



KWANLIN DÜN
CULTURAL CENTRE

TECHNICAL SPECIFICATIONS

Date: September 28, 2023

Subject to Change



Kwanlin Dün Cultural Centre

1171 Front Street

Whitehorse YT Y1A 0G9

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TABLE OF CONTENTS

I.	INTRODUCTION: ABOUT THE KWANLIN DÜN CULTURAL CENTRE	5
	A. A CULTURAL CENTRE	5
	B. A CONFERENCE AND MEETING VENUE	5
II.	HEALTH AND SAFETY INFORMATION	7
	A. KDCC IS A HARASSMENT AND SUBSTANCE-FREE ENVIRONMENT	7
	B. PERSONAL PROTECTIVE EQUIPMENT	7
	C. AERIAL LIFT	7
	D. RISK ASSESSMENT	8
	E. PYROTECHNICS	8
	F. FIREARMS	8
	G. NO SMOKING AND VAPING	8
	H. FIRE PROTECTION AND EVACUATION	8
III.	STAGE AND CAPACITY INFORMATION	10
	A. PORTABLE STAGE	10
	B. LECTERNS	10
	C. ROOM CAPACITY	10
	1. Longhouse	11
	2. Multi-Purpose Room	13
	3. Artist Studio	14
	4. Classroom A	15
	5. Classroom B	16
	6. Elders' Lounge	17
	7. Other Spaces	18
IV.	STAGE EQUIPMENT	20
	A. HEIGHT RESTRICTIONS	20
	B. RIGGING	20
	C. LIGHTING EQUIPMENT	20
	D. AUDIO EQUIPMENT	21
	E. LIVE STREAMING EQUIPMENT	22
	F. WI-FI/INTERNET	23
	G. POWER	23
	H. SCREENS	23
	I. PROJECTORS	23
	J. TVS/SMART BOARD	23

V.	OUTDOORS	24
	A. SACRED FIRE PIT	24
	B. MOBILE FOOD VENDORS	24
	C. TENTS	24
	D. PARKING	24
VI.	KITCHEN POLICY AND EQUIPMENT	25
	A. BOOKING YOUR CATERER	25
	B. KITCHEN POLICY	25
	C. KITCHEN APPLIANCES	29
VII.	CONFERENCE/CATERING TABLES, CHAIRS, CATERING SUPPLIES	29
	A. DINNERWARE	29
	B. CUTLERY	30
	C. LINENS	30
	D. TABLES	30
	E. CHAIRS	30
VIII.	LIQUOR REQUIREMENTS	31
	A. MANDATORY LIQUOR LICENSE	29
	B. SECURITY REQUIREMENT	29
	C. QUALIFIED SERVERS	29
	D. LIQUOR SERVICE TIME PARAMETERS	29
IX.	HOLD HARMLESS	30
X.	INSURANCE	30
XI.	KDCC KEY CONTACTS	30

I. INTRODUCTION: ABOUT THE KWANLIN DÜN CULTURAL CENTRE

A. A CULTURAL CENTRE

Opened in 2012, the Kwanlin Dün Cultural Centre (KDCC) in Whitehorse, Yukon celebrates, values, and showcases the Kwanlin Dün culture, history, teachings, traditions, and languages.

Kwanlin Dün Cultural Centre is a not-for-profit organization governed by the Kwanlin Dün Cultural Society (KDCS). The KDCS is a registered not-for-profit organization with Yukon Corporate Affairs. The Governance Council of KDCS was established in September 2013 through the appointment by Chief and Council of KDFN. The KDCS is an independent governing body responsible for governance and oversight to the management, cultural programming, and events of the cultural centre. Kwanlin Dün Cultural Centre's facilities and land are owned by the Kwanlin Dün First Nation.

The Kwanlin Dün Cultural Centre collects cultural, historic, traditional, contemporary, and artistic objects, replicas and artefacts which reflect the diversity of the Kwanlin Dün citizens and their cultures, languages, and traditions. These objects, replicas and artefacts constitute the collection that is basic to the Kwanlin Dün Cultural Centre's responsibilities in preservation, access, research, and public interpretation. KDCC maintains a sacred, core, living, and programming collection.

KDCC's vision is cultural sovereignty and self-determination by celebrating, honouring, revitalizing, and preserving Kwanlin Dün culture for current and future generations. The vision is to revive, preserve, and demonstrate Kwanlin Dün language, practices, values, and traditional and contemporary ways of life for the benefit of the Kwanlin Dün people and to share Kwanlin Dün culture with other First Nations and the public at large. At KDCC, Kwanlin Dün artists, carvers, dancers, musicians, singers, cultural artisans, filmmakers, and traditional storytellers showcase Kwanlin Dün's culture and heritage.

B. A CONFERENCE AND MEETING VENUE

The beautiful and unique Kwanlin Dün Cultural Centre is one of the Yukon's premier and busiest venues, hosting 1,200 events a year with a wide range of functions and celebrations. This Centre contains a diversity of spaces appropriate for conferences and conventions, workshops, and weddings, cultural events, and experiences.

1. **KDCC Breadth of Experience with Conference and Public Events**

KDCC is a leading events destination and provides the venue and exceptional services conference and for local, territorial, national, and international events in

Whitehorse for conferences (in-person, streamed, and hybrid), business and community meetings (in-person, streamed, and hybrid), exhibitions, cultural events, tradeshow, gala dinners, weddings and celebrations of life, press conferences, graduations, festivals, and VIP events (e.g., host site for Meeting of Canada's Premiers, Royal Visit, indoor sporting competitions, Arctic and Canada Winter Games), festivals, and community events.

2. **KDCC Technology and Staging Experience and Equipment**

KDCC has an advanced audio-visual and presentation services team and high-level equipment in providing superior connectivity with industry-leading technology. Our on-site experts customize and manage technical requirements for multi-platform conference delivery – streaming, webcasting, and video conferencing capabilities, rigging, and lighting, sound, video, projections, exhibit plot design and installation, event staging, presentation management, Wi-Fi and high-speed internet, telephone, and a wireless data service, digital signs, and multi-microphone discussions systems services.

3. **Kitchen Facilities**

KDCC has a fully equipped professional kitchen and has extensive experience working with venue caterers hired by clients who delight guests with plated dinners, buffet catered events, local and seasonal refreshments, grab and go snacks and meals, and Indigenous catering. Clients are responsible for hiring their own caterers and bartenders who are in turn responsible for their own busing and dishwashing.

