

Thursday, March 19, 2009

MEMORANDUM

To: Sawmill Cove Industrial Park Board of Directors (SCIP Board)

From: Garry White, Director

Subject: Daily / Weekly rentals of SCIP property

The Director has received a few requests for daily or weekly rental of SCIP property. A majority of the request are for rental use of rooms located in the Administration building.

Administration Building

The Administration Building contains two rooms that would be used for a daily or weekly use.

The conference room – 730 SF room with a large conference table.

Room 9a - ~700 SF room set up as a classroom.

Attached is the fee schedule and bill request form used by the Harrigan Centennial Hall, which lease rooms by the day.

Based on size of these rooms, the location to downtown, and the lack of full time building staff, it is recommended to set a standard lease rate of \$65/day for the use these rooms.

The process of renting a room for the day would follow the similar procedure as the Centennial Hall. Clients would request the usage of a room on a first come use basis. The clients information would be faxed to the CBS contract coordinator and then on to CBS finance for billing.

It is recommended to give CBS staff and the SCIP Director the authority to lease these rooms without obtaining board approve for each request.

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ROOM CAPACITIES

Room	Theater	Classroom	Rounds of 10	Reception	Length (ft.)	Width (ft.)	Square Feet	Ceiling Height
Auditorium	500	120	250	700	58	73	4340	20
Maksoutoff	140	60	90	175	62'7"	27'6"	1718	8'10"
Maksoutoff South	50	20	30	50	20'8"	27'6"	563	8'10"
Maksoutoff North	100	40	60	100	41'7"	27'6"	1141	8'10"
Exhibit	150	52	80	200	48'11"	34'6"	1681	8'4"
Exhibit East	84	28	40	84	27'7"	34'6"	948	8'4"
Exhibit West	60	24	40	60	21'	34'6"	725	8'4"
Rousseau	50	24	30	50	27	21	560	9
Pestchouroff	20	NA	10	NA	18	13	234	9
Davis	15	NA	10	NA	17	13	248	9

BUILDING RATES

Room	Non Profit	General Use	Commercial	Convention includes audio/video equipment
			5% of the Gross Sales plus normal room rate	
Auditorium	\$165.00	\$200.00	\$375.00	250.00
Maksoutoff	Free during set hours	\$155.00	\$200.00	175.00
Maksoutoff North	"	\$90.00	\$120.00	\$100.00
Maksoutoff South	"	\$65.00	\$80.00	\$75.00
Exhibit	"	\$150.00	\$200.00	\$170.00
Exhibit East	"	\$80.00	\$110.00	\$90.00
Exhibit West	"	\$70.00	\$90.00	\$80.00
Rousseau	"	\$65.00	\$110.00	\$100.00
Pestchouroff	"	\$50.00	\$70.00	\$55.00
Davis	"	\$50.00	\$70.00	\$55.00
Kitchen	\$120.00	\$170.00	\$375.00	\$175.00
Building Rate		\$700.00	\$1,200.00	\$875.00

Rates are subject to change without notice.

Convention rates are charged for groups that use two or more rooms for two or more days. This rate entitles the group to use the facility for unlimited hours during the day.

BILLING REQUEST FOR HARRIGAN CENTENNIAL HALL

NAME OF ORGANIZATION: _____

PO #: _____

CONTACT NAME AND PHONE: _____

ADDRESS: _____

FUNCTION: _____

DATES OF OCCUPANCY: FROM: _____ TO: _____

ROOMS RENTED: _____

AMOUNT OF FEE: \$ _____ X # Of Days= \$ _____

ACCESSORIES: _____

SUBTOTAL: \$ _____

AMOUNT OF TAX: \$ _____

TOTAL AMOUNT DUE: \$ _____