



ESQUIMALT GORGE PARK PAVILION



EVENT AND VENUE INFORMATION GUIDE

2024

WELCOME TO THE GORGE PARK PAVILION

Thank you for your interest in the Gorge Park Pavilion. We have developed this guide to assist in any questions you may have or details that may be important in your planning process. The Gorge Park Pavilion welcomes rentals of all kinds ranging from Birthdays, Celebration of Life, Conferences, Parties, Marketplace events, Weddings, and more!

The building features remarkable Japanese-inspired architecture to complement the scenic Japanese Gardens. The building boasts a stunning second floor banquet/reception hall with breathtaking cedar beams and panoramic views of the Gorge Waterway. The Esquimalt Gorge Pavilion was built in Esquimalt Gorge Park where it borders the Gorge Waterway and neighbours the expanded Japanese Garden. The Pavilion is a wonderful space for weddings, vow renewals, celebrations of life, conferences, and reunions to name a few.

The building is located in Esquimalt Gorge Park (1070 Tillicum Road) and can be accessed on foot via park pathways, vehicle or bike. We offer 86 parking spots, 4 EV charging stations, and 10 accessible parking spots available as well as bike racks. Overflow parking may be available based on season and weather permitting. Subject to approval.



CAPACITY

Upper or Lower Hall (3000 sq ft rooms): 120
Lower A/B/C (1000 sq ft): 40
Lower A/B or B/C (2000 sq ft): 80
Boardroom: 20



DRIVING DISTANCE:

From Downtown Victoria.....5 km
From Airport.....25 km
From BC Ferries Terminal.....30 km
From Duncan.....60 km



CONTACT US

Phone: 250-412-8539
Reception: 250-412-8500
Email: pavilion@esquimalt.ca





2024 RENTAL FEES

Full Facility Rental: \$5,010/day

Upper Floor (3000 sq ft): \$154.50/hour

Lower Floor full (3000 sq ft): \$154.50/hour

Lower A/B or B/C (2000 sq ft): \$103.00/hour

Lower Room A, B, or C (1000 sq ft): \$51.50/hour

Servery : \$52.00 /flat fee

Boardroom: \$41.20/hour

Rates listed do not include GST

For all individual room bookings full payment and damage/excessive cleaning deposit is required to secure booking date. For both full facility rentals and commercial bookings, , please contact pavilion@esquimalt.ca.

Damage Deposit

An additional \$500 deposit is required within 5 days of an approved rental agreement to secure your booking. This deposit will serve as your damage deposit and will be returned to you after the event if there are no damages/loss incurred or additional room or staffing charges assessed for your event.

Please note: failure to make payment on time may result in booking being cancelled

Liability Insurance and Special Event Occasions Permit

All renters are required to obtain general liability insurance listing the Township of Esquimalt as additionally insured. If you are looking to have an event with alcohol you will need a letter of permission from the Township and a special occasions license from the Liquor Control Board.

Audio Visual (AV) Rentals

The Gorge Park Pavilion has Audio-Visual Equipment available in the Upper Hall.

For pricing, please contact us. The Lower Halls do not have audio visual equipment.

Please note: additional damage deposit of \$250.00 is required for use of AV equipment.

Entandem Fee

Entandem is a joint venture between SOCAN and ReSound fees are Government of Canada tariffs that we are required to charge rental groups that plan to use live or recorded music as part of the entertainment for an event. The revenue from these two tariffs is used to support performers, song writers and music copyrighters involved in the Canadian music industry. These fees are collected and remitted by the Centre on your behalf.

The 2024 rates are \$90.12.



SET UP AND TAKE DOWNS

To ensure a successful start to event rentals the Township staff will have the rental space ready for your use at the time of your booking. Renters can expect to have facility owned tables and chairs set to their preference once access is granted to the space. We require a floor plan at least 2 week before your event.

