



# NorthRidge Centennial Community Centre



Information  
Package  
2024-2026

901 3rd St N  
Martensville, SK





Tricia Marie Photography

	2024	2025	2026
<b>Full Day 8am-2am</b>	\$1079.00	\$1100.00	\$1122.00
<b>Half Day 6 hours</b>	\$779.00	\$795.00	\$810.00
<b>Hourly Mon-Thu</b>	\$90.25	\$92.00	\$94.00
<b>Weekend</b> Friday 4pm-10pm Saturday 8am-2am Sunday 9am-3pm	\$2398.00	\$2446.00	\$2495.00
<b>Corkage</b> For Guests 5+	\$2.25	\$2.30	\$2.35

# Welcome

The NorthRidge Centennial Community Centre offers more than 7000 square feet of event space and is ideal for anything from an intimate event to an elaborate celebration. This bright and spacious event space is well suited for weddings, corporate events, galas, recreational programs and parties for up to 450 people (400 seated).

The open concept floor plan allows event planners flexibility for seating, displays and presentations. The light and neutral décor is an easy canvas to decorate for your specific taste and style. You can enjoy cocktails and appetizers in the large foyer or have a kids area in the front meeting room.

Hosting your friends, family, or colleagues in the NorthRidge Centennial Community Centre will truly elevate your event, making the NorthRidge the most memorable venue in the Martensville Area.

The NorthRidge is perfect for weddings, anniversary parties, birthday parties, galas, fundraisers, Christmas parties, and more!



# Rental Information

This ideal venue is everything you need in one place! The NorthRidge is a modern venue committed to ensuring perfection on your special day. Our professional staff is here to assist you in creating a beautiful and memorable experience. Our staff will set up the venue just the way you want it. You pick a layout option that works best for you and our staff will have it set up for when you arrive. Set-ups include all tables and chairs, stage, podium, and microphone.

The following is included in your facility rental:

- 6 ft. rectangular tables (seats 6)
- 5 ft. round tables (seats 8-10)
- Navy cloth chairs
- PA system, mics, and stands
- Cake table
- Podium
- Staging and two sets of stairs
- 12x14 projector screen
- Coffee makers, butlers, & mugs
- Ice machine
- Water & wine glasses
- Water pitchers
- Flatware/utensils
- Bar area
- Attached meeting room
- Coat check room
- Pepsico pop products
- Double upright freezer
- Walk-in cooler
- Dishwasher
- 2 standard ovens
- 6 burner stove, 24 flame broiler
- 2 high chairs

*The following items are **not** included in your rental: dish soap, bowls, cloths and dishtowels, extension cords, projector, AV cart, beer cups, jiggers, shot glasses, warming trays, table linens and stage skirt.*



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# Vendors

One of the many perks of booking your function at the NorthRidge Community Centre is that you are able to bring in various vendors to help you navigate your special day.

You can choose your own caterers and the kitchen is available to you during your rental which includes: 6 burners, 24 flame broilers, 2 standard ovens, walk in cooler, double door upright freezer, ice machine and single door bar fridge.



# FAQs

**Q: How big are the stage pieces?**

A: We have 24 sections - 8ft x 4ft and 3ft high. Total size would be 24ft x 32ft if all sections are used.

**Q: What is required for cleaning?**

A: All dishes must be washed and put aside, oven/ stove cleaned, garbage taken out, tables washed, spills cleaned up, and all decorations taken down.

**Q: Can we hang stuff on the walls?**

A: Yes, we recommend 3m quick release hook or non damaging tape. No tacks, staples, or duct tape allowed.

**Q: Can we hang stuff from the ceiling?**

A: Yes, in the lobby from the ceiling tiles. In the hall a lift would be required, which would be supplied by the renter.



# Booking Policy

In order to confirm the rental dates, the Renter is responsible to pay a 35% Reservation Deposit within 24 hours of booking and complete our rental contract. A credit card will be kept on file for the City of Martinsville to take full payment for the rental, thirty (30) days prior to the function, and in the case that any damages are to occur during the function. In the case of a rental reservation being made in less than 30 days prior to the rental date, rental fees are due at the time of booking.

# Cancellation Policy

In the event of a cancellation written notice must be provided to the City of Martinsville. Your reservation deposit will be forfeited in the event of any and all cancellations. If a cancellation is made within thirty (30) days of the rental date the entire rental fee will be forfeited, and appropriate charges will be applied to the credit card on file.



# Alcohol/Corkage Policy

The Renter must only use Pepsi products offered by the City in the form of 2L bottles. There will be a corkage fee charged per person for unlimited pop, 7oz plastic cups and ice at your function. Available pop types include Pepsi, Diet Pepsi, 7-Up, and Gingerale. The Renter is required to provide the City with guest numbers one month prior to the function. The corkage amount must be paid in full at that time by credit card or in person. Other beverages such as juice, clamato, club soda and iced tea etc. are not included in the corkage fee and can be purchased and brought in if desired.

# Event Insurance

Notwithstanding the generality of any other term herein, the Renter must during the term of the rental, carry comprehensive general liability and property damage insurance.

# The Fine Print

## Renter's Responsibilities

The Renter is responsible for the following clean up after the function.

