

PRIVATE CHARTERS- GUIDELINES

SEASON 2024



GUIDELINES

Deposit & payment

1. A \$500 non- refundable deposit is required to confirm the booking on a definite basis, along with a signed contract a minimum of 30 days prior to event.
2. **Groups with client-provided or no entertainment:** 50% of the invoice is due within 30 days before the event. The remaining balance is due upon receiving the final invoice. If not paid within 3 business days, 2% interest will be applied.
3. **For groups with Wheatland Express provided entertainment or catering services:** The client will be responsible for submitting deposits by the entertainer or caterer of choice. 50% of the invoice is due 30 days before the event. The remaining balance along with a 18% gratuity fee is due upon receiving the final invoice. If not paid within 3 business days deadline, 2% interest will be applied.
4. The final billing is based on your guaranteed number or the actual number of attendees during the event, whichever is greater. Any additional charges incurred during the course of the event are payable upon receipt.
5. Events are subject to prevailing Federal and Provincial taxes.
6. All payments are accepted using major credit cards, certified cheque or etransfer.
7. Any returned payments are subject to a \$50 NSF Fee.
8. Liability on failure to meet the terms and conditions remains the responsibility of the person(s) in the Event Contract.



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Confirmation

Confirmation of all event details must be communicated to the Events Coordinator a **minimum of thirty business days in advance unless otherwise noted**. Saturday, Sunday, and Statutory holidays are not considered business days.

Facility rental

1. All sub-contracted services for events must have prior approval through Wheatland Express Inc.
2. The delivery of any products or services must have prior approval through Wheatland Express Inc.
3. Prior approval is required from the Wheatland Express before the installation of any decorations and signage.
4. The use of tape, pins, birdseed, blowing bubbles, rice, confetti, flower petals, balloons, glitter, pyrotechnics, and sparklers are strictly prohibited.
5. Any use of the Wheatland Express trademark is prohibited without the prior written approval of Wheatland Express Inc. management.
6. Wheatland Express Inc. will not be responsible for the loss or theft of any articles.
7. All music must comply with sound ordinances.
8. The client is responsible for any damage to the premises by their guests, agents and independent contractors on their behalf and the Wheatland Express reserves the right to recover such costs.



Children

All children are to be accompanied and supervised by an adult at all times.

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Smoking

Wheatland Express is a non-smoking venue. Smoking will be permitted only in designated areas outside.

Food

1. The menus are suggestions and modified in consultation with our Events Coordinator. Upon request, we are ready to create custom menus specifically for your function.
2. All catering prices are subject to applicable service charges and taxes. Menu and prices are subject to change.
3. In compliance with Saskatchewan Health Regulations, all food prepared by our caterer cannot be removed from the premises.

Labour

1. All events are subject to an automatic gratuity on all services rendered.
2. Catering services delayed by the client will result in a labour charge of \$120.00 for each additional fifteen-minutes.
3. Wheatland Express services delayed by the client will result in labour charges of \$100 per additional 15-minutes required.
4. Technical, sound or other supports that may be required during the event will be coordinated and pre-scheduled with the Events Coordinator.



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Bar services

1. The use of homemade wines and liquors is strictly prohibited.
2. Our venue and events are governed by the Saskatchewan Liquor & Gaming Guidelines and Regulations and must be adhered to. All Wheatland Express staff are trained on Saskatchewan's responsible beverage service program.
3. All bars include soft drinks, juices, condiments. One bartender provided for every 100 guests at no charge if liquor sales exceed \$300 before gratuity and taxes.
4. Bartender charge of \$25 per hour for a minimum of three hours will apply if liquor sales are below \$300 before gratuity and taxes.
5. If the convenor requests additional bartenders, a \$20 per hour charge per additional bartender will apply.
6. Abusive, drunken or violent behaviour is prohibited and subject to immediate removal from the premise and possible termination of the event without refund.

*Payment can be discussed

**Please speak with our events coordinator to arrange any specialty beverages you may require.*

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Photography

1. This venue uses live, video and still photography to assist with the promotion of the venue. All photos taken at Wheatland Express by your photographer will also be the property of the Wheatland Express and will be used for promotional purposes.
2. No boudoir or nude photography is permitted anywhere on the Wheatland Express.

Cancellations

1. All deposits are non-refundable.
2. In the event of a cancellation of a private event, all payments made to date are non-refundable and clients are responsible for costs and cancellation costs associated with the cancellation of their booked services. All outstanding payments will be due immediately. We understand that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be in writing. The host is responsible for verifying that Wheatland Express Inc. has received their cancellation letter.
3. In cases of unforeseen and uncontrollable circumstances, commonly referred to as "acts of God" (e.g., natural disasters, extreme weather conditions), we reserve the right to evaluate cancellations on a case-by-case basis. Depending on the circumstances, we may consider alternative arrangements or provide flexibility in rescheduling.
4. Rebooking may be considered in certain situations, subject to availability and mutual agreement. Requests for rebooking must be communicated in advance and will be assessed based on the specific circumstances surrounding the cancellation.

