



ESQUIMALT GORGE PARK PAVILION



EVENT AND VENUE INFORMATION GUIDE

2025

WELCOME TO THE GORGE PARK PAVILION

Thank you for your interest in the Esquimalt Gorge Park Pavilion. We have developed this guide to answer some of the questions you may have and provide details that may be important for your event planning process. The Pavilion welcomes rentals of all kinds including weddings, birthday parties, celebrations of life, conferences, marketplace events and more!

The Pavilion, located in Esquimalt Gorge Park (1070 Tillicum Road), is a stunning example of Japanese-inspired architecture perfectly complementing the nearby Japanese Gardens. The building offers several room size options and boasts a stunning second-floor banquet and reception hall with striking cedar beams and a panoramic view of the Gorge Waterway.

The Pavilion can be accessed on foot via park pathways, by vehicle, or by bike. 86 parking spots, 10 accessible parking spots, 4 EV charging stations and a bike rack are available. Overflow parking may be available based on season and weather permitting.



CAPACITY

These numbers include your guests and vendors

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



DRIVING DISTANCES:

- 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





2025 RENTAL FEES

Full Facility Rental: \$5,210.40/day

Upper Floor (3000 sq ft): \$160.68/hour

Lower Floor full (3000 sq ft): \$160.68/hour

Lower A/B or B/C (2000 sq ft): \$107.12/hour

Lower Room A, B, or C (1000 sq ft): \$53.56/hour

Servery (kitchen) : \$52.00 /flat fee

Boardroom: \$42.85/hour

Rates listed do not include GST

For **individual room bookings**, full payment of the contract and a \$500 refundable damage deposit are required to secure your date. The damage deposit will be returned to you after your event if there are no damages/losses incurred or additional room or staffing charges assessed.

For **full facility bookings**, a non-refundable deposit of \$500 and either payment in full or set up of a 2-installment payment plan are required to secure your date. For full facility bookings, if you decide to cancel or change your date, the non-refundable deposit is not returned.

General Liability Insurance

All renters are required to obtain General Liability Insurance listing the Township of Esquimalt as an additionally insured for their event.

Special Event Permit

If you are planning to serve alcohol at your event, you will need a letter of permission from the Township of Esquimalt and a Special Event Permit from the Liquor and Cannabis Licensing Regulation Branch

Audio Visual (AV) Rentals

The Pavilion has Audio-Visual Equipment available for rent 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 (Music Licensing)

If you plan to have music during your event, your rental contract will include Entandem music licensing fees (SOCAN and RE:SOUND).

The pricing varies depending on the size of your event, the type of music (live or recorded), and whether there will be dancing.

The revenue from these fees is used to support performers, song writers and music copyrighters involved in the Canadian music industry.

These fees are collected and remitted on your behalf.



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 weeks before your event.

- For large scale events please factor in the set up time into 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 included 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, and want to make changes to the layout for the different activities, you are responsible for this change as we do not offer mid-event set-up changes.
 - Wedding rehearsals are booked as separate activities.

FURNITURE AND EQUIPMENT

The Pavilion is a blank canvas making it 100% personalized by you and your team. All supplies and equipment including chair coverings, linens, tableware, glassware, and 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 (seat 6-8 people)
- 8 ft plastic rectangular tables (seat 8-10 people)
- 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 pinned, stapled, nailed or taped to the walls (the one exception is painters tape can be used).

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 tape (except painters tape) is to be used on facility spaces (including walls, floors, glass, pillars etc) and tables.
- No smoke machines or sparklers
- No ride-on toys, balls, sports equipment or bouncy castles.

ADDITIONAL DETAILS

- **DECOR:** Any stapling, pinning, or tacking of materials to the walls, tables, or exposed wood is not permitted. Candles are permitted, provided they are in a container with a bottom and sides that rise up above the flame such as a decorative lantern, mason jar etc.
- **GLITTER, SPARKLES & CONFETTI** are not permitted, as they have proven to be very difficult to clean up.
- **SPARKLERS, BBQs and SMOKE MACHINES** are not permitted, as they are a fire hazard and can set off the fire alarm.
- **TAPE:** Painters tape is the **only** approved tape allowed in the facility. Duct tape, packing tape and scotch tape are not permitted.
- **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 Pavilion for an event, please submit an Esquimalt Gorge Pavilion Booking Inquiry Form online. Space is not guaranteed or considered booked until full payment is received. A refundable damage deposit (\$500.00) is due with each rental.

Do you offer on-site event coordination services? The Pavilion does not provide event coordinating services, however, it 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 vehicles with 10 accessible stalls and 4 EV hook-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 space 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 on a first come, first serve basis. 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 on your behalf.



HOW TO BOOK

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



Due to high demand of booking requests, a response can take up to 5 business days.



CONTACT

pavilion@esquimalt.ca

www.esquimalt.ca/egpp

ph: 250-412-8539