4. **Housekeeping**

KDCC maintains a neat, clean, and sanitary centre through the ongoing provision of these services: pre/post event cleaning; general cleaning – offices, lobbies, walkways, lounge areas, kitchens, bathrooms, outdoor areas; upholstery cleaning; change over crews; snow removal; gardens and grounds maintenance; interior and exterior window cleaning; commercial cleaning, disinfecting, and provisioning of washrooms; garbage removal; and recycling services.

5. **Security**

The KDCC hires event security services for clients, when required (e.g., when liquor is being served), to provide trained, qualified, and courteous security guards; custom security plan as per the event requirements; strategic emergency intervention; supervision of entrances; and proper access control.

II. HEALTH AND SAFETY INFORMATION

All work being conducted at the Kwanlin Dün Cultural Centre (KDCC) must be carried out in accordance with Federal and Yukon regulations, as well as the policies of KDCC.

Safe work practices apply to everyone granted access to the KDCC.

The KDCC Customer Service Team (CST) and managers will ensure that these safe work practices are adhered to. Failure to comply may result in an eviction from the venue.

A. KDCC IS A HARASSMENT AND SUBSTANCE FREE ENVIRONMENT

Everyone has the responsibility to contribute to a positive work environment and the right to work in an environment free from discrimination, bullying, and harassment. When and if inappropriate and disrespectful behaviour happens at KDCC, the offending party will be asked to exit the premises.

No one under the influence of illicit drugs, demonstrating drunken behaviour, and/or causing mischief will be allowed to remain on KDCC property. Mischief is the wilful destruction of property or making it dangerous or useless, and interfering with other people's lawful use and enjoyment of this public space.

B. PERSONAL PROTECTIVE EQUIPMENT

KDCC has identified the need for all personnel to wear personal protective equipment (PPE) including:

1. Latex gloves for cleaning kitchen and washrooms.
2. Cleats for clearing snow and ice.
3. Steel toed shoe covering for moving heavy equipment.
4. Protective weightlifting mesh gloves when moving stage equipment to protect fingers.
5. Permit and rigging harnesses for use of the aerial lift.
6. Protective headwear for aerial lift or when there is the risk of falling objects.

C. AERIAL LIFT

Only trained KDCC staff may use the elevated platform. Case-by-case exceptions may be made with people who have the official certification. A passenger may accompany a certified staff member.

When any work is being performed on an elevated work platform (Genie Lift), the worker shall wear and use a Personal Travel Restraint System with full body harness and attached to the designated anchor point on the platform. The KDCC operating procedure and operating instructions issued by the manufacturer must always be followed. KDCC personnel using the lift must have completed certified Aerial Lift Training.

D. RISK ASSESSMENT

When licensees are doing the load-ins and loadouts, the responsibility for accessing event-specific risk lies with the licensee. Risk assessment includes but is not limited to the following actions:

- i. Identify the hazards (e.g., lifting hazards of heavy objects)
- ii. Determine who might be harmed and how.
- iii. Evaluate the hazards and decide on precautions.
- iv. Implement and supervise controls.

E. PYROTECHNICS

Pyrotechnics are **not** allowed on KDCC property.

F. FIREARMS

All firearms, including replica firearms are **not** permitted on KDCC property other than by the RCMP.

G. NO SMOKING AND VAPING

Smoking and vaping are **prohibited** inside the KDCC.

As per Yukon legislation, outside smokers must be at least 5 meters away from the building.

Smoking of Cannabis is prohibited anywhere on 1171 Front St, The KDCC Facility and the Whitehorse Public Library.

There are outdoor cigarette/ash/butt cans around the perimeter of the building, so please do **not** leave cigarette butts on the grounds as they are unsightly and represent a fire hazard.

H. FIRE PROTECTION AND EVACUATION

1. Building safety include:

- Evacuation Maps
- Alarm System
- Smoke and Heat Detectors
- Automatic Sprinkler System
- Emergency Lighting
- Flashlights
- Fire Extinguishers
- First Aid Kits (4) & AED (1)
- Fire doors
- Megaphone



2. Be Prepared to Evacuate

As per best practices, be prepared to evacuate. All licensees and their guests should be prepared to exit the KDCC immediately in case of emergencies such as a fire, flood, or manmade threat.



3. Be familiar with the exits.

KDCC is on the ground floor and has many exits as noted on the exit maps in each room.

Please have you and your team familiar with the exits in the room(s) you are using. Please note that the way you and your guests enter the building **may not** be the exit you take in the case of a quick evacuation.



4. Muster Points

The muster points are on the west side of the building where everyone is to gather after evacuation to ensure that attendance can be taken if required.

5. Re-Entry

No one may re-enter the building until they are given permission by the fire department or RCMP responders, depending on the situation.



6. First Aid

Several KDCC staff have their First Aid certification and are prepared to call 9-1-1 if required.

For large public events, KDCC recommends that the licensee create a First Aid Station (e.g., with St. John Ambulance or other qualified first aid personnel).

III. STAGE AND CAPACITY INFORMATION

Any damage caused to the stage pieces, equipment and/or the facility will be repaired and/or replaced at the licensee's cost.

Capacity is greatly influenced by the set-up of the room. The following are approximate figures pending final set up. The KDCC Events Manager will be able to provide capacity information once the specific event set up is determined.

A. PORTABLE STAGE

Nineteen (19) 4'x 8' at 24" high Stage Right portable stage/risers.

B. LECTERNS

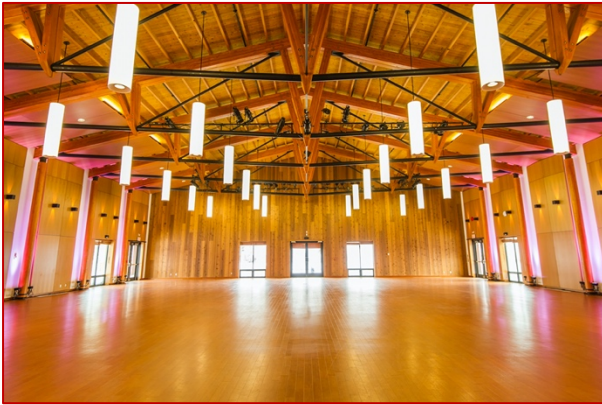
Two (2) microphoned lecterns.

