



## **Spruce Grove Field House Wedding/Event Rental Information**

### **Facility Capacity**

The maximum capacity as per the Whistler Fire Department is 150 persons.  
The RMOW's recommendations for wedding set up are: -

Sit Down Dinner..... 90 people  
Ceremony/Cocktail Reception.....125 people

Other set up arrangements will determine how many people you can fit into the room.

The patio adjacent to the Spruce room is a 41 x 48 metres and would be suitable for putting up a tent to extend your capacity (must be 3 metres from the building). The grassy area to the back of the building is private and can be utilised for a ceremony with wonderful mountain views.

The Field house is situated in a baseball park so on most evenings in the summer there will be ongoing bookings and tournaments. It is not possible to rent the fields in advance to restrict users of the fields.

### **Facility Viewing**

An appointment must be made with the Booking Coordinator during business hours to view the Field House and go over rental guidelines in detail. A one-time orientation prior to your event is free but additional viewings for contractors or secondary visits will be charged an hourly fee.

Go to [www.seevirtual360.com/13923](http://www.seevirtual360.com/13923) for a virtual tour of the facility and surrounding area.

### **Fees and Charges**

The hourly rate for booking the Spruce Grove Field House is based on whether you are a Whistler resident or non resident. How many guests will be attending and whether you are serving alcohol is another cost consideration. Cleaning fees, staffing fees and Etandem music fee will be applied based on this information. The time you book must include your room set up and tear down. This can take place the day before and the day

after your booking or all on the same day. A quote will be given based on the information you provide.

### **Payment and Cancellation Policy**

Full payment may be due at the time of booking. This amount is determined after your contract has been drawn up based on the maximum time required for your event. Of this amount 25% is non-refundable.

Written notice of cancellation must be received by the Resort Municipality of Whistler at least 30 days prior to the event for a refund less the 25% non-refundable booking fee.

There will be no refund on bookings cancelled less than 30 days before the booked date.

The management reserves the right to cancel or alter rentals should conditions arise which necessitate schedule changes.

### **Facility Hours**

The hours for booking are 8AM to 1AM on the event day. Set up the day before must take place no earlier than 6PM and tear down the day after the rental must take place before 1PM. The renter will be billed for rental of the room and staff at time and a half for all time in the building after 1AM.

\*\*The last guest must leave the facility by 1AM. Last call at the bar is at 12:00AM\*\*

### **Supervision**

Supervision is required for the duration of the rental including time required for set up and tear-down. RMOW Facility Attendants are only on site to assist in set up and tear down of our equipment and to address any building questions, concerns or issues that may arise during occupancy of the facility. Additionally, the Supervisor requires a contact the day of the event for all communication regarding issues surrounding the event, contractors, and building. You are required to delegate a contact and have them introduce themselves to the Supervisor/Attendant on the day of the event.

### **Set up and Tear down requirements**

Set up and tear down is the responsibility of the rental group.

When decorating the Field House there can be no nails, pins, tape or staples used on the walls, floors or wood. Candles can be used (no excessive use) but must be in a vessel that contains the flame and that is not in close contact with any flammable item. Cords for electronic and electrical equipment must be covered and out of the way of traffic areas and sticky duct tape cannot be used to hold down.

Any additional repair or clean up of the Field House due to inappropriate decorating techniques will be billed back to the renter.

## Music and Noise

Due to the proximity of the Spruce Grove subdivision all music playing outside must be at a moderate level and turned off by 10:00. Music can continue inside but must be lowered and all doors and windows must be closed. The onsite supervisor will be monitoring the sound and may request that you turn it down. Music must be turned off and lights on at 12:30 to encourage guests to leave.

Please note there will be an Etandem fee for music use based on whether there is dancing and how many people in attendance (approx. \$50).

## Alcohol and Special Occasion License Requirements

A valid Special Event Permit (SEP) must be obtained to serve alcohol. A “Special Event Server” certificate (SES) is required to receive the SEP.

Pick up an application at a BC Liquor Distribution Branch, fill it out and take it to the Whistler RCMP branch along with identification for the person with the SIR and a copy of the signed contract and liquor service area for the facility booking indicating guest attendance and approval for a SEP by the RMOW. This process can take up to 2 weeks. Last minute requests will not be approved.

