

Frequently Asked Questions 2024

Gorge Park Pavilion

Full Facility Booking Requests

Full facility booking requests are being accepted for bookings up to December 31, 2025. As of December 31, 2024 we will accept full booking requests until December 31, 2026.

Individual Room Booking Requests

We are currently accepting Individual Room Booking Request for January through June 2024. This now includes individual room bookings to include July to August 2024 (**Fri-Sun only**). Full payment is required in full at time of booking to secure rental including \$500.00 damage deposit.

What is the rental process?

If you are interested in using the Gorge Park Pavilion for an event, please submit an [Esquimalt Gorge Pavilion Booking Application](#). Space is not guaranteed or considered booked until full payment is received. A damage deposit/cleaning is due with each rental (\$500.00) and is refundable if no damage is done or extra cleaning is required to the facility and parks.

Do I need to include set up and clean up times within the hours I have rented the space?

Yes, set up and clean up time must be included in the time you have booked. This includes times when vendors require access.

Do you offer on-site event coordination services?

The Township of Esquimalt does not offer on-site event coordination services. Rentals are welcome to have their own event coordinator if they need. Event Coordination is not a requirement of booking.

What is the cancellation policy?

Notice of cancellation must be received at least 30 days before the event/first day of booking to receive a full refund. No refund will be provided if notice of cancellation is received less than 30 days prior to the event.

Do I need insurance for my rental?

Yes, a certificate of General Liability Insurance with a limit of no less than \$2 million of coverage per occurrence. The Township of Esquimalt will need to be listed as the additional insured.

What are the booking rates?

If your booking is held this year between January 1 – December 31, 2024 the 2024 rate will apply to all bookings. Rates are listed on the website. For booking in 2025, our 2025 fees will be reflected for all bookings between January 1 – December 31, 2025.

What is included in my rental? What are the other amenities?

Room rentals include rectangular or circular tables and chairs upon renters request. The Servedy is an additional cost. The Gorge Park Pavilion will be a blank canvas making it 100% personalized. All rentals including A/V, etc., must be brought in by the occupant. The Pavilion is equipped with two serveries one on each floor containing a residential fridge, range oven, dishwasher, and one sink/each floor), unsecured loading doc, three outdoor food truck hook ups, and public Wi-Fi.

Can I serve alcohol at my event?

Yes, renters are required to provide us with proof of their special occasion license prior to the event.

Do we have exclusive use of the gardens during the ceremony?

If the full building is being rented the Japanese Garden will be available for 2 hours. The Japanese Garden will remain open to the public during ceremonies. The ceremony space is the open area by the Akebono Forest not in the garden.

How many guests can Gorge Park Pavilion accommodate for parking?

We have accommodation for approximately 86 with 10 accessible stalls and 4 EV hooks-ups. Overflow parking may be available based on season and weather permitting. Subject to approval.

What are the decoration rules for the venue?

All decor must be free-standing, i.e. nothing can be taped, stapled or nailed to the walls. Facilities are rented in an "As Is" condition. Any alterations must be pre-approved by Township staff. The Renter shall not construct, erect, or attach any fixtures of any kind to any part of the premises without the prior written consent of the Township.

Not Approved Decorations

- × No loose materials such as glitter, confetti, or beads
- × No nails, tacks, staples, or duct tape is to be used on facility space (including walls, floors, glass, pillars etc) and tables.
- × No ride on toys or sports equipment
- × No smoke machines or sparklers

Approved Decorations

- ✓ Flowers
- ✓ Balloons
- ✓ LED Candles or candles in holders
Flame cannot go higher than holder

Is the space available for filming?

Yes, we work with film projects of all sizes. Please contact Steph Reid steph.reid@esquimalt.ca for rates and details.

What am I responsible for cleaning up post-event?

At the end of the event, the Renter is responsible for the cleanup and removal of any décor and personal items. All items must be removed from the building by the time your rental ends.

Event Rentals and Catering Services Deliveries

Delivery and pick-up times must be prearranged with Township of Esquimalt staff. Deliveries can be made to the Gorge Park Pavilion loading bay. All drop-off/pick up arrangements must be made through Township staff.

Can we use the Servery (kitchen) for our event?

Yes, but requires an additional fee. Servey is available for Lower A or Lower A/B or the entire floor. The Servery is NOT available for Lower B or B/C or C. **The Upper Floor has full access to the servery but is an additional fee.**

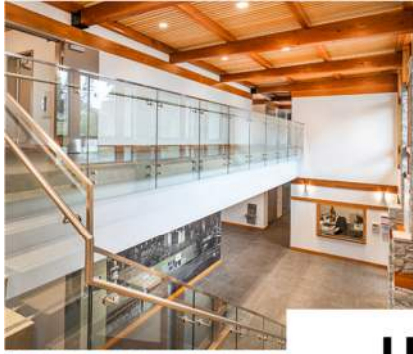
When can the rehearsal of my wedding ceremony take place?

Wedding rehearsals are based on facility availability and at an additional cost.

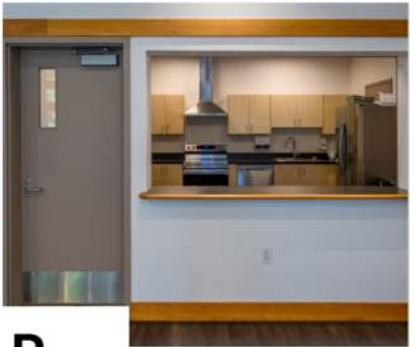
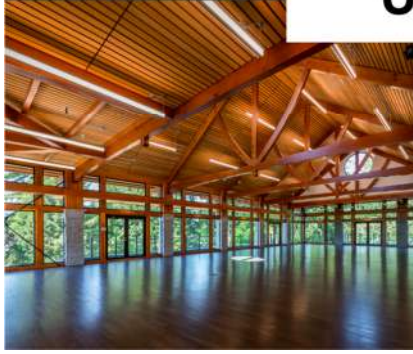
When can I view the space?

Renters are welcome to view the Pavilion during regular operating hours, Monday – Friday. Please note programs or rentals may be occurring during viewing. Please make arrangements with the Facility staff for specific times to see the space empty.

If you have any questions, please contact us at pavilion@equimalt.ca



UPPER FLOOR



LOWER FLOOR

