



Policy Number: 2025 – 05

Date of Issue: April 15, 2025

Page: 1 of 3

Motion Number: 2025 – 119

Policy Subject/Title: WAINWRIGHT & DISTRICT COMMUNIPLEX NON-POOL
FEES AND CHARGES

Signature of Approval by Authorized Personnel:


Karrie A. Gau, CAO

Supersedes: April 18, 2023
Date of Last Update

Policy 2023-09 Motion #2023-132
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to provide a fee structure for the Wainwright & District Communiplex.

PROCEDURES:

That effective September 1, 2025 the fees be as follows:

All rates are subject to GST unless otherwise indicated.

RENTALS:

Meeting Rooms	\$12.87/hour/room to a maximum of \$21.38/hour	
Main Halls & Fitness Studio	6:00 a.m. – 2:00 a.m.	\$28.78/hour/hall
	2:00 a.m. – 4:00 a.m.	\$86.35/hour/hall
Theatre (seats extended & using theatre lights)		
	6:00 a.m. – 2:00 a.m.	\$36.75/hour
	2:00 a.m. – 4:00 a.m.	\$110.24/hour
Theatre (leaving sets in place for week leading up to performance)		
	All day	\$93.90/day
3-Hall Rental	6:00 a.m. – 2:00 a.m.	\$73.34/hour
	2:00 a.m. – 4:00 a.m.	\$215.81/hour

Kitchen \$21.38/hour to a maximum of \$213.66/day

Coffee urns and drip coffee maker are provided with rental of the kitchen and are not to be removed from the facility.

Concession \$75.10/day

Walk-In Cooler (when not renting kitchen) \$57.53/day

BACK STAGE / WORKSHOP AREA:

Workshop area behind the Theatre is not included in rehearsal time and is available free of charge to local performing groups for property construction.

This space must be kept clean and tidy at all times in respect of other user groups.

REHEARSALS:

Without theatre lighting \$28.78 flat rate for first 3 hours

With theatre lighting \$36.75 flat rate for first 3 hours

** Regular hourly hall rate applies after first 3 hours of rehearsal time.

Theatre lighting (anytime) \$7.99/hour

The Communiplex will be closed between 4:00 a.m. and 6:00 a.m. daily.

DISCOUNTS:

For bookings of two or more consecutive days (a day being defined as eight (8) consecutive hours of booking each day) the fees for the second and subsequent days will be ten percent (10%) less.

SCHOOL BOOKINGS:

In order to use Town facilities, all local schools agree to pay a fee which is calculated as twenty percent (20%) of the existing youth rate (where applicable). Access to the Communiplex pool, kitchen and use of theatre lighting are not covered by this fee. Where a youth rate is not available, the schools agree to pay twenty percent (20%) of the general public rate for each location. Set-up for activities provided under this policy must be carried out during the normal hours that the facility is staffed. Set-up time outside of these hours will be charged based on youth rental rates. Bookings made and then not used by schools will be subject to regular rental rates, and schools will be considered a "regular weekly renter" under our cancellation policy, unless the reservation involves a large special event (i.e. graduation or conference).

Weight Room \$12.24/hour
(School access as maximum group of 10)

Courts (School access) \$3.97/hour

CANCELLATIONS – ALL FACILITIES:

Regular Weekly Bookings - cancellations must be received at least forty-eight (48) hours in advance of the scheduled booking. Notification of cancellations within forty-eight (48) hours of the booking will be subject to payment of the full cost of the booking.

All Other Bookings (non-weekly reservations or stand-alone event bookings ~ i.e. tournaments, half/full day and/or multi-day events, etc.):

1. A cancellation fee (20%) of the total booking fee or \$15.00, whichever is greater, will apply to all cancellations received a minimum of fourteen (14) days in advance of the booking.
2. If cancellation notification is received between thirteen (13) days and forty-eight (48) hours of the booking, the renter will pay 50% of the full booking fee, as agreed in the contract.
3. If cancellation notification is received less than forty-eight (48) hours prior to the booking, or the renter is a "no-show" at the time of their event, full payment will be required for the booking fee, as agreed in the contract.

All cancellations due to poor local weather conditions must be communicated with the Communiplex pool staff (or custodian on duty) at least one (1) hour prior to the commencement of the booking. If this occurs, and the staff person agrees with the weather assessment, the renting group will not be subject to financial penalty. The final determination on whether or not this levy is applied will be made at the sole discretion of the Director of Parks and Recreation. When requested, all efforts will be made to reschedule the facility time at a later date.

REVIEW CYCLE:

This policy will be reviewed every two (2) years.