



GREAT HALL SPECIAL EVENT INFORMATION:

Application form information:

When completing an application please ensure you have completed all areas of the form. The application can be accompanied by a cover letter providing additional details around the event. Please be advised that both pages of the application must be signed by the client. (Event planner signature is not acceptable.) Note: no vending is permitted - this includes selling merchandise or tickets at the door for an entrance fee etc. **Please mail original application (hard copy) to the mailing address listed below along with the first deposit in the amount of \$500 made payable to "Minister of Finance"**. The Great Hall is available for "viewing" Monday-Friday during the hours of 8:30am – 4:00pm. (Event Consultant requires 48hrs notice for appointments)

Special Events Insurance Requirements:

The legal and risk management departments require a \$2M general and liability insurance certificate naming "Her Majesty the Queen in Right of the Province of British Columbia" listed as one of the insured and/or holder of the insurance.

The Province must receive proof of insurance and the remaining deposit at least 1 month prior to the Special Event.

Note: For alcoholic beverages to be served, a Special Occasion/liquor license must be produced/submitted 2 weeks prior to the Function and be posted at the Function <http://www.pssg.gov.bc.ca/lclb/>

Entertainment:

The Society of Composers, Authors, and Music Publishers of Canada (SOCAN) require payment of a copyright license fee for all events at which music is played. (Wedding ceremonies are the exception from these fees).

Proof of payment must be presented to the province 3 weeks prior to the function.

<https://www.socan.ca/licensees/music-use>

Catering:

The Law Courts Inn (604)684-8818 <http://www.lawcourtsinn.com/index.php/catering-contact/> has the first right of consideration; they are required to advise you of their availability within 3 business days.

Please ensure that if you require another caterer that they are familiar with the Great Hall and the challenges associated with this venue. (There is no kitchen on site for outside caterers; hence, no cooking will be permitted on site. The food must come prepared – warming dishes/hot plates may be used to keep the food warm.)

Guest List:

Please note - as per the Great Hall Private Use Policies – the maximum occupancy of the Great Hall for private functions is 450 for a seated function and 600 for a stand-up Function. **Please provide a guest list to SSBC three (3) weeks in advance of your event.** This list will be used by security to ensure that the correct guests/number of guests are permitted entry. **All guests must provide identification/invitation.**

If you have booked the Great Hall for a convention – please also provide identification name tags for your guests.

Activity Agenda:

Please provide an "Activity Agenda" to the Event Consultant 3 weeks prior to the event. Information to include: vendors name and contact information along with their deliveries/time (e.g. tables, chairs, cake, flowers, food, liquor) arrival time of decorators, musicians/DJ's or other persons preparing for the event. This information is required to arrange the necessary security personnel.

Note:

Clients are responsible for providing their own equipment and personnel for set-up. E.g. transport carts, ladders, tools, extension cords, tape, carpet mats, fencing, etc.

Security Deposit Requirements:

The Province requires a certified security deposit cheque of **\$4,500 to \$7,500** made payable to “Minister of Finance”. **Please note: A \$500 security deposit is required up front– the remaining balance of the security deposit can be sent in one (1) month prior to the event.** (The Event Consultant will advise you of your required deposit once your approved application has been vetted.) The requested security deposit may be higher depending on the level of services required for the Special Event. Once the event is complete, outstanding charges will be identified and deducted from the security deposit. If no extra charges result, the remaining balance of the deposit will be refunded.

The Province must receive the full security deposit at least 1 month prior to the Special Event.

Incurred Costs for Special Events in the Great Hall will include:

Prices could be subject to change without notice

- Great Hall rental \$900
- Event Consultant \$40 per hour (4hr minimum charge with on-site appointments)
- Security \$27 per hour (Please note that depending on your event up to 6 or more guards may be required for the duration of the event – minimum 4hrs per guard – a minimum of 2 guards are required for setup and tear down)Overtime is charged after 8hrs.
- Janitorial – minimum approximately \$280 (If floor stains occur additional charges may be incurred)
- Programming of H/Vac, Elevators, Lights for after hour use \$150
- Electrician - \$65 per hr
- Administration \$275
- GST
- \$2 M General Liability Insurance - **Provided by Client**

Cancellation Policy:

The cancellation fee is \$450 (Plus GST)

In order to receive a refund of the balance of the security deposit, the Province must be notified of the event cancellation at least 7 business days prior to the event.

Invoice Information:

You may expect your invoice approximately 2-3 weeks after the event, and the balance of your deposit to be returned approximately 30 days from the date of the invoice.

Important General Information:

- Please contact the Event Consultant regarding electrical requirements one month prior to the event so that any necessary arrangements can be made.
- Please note that there will be zero tolerance regarding use of illegal substances.
- Noise level – to be kept at a reasonable level due to the glass structure
- Patio use is only available if you have requested it on the application and it has been approved
- Carpeted area – clients are responsible to ensure that carpets are properly protected against potential spills

Please mail or courier the insurance and certified cheque payable to “Minister of Finance”:

Attn: Brenda Rattenbury
Shared Services BC
700-865 Hornby Street
Vancouver, BC V6Z 2G3

Also, please provide us with all the necessary information for invoice purposes: Company name, contact name, address, telephone number(s), fax number and email address. I can also be contacted by:

E-mail: brenda.rattenbury@gov.bc.ca Tel: (604) 660-3570