitted. Hooks are provided at bottom of Sound Board. If not followed, the damage deposit will not be returned.
11. Cancellation & Refund Terms
 The Nordale Community Club Policy requires either a written cancellation via email or text message or a phone call where you speak to the Hall Coordinator to inform them about the cancellation. The event may be rescheduled to an available future date. To qualify for a refund, the following timeframes will be applied:
 - a. **Notice provided over 90 days – full refund of deposit**
 - b. **Notice provided 89 days or less – no refund of deposit**

Applicant Signature

Date Signed

Office Use:

Signed Application Received: _____

Date Deposit Received: _____ Cash Chq # _____ EFT Conf # _____

Applicable Hall Rate: _____ Corkage Amount: _____

Bartender Fees: _____ Ticket Taker: _____

Damage Cost: _____ Other: _____

Balance Amount & Received: _____ Cash Chq # _____ EFT Conf # _____

NCC Representative: _____