C. ROOM CAPACITY

Please Note: Capacity is *subject to the room contents* (e.g., number of chair and tables, size of stage and A/V booth).

The following are basic **capacity estimates**, but your final capacity will be confirmed by the Events Manager once your room set up is finalized.

1. Longhouse



Room Dimensions:

84' 2" x 72' 5"

Capacity:

Theatre Style (rows of chairs, no participant tables)

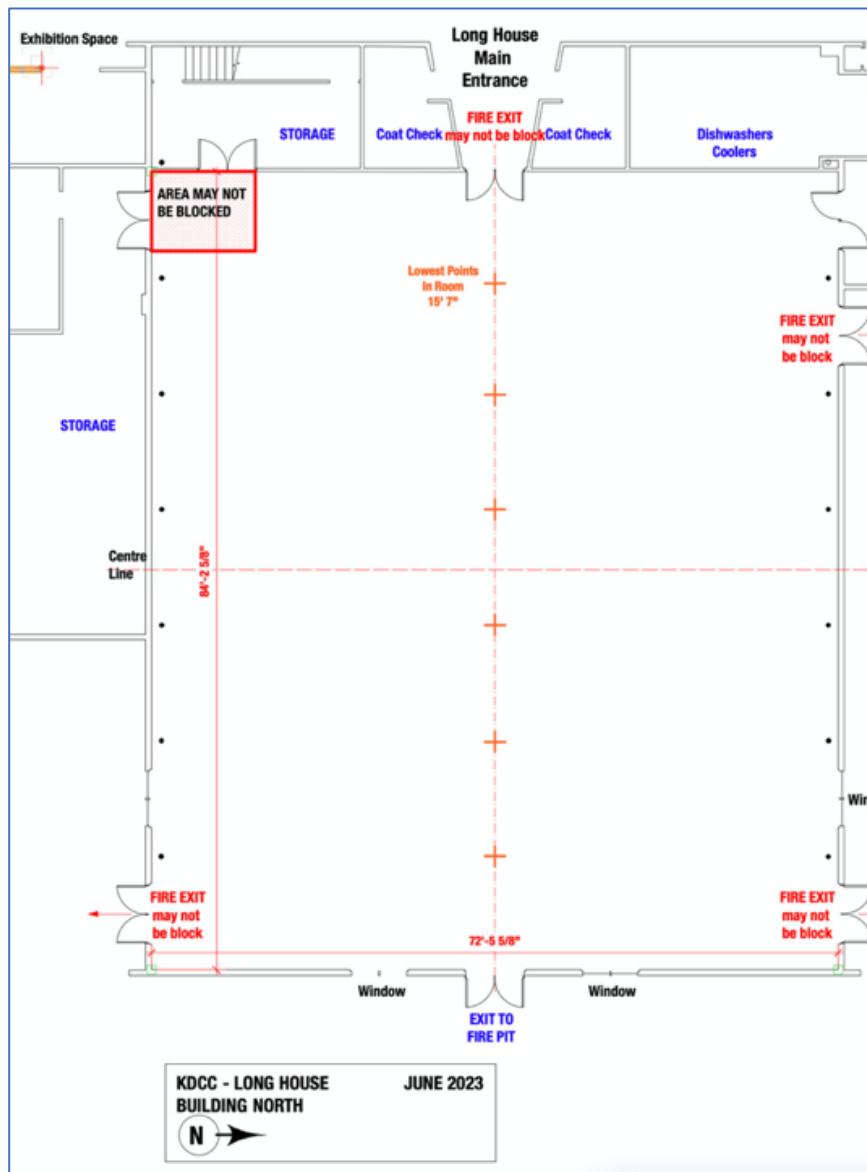
- Theatre Style capacity – no stage: up to **471 people**
- Theatre-style capacity – with stage and sound/lighting booth: up to **411 people**

Conference/Gala/Family style with tables (standard 8 people per table)

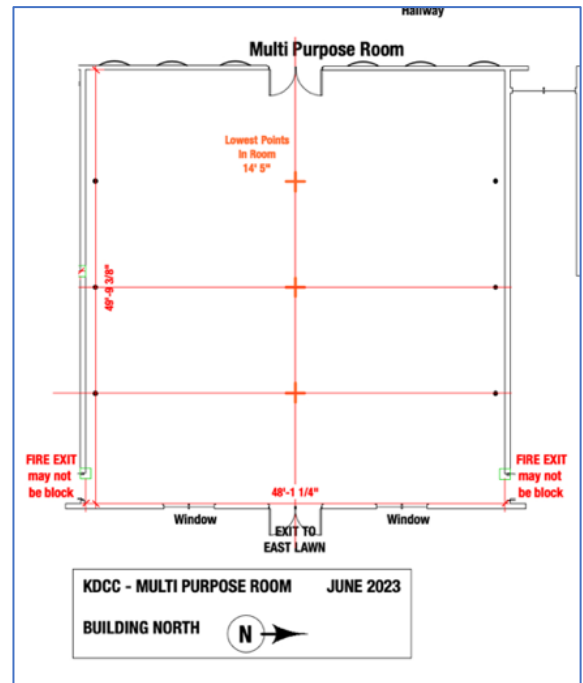
- **Six-Foot Round Tables**
 - 35 six-foot round tables – no stage: up to **281 people**
 - 29 six-foot round tables – with stage and sound/lighting booth: up to **233 people**.
- **Five-Foot Round Tables**
 - 42 five-foot round tables (*note: KDCC only owns 15 five-foot round tables*) – no stage: up to **295 people**.
 - 36 five-foot round tables (*note: KDCC only owns 15 5-foot round tables*) – with stage and sound/lighting booth: up to **253 people**.
- **Conference style** (chairs on one side of 72 three-foot x six-foot rectangular tables) no stage: up to **142 people**.

- **Family style** (chairs on both sides of 70 three-foot x six-foot rectangular tables) no stage: up to **281 people**.
- **Conference style** with stage and sound/lighting booth: up to **122 people**.
- **Family style** with stage and sound/lighting booth: up to **249 people**.

Room capacity subject to change and approval.



