

# Banquet Room

**Comfortable Seating Capacity** 200

**Occupancy Load** 225

**Décor** Beige walls with brown cedar trim

**Accommodates** Weddings, dances, workshops, banquets

**Size of Room** >3000 sq' (53' x 55') Beam Height 8' Ceiling 12' 6 Mirrors 4' x 6'

**Tables and Chairs Available** 24 60" round tables / 200 grey plastic chairs. Rectangular tables and grey padded chairs are available as long as renter moves them to and from storage location.

**Kitchen** Counter, sinks, fridge, gas stove. Dish cloths and tea towels are **not** provided for health reasons, and each group is responsible to bring their own. Groups will be required to do clean up as per posted instructions.

**Internet available** Public WiFi is available, sign into COT-LS-GUEST, no password required.

**NON SMOKING FACILITY. ALL RENTAL GROUPS WILL COMPLY WITH APPLICABLE AUTHORITIES AND REGULATIONS SURROUNDING FOOD AND ALCOHOL**

<b>Regular</b>	Hourly		Full Day, 8 hours +
	\$67.00		\$534.00

<b>Non Profit Adult</b>	Hourly		Full Day, 8 hours +
	\$56.00		\$449.00

**Additional charges to play music for Socan / Resound (Canadian Musicians Association) will apply**

**Music without dancing \$45.02 + GST Music with dancing \$90.12 + GST**

<b>Wedding Rate</b>			\$596.00
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**Wedding rate times will be defined as follows:**

- Friday set-up 5pm-9pm. **"Saturday"** up to 10 hours ending by 1am. Sunday clean-up 2 hours 9am-11am clean-up must be completed before 11am on Sunday or charges will be applied
- Additional time on "Saturday" evening between 1am-3am will cost an additional \$75/hour. Additional time after 3am will cost \$150/hour
- Additional time on "Saturday" evening must be requested at time of booking

**Dances / Banquets**

You can add a Friday night set up or a Sunday morning clean-up 2 hour block of time for \$36.00

<b>Youth</b>	Hourly		Full Day, 8 hours +
	\$28.00		\$220.00

<b>Birthday Party Youth</b>	Minimum 3 hours		
	\$100.00		

**Tax not included in the above rental fees**

**Conditions**

1. A \$500 booking/damage deposit is required to confirm your event date. No tentative bookings. If your event is cancelled \$200 will be held as a booking deposit and will not be refunded. Full refund of the deposit will be forwarded to the customer after the facility has been inspected and it has been determined there was no damage as a result of the event and/or extra cleanup by staff was not required.
2. FULL rental fees and insurance (insurance when applicable) are due ten (10) days prior to the event.
3. Overtime charges (\$75/hour) will apply if your event runs outside the written contract hours.
4. Contract and attached terms and conditions must be signed at the time of booking.
5. Set up the night before the event is allowed when prior arrangements have been made at the time of booking, and providing that the room is available.
6. Clean up the following day MUST be completed within the hours of 9am-11am. If clean-up is not completed during this time you will lose a portion of damage deposit.
7. \$3 million liability insurance coverage will be required for all rental groups. \$5 million is required for all events where alcohol is served.
8. An additional surcharge may apply for specific rental dates due to facility scheduling costs.
9. Non-profit definition: a club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation and any other purpose except profit.