




	ROOM RENTAL RATES	
	HALF DAY	FULL DAY
Whole Facility <i>11,000 sq. ft.</i>	N/A	\$3,600
Longhouse <i>6,000 sq. ft.</i>	\$1,000	\$2,000
Multi-Purpose Room <i>2,200 sq. ft.</i>	\$450	\$800
Artist Studio <i>700 sq. ft.</i>	N/A	\$300
Classroom A <i>550 sq. ft.</i>	N/A	\$300
Classroom B <i>400 sq. ft.</i>	N/A	\$200
Elders' Lounge <i>450 sq. ft.</i>	N/A	\$200
Lobby <i>600 sq. ft.</i>	N/A	\$300
Kitchen	N/A	\$300
Tent Area <i>7,000 sq. ft.</i>	N/A	\$900
Fire Pit Area <i>3,000 sq. ft.</i>	\$125 <i>Empty</i>	\$350 <i>Equipped</i>

ROOM CAPACITY GUIDELINES				
Reception	Theatre	Rounds	Hollow Square	Classroom
450	414	240	96	196
150	144	128	56	72
25	40	36	20	22
25	40	N/A	20	18
18	24	N/A	12	12
18	24	24	12	12



POLICIES			
Rental Periods	Full Day: Up to 16 Hours of Rental Time	Fire Pit	Rental of the Fire Pit does not include a Fire Keeper or Firewood
	Half Day: Up to 6 Hours of Rental Time		Empty is without chairs for a reception
	Set Up/Take Down: Please speak to the Events Team for information		Equipped is with chairs for a ceremony
Rental Rate	Includes the set up and take down of all equipment rented from the KDCC including tables, chairs and black linens.	Exclusivity	The whole facility must be rented to guarantee exclusive use. The KDCC may still be open to the public, please speak to Events Team for information
Room Capacity Guidelines	Capacities are approximate maximums only and may not reflect your event. All layouts must be approved by the Events Manager	Statutory Holidays	A 30% surcharge applies to all events booked on Yukon Statutory Holidays
Discounts	Available for First Nations Governments and registered Non-Profit Societies. Please speak to the Events Team for information	Weddings and Celebrations of Life	Please speak to the Events Team for Packages and Policies.



AUDIO/VISUAL	PER DAY
Projector	\$50.00
14' Large Screen	\$100.00
8' Medium Screen	\$25.00
5' Small Screen	\$25.00
Television on stand	\$50.00
Videoconferencing - Small Rooms	\$150.00
Videoconferencing - MPR and Longhouse	\$500.00
Sound System	Custom

STAGING	PER DAY
Stage Unit (4x8) with Stairs and Skirting	\$30.00
Stage Backdrop	\$100.00
Festival Stage	\$750.00
Pipe and Drape (8' section)	\$20.00

LABOUR	PER HOUR
A/V Technician	\$50.00
Security	\$42.50

CONFERENCE SUPPORT	PER UNIT
Flip Charts	\$15.00
Portable Whiteboard	\$15.00
Conference Phone with Bridge Service	\$50.00
Wired Internet	\$25.00
Dedicated WiFi	\$25.00
Dedicated Wired Internet	\$550.00-\$750.00
Photocopies/Printing	\$0.30 page
Dedicated Printer	\$100.00

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

CATERING SERVICES
Please see catering menu for information and prices.

KITCHEN EQUIPMENT	PER PERSON/UNIT
Plate ware	\$0.50
Glass ware	\$1.00
Cutlery	\$0.50



POLICIES			
Sound Systems	All Sound Systems require an AV Technician to be booked for the duration of the event. Please Speak to the Events Team for a Custom Quote.	Dedicated Internet	Requires 30 days notice to schedule installation, Please speak to Events Team for details.
Videoconferencing Small Room	Includes Television, Laptop and Camera Unit with built in Microphone and Speakers	Three Day Week	Equipment that is not moved during an event qualifies for three day pricing, please speak to the Events team for details
Videoconferencing Large Room	Includes Camera System. Requires a Sound System, Projector, Screen and AV Technician to be booked.	Security	Required for ALL events serving alcohol as well as other events at the discretion of the KDCC. One Security guard required per 100 guests