2. Multi-Purpose Room



Room Dimensions:
49' 9" x 48' 1"

Capacity:

Theatre Style (rows of chairs, no participant tables)

- Theatre style capacity – no stage: up to **144 people**.
- Theatre style capacity – with stage and sound/lighting booth: up to **128 people**.

Conference/Gala/Family style with tables

Six-Foot Tables:

- 12 six-foot tables no stage (10 per table) - up to **120 people**
- 9 six-foot rounds with stage and sound/lighting booth (10 per table): up to **90 people**.

Five Foot Tables:

- 16 five-foot round tables – no stage (8 per table): up to **128 people**.
- 12 five-foot round tables with stage and sound/lighting booth: up to **96 people**.

Conference style no stage: chairs on one side of 36 three-foot x six-foot rectangular tables: up to **72 people**.

Family style no stage: chairs on both sides of 30 three-foot x six-foot rectangular tables: up to **120 people**.

Conference style with stage and sound/lighting booth: chairs on one side of 30 three-foot x six-foot rectangular tables: up to **60 people**.

Family style with stage and sound/lighting booth: chairs on both sides of 20 3x6 rectangular tables: up to **80 people**.

Room capacity subject to change and approval.



3. Artist Studio

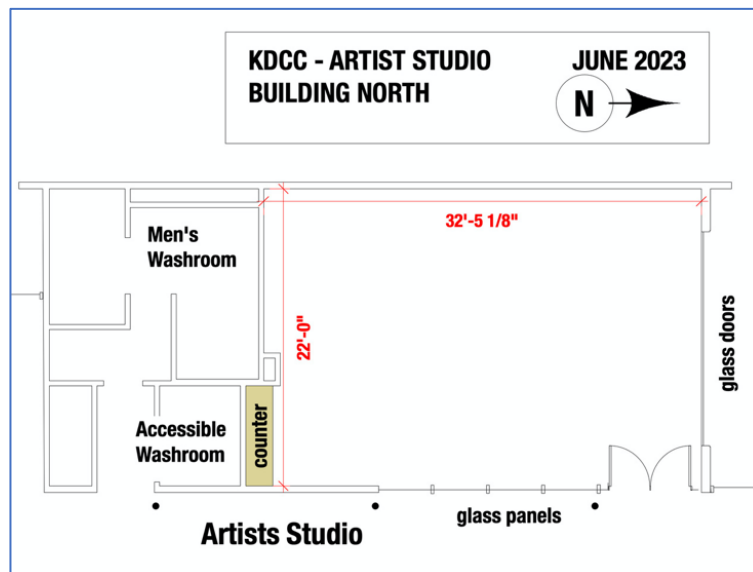


Room Dimensions:
32' 5-1/8" x 22'

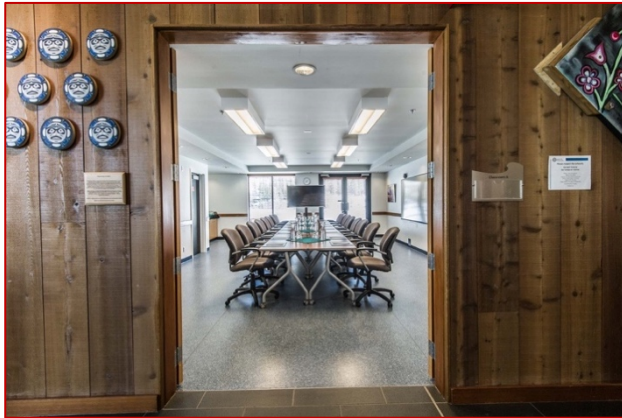
Capacity:

- **Theatre style** (rows of chairs, no participant tables): up to **46 people**.
- **4 six-foot round tables with TV and sound/lighting booth**: up to **32 people**.
- **4 five-foot round tables with TV and sound/lighting booth**: up to **32 people**.
- **Hollow Square style**: 10 three-foot x six-foot rectangular tables: up to **30 people**.
- **U-Shape style**: 8 three-foot x six-foot rectangular tables: up to **24 people**.
- **Board Room style** (with table in centre): 8 three-foot x six-foot rectangular tables: up to **24 people**.
- **Conference style** (chairs on one side of 11 three-foot x six-foot rectangular tables): up to **33 people**.

Room capacity subject to change and approval.



4. Classroom A

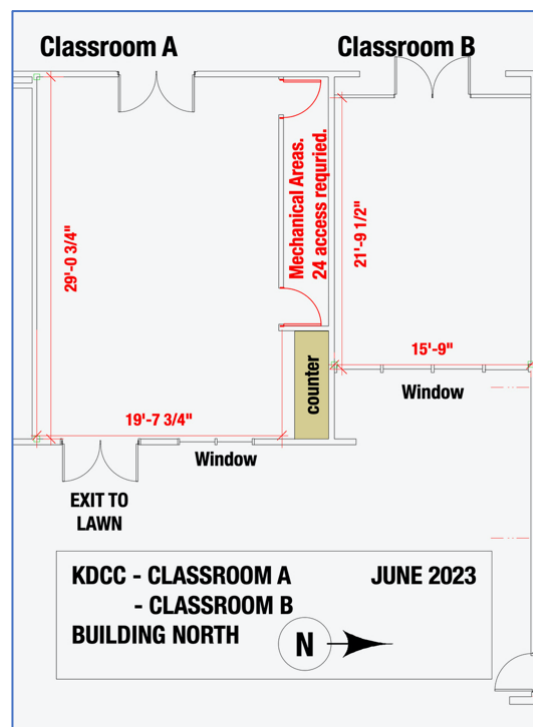


Room Dimensions:
29' 0-3/4" x 19' 7-3/4"

Capacity:

- **Theatre style** (rows of chairs, no participant tables): up to **40 people**.
- **Hollow Square style**: 10 three-foot x six-foot rectangular tables: up to **24 people**.
- **U-Shape style**: 8 three-foot x six-foot rectangular tables: up to **20 people**.
- **Board Room style** (with table in centre): 8 three-foot x six-foot rectangular tables: up to **24 people**.

Room capacity subject to change and approval.



