



REGINA TPAC RENTAL INFORMATION

The TPAC facility consists of the Main Hall (maximum capacity 78 persons), Kitchen, Office and Storage room. The TPAC is primarily for the use of SaskTel Pioneers for various activities such as socials, meetings, community service projects - (heart pillows, service projects), Pioneer supported activities – (cooking, horticulture), and for functions of 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.

Deposits will be required for all bookings in the amount of the rental rate and damage deposit. The deposit is refundable for cancellations provided the TPAC Manager is notified, in writing, at least 10 days prior to the date requested, otherwise it is at the discretion of the TPAC Board. Tentative bookings will be accepted but must be confirmed with the damage deposit and rental rate provided within 7 business days, otherwise it will be cancelled.

In addition, a damage deposit rate of \$250.00 will apply to rentals when the facility is booked for an event. This rate may be refunded provided the TPAC has sustained no damage and is clean after the event. (See D and notes 2, 4 and 5.)

For Use of Main Room

A. Occasional Use Rental Rate (effective January 1, 2018)

Less than 4 bookings at one time within a calendar year. Rates also apply to Friday evening, Saturday and Sunday rentals.

Up to 8 Hours	\$ 100.00
Evening (after 5:00 P.M.)	\$ 100.00
Noon to Midnight	\$ 150.00
Day - 8:00 AM to Midnight	\$ 200.00

B. Frequent Use Rental Rates (effective January 1, 2018)

Minimum of 4 bookings at one time within a calendar year. Rates apply Monday through Friday afternoon.

Up to 8 Hours	\$ 80.00
Evening (after 5:00 P.M.)	\$ 80.00
Noon to Midnight	\$ 120.00
Day - 8:00 AM to Midnight	\$ 160.00

- C. **Regular Use Rental Rates** (effective January 1, 2018)
Minimum of 10 bookings at one time within a calendar year. Rates apply Monday through Friday afternoon.

Up to 8 Hours	\$ 60.00
Evening (after 5:00 P.M.)	\$ 60.00
Noon to Midnight	\$ 90.00
Day - 8:00 AM to Midnight	\$ 120.00

D. **Meeting Rental 4 hours or less Only**

The Meeting rental rate for meetings or small gatherings (maximum 16 people) is \$25.00 for 1 - 4 hours.

Notes:

- 1 For frequent and regular use rental rates, renter could be charged \$20.00 for a canceled booking.
- 2 Damage deposit check will be held for 14 days after the event then shredded.
- 3 If only the coffee machine is used, the charge is \$.75 per cup.
- 4 "Clean" includes cleaning all of kitchen equipment, dishes, cutlery, etc. used, dry mopping floors and damp mopping, with clean water only, the main hall, kitchen floor and washroom floors. Carpets to be vacuumed. All garbage to be removed and placed in Loraas bin at rear of building.
- 5 The renter (Pioneer or SaskTel Holdco employee) will be responsible to ensure that the TPAC and contents are treated with respect and not damaged. They will be held responsible for any damages to the TPAC and/or the contents during the time of their rental. They will ensure that there is no unauthorized access to office area or storage rooms. At the end of function they will ensure that TPAC is cleaned, lights turned out and doors and gate are locked.
- 6 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.
- 7 The TPAC Board has the right to refuse any rental request.

Revised November 29, 2017