



Photo Credit  
Pillow Talk Studios

# WEDDINGS

BOOK YOUR WEDDING RECEPTION AT THE  
REVELSTOKE COMMUNITY CENTRE

## CONTACT US

(250) 837-9351  
PRC@REVELSTOKE.CA  
600 CAMPBELL AVENUE



# THINGS TO CONSIDER



The Facility & Capacity	Page 3
Kitchen & Bar	Page 3
Floor Plans & Room Set Ups	Page 4
Deposits & Contracts	Page 5
Facility Tours	Page 5
Set Up & Tear Down	Page 5
Equipment	Page 6
Liquor License	Page 7
Food Permit	Page 7
Liability Insurance	Page 7
Music Fees	Page 7
Outside Events	Page 8
Fees & Charges	Page 9
Terms & Conditions	Page 10
Designated Driver Program	Page 10

# THE FACILITY

The Community Centre offers an exceptional space for events such as banquets, weddings, trade shows, birthday parties, large meetings, and conferences.

The large multipurpose rooms are 121'x60' / 7,260 square feet combined and can be divided into three sections, each 2,420 square feet. Ceilings are 16ft tall.

## 3 Sections

Can seat approximately 400 guests comfortably

## 2 Sections

Can seat approximately 200 guests comfortably

## 1 Section

Can seat approximately 100 guests comfortably.

\*\*Pending floor plan configurations



Photo Credit  
Back Deck Studio

# KITCHEN & BAR

A full commercial kitchen is available with a roll up window for bar service. The kitchen is fully equipped with everything you need to cater an event. There are two large prep stations, 4 commercial stoves, dishwasher, ice machine, 3 commercial fridges and a commercial freezer.

The kitchen is equipped with place settings for 400 people, including dinner and side plates, cutlery, coffee/tea mugs, and water glasses.



