

VENUE PRICING & GUIDELINES RENTAL PRICING



Venue Space	Rates		Non-Profit		CLC Tenant	
	1/2 Day	Per Day	1/2 Day	Per Day	1/2 Day	Per Day
Moccasin Square Gardens	\$ 150.00	\$ 300.00	\$ 90.00	\$ 180.00	\$ 150.00	\$ 300.00
CLC Assembly Hall	\$ 175.00	\$ 350.00	\$ 105.00	\$ 210.00	\$ 175.00	\$ 350.00
Arbour (Special Events Facility)	\$ 500.00	\$ 1000.00	\$ 300.00	\$ 600.00	\$ 325.00	\$ 650.00
CLC Kitchen	\$ 125.00	\$ 250.00	\$ 75.00	\$ 150.00	\$ 125.00	\$ 250.00
St. Joseph's Church		\$ 100.00		\$ 60.00		\$ 100.00
Tyee Ball Park	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00
CLC Soccer Field		\$ 100.00		\$ 100.00		\$ 100.00

Rental Guidelines

Food/Catering

All food preparation and service must meet Interior Health FoodSafe guidelines. Food handling that does not meet FoodSafe guidelines will not be permitted. You (or your caterer) must provide your own equipment (pots, utensils, serving dishes, etc). Storage space and refrigeration space is limited and will only be available with rental of the kitchen space. **Please Note *All facilities are a drug and alcohol free zone.**

Decor and Display

All decorations must be free-standing or temporarily attached to the walls with scotch tape. Nothing may be affixed in any way to any surfaces. Candles are only permitted in candle holders. There is to be nothing nailed, stapled, or pinned to tables, walls or flooring.

Janitorial Services

All cleaning will be charged out at \$50/hr per staff member this includes all cleaning supplies. One janitor is needed for every 100 attendees.

Security

If you require additional security for the event it will be charged out at \$50/hr per security guard. If you require a quote on your security needs for your event please reach out to Les Dean via email at security.supervisor@ttes.ca.

Disclaimers

Bookings

All bookings are to be made at least one (1) week in advance of the event. Additional charges apply for any audio visual equipment required. All events must be completed by 12:00 am, with all guests cleared from the building by 12:30 am. Tkemlúps te Secwépeḿc is not responsible for lost or stolen items.

Cancellations

All cancellations full or partial must be submitted in writing to the band with a minimum of seven (7) days notice prior to the event being held. Late cancellations will result in the user being charged, the Full Facility Rental Fee whether or not it is resold.

Our community is our priority; if a band member passes away we will need to cancel your booking or postpone your event.

Payment Policies

The venue is not considered booked until the damage deposit has been paid. **A \$200 damage deposit is required for all facilities except for the Special Events Facility (Arbour) which requires a \$600 damage deposit.** Please make cheques or money orders payable to Tkemlúps te Secwépeḿc, and sent to #200-330 Chief Alex Thomas Way, Kamloops, B.C. V2H 1H1.



VENUE RENTAL APPLICATION

Contact

Organization: _____ Department: _____

Contact Name: _____ Email Address: _____

Phone Number: _____ Cell Phone: _____

Mailing Address: _____

Event Details

Event Name: _____

Venue #1: _____ Venue #2: _____

Date Requested: _____ 2nd Choice: _____ 3rd Choice: _____

Number of People: _____ Start Time: _____ Finish Time: _____

Is this a recurring activity? Yes No Date Until: _____

Room Setup

Theatre Classroom Boardroom Hollow Square

U-Shape Banquet Head Table Chairs Only

Registration Table Formal Food Table Display Tables

Flip Chart Podium Coffee/Tea

Rental Terms & Agreement

All bookings are to be made at least one (1) week in advance of the event. All cancellations full or partial must be submitted in writing to the band with a minimum of seven (7) days notice prior to the event being held. Late cancellations will result in the user being charged, the full Facility Rental Fee whether or not it is resold. All facilities at Tkemlúps te Secwépemc are an alcohol and drug free zone.

A \$200.00 damage deposit is to be paid prior to the event booked in all facilities except for the Special Events Facility(Arbour). A \$600.00 damage deposit is to be paid prior to any event booked for the Special Events Facility(Arbour).

Signature: _____ Date: _____

Expenses

Rental Fee: _____

Janitorial Fee: _____

Security Fee: _____

Damage Deposit: _____

GST (5%): _____

Grant Total: _____

Please make cheques payable to:
Tkemlúps te Secwépemc
#200-330 Chief Alex Thomas Way
Kamloops, B.C. V2H 1H1

For Office Use Only

_____ Booking Clerk Name

_____ Date Received

_____ Entered on Calendar

_____ Email Confirmation

_____ Invoiced