5. Classroom B



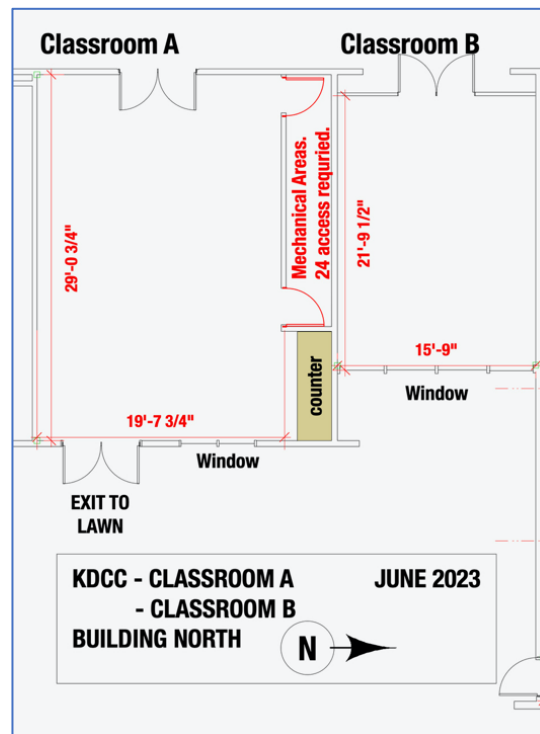
Room Dimensions:

21' 9-1/2" x 5' 9"

Capacity:

- **Theatre style** (rows of chairs, no participant tables): up to **24 people**.
- **Hollow Square style**: 6 three-foot x six-foot rectangular tables: up to **16 people**.
- **U-Shape style**: 5 three-foot x six-foot rectangular tables: up to **12 people**.
- **Board Room style** (with table in centre): 6 three-foot x six-foot rectangular tables: up to **14 people**.

Room capacity subject to change and approval.



6. Elders' Lounge



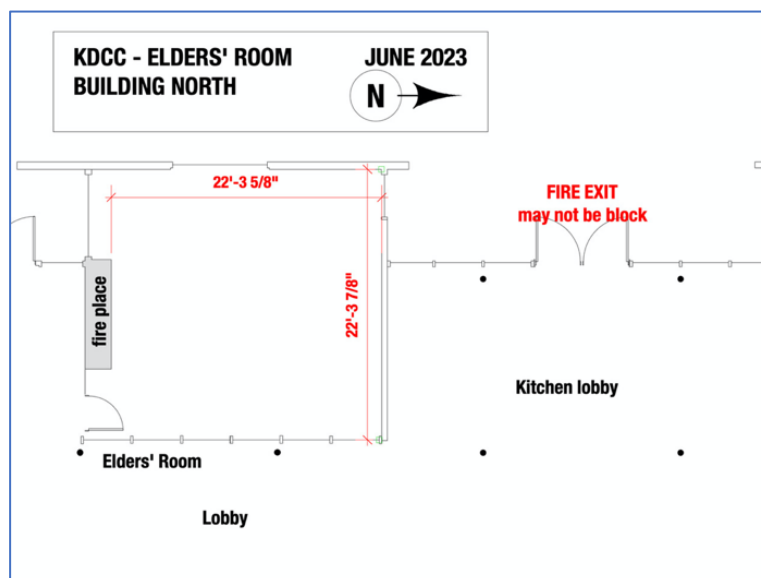
Room Dimensions:

22' 3-7/8" x 22' 3-3/8"

Capacity:

- **Theatre style** (rows of chairs, no participant tables): up to **24 people**.
- **4 six-foot round tables** with TV and sound/lighting booth: up to **32 people**.
- **4 five-foot round tables** with TV and sound/lighting booth: up to **32 people**.
- **Hollow Square style**: 6 three-foot x six-foot rectangular tables: up to **18 people**.
- **U-Shape style**: 5 three-foot x six-foot rectangular tables: up to **15 people**.
- **Board Room style** (with table in centre): 6 three-foot x six-foot rectangular tables: up to **18 people**.

Room capacity subject to change and approval.



7. Other Spaces

a. Outside Entrance



b. Inside Entrance



c. River Corridor and Lobby



d. Sacred Fire Pit and Gathering Space by the Yukon River



e. Back Lawn Tent Pad



(Tent rented from Marsh Lake Tents and Events.)

IV. STAGE EQUIPMENT

A. HEIGHT RESTRICTIONS

Longhouse

- Ceiling - lowest height: 15' 7"
- Longhouse Loading Door: 7'9" high x 5'10" wide.

Multipurpose Room Ceiling – lowest height: 14' 5"

North End Loading Door: 7' wide x 7.4" high

KDCC does not have a loading dock. Transport trucks must have a powered tailgate for loading and unloading.

B. RIGGING

All rigging at KDCC must be coordinated in advance and must be carried out in accordance with KDCC's operating procedure for rigging and authorized rigging points. KDCC can allow for specific and limited rigging within the Longhouse and Multi- Purpose Room. Please contact the Operations Manager at operations@kdcc.ca to discuss your needs and options.

The Operations Manager at operations@kdcc.ca will have final authority on the execution of rigging operations. All rigging is subject to inspection by Operations Manager and/or his/her appointee.

C. LIGHTING EQUIPMENT

KDCC provides audio video services with this equipment (rental fees apply) when KDCC is hired to provide lighting services for the event.

1. Lighting Boards

- Obsidian NX-1 (2023)
- Obsidian NX-K (2023)
- LG (with lighting board) Flatron Monitor (2011)
- Chauvet Obey 10 DMX Controller 2 (2015)
- Chauvet Data Stream 4 DMX Optical Splitter (2015)

2. Lighting Fixtures

- 23 ETC Source 4 Fixtures – LEKO (2011)
- 14 ETC Source 4 Fixtures – PAR (2011)
- 3 ETC Source 4 Barrels – 19 degree (2011)
- 12 ETC Source 4 Barrels – 26 degree (2011)

- 12 ETC Source 4 Barrels – 26 degree (2011)
- 3 ETC Source 4 Barrels – 50 degree (2011)
- 8 Chauvet Rogue R2 Spot LED Moving Head (2016)
- 7 Chauvet D-FI Hub DMX transmitter/receiver (2016)

D. AUDIO EQUIPMENT

KDCC provides audio video services with this equipment (rental fees apply) when KDCC is hired to provide audio services for the event.