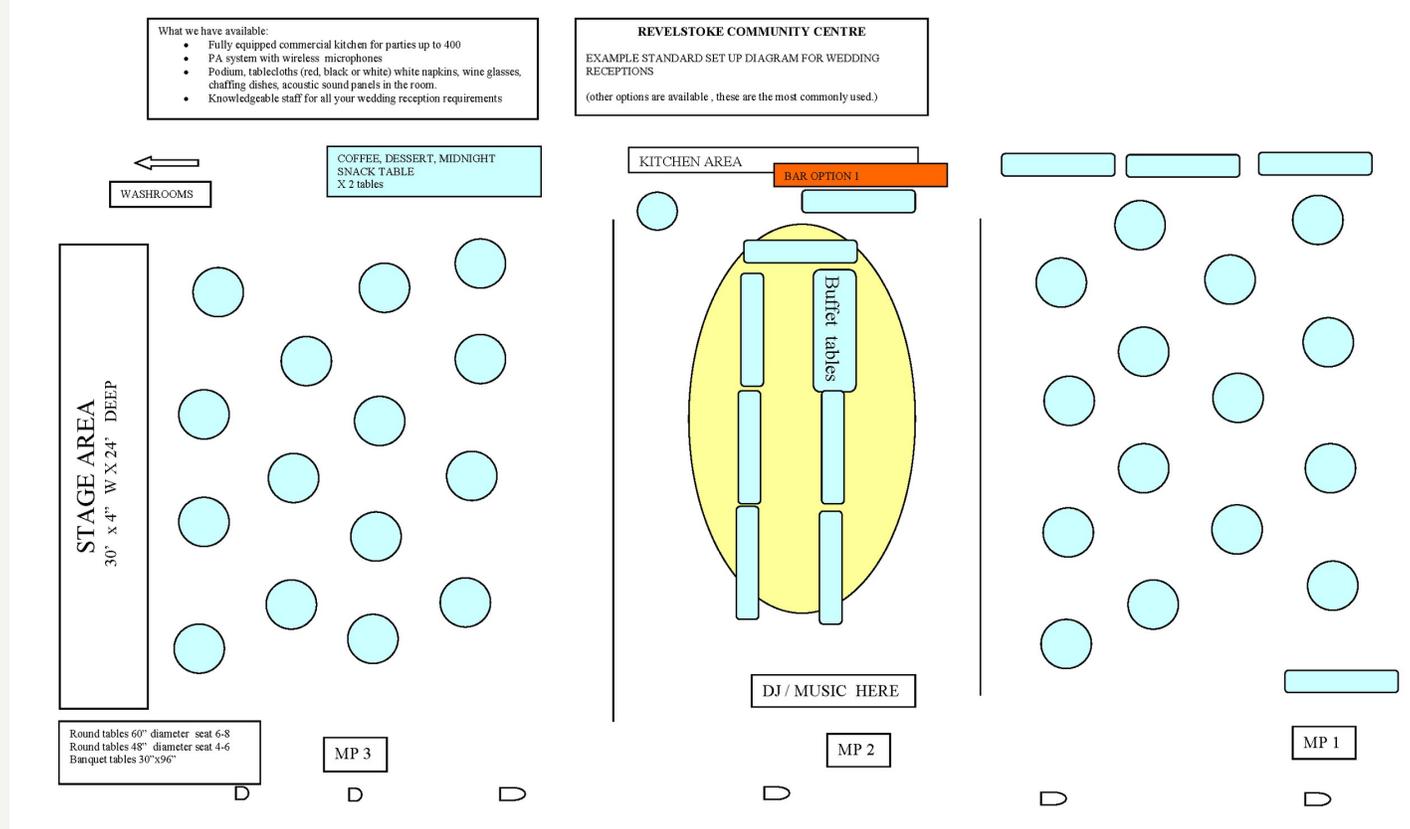


# SET UPS

The large multipurpose rooms can be divided into three sections.

You can rent by the section or book the full space. The space can be configured in many different ways.

## EXAMPLE STANDARD SET UP DIAGRAM FOR WEDDING RECEPTIONS



# PREPARATION

## DEPOSITS & CONTRACTS

- A room rental permit must be signed, with a required damage deposit.
- Events serving alcohol and bookings using the kitchen will have an additional deposit. (Please see our fees page for more information.)

## FACILITY TOURS

- Book a facility tour - we recommend booking a facility tour ahead of time. this is a great opportunity to view the space and sort out details.
- Book a kitchen tour (recommended for caterer and organizers). This can be done at the same time as the facility tour.

## SET UP/ TEAR DOWN REQUIREMENTS

- There is a discounted room fee for set up the night before, and additional fees for a janitorial set up/ tear down requests. (see fee's page)
- To assist with set up, we have scaffolding available for rent. A signed waiver is required to use this.
- A floor plan is required ahead of time for janitorial set up.
- Janitorial teardown is mandatory for events serving alcohol.
- If you are doing your own set up/tear down or have hired a decorating company, we require all equipment requests in advance of the event to ensure availability.
- The event must be complete by 1am and clean up complete by 3am.



# EQUIPMENT

**ROOM BOOKINGS INCLUDE TABLES AND CHAIRS**

## **EQUIPMENT AVAILABLE (for an additional fee):**

- Single place setting, (dinner plate, cutlery, side plates, water glass, cutlery, coffee/tea mugs)
- Napkins
- Tablecloths (Black, Red, White, - Banquet and Rounds)
- Wine glasses
- Chafing Dishes (Full Set with Fuel)
- Coffee urns
- Scaffolding
- Microphones
- Podiums
- DJ Stage
- Audio Visual Equipment

Tables, Chairs & Linen's are available to rent for external bookings.



**SEE FEES PAGE FOR MORE INFORMATION**



# LICENCES & PAPERWORK

## LIQUOR LICENCE

- A Liquor Licence Permit is required at least two weeks prior to any event serving alcohol.
- The bar staff will be required to provide a Serving it Right Certificate.

## FOOD PERMIT

- Temporary Food Service Permit is required when serving food. (All registered caterers should have a catering permit that PRC need a copy of).
- A signed Kitchen Permit and deposit. (We recommend the caterer sign the permit contract and cover the damage deposit)



## LIABILITY INSURANCE

Third Party Liability Insurance in the amount of \$3,000,000, listing the 'City Of Revelstoke' as additional insured, is required for all events.

## MUSIC FEES

Tariff fees will apply for the use of recorded or streamed music at events. Fees are based on attendance and are set by the governing licensing body.

## SPECIAL EVENT PERMITS

Any event or activity occurring on municipal property will need to submit a special event permit application.

