



ROOM RENTAL RATES	ROOM RENTAL RATES		
	SET UP DAY	HALF DAY	FULL DAY
<b>Whole Facility</b> <i>11,000 sq. ft.</i>	<b>\$1,200</b>	<b>N/A</b>	<b>\$3,500</b>
<b>Longhouse</b> <i>6,000 sq. ft.</i>	<b>\$500</b>	<b>\$1,000</b>	<b>\$2,000</b>
<b>Multi-Purpose Room</b> <i>2,200 sq. ft.</i>	<b>\$250</b>	<b>\$400</b>	<b>\$700</b>
<b>Classroom A</b> <i>560 sq. ft.</i>	<b>\$75</b>	<b>\$175</b>	<b>\$300</b>
<b>Classroom B</b> <i>340 sq. ft.</i>	<b>\$50</b>	<b>\$100</b>	<b>\$175</b>
<b>Artist Studio</b> <i>700 sq. ft.</i>	<b>\$75</b>	<b>\$150</b>	<b>\$250</b>
<b>Elders' Lounge</b> <i>480 sq. ft.</i>	<b>\$75</b>	<b>\$125</b>	<b>\$200</b>
<b>Lobby</b> <i>645 sq. ft.</i>	<b>\$75</b>	<b>\$200</b>	<b>\$300</b>
<b>Kitchen</b> <i>- Full Use</i>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>
<b>Kitchen</b> <i>- Plating Use</i>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>
<b>Fire Pit &amp; Area</b> <i>3,000 sq. ft.</i>	<b>\$125</b> <i>Empty</i>	<b>N/A</b>	<b>\$350</b> <i>Equipped</i>
<b>Multi-Purpose Room Patio</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
<b>Tent Areas</b> <i>7,000 sq. ft.</i>	<b>\$300</b>	<b>N/A</b>	<b>\$900</b>

ROOM CAPACITY GUIDELINES*							
Standing Reception	Theatre Seating	Rounds of 8	Rounds of 6	Rectangles <i>family style</i>	Hollow Square	Classroom	Tradeshow Booths
500	450	288	216	306	108	200	36
200	160	128	84	100	60	72	22
40	42	N/A	N/A	N/A	20	24	4
20	30	N/A	N/A	N/A	12	12	2
50	48	32	30	N/A	30	27	8
20	32	16	12	N/A	18	18	4
50	50	24	18	N/A	N/A	N/A	5



Rental Periods	<p><b>Half Day</b> = up to 6 hours of event time (including set-up time by renter)</p> <p><b>Full Day</b> = more than 6 hours of event time (including set-up time by renter)</p> <p><b>Set-up Day</b> = required when renter or external contractor needs access to the room the day before the event for their own set-up needs.</p>
Rental Rate	The rental rate for a room includes the provision of and set up/ take down of all tables, chairs, and black linen as well as the set up/ take down of all equipment rented from KDCC. It also includes the services of an Event Host and Custodian.
Room Capacity Guidelines	The capacities shown for each room layout are approximate maximums only and may not reflect your event. The final room capacity for each event is dependent on the actual room layout, dining style, equipment needs and Fire Marshal guidelines. Final room layout and capacity MUST be confirmed by the KDCC and will be based on fire code.

Fire Pit & Area Rental	Rental of the fire pit does not include firewood or a firekeeper. The "empty" rate is for the empty fire pit area. The "equipped" rate includes rows of chairs for up to 150 people.
Exclusivity	The whole facility must be booked to guarantee exclusive and/or private use of the Centre.
Statutory Holidays	A 30% surcharge will be applied to rental bookings on statutory holidays.
Discounts	Discounts on room rental rates are available for First Nations governments and registered not-for-profit societies. Please contact our Events Team for details.



AUDIO/VISUAL	PER DAY
Large LCD Projector	\$100.00
Small LCD Projector	\$50.00
Large Screen - 14'	\$150.00
Medium Screen - 8'	\$50.00
Small Screen - 5'	\$25.00
Television 60" LCD on stand	\$50.00
DVD Player	\$25.00
Sound System - Longhouse*	\$400.00
Sound System - Multi-Purpose Room*	\$200.00
Sound System - Basic*	\$100.00
Microphone: Wired, Wireless or Lapel	\$15.00
Lectern with Microphone	\$25.00
Computer Speakers	\$25.00
Stage Units 4'x8' with stairs + skirting	\$20.00
Stage Backdrop	\$100.00
Pipe and Drape - 8 ft section	\$40.00
Genie Tower - per pair	\$80.00
Truss - 8 ft section	\$45.00

CONFERENCE SUPPORT	PER UNIT
Flip Charts	\$15.00
Portable White Board	\$15.00
Conference Phone with Digital Line <i>(Long distance charges may apply. Please contact the Events Team for more details)</i>	\$50.00
Wired Internet	\$25.00
Photocopies - per page	\$0.30

SPECIALTY LABOUR (3 HR MIN.)	PER HOUR
A/V Technician	\$50.00
Security	\$42.50
Dishwashing Service	\$30.00
Additional Host/Custodian	\$30.00

SOCAN FEES	PER DAY
MPR - Music Only	\$29.56
MPR - Music + Social Dancing	\$59.17
LH - Music Only	\$87.40
LH - Music + Social Dancing	\$174.79
Live Music: please contact Events Team for more details	

ADDITIONAL FEES	PER HOUR
Early Access Fee	\$50.00
Overtime Charge	\$150.00
Extra Cleaning Fee (minimum)	\$250.00

CATERING SERVICES	PER PERSON/UNIT
Morning Snack	\$13.00-\$18.00
Afternoon Snack	\$13.00-\$18.00
Lunch Service	\$20.00-\$30.00

BEVERAGE SERVICES	PER PERSON/UNIT
All Day Coffee Service	\$4.75
All Day Juice Service	\$2.75
All Day Water Service	\$0.75
Coffee Service - 32 Cup Urn	\$75.00
Coffee Service - 16 Cup Urn	\$40.00

KITCHEN EQUIPMENT	PER PERSON/UNIT
Chafing Dish <i>(sterno not supplied)</i>	\$20.00
Plateware	\$0.50
Glassware	\$1.00
Cutlery	\$0.50
Black Linen Napkins	\$2.00

**GUIDED INTERPRETIVE TOUR**  
Please contact KDCC Events Team for more details



EQUIPMENT RENTAL POLICIES	
* Longhouse Sound System	The Longhouse Sound System requires a KDCC A/V Technician in the room to operate the system.
* Multi-Purpose Room Sound System	The Multi-Purpose Room Sound System MAY require an A/V Technician at the discretion of the KDCC.
* Sound System - Basic	The Basic Sound System may be used in the Lobby, Outdoor Areas, or other spaces at KDCC. An A/V Technician may be required at the discretion of the KDCC.
Security	Security services are required for ALL events serving alcohol, as well as other events at the discretion of the KDCC.
SOCAN Fees	KDCC is required by federal law to collect royalty fees during any event playing live or pre-recorded music.
Catering Services	All catering services include all day Midnight Sun Organic Coffee, assorted teas, and water service.
Dishware/Napkin Rental	The renter, caterer, and/or bartender is responsible for table setting, bussing, dishwashing, and complete clean up of all rented dishware and napkins.