A condition of the SEP is that alcohol must be purchased through an approved and accredited alcohol distributor. Your guests cannot bring their own nor can you bring home brew alcohol.

Link addresses:

Special Event Permit [Liquor and Cannabis Regulation Branch \(gov.bc.ca\)](http://gov.bc.ca)

Special Event Server Course <https://www.responsible-service-bc.ca>

The license when obtained must be placed in view at site of alcohol service and a copy given to the Booking Coordinator at least 72 hours before the event.

## Included Equipment

The rental includes the following equipment.

- 90 brown & black vinyl padded chairs.
- 25 plastic tables 36 x 72
- 2 buffet tables 30 x 96
- 2 buffet tables 30 x 60
- 8 round tables 60” (seats 8 people)
- 5 high top cocktail tables
- Microphone
- Sound equipment
- Coat Rack

## Catering and Rental Equipment

Caterers must be approved by the Booking Coordinator and comply with the rules and regulations of the license. The kitchen is a reheat and prep kitchen only. All food must be cooked offsite and brought in. An onsite visit must be arranged at least 1 week before the rental if unfamiliar with the kitchen.

BBQs are welcome but must have a ground protector under it and be placed 3 metres from the building and not be near the buildings air intakes (tenting must be arranged in advance for weather precautions). A hand wash station is required as per Vancouver Coastal Health regulations (Station includes hot water vessel, paper towels or cloth, soap, and water catchment vessel). Ice and wastewater cannot be disposed of on the grass.

Rental Equipment deliveries and pick ups must be arranged during the time you have booked. If the rental companies pick up and drop off times fall outside your booked times than an additional fee will be applied for staffing to arrange opening of the building and supervision of the delivery at a minimum of 3 hours. If there is a booking following your event no equipment can be left for later pick up and must be removed and stored by the user group.

The RMOW does not assume responsibility for delivery and pick up of rental equipment.

## Insurance

All rental groups require insurance. This coverage is for public liability and property damage. Renters can obtain their own coverage through a private insurance broker or the RMOW will supply a list for you and confirm coverage requirements.

## Timing Tips

Posing these questions to your Food/Service/Rental Provider will help you to accurately fill out the checklist.

- When is your event planned to start/finish?
- When do you want the caterer to serve dinner?
- When does your caterer need into the facility to start setting up?
- How long does it take your caterer to tear down and exit the facility?
- When does your rental provider need into the facility to start setting up e.g., tenting, florist and decorator?
- When is the rental provider coming back to tear down and remove equipment and how long will it take them?
- How long does the band/DJ take to set-up and tear down?

## Next Steps and Contacts

- ❑ Contact the RMOW Facilities Team to check availability and hold your dates.
- ❑ Contact your food/service/rental providers to establish booking time parameters.
- ❑ Fill out the checklist/application and e-mail it to the Inside Facility Coordinator.

## Completing Your Checklists

If you are interested in booking the Spruce Grove Field House fill out the checklist and e-mail it back to the Facilities Team after you have read all the information provided to you. If you require a park for the ceremony you will need to contact the Outside Facility Coordinator for a site and availability. You do not have to confirm who exactly will be your service providers until at least one month prior. However, to confirm your booking times (i.e., set-up and tear down times) you will need to talk to a few of the service providers to get some timing quotes from them so your checklist accurately reflects the times it will take to set-up, host and tear-down your event.

## Additional Documents – (to be provided)

- ❖ Insurance Coverage Requirements
- ❖ Spruce Grove Field House Checklist/Application

## Facilities Team Contact Information

**Inside Facility Coordinator:** *Spruce Grove Field House, Passive Haus, Myrtle Philip Community School, Spring Creek Community School, Whistler Secondary Community School*

Melissa Kish  
[mkish@whistler.ca](mailto:mkish@whistler.ca)  
604-935-8468 phone  
604-932-4835 fax

**Outside Facility Coordinator:** *Parks and Fields*

Alison Kehoe  
[akehoe@whistler.ca](mailto:akehoe@whistler.ca)  
604-935-8467 phone  
604-935-8469 fax

**GOOD luck on your planning! We look forward to working with you to make your event a complete success.**