



888 Central Ave  
Prince Albert, SK  
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www.plaza88.ca

# Plaza 88 Booking Information

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## RENTAL OPTIONS:

- Kings Court - \$800 for 8hrs (seats up to 500 theatre style, 320 banquet style or 250 banquet with a dance floor)
- Knight Hall - \$400 for 8hrs (seats up to 120 banquet style or 170 theatre style)
- PA Hall - \$750 for 8hrs (seats up to 600 banquet or theatre style)
- For smaller groups, please contact Plaza 88.

## WHAT IS INCLUDED IN THE RENTAL PACKAGE?

- One setup including tables and chairs.
- Take-down including tables, chairs, garbage removal & basic cleaning is provided by Plaza 88.
- The renter is responsible for removing EVERYTHING that they bring in (decorations, liquor, empty bottles & cans, etc). Please remove anything off the floor that cannot be picked up with a vacuum.
- Plaza 88 does NOT provide linens. Please contact your caterer or decorator for this service.
- An Event Worker will be available throughout your event.

## EXTRA HOUR COSTS:

- The charge for extra hours required for decorating or bar setup is \$50 per hour.
- Please note everyone MUST be out of the building by 2am. (Cleanup must be started early enough to ensure that people are out by 2am) There will be \$100 per hour charge for every hour after 2am.

## DANCE FLOOR RENTAL:

- A portable dance floor is available for rent at a cost of \$200.

## BAR INFORMATION:

- The renter is required to purchase the liquor license. ([www.slga.com](http://www.slga.com))
- Plaza 88 provides corkage at \$3.25 per person.
  - Corkage refers to mix including cola, diet cola, sprite, ginger ale, club soda, tonic water, juices (orange, cranberry, clamato & lime), lemons, limes, ice, plastic glasses – large & small, celery salt, Worcestershire sauce, Tabasco sauce, straws and cocktail napkins.
- Plaza 88 can provide bartenders at a cost of \$20/hr (includes tax) per bartender. This is charged back to the renter.
- The renter is allowed to use their own bartender(s), however, they must be a qualified and have a certificate from the Saskatchewan Liquor & Gaming Association.

## SECURITY:

- At least one security person is required for events serving alcohol over 100 people; two security personnel are required for over 200 people. Security requirements are at the discretion of Plaza 88 for non-alcoholic events.
- Plaza 88 will hire the security and the cost of the security guard(s) will be charged back to the renter at a rate of \$25/hr.

## CATERING:

- We recommend using our on-site caterer, Randy Whitter/My Place Catering. Please contact him directly for menus and pricing (306-981-3765).
- Off-site caterers must bring food in prepared. There is a set-up kitchen available weekends & evenings for \$50 charge. This is not a commercial kitchen.

## PARKING:

- Plaza 88 has approximately 30 parking stalls available during the weekdays and approximately 80 stalls available during the evenings and weekends. If this is not sufficient parking for your event, some options include:

- Bus in your participants from their respective hotels
- Have the city bag the meters on 9<sup>th</sup> Street and/or the city parking lot across 9<sup>th</sup> Street. (306-953-4900)
- Plaza 88 can secure 8hr or 4hr parking passes for available city parking lots (not for street parking). This would be included on your invoice from Plaza 88.

#### STANDARD LIGHT & SOUND:

- One microphone & stage lights are provided with the basic rental.
- If you require additional mics, background music, media/projectors, etc, then the renter must hire the Plaza 88 Sound Technician at a cost of \$32 per hour for a minimum of 3 hours.

#### INSURANCE:

- The Plaza 88 Rental Agreement requires that renters purchase special event insurance. The specifications for the insurance are covered in the rental agreement. Contact your insurance broker for more information.

#### DAMAGE DEPOSIT for Weddings/Large parties (business meetings exempt):

- A fully refundable damage deposit of \$750 is required to be paid with the final payment 2 weeks before the event.

## Plaza 88 Amenities

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Please note amenities & prices are subject to change without notice. All prices include tax.

#### Audio/Visual Equipment:

- Sound Technician - \$32/hr  
(required for Kings Court rentals playing slideshows, music or needing any other access to the sound system)
- LED Projector - \$25/day  
(no charge for projector & screen in Kings Court. Sound Tech must be hired for \$32/hr instead)
- Projector Screen - \$20/day  
(no charge for projector & screen in Kings Court. Sound Tech must be hired for \$32/hr instead)
- 1 Microphone & speaker  
(n/c for Kings Court & Knight Hall rentals, subject to availability in other rooms)
- Microphone – Lapel - \$30/day  
(Sound Tech must also be hired for \$32/hr)
- Additional microphones (wired & handheld) – no charge in Kings Court when Sound Tech is hired for \$32/hr
- Electric Piano - \$50/day  
(Sound Tech must also be hired for \$32/hr)
- TV/Media Cart - \$20/day  
(includes TV, DVD, HDMI cable)

#### Meetings:

- Flip Chart (with paper & markers) - \$15/day
- White Board (with markers) - \$10/day
- Podium/music stand – no charge (1 per room rented)
- Photocopies - .20/page

- Wifi – no charge

#### Additional Items:

- Event Supervisor – no charge  
(Plaza 88 always has a person on site to assist with questions or requirements)
- Dance Floor setup - \$200
- On-site caterer – My Place Catering (contact 306-981-3765 for menus & pricing)
- Corkage - \$3.25/person  
(required when serving alcohol – includes cups, napkins, sodas, mix, lemons, limes, juices, etc)
- Prep Kitchen - \$50  
(available in evenings only – to be used for prep only; not for cooking)
- Coolers – included with corkage fee. \$20 fee if no corkage is paid.
- Trolleys – no charge to use  
(subject to availability)
- Coat Racks – no charge
- Security - \$25/hr  
(required for events serving alcohol)
- Bartenders – \$20/hr – provided through My Place Catering