



SASCU Recreation Centre

2021/22

Auditorium Rental Guide



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Auditorium – 2021/22 rates and fees

Here is a list of costs for you to look over to help you decide what you would like to do regarding set up and additional requirements. Auditorium Rental includes the auditorium, kitchen, and dishes (if requested), boardroom, tables, and chairs. The full day rental is from 8:00 am until 2:00 am. Liquor Licenses finish at 1:00 am. The auditorium has air conditioning and WiFi. The SASCU Recreation Centre is a *non-smoking* facility.

Basic Charges

Auditorium Rental (discounted flat rate)	\$797.75
Auditorium Rental (hourly rate)	\$81.25
Damage Deposit (refundable)	\$500.00
Place Setting	included
Cutlery	included
Man Lift (to use for decorating)	included

Music and Entertainment

SOCAN fees for any live or recorded music	\$99.75
PA/Podium/Audio	\$35.50
Entertainment Lighting	\$62.75
Large Screen – 12 Foot	\$64.75

PowerPoint projectors/DVD players may be available. Please check for availability and rental prices. We do not supply cordless microphones, please plan to rent one. They can be rented from Acorn Music in Salmon Arm.

Insurance

Insurance is required to host an event in the auditorium. If your organization has insurance, we need a copy that includes third party overage that includes the City of Salmon Arm and Shuswap Recreation Society. If your organization does not have insurance, we will provide it for you. The fee is dependant on the number of people in attendance and whether or not alcohol is being served.

Set up and Take down Services

Licensees may set up / take down / clean up themselves to help reduce additional auditorium rental costs. Set up may be done the evening before with an extra charge. (We do have a couple of table layouts should you be doing it yourself). The tables are approximately eight feet by two and one-half feet and seat eight people per table. Round tables are available at an extra charge.

Most renters tend to do their own set up but pay to have our staff take down and do the clean up. It makes for a long night and usually you'll be tired at the end of the evening; you'll have enough to do with taking home all the gifts, special table clothes, and extras brought in for the occasion.

SASCU Rec Centre staff can do the set up and/or take down for you (tables and chairs in auditorium). SASCU Rec Centre only have chairs for 450 and 70 tables, if extra chairs and tables are required you must make arrangements elsewhere (rental shops etc). All table clothes, place settings and other decorations are your responsibility.

Set up or Take Down Charges:

Banquet/Dance under 200 people	\$133.75
Banquet/Dance 200 – 450 people	\$203.00
Theatre Style under 200 people	\$ 98.00
Theatre Style 200 – 450 people	\$163.00

Additional charge for SASCU Recreation Centre Staff to set up and take down tables and chairs in the auditorium lobby.

Clean Up

A clean up fee of \$51.25/hour will be charged if it is requested or if SASCU Recreation Centre staff cleanup and do garbage removal (usually requires 2 hours). If you are planning to do your own cleanup it is your responsibility to remove all garbage so there are only tables and chairs to put away. Non-disposable table clothes and decorations must be removed from tables and the premises on the evening of your event. SACC will remove paper table covers, wipe down the tables and return them and chairs to storage.

Effective January 1, 2020:

Special Event set-up

If the evening prior to an event booking the full day is available, the group may rent the facility from 4:00 – 10:00pm. The rate is 2 x the full hourly rate. Additional hours prior to 4:00 pm may be purchased at the full hourly rate.

Special Event take down

Renters that will be leaving the building before 2:00 am on the evening of their event can choose whether they would like to their own take down or pay for the services of SASCU Recreation Centre staff.

Renters that will be leaving the building after 1:00 am on the evening of their event will be required to either pay for the services of the SASCU Recreation Centre staff or come back the



Sample Decorating Ideas

The following decorating samples are from previous weddings and Dry Grad celebrations