1. Sound Boards

- 2 QSC Touchmix 16 Digital Mixer (2017 and 2018)
- 2 QSC Touchmix 8 (2019)
- 1 Behringer X32 (2012)
- 2 Behringer S16 Stage Box (2012)
- 1 Behringer XENYX X2442USB (2012)
- 1 Soundcraft SI Impact (2021)
- 1 Soundcraft Mini Stagebox 32i (2021)

2. Speakers

- 2 MEYER Speakers ULTRA-X40 (2023)
- 2 MEYER 750-LFC Subwoofers (2023)
- 2 MEYER MPK-POLE (2023)
- 1 MEYER Galaxy 4084-9 input, 8 output (2023)
- 4 JBL VRX918SP Subwoofers (2014/15)
- 4 JBL VRX932LAP Speakers (2014/15)
- 2 JBL PRX800 Speakers (2014/15)
- 4 JBLX PRX612 Speakers (2014/15)
- 1 UPS Uninterrupted power supply (2014/15)
- 1 Yamaha Powered Mixer ENX512SC (2011)
- 2 Yamaha Passive Speakers SM15VX2 (2011)

3. Headphones/Headset

- 1 pair of Shure SRH440 headphones (2014/15)
- 1 Countryman headset (2018)

4. DI Box

- 2 Radial PRO48 (Active) (2014/15)
- 2 Radial Pro DI (Passive) (2014/15)
- 2 Radial Pro AV2 (2014/15)
- 2 Digiflex DPDI (Passive) (2014/15)
- 1 Digiflex DSPDI (Stereo Passive) (2014/15)

5. Microphones

- 8 Shure SM48 (2014/15)
- 8 Shure SM57 (2014/15)
- 42 Shure 58 (2014/15)
- 4 Shure 87A (2014/15)
- 4 Shure 81-LC (2014/15)
- 1 Shure Beta 91A (2014/15)
- 4 Sennheiser E604 (2014/15)
- 1 Sennheiser E602 II (2014/15)
- 2 Sennheiser E614 (2014/15)
- 2 SKP100 G3-A (Plug on) (2014/15)

6. Wireless Microphones

- 4 Shure PG4 Wireless (2012)
 - 2 Shure Handheld
 - 2 Shure Lavalier
 - 4 Shure Clip
 - 4 Shure Power Supply
- 2 Sennheiser EM300 (2018)
 - 8 Handheld
 - 7 Lavalier
 - 8 Mic Clip
- 2 Sennheiser EM100 KIT (2019)
 - 1 Handheld
 - 1 Lavalier
 - 1 Mic Clip

7. Recorders

- 2 ZOOM H5 (2012)
- 3 Focusrite Scarlett 212 (2014/15)

E. LIVE STREAMING EQUIPMENT

- NewTek Tricaster for streaming events, conferences, and discussions
 - 1 NewTek Mini 4K (2021)
 - 2 Spark HDMI Video Converters NSP4KIO (2021)
 - 1 Spark SDI Media Converter NSP3GIO (2021)
 - 1 Deltacast Delta-neo (2021)
 - 3 NewTek Cameras NDIHX-PTZ2 (2021)
 - 1 Viewsonic Monitor VS16261 (2021)
 - 1 Viewsonic Monitor VS14833 (2021)
 - 4 BirdDog Video Adapters Mini (2022)
 - 1 BirdDog 4K-HDMI (2022)
- 1 Black Magic Viewer (multi-split/multiple screens) (2018)
- 4 Black Magic Converters HDMI to SDI (2018)

- 3 Black Magic Converters SDI to HDMI (2018)
- 2 Meeting OWL Pro intelligent 360° conference camera, mic, and speaker (2021)

F. WIFI/ INTERNET

- a. Our wired cable internet service is provided by Northwestel. Outages have been known to occasionally occur.
- b. Complimentary guest WIFI is provided.
- c. Upgraded internet available may be available upon request with adequate notice.
 - Dedicated WIFI – 50 mb down, 12 mb up
 - Dedicated Wired Internet Connectivity – 200 mb down, 25 mb up.

G. EXTERNAL POWER CONNECTION

- a. KDCC has 2 external power connections. NE and SE corners of the building.
- b. The connectors are IEC 5 Pin and Sleeve. Hubbell HBL5100P9W
- c. 100A 3 Phase. 4 poles, 5 wire.
- d. 120/208v AC

H. SCREENS

- 2 Da-Lite DA99794 Fastfold Screen (2014/15)
- 3 Da-Lite 8' Screen (2014/15)
- 2 Accolade Duet (2014/15)

I. PROJECTORS

- 4 Optoma Projectors Short Throw DLP 3500 Lumens (2016)
- 1 Panasonic PT-MZ770 Solid Shine laser projector, 8,000 ANSI Lumens, Resolution 1920x1200, Aspect Ratio 16:10 (WUXGA), 8-bit colour processing (2021)

J. TVs/SMART BOARD

- Two 60" LG60LB6100 TVs with HDMI connection with moveable stand (2014/15)
- Three 56" UN55D6500VF Samsung TVs with HDMI connection with moveable stand (2011/12)
- One 85" Samsung Flip 3.0 Smart Board (2023) permanently located in Classroom A.

V. OUTDOORS

A. FIRE PIT AND SURROUNDING AREA

1. The Fire Pit must be **booked in advance** with the Event Manager.
2. The client is responsible for:
 - Providing their own wood, kindling and axe.
 - Provide a person to watch over the fire while it is lit.
 - The fire must be set up below the fire grill. Fires may NOT be built or lit on top of the grill.
 - The fire may only be lit during the event and must be completely extinguished once done.
 - Always maintain a safe environment.
3. The use of an outdoor fire is regulated by the Yukon Government. Any fire bans will prevent the use of the KDCC Fire Pit.

B. MOBILE FOOD VENDORS

1. **Permits:** Mobile food vendors must obtain a business license and a development permit (which must include written permission from KDCC to operate on this site) from the City of Whitehorse <https://www.whitehorse.ca/business-in-whitehorse/doing-business/food-vendors/#1680021226831-e85683fd-f66e>
2. **Location of food trucks** *must be confirmed with KDCC* to ensure safety and adequate access to electrical power.

C. TENTS

1. **Tent Pad:** There is a tent pad on KDCC's back lawn that can fit a tent up to 60' x 100'.
2. **Tent Vendor:** Marsh Lake Tents and Events rents these tents at: <https://www.tentsevents.com/>
3. **Small Tents** (e.g., 10'x10' or 20'x20') can be set up in various locations with the approval of KDCC.
4. **Safety.** Ground penetrating radar may be required to mark out any underground utilities prior to staking any tent
5. **24-hour security**, and the licensee's own expenses, may be required. Stakes used for these tents **cannot** exceed 36" into the ground.

