

WSPR Facility Rental Information

Rental space:

- **The Fieldhouse** is our primary event space and we are happy to accommodate events for 25-100 in the space, depending on setup required (80 is the max for a round table setting).
- **The 55+ Activity Centre Auditorium** is available for larger events and can host up to 200 people for an event with tables and chairs. The tables in the 55+ Activity Centre are rectangular with a max of 130 for banquet seating.

Room rental rate:

- \$55.65/hr plus GST for nonprofit, and \$69.30/hr corporate rate.
- All-day wedding rate is \$475 from 8:00AM-12:00AM (midnight) the day of your event.
- If your wedding requires extra setup or tear-down time, you can book the room from 6:00PM the evening prior, or until noon the morning after, for an additional \$125 each.

Linens:

Please supply your own linen for events.

- 5' round tables in the Fieldhouse need a 90" square or 110" round linen.
- 8' rectangle tables can be covered to the floor with 2x90" square linens, or just have the top covered with a 54x120" linen.

A/V available in the Fieldhouse: (per use, add GST)

For important A/V presentations, we recommend you book a time to come in and test the A/V with your computer before the event date. Please discuss this with your bookings clerk.

- LCD projector/screen: \$88
- Screen: \$11.55
- Microphone: \$30.25
- Sound system: \$28.05
- Projector, screen, microphone & sound package: \$130.

When we host weddings with a DJ, they are often set up on the right side of the room (as you walk in) against the back wall or window. If the room is set near max capacity, one or two tables will need to be removed after dinner to make room to dance.

Bands, live music & entertainment in our space:

The configuration of each event space provides a unique experience best suited for specific styles of entertainment:

- The Fieldhouse has high sloped ceilings and the acoustics are best for a small instrumental, vocal, comedy performance or verbal presentation. 3-5 people max.
- The 55+ Activity Centre Auditorium is a large space with a raised stage which is fantastic for a band to perform or to host a presentation for a large group.

SOCAN FEES & RE:SOUND MUSIC FEES

All live or recorded entertainment/music is subject to both SOCAN & RE:SOUND fees. The fees collected by these two agencies are licensing fees and are distributed to the artists.

Number of Guests	SOCAN		Re:Sound	
	without dancing	with dancing	without dancing	with dancing
1-100	\$22.06	\$44.13	\$9.25	\$18.51
101-300	\$31.72	\$63.49	\$13.30	\$26.63
301-500	\$66.19	\$132.39	\$27.76	\$55.52
500 +	\$93.78	\$187.55	\$39.33	\$78.66

Bar services:

We hold a Liquor Primary License in the Fieldhouse and alcohol provided on the property is required to be served by WSPR Staff. Please ask your bookings clerk if this is possible at your time of booking. These requests will be approved on a case-by-case basis and must be confirmed 30 days in advance.

Large events of 50+ people and/or are later than 10:00PM may require security which will be provided at the cost of the renter. Please discuss this with your bookings clerk.

*For alcohol beverage service in other rental spaces, renters will be required to obtain a special event license and provide a copy to Facility Bookings.

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit>

Insurance:

You are responsible for securing liability insurance. See links for options. **West Shore Parks & Recreation Society** must be added as an additional insured with a minimum \$5,000,000 liability.

<https://westshoreparks.instantriskcoverage.com/>
<https://eventpolicy.ca/>

Preferred Caterer:

Island Culinary Service Inc., under the direction of Graham Little, Owner and Red-Seal Certified Executive Chef, has been providing catering services on southern Vancouver Island for over 30 years.

ICS offers fully customizable menus using only the best locally sourced products, when available, with attention to special dietary needs when required. Staff are happy to coordinate with WSPR as well as with your event planner to help make your event run smoothly.

Phone: 250-886-5232

Email: info@islandculinaryservice.ca

Instagram: @island.culinary.service

facebook: <https://www.facebook.com/island.culinary.service?mibextid=LQQJ4d>

*Outside food is permitted. Clients may also choose to provide their own catering. Please be aware this does not permit access to the kitchen space. If using an outside caterer, please forward the following to your bookings clerk:

- Business license
- Island health permit
- Certificate of insurance naming **West Shore Parks & Recreation Society** as additional insured with a minimum \$5,000,000 liability.

Service charges & taxes:

The following charges and government taxes are applicable and subject to change without notice:

Additional labour	5% GST
Room rental	5% GST
Miscellaneous	5% GST
Beer/Wine/Spirits	15% service charge, 5% GST, 10% PST
Food	15% service charge, 5% GST