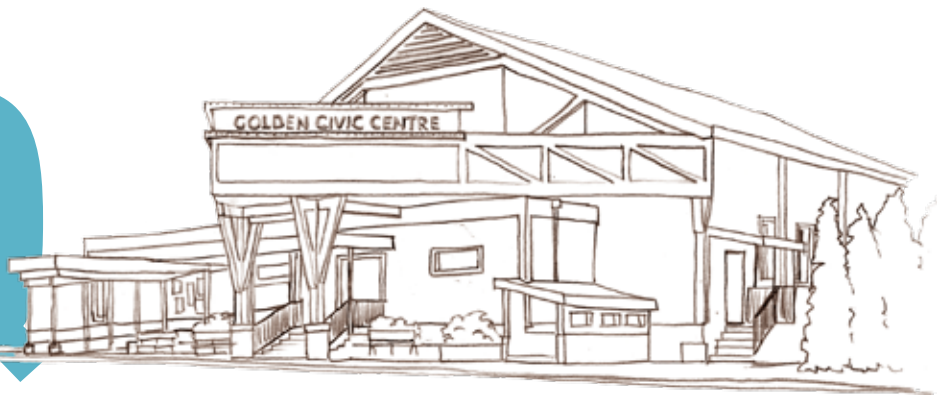


FAQ



GOLDEN CIVIC CENTRE

Please note these are general answers. If you have a specific situation please speak with our Coordinator for assistance and guidance.

What is the maximum occupancy of the Great Hall?

Maximum occupancy in the building is 300 set by the Fire Regulations

How many people does the Great Hall seat?

You can seat 300 people, theatre style or 240 people around tables.

How many chairs do you have?

What are the seating arrangements?

There are 300 padded fabric chairs available. The Great Hall can hold all 300 chairs theatre style. They can alternatively be arranged around tables to a maximum of ten chairs per table.

How many tables are there and how many do they seat?

We have 24 round tables that sit a maximum of ten people each. We also have 17 rectangular tables that sit a maximum of eight each.

Do we have a dishwasher?

Yes the Catering Kitchen has a dishwasher. It is available for use with rental of the kitchen.

How do we wash dishes?

There are four sinks in the Great Hall Café area. According to Food Safe BC, dishes must be washed in the following order: Soapy Wash, Plain Rinse, Bleach Rinse, Air Dry

Do you provide dishes, cutlery, glasses?

We do not provide any dishes or cutlery, however, we have about 40 glass coffee cups available to use.

Do you have an ice machine?

No.

Do you have blinds?

Yes. They help to make the hall reasonably dark for daylight presentations.

Do you have a projector and screen?

Yes. The projector is mounted on the stage behind the curtain. It is available for theatrical productions and only with the assistance of a production technician. The screen is in a fixed location and is mounted on stage in front of the curtain. It can be pulled down for use with any projector. For presentations and meetings it is recommended that you bring your own portable projector.

I'm hiring my own DJ or band. What do I need to know?

The Civic Centre does not provide sound equipment. Technical sound requirements need to be supplied by the DJ.

When do I pay the deposit?

Payment of the refundable Damage Deposit and Rental fee (in full) will confirm your booking. Upon cancellation, the Damage Deposit will be returned to you however, the Rental Fee is non-refundable. Cancellation insurance is strongly recommended.

Who do I make the cheque out to?

Golden Civic Centre

Where do I send the cheque?

The Golden Civic Centre
PO Box 125, Golden BC V0A 1H0

What is the street address of the Civic Centre?

810 10th Ave. S. (Highway 95 S.) next door to the Golden Cinema.

Where do people park?

Free parking is on the street or in the parking lot by the river at Kumsheen Park. Some additional parking can be found in the alley behind the Civic Centre.

What are my cleaning duties after the event?**Recycling, garbage, floors etc.**

You are responsible for removing your garbage and recycling from the building. Other duties are event specific. Please discuss with Coordinator. You can also reference the Facility Handbook which accompanies your rental.

Decorations... what can I use?

All decorations must be self supporting. No tape, sticky tack or fixtures of any kind may be used on any of the walls, doors, windows or ceilings.

For my wedding booking, I have access to the hall on Friday for 5 hours. Can I have my rehearsal dinner during this time?

No. The access on Friday is strictly for decorating purposes only. If you would like to hold your rehearsal dinner in there as well, that will be considered a separate booking. Please discuss this with the coordinator for more information.

Is there a kitchen?

Yes. Please discuss your needs with our coordinator.

Where do I get liability insurance and what does it cost?

Event Liability Insurance can be purchased by either insurance broker in town. Our coordinator can provide you with names. Please ensure that both the "Town of Golden" and "Golden District Arts Council" are named as additional insured.

Where do I get a liquor license?

You can obtain a Special Occasion License at any BC Liquor Store. Go to www.pssg.gov.bc.ca/lclb/apply/special/index.htm for more information. Please be advised that all alcohol consumed in BC must be purchased in BC.

I am going to serve food. Do I need a temporary food service permit? Where do I get it?

If your event is open to the public any vendors that are providing food will have to obtain a temporary food service permit. Our Coordinator can discuss this with you. For more information go to www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx

What is available for us to use in the servery?

Large capacity industrial cooler, counter tops and sinks and some temporary cupboard space. Two Bunn Hot Water Reservoir coffee makers and clear coffee cups. Please discuss with Coordinator.

Is there a phone (landline) in the building?

No.

When do I get my damage deposit back?

After a successful post-inspection of the site. Usually within two to three business days.

Do you have a dressing/green room? What is the extra cost for this room?

Yes. There is a Green Room with two attached dressing rooms/shower that come with the booking of the stage area. Please discuss with Coordinator.

Do you have a marquee? Is there a charge?

Yes. Please discuss the fee for use of the marquee with the Coordinator.

Do you have coat racks? How many coats will it hold?

Yes. Please confirm with the Coordinator what your needs are.

Is there wi-fi or internet access in the building?

Yes! Please ask the Coordinator for the password.

www.goldenciviccentre.ca