D. PARKING

Limited amount of public parking is located on the west side of the building. Additional parking is located just south of the facility.

VI. KITCHEN POLICY and EQUIPMENT



A. BOOKING YOUR CATERER

We recommend that the Licensee books their caterer and bartender (if applicable) well in advance.

The caterer/bartender service providers are responsible for busing, dishwashing and/or cleaning of all dishware, dishes, utensils, appliances and/or surfaces. Cleaning fees will be charged accordingly if this work is left to KDCC staff.

The Yukon Convention Bureau has a list of local caterers and can be reached at: info@ycb.ca.

B. KITCHEN POLICY

The Rental Client and Caterer as well as any persons working in the Kitchen are required to adhere to all procedures listed below while using the Kitchen.

The licensee must communicate to their caterer that **the caterer and/or licensee is responsible for table setting, serving, busing/clearing tables, and dishwashing.** These are **not** the tasks assigned to the KDCC staff.

1. For KDCC Events Only

The Kitchen may only be rented in conjunction with event bookings in the facility. It may not be rented for events being held outside the KDCC. If the caterer requires a prep day before the event, it must be booked in advance with written permission from the Events Manager.

2. Kitchen Access

Kitchen access is only permitted during the hours of the event. If a caterer requires access outside of these times, permission must be given in writing by the Events Manager and early access charges may apply.

3. Cleaning Charge

KDCC will add a cleaning charge of \$250 to the final invoice if the kitchen is left in an unacceptable condition at the end of the event. This may include but is not limited to unwashed dishware left in the event room or Kitchen, surfaces and floors not cleaned properly, personal food left behind and/or personal garbage not removed from facility.

4. Food Safe

All persons in the Kitchen must adhere to Food Safe Standards. Territorial food safety laws are set by:

- Yukon Public Health Act
- Yukon Food Retail and Food Services Code
- Donation of Food Act

Federal acts and regulations related to food safety in Canada include:

- Food and Drugs Act
- Safe Food for Canadians Act.

Foodsafe courses: <https://courses.foodsafe.ca/users/aurora-safety-training>

5. Personal Belongings

All personal belongings including coats, bags, purses and cellphones must be stored in the Lockers provided. No personal items may be placed on any counter surface. The KDCC are not responsible for personal items.

6. Children

No children under 16 are permitted in the Kitchen.

7. For Caterers Only

Adults who are not working in the Kitchen are not permitted in the Kitchen. This includes the Client and Event Attendees.

8. Alcohol

- a. Alcohol consumption is not permitted in the Kitchen.

b. Alcohol consumption is not permitted by any worker who is or will be working in the Kitchen during the event.

9. KDCC Access

a. KDCC reserves the right to access the kitchen at any time for any purpose including ice, water, using the coffee machines and preparing catering.

b. KDCC reserves the right to access the kitchen at any time to ensure that the health and safety of the Facility is maintained and to ensure that this policy is being followed.

10. Full Use Kitchen Inclusion

a. The Full Use Rental includes use of the stoves, ovens, fridges, freezers, one steam table, dishwasher, coffee machine and Kitchen supplies and utensils.

b. The Full Use does not include the rental of dishware.

11. Kitchen Supplies and Utensils

a. The Kitchen comes with a variety of supplies and utensils. Supplies and utensils are not guaranteed, and inspection of the Kitchen should be undertaken prior to each event to confirm which items are currently available.

b. No supplies or utensils may be removed from the KDCC.

c. Any items not returned at the end of the event will incur a replacement charge up to a cost of \$200.

12. Dishware rental and washing

Use of the KDCC Glasses, cups, plates, bowls, and cutlery are not included in the kitchen rental. Dishware must be rented separately by the client, caterer, or bartender and only in conjunction with the kitchen facility rental.

- Final numbers of dishes and items required must be confirmed in writing at least five (5) business days before the event.
- The dishware rental does not include the setting of tables. Setting tables is the responsibility of the client/caterer/bartender.
- The dishware rental does not include bussing or washing.
- All KDCC glassware, dishware and cutlery must be washed by the client/caterer/bartender and returned to the assigned storage bins provided before leaving the facility at the end of the event.

13. **Left-over Food**
Any food left in the facility at the end of the event will be immediately disposed of by KDCC staff and may result in a cleaning fee to the client.
14. **Caterer Clean-Up**
The Kitchen must be cleaned and sanitized before leaving the facility including but not limited to:
 - a. **Dishwashing:** Dishes, pots, pans, and utensils must be washed, dried, and returned to proper storage locations.
 - b. **Countertops and sinks** must be washed and sanitized with bleach mixture provide by KDCC.
 - c. **Fan next to dishwasher** needs to be turned on before dishwasher is operated.
and turned off before leaving.
15. **Fans next to ovens** need to be turned on before cooking and turned off before leaving.
16. **Stovetop vent fan** needs to be started (will run on a one-hour timer – cannot turn off manually)
 - a. **Stovetop** needs to be washed clean and oven wiped clean.
 - b. **Microwave and fridges** need to be wiped clean of any spills.
 - c. **Leftover food** must be disposed of or removed from facility.
17. **Kitchen floor** must be swept and mopped with hot water and degreaser.
18. **Supplies and equipment** must be cleaned and returned to storage locations.
19. **Carts and trolleys** must be sanitized with bleach mixture provided by KDCC.
20. **Soiled dishcloths and rags** must be placed in green bins.
21. **Trash and food waste bags** must be tied closed. Any full bags must be moved into the large grey bin.
22. **Trash bins** must be re-lined with bags.
23. **Drains** including dishwasher must be cleaned.
24. **All recycling** must be rinsed (cans) and broken down (cardboard) into teal bins.