- The renter must remove any food, liquor, recyclables, decorations, garbage, and personal articles from the hall
- The kitchen and bar must be wiped down, dishes washed and put away, garbage taken out, coffee urns emptied and cleaned, and stove/grill cleaned
- All major spills must be mopped up during your event
- All tables must be wiped down at the end of the function

Failure to leave the facility in a good condition with all of the above cleaning duties taken care off will result in additional charges, mentioned in this contract under the Damage Deposit Policy.

## Damage Deposit Policy

The Renter is responsible for suppling a credit card to be kept on file for any and all damages that happen to the facility during the function. In the event of damage to the facility or equipment, the renter will be contacted, and appropriate charges will be applied to the credit card on file.

### Additional Charges

- \$50 charge for clean-up of food, liquor, recyclables, decorations, garbage, major spills, broken glass, vomit etc.
- \$50 if the appliances were used and not cleaned and dishes were not put away
- \$50 if sinks, drains, toilets are plugged due to neglect of the Renter
- \$100 charge for unreturned key fob
- \$300 charge for any cooking oil left on the floor or any surface in the hall

If the City of Martensville staff deem additional charges to be necessary, the renter will be contacted, and appropriate charges will be applied to the credit card on file.

## Venue Access

Half Day Rental: any 6 hour time block within the timeframe of 8:00 am - 2:00 am

Full Day Rental: 8:00 am - 2:00 am

Weekend package (times are fixed; there will be no adjustments to timeframes):

- Friday: 4:00 pm - 10:00 pm
- Saturday: 8:00 am - 2:00 am
- Sunday: 9:00 am - 3:00 pm

There will be a surcharge of \$200 per hour if the Renter does not leave the premises by 2:00 am.

No extension of this time will be permitted. If time overage charges are necessary, the renter will be contacted, and appropriate charges will be applied to the credit card on file.

Keys and a security code will be provided to the Renter. The Renter will be responsible for locking and arming the building each and every time they leave.

## Cancellation Policy

The City of Martensville must be notified of any cancellations in writing. Your reservation deposit will be forfeited in the event of any and all cancellations. If a cancellation is made within thirty (30) days of the rental date the entire rental fee will be forfeited, and appropriate charges will be applied to the credit card on file.

The City of Martensville may cancel this Contract at any time if:

- The Agreement was secured by misinterpretation
- The Renter was suspended/banned from the City of Martensville facilities (i.e. for misconduct)
- The Facility or its equipment is not operational
- There was a breach of the Terms of the Contract

## Facility Layout

Please use the provided facility lay-outs to indicate the location of the following:

1. Head table (including #)
2. Stage (size and shape)
3. Guest seating (including #)
4. Caterer serving line (# of tables)

The layout should be sent to the Recreation Office a minimum of 30 days prior to your function. No changes will be made if requested within 48 hours of the event. Please email the layout to [jmcculloch@martensville.ca](mailto:jmcculloch@martensville.ca) or drop it off at the Martensville Athletic Pavilion.

## Other Terms

**Alcohol Policy:** If alcohol is being served at the event, a Special Occasion Permit must be obtained from the Saskatchewan Liquor and Gaming Authority. This permit must be displayed in a visible spot during the function.

**Exclusive Use:** The Renter shall have exclusive access to the rented space for the scheduled duration of the function.

**Decorating:** Staples, nails, duct tape, and any other items that might damage the surfaces are prohibited. It is recommended to use non-permanent adhesive tape. Confetti, rice, glitter, sparkles, helium balloons, bubbles, or beads are not allowed at the facilities. All decorations must be removed at the end of the rental. Failure to do so, will result in additional charges.

**Transfer:** This contract is non-transferable.

**Change of Rental Date:** The City will accommodate reasonable requests for changing the date of the function. Those requests will be treated on individual basis and allowed mostly depending on the availability of the facilities and sufficient notice to accommodate such change.

**Smoking:** Smoking is NOT allowed at any of the City of Martensville facilities. Smoking Regulation Bylaw No.27-2014

**Conduct:** The Renter is responsible for the general good conduct of all persons in the Facility and area. The City or agent thereof may cause by force, the removal of any persons causing damage, a disturbance, or who is in contravention of the Agreement rental conditions.

**Insurance:** Notwithstanding the generality of any other term herein, the Renter must during the term of the rental, carry comprehensive general liability and property damage insurance.

## Release and Waiver Liability

I, The Renter, will not hold the City of Martensville liable for any accidents, injuries, harm, or damage to the persons or property that occur at the City's facilities during the rental period caused by negligence, intentional acts, or default.

I will not hold the City of Martensville liable for any items lost or stolen.



# Accommodation

## Canalta Hotel: Martensville

611 Centennial Dr S  
Martensville, SK  
306.249.2555

## Adobe Inn: Martensville

201 Centennial Dr S  
Martensville, SK  
306.242.4040



To schedule a tour of the NorthRidge  
Centennial Community Centre, please contact:

**Jamie McCulloch**  
306.683.5575  
[allocations@martensville.ca](mailto:allocations@martensville.ca)

Recreation & Community Services Department  
Box 970  
Martensville, SK  
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