- For large scale events please consider the set up time in your booking. Most weddings or conferences require approximately 3 - 4 hours of set up.
- User groups are expected to setup and put away any items brought into the space and equipment used for their event within the timeframe that has been rented. Facility staff on site will provide supervision of the building, assistance with any minor cleaning (e.g. garbage removal, wet mopping) and support during an emergency situation.
 - Any transition of tables and chairs during the event are the responsibility of the rental group
- Keep in mind that the set up and cleanup of any external furniture brought in, including rentals will remain the responsibility of the renter and should be accounted for within your rented time.
- All items rented from outside companies are required to be removed from event space at the end of the booking time. Most events require approximately 1 hour of clean up time, with all supplies and equipment removed from the room, garbage and recycling placed in the appropriate receptacles, and the building vacated by the end time of your booking.
 - If external vendors need access to the space to set up items, this will need to be stated within the contract time. Outside vendors cannot have access if they arrive prior to contract start time.
- For weddings: If you intend to have both your wedding ceremony and reception within the space, you will need to account for approximately 2 hours in between the two celebrations to reconfigure furniture and dress the space for the reception.
 - Wedding rehearsals are booked as separate activities.

FURNITURE AND EQUIPMENT

The Gorge Park Pavilion will be a blank canvas making it 100% personalized. All supplies and equipment including chair coverings, linens, dinnerware, glassware, furniture must be rented from external companies. Rental equipment and supplies deliveries will only be accepted on the day of the event and must be removed at the end of the event. Single, overnight storage can sometimes be provided for limited equipment and supplies, but MUST be pre-arranged. The loading bay may be utilized for temporary parking for commercial vehicles when loading and unloading items. Please discuss access with Pavilion Supervisor or Recreation Coordinator.

The following is available for use at no additional charge,

- 5 ft diameter round tables (seats 6-8 people per table) dependent on space
- 8 ft ft plastic rectangular tables (e.g. head table, gifts, food & beverage, etc.)
- One coat rack and coat hangers
- Banquet style chairs in Upper Hall and Plastic style chairs in Lower Hall
- A podium (upon request)

For all external vendor services please note they cannot gain access to the space prior to the contract start time.

When arranging rental equipment requiring power, please be mindful of the limitations of 15 amp circuits, some which power multiple outlets. Plugging in too many items at one time may trip the breaker.

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.



- Free standing decorations
- Flowers and Balloons
- Candles are permitted, provided they are in a container with a bottom and sides. The sides must rise up above the flame.



- No loose materials (glitter, confetti, beads, sand, rice, flour, bird seed or glitter bombs)
- No nails, tacks, staples, or duct tape is to be used on facility space (including walls, floors, glass, pillars etc) and tables.
- No smoke machines or sparklers
- No ride on toys, sports equipment or bouncy castles.

ADDITIONAL DETAILS

- **DECOR:** Any stapling, taping, or adhering of materials to the walls, tables, or exposed wood in the facility is not permitted. Candles are permitted, provided they are in a container with a bottom and sides. This could take the form of a decorative lantern, a glass votive holder, a mason jar etc. **Glitter, sparkles and confetti** are not permitted, as they have proved to be very difficult to clean up. Sparklers are not permitted, as they are a fire hazard and can set off the fire alarm.
- **TAPE:** Duct tape, scotch tape or any adhesives is not permitted. Painters tape is the only approved tape allowed in the facility.
- **SMOKING:** No smoking will be permitted in any area of the facility or park at any time.
- **PARK ACCESS:** The public has access to the park—you can reserve an area of the park and have the right to ask people to leave that area only. It is recommended to have a copy of your contract with you on the day/time of your event.
- **OTHER RENTALS:** If you are not booking the full facility, there is the possibility of another user group renting other rooms in the building at the same time of your event.
- **VENDOR DELIVERIES:** Delivery and pick up times must be prearranged with Township of Esquimalt staff.

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 online. Space is not guaranteed or considered booked until full payment is received. A damage deposit is due with each rental (\$500.00) which is refundable.

Do you offer on-site event coordination services? The Gorge Park Pavilion does not provide event coordinating services, however, is not mandatory for bookings.

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/first booking.

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 is located on the grass area behind the parking lot, weather and season permitting.

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.

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.

Why can't I book in person? Due to a high demand of bookings, we request all inquires to be submitted through our online system. This ensures a fair process for all and is done first come first serve. If you do not have access to a computer, please visit us at the Recreation Centre at 527 Fraser Street and one of our receptionist can walk you through the application and can submit the form.



HOW TO BOOK

Please complete our inquiry form online at www.esquimalt.ca/egpp or use QR code below.



Due to high demand of bookings response will be from 3 - 5 business days.



CONTACT

pavilion@esquimalt.ca

www.esquimalt.ca/egpp

ph: 250-412-8539