C. KITCHEN APPLIANCES

1. Garland Convection Electric Ovens Master Series MCO-ED-20M – Double Deck (2 units)
1. Garland Electric Stove (east unit) Model 36ER32
 - a. Metal surface for grilling or boiling (3 sections)
 - b. One standard oven
2. Garland Electric Stove (west unit) Model 36ER35
 - a. Metal surface for grilling or boiling (4 sections)
 - b. One standard oven
3. Hobart AM Select Dishwasher Model AH-15
4. Fetco Two Station Coffee Brewer
5. Norbec Walk-In Commercial Cooler (Custom Design)
 - a. 6' 8" x 5' 1" plus an additional lockable 2' 8" x 5' 1" for liquor
 - b. Sliding door 77" high x 34" wide.
6. Manitowoc Ice Machine Model SD0602A with storage bin
 - a. Capacity: Up to 650 pounds of ice in 24 hours
7. Two Quest Hot Food 4-well Steam Tables (moveable)

VII. CONFERENCE/CATERING TABLES, CHAIRS, CATERING SUPPLIES

Availability of catering equipment is dependent on the requirements for all concurrent events/rooms at the KDCC as well as reductions that can occur due to breakage. **Please check with the Events Manager events@kdcc.ca** to ensure availability of the supplies required.

A. DINNERWARE

1. Dinner Plates
2. Bread Plates
3. Soup Bowls
4. Small Bowls
5. Water Glasses
6. Beer Steins

7. Red Wine Glasses
8. White Wine Glasses

B. CUTLERY

1. Dinner Forks
2. Dessert Forks
3. Large Spoons
4. Small Spoons
5. Dinner Knives
6. Steak Knives

C. LINENS

1. 130 6' Black Tablecloths
2. 13 5' Black Tablecloths
3. 65 90" Black Tablecloths for Cocktail Tables
4. 11 Spandex Table Wraps for 3'x6' tables.
5. 148 60" x 96" Black Rectangles
6. 35 Black Catering Toppers
7. 425 Black Polyester Cloth Napkins
8. 97 Teal Satin Cloth Napkins
9. 7 Teal Table Runners
10. 18 AV Black Table Covers
11. 54 Black Tall Table Skirts
12. 14 Black Short Table Skirts
13. 534 Skirting Clips

D. TABLES

1. 59 6' Round Banquet Tables
2. 15 5' Round Banquet Tables
3. 71 6' Rectangular Tables
4. 8 6' Craft Tables
5. 6 2.5' Short Café Tables
6. 3 6' AV Tables
7. 6 Gray Cocktail Tables
8. 16 Brown Cocktail Tables
9. 16 6' Classroom Tables
10. 3 Rectangle Table Trollies
11. 5 Round Table Trollies

E. CHAIRS

1. 671 Conference/dinner chairs
2. 56 Elder Chairs

3. 8 Elder Couch (two and three seaters)
4. 1 Elder Couch (one seater)
5. 13 Couches with two arm rests
6. 4 Couches with one arm rest
7. 33 Classroom Chairs
8. 7 Classroom Chairs – no wheels

VIII. LIQUOR REQUIREMENTS

A. MANDATORY LIQUOR LICENSE

All liquor served at the KDCC **must** be licensed by the **Yukon Liquor Corporation** through one of the following permit types and licensees are encouraged to organize this **well in advance** of the event. **It is the licensee's responsibility to secure the liquor license for the event.**

1. **Off Site Service Permit** – Available to businesses with existing liquor licenses.
2. **Special Occasion Permit** – Available only to registered non-profit organizations.
3. **Reception Permit** – Available to individuals. Liquor is served but not sold under this license type. (open bar). Food must be available for each Patron. This should be no charge to attend this event

The liquor license permit **must** be posted at the event.

B. SECURITY

All liquor service requires **security** to be on-site from the start of the liquor permit until all guests have left the premises. The security service is booked by the KDCC at the licensee's expense.

C. QUALIFIED SERVERS

All liquor must be served by individuals certified with one of the following (certificate may be requested by the Events Manager):

1. BARS (Yukon):
<https://yukon.ca/en/doing-business/licensing/get-training-serve-alcohol-bars>
2. Serve Training (NWT and Nunavut)
3. Serving it Right (BC)
4. ProServe (Alberta)
5. Serve it Right (Saskatchewan)
6. Serving it Safe (Manitoba)

7. Smart Serve (Ontario)
8. Service in Action (Quebec)
9. It's Good Business (NB, NS, NF, and Labrador)
10. It's Our Business (PEI)
11. Equivalent from other jurisdictions with approval of the Events Manager.

D. LIQUOR SERVICE TIME PARAMETERS

All liquor service must adhere to the following timelines. *Your permit must include the time it takes you to remove the liquor from the premises.*

1. Last call must be announced and occur by 12:00 AM.
2. Liquor Service must end at 12:30 AM.
3. All guests must depart the facility by 1:00 AM.
4. All open liquor must be removed from the room and disposed of by 1:30 AM.
5. All liquor must be **removed**, as required by the Permit, from the facility by 2 AM.

IX. HOLD HARMLESS

In consideration of using all or part of the premises of KDCS, the Lessee or Licensee hereby covenants and agrees to save the KDCS and its staff, its Governance Council, and KDFN harmless from all manner of actions causes of action, suits, debts, dues, accounts, bonds, covenant, disclaimers, and demands, whatever which against KDCS, KDFN, and person, persons, corporation or corporations might have in respect to any mishap, accident, or casualty arising out of the use or condition of the said premises or any part thereof during occupancy.

The licensee, including its staff, contractors, and its event participants using the KDCS premises hereby acknowledges and agrees that the use of the KDCS premises is entirely at their own risk.

X. INSURANCE

The licensee is responsible for securing insurance coverage as follows: Commercial General Liability (CGL) Insurance of \$2,000,000 for the period licensing the space, including:

- a. **Licensee's Legal Liability:** coverage of not less than \$250,000, and
- b. **Additional Insureds:** Kwanlin Dün Cultural Centre and Kwanlin Dün First Nation.

XI. KDCC KEY CONTACTS

Danette Skakun, Events Manager at events@kdcc.ca, key contact for organizing details for client events and quotations.

Adam Easton, A/V Services Manager at avservices@kdcc.ca, key contact for A/V Services support and quotations.

Patrick Matheson, Operations Manager at operations@kdcc.ca, key contact for building and property related questions and issues.

Tricia Baldwin, Executive Director at edirector@kdcc.ca, for issues that cannot be resolved with the above expert staff.



Gunałchîsh, Mähsi' cho, Shäw níthän, Sógá sénlá, Thank you



**KWANLIN DÜN
CULTURAL CENTRE**

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