



SHAWNIGAN LAKE COMMUNITY CENTRE

Wedding Packages



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Wedding Packages

We offer an intricate and quaint location that is surrounded by the natural beauty that Shawnigan Lake has to offer. Our packages help to accommodate weddings of different sizes and cater to those with specific needs.



Package 1 | Up to 125 Guests

This package gives access to the Multi-Lounge Room for the reception, as well as the lobby and kitchen for food and drink preparation. Includes use of tables, chairs, microphones, sound system, projector, screen and podium.

The Multi-Lounge Room overlooks beautiful Dougan's Park and Shawnigan Lake, creating the perfect atmosphere for your special event. This room provides great acoustics for any live performance.

Set Up & Decorating: Friday 6:00 - 10:00 pm

Wedding Day: Saturday 12:00 pm - 12:00 am

Package Price: \$675 | GST included



Package 2 | Up to 275 Guests

This package gives access to the gymnasium, kitchen, lobby, and one additional room of your choice (Multi-Purpose Room or Dance Studio). Includes use of tables, chairs, microphones, sound system, projector, screen and podium.

This is a great space for large weddings, allowing you the freedom to set up the way you have always dreamed about.

Set Up & Decorating: Friday 6:00 - 10:00 pm

Wedding Day: Saturday 12:00 pm - 12:00 am

Package Price: \$850 | GST included



General Information

The wedding package rates include access to the following equipment:

EQUIPMENT AVAILABLE	Small Wedding Quantity	Large Wedding Quantity
Banquet tables 8'	10	35
Banquet tables 6'	2	2
Banquet tables 4'	2	2
Round tables 5'	10	10
Metal Chairs	N/A	150
Plastic Chairs	75	75
Cloth Chairs	50	50
Projector & Screen	1	1 Extra Large Screen

Outside Rental Equipment & Supplies

Any outside rentals of equipment or supplies you arrange must be brought in during the hours reserved with rental package (Friday 6:00 - 10:00 pm, Saturday 12:00 pm - 12:00 am). Any deliveries outside of these hours must be discussed with the Centre. The Centre assumes no responsibility for checking or counting items or ensuring the care of these items. Someone from your party must be present to receive these items. Teardown must occur immediately after the event and all items, including decorations, must be removed from the building by your end time of 12:00 am.

Set Up & Clean Up

Set up of events shall not begin prior to 6:00 pm the night before, unless prior arrangements have been made with the Centre (additional fees will apply).

At the end of the event, it is the responsibility of the wedding party to conduct a thorough clean up of all the areas used. All recycling, alcohol, and leftover food must be taken with you. All areas must be clear and clean for the next day's activities. All tables, chairs, equipment, etc. must be clear and assistance with stacking furniture is appreciated.

Contract holder will be charged for any costs incurred by the Centre for unusual clean ups such as shampooing major stains, removal of recycling or alcohol containers, etc. left behind, or any damages done.

General Information

Garbage

- All garbage from rental must be bagged.
- If the Centre deems garbage amount to be considered excessive, the contract holder will be invoiced additional fees.

Signage & Décor

- All signage and décor brought in must only be hung on concrete blocks. It is prohibited to attach signage or décor to exhibits or wall décor.
- All decorations, including but not limited to, drapes, table coverings, skirts, carpet, signs, banners, acoustical materials, fabric, linen and similar decorative materials must be rendered flame retardant.
- **Prohibited decorations:** Helium balloons (only air-filled balloons are permitted), confetti, sparklers, real (flame) candles, use of staples or nails of any kind for display of materials on the walls, fireworks, pyrotechnics, or special effects.

Date Restrictions

- Dates **unavailable** for rental: Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- Other date restrictions may apply based on availability.

Catering

- Kerry Park Recreation Centre's Food & Beverage Department is available for off-site catering, with a menu that is custom created for your special occasion. For more information, please call the Food & Beverage Coordinator at 250.743.5922.
- You may also bring your own caterer of choice.

Start to Finish Time - Room Set Up

- Start to finish time of all functions must be strictly adhered to. Your space is booked for the time indicated on your contract and confirmation sheet. Set up and dismantling times are to be included in the booking times.
- Functions incorporating music must end by 11:30 pm.

Deposit & Payment

- A deposit of \$250 is required on the date of the signed contract. This may be non-refundable based on cancellation requirements.

Pre-Payment

- Payment in full is required 2 weeks prior to the wedding. An estimate will be calculated upon initial booking, and the difference after the wedding will be charged or credited accordingly.

Insurance

- It is required to have a minimum of \$2 million liability naming the CVRD as insured.
- We offer coverage through SBC Insurance — please contact the office for more details.

General Information

Cancellations

- Cancellations of confirmed bookings must be received in writing no later than 30 days prior to the wedding date.
- If the contract holder cancels the booking less than 30 days prior to the wedding date, the Centre will retain 100% of the deposit.
- If more than 30 days' notice of cancellation is given by the contract holder, deposit will be returned, less \$5 admin fee.

Liquor License

- If liquor is being served, a liquor license must be obtained by the wedding party and a copy of the license must be given to the Centre a minimum of 2 weeks prior to the event.

Kitchen

- Our kitchen is equipped with the basic kitchen appliances such as: household fridge, stove, oven, microwave and a coffee maker.
- All utensils, pots, pans etc. must be brought in and provided by renter.

A/V Equipment

- The Centre can provide basic sound system, microphone, projector and screen. Equipment requirements can be reserved through our front office — current rental fees attached.
- A free podium and microphone is included in your rental. Should you wish to book audio visual equipment, arrangements must be made prior to event with a minimum 2 weeks notice.

Damage or Loss

- The contract holder shall be liable to the Centre for any damage to the premises or any portion of the building caused by the act, default or negligence of the wedding party, servants, agents, contractors, members, patrons, invitees, licensees, customers or concessionaires, or any person admitted to the premises or to any portion of the building by or with the consent of the contract holder or by or with the consent of any person acting on his/her behalf.
- The Centre does not accept liability for any loss or damage to goods stored prior to arrival and during stay.

Animals

- Animals are not permitted in the facility, except Service Animals. A Service Animal is defined as any guide dog, or other animal individually trained to provide assistance to an individual with a disability.

Smoking

- The Centre has adopted a NO SMOKING policy whereas there is no smoking permitted anywhere on the premises in order to promote a healthy environment for users. Please respect this policy.