

## REGINA TPAC RENTAL INFORMATION

The TPAC facility consists of the Main Hall (maximum capacity 96 persons), Meeting or BoardRoom (maximum capacity 12 persons), Kitchen, Woodworking Shop, Office and storage rooms. The TPAC is primarily for the use of SaskTel Pioneers for various activities such as socials, meetings, community service projects - (heart pillows, liquid level indicators), pioneer supported activities - (stained glass, wood working, cooking) and for functions for Pioneer sponsored groups or partners.

The TPAC facilities are available for other outside socials, parties, meetings, etc. It must be applied for and rented by a SaskTel Pioneer or for SaskTel Corporate functions by an employee of SaskTel. The renter is responsible for the set up, clean up, security and well being of the TPAC. For a scheduled fee, the TPAC will provide security and clean up.

Deposits will be required for all bookings in the amount of \$50.00 or the approved rental fee. If the total rental fee is less than \$100.00, collection of the full payment at the time of booking is at the discretion of the TPAC Manager. The deposit is refundable provided the TPAC Manager is notified at least 10 days prior to the date requested, otherwise at the discretion of the TPAC Board. Tentative bookings will be accepted but must be confirmed and deposit or rental fee provided within 7 days, otherwise it will be cancelled.

### **For Use of Main Room and Kitchen if needed / requested**

**A. Occasional Use Rental Rates** (effective March 1<sup>st</sup>, 2004)  
(Less than 4 bookings at one time within a calendar year)

|                         | <b>Renter</b>        | <b>Landlord</b>      | <i>With Use of Kitchen</i> |                      |
|-------------------------|----------------------|----------------------|----------------------------|----------------------|
|                         | <b><u>Cleans</u></b> | <b><u>Cleans</u></b> | <b>Renter</b>              | <b>Landlord</b>      |
|                         |                      |                      | <b><u>Cleans</u></b>       | <b><u>Cleans</u></b> |
| 1 to 4 Hours            | \$ 45.00             | \$ 95.00             | \$ 75.00                   | \$125.00             |
| 4 to 8 Hours            | \$ 80.00             | \$130.00             | \$110.00                   | \$160.00             |
| Evening (after 5:00 PM) | \$ 80.00             | \$130.00             | \$110.00                   | \$160.00             |

**B. Frequent Use Rental Rates** (effective March 1<sup>st</sup>, 2004)  
(Minimum of 4 bookings at one time within a calendar year)

|                         | <b>Renter</b>        | <b>Landlord</b>      | <i>With Use of Kitchen</i> |                      |
|-------------------------|----------------------|----------------------|----------------------------|----------------------|
|                         | <b><u>Cleans</u></b> | <b><u>Cleans</u></b> | <b>Renter</b>              | <b>Landlord</b>      |
|                         |                      |                      | <b><u>Cleans</u></b>       | <b><u>Cleans</u></b> |
| 1 to 4 Hours            | \$ 36.00             | \$ 76.00             | \$ 60.00                   | \$100.00             |
| 4 to 8 Hours            | \$ 64.00             | \$104.00             | \$88.00                    | \$128.00             |
| Evening (after 5:00 PM) | \$ 64.00             | \$104.00             | \$88.00                    | \$128.00             |

**C. Regular Use Rental Rates** (effective March 1<sup>st</sup>, 2004)  
(Minimum of 10 bookings at one time within a calendar year)

|                         | <b>Renter</b>        | <b>Landlord</b>      | <i>With Use of Kitchen</i> |                      |
|-------------------------|----------------------|----------------------|----------------------------|----------------------|
|                         | <b><u>Cleans</u></b> | <b><u>Cleans</u></b> | <b>Renter</b>              | <b>Landlord</b>      |
|                         |                      |                      | <b><u>Cleans</u></b>       | <b><u>Cleans</u></b> |
| 1 to 4 Hours            | \$ 27.00             | \$ 57.00             | \$ 45.00                   | \$75.00              |
| 4 to 8 Hours            | \$ 48.00             | \$ 78.00             | \$ 66.00                   | \$ 96.00             |
| Evening (after 5:00 PM) | \$ 48.00             | \$ 78.00             | \$ 66.00                   | \$ 96.00             |

**Rental Notes:**

- 1 For frequent and regular use rental rates, renter could be charged \$20.00 for a cancelled booking.
- 2 If only coffee machine used then charge of \$ .50 per cup.
- 3 Security after hours and on weekends - \$50.00 (up to 5 hours) over \$10.00 per hour
- 4 The Meeting / BoardRoom rental rate for meetings or small gatherings (maximum 12 people) is \$20.00 for 1 to 4 hours (\$40.00 if landlord cleans).

**Usage Notes:**

1. Use of kitchen means using appliances, dishes, etc. Use of kitchen also applies if it is needed to accommodate flow of traffic in and out of main room (e.g. sale or craft show in main room) or used as space for eating or socializing.
2. Renter cleans means that this includes cleaning all of kitchen equipment, dishes, cutlery, etc used, if using kitchen, dry mopping floors and where necessary damp mop with clean water only the main hall, kitchen floor and rubber runners. Carpets to be vacuumed. All garbage to be removed and placed in Loraas bin at front of building.
3. The renter (pioneer / person in charge) will be responsible to ensure that the TPAC and contents are treated with respect and not damaged. They will ensure that there is no unauthorized access to office area, storage rooms or woodworking shop. At the end of function they will ensure that TPAC is cleaned, lights turned out and doors and gate are locked.

The TPAC Manager and Board have the right to waive or to charge a different rate for special requests provided they are requested at least one month in advance and the special rates are in line with other rental rates.

Effective: March 1<sup>st</sup>, 2004

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