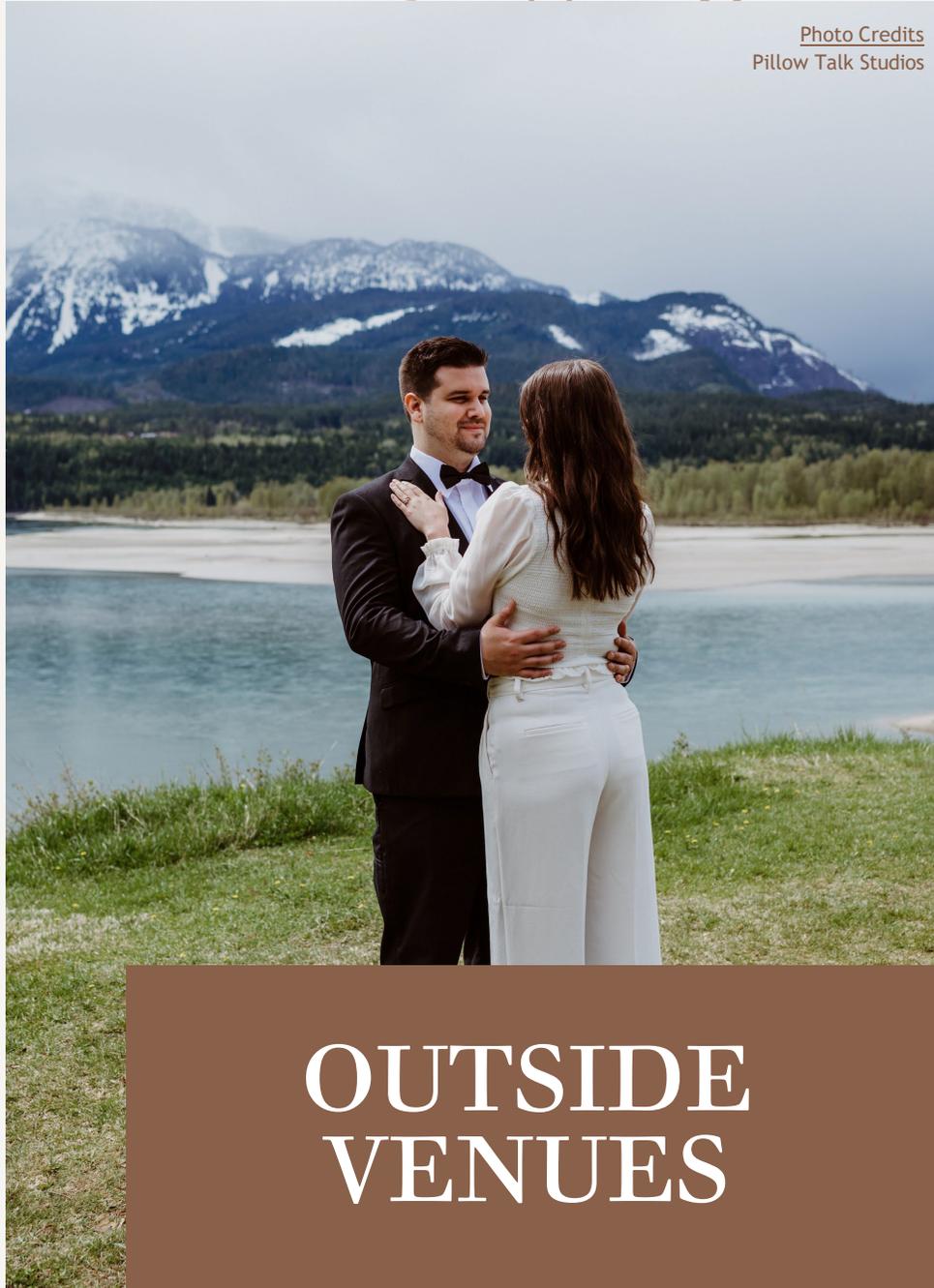
We recommend permit applications be submitted a minimum of 3 months prior to the event.

You can pick up a Special Event Permit at the Parks, Recreation & Culture Department located at 600 Campbell Ave. or access the **fillable form** via our website.

All permits will be reviewed as they are received. Applicants will be notified about the status of their application within 3-4 weeks.



Photo Credits  
Pillow Talk Studios



## OUTSIDE VENUES

All Events on City Property will be required to complete a Special Events Permit.

## Community Centre

### Fees and Charges for Weddings 2026

*(Rental contracts are required for all events. All Prices include tax)*

The Revelstoke Community Centre has a large 7260 sq ft room that can be rented per section depending on your event needs.

Daily Fees	Price**
One Section*	\$186.00
Two Sections*	\$322.00
Three Sections*	\$385.00

Damage Deposit for events:

- With alcohol \$1000
- Without alcohol \$250

\*Includes tables and chairs

### Additional charges are as follows:

Kitchen damage deposit	\$231.00
For full kitchen services	\$184.00
For ½ Kitchen services	\$92.00
Single place setting (dinner plate, side plate, water glass, cutlery, mug)	\$2.50 each
a) Cutlery	a) \$0.60 per set
b) Plates	b) \$1.00 each
c) Glassware	c) \$0.75 each
Day before set-up fee (after 6pm)	\$118.00
Janitorial hire for set up/tear down	\$37.00 per hour per staff
Napkins	\$1.65 each
Tablecloths	\$13.25 each
Wine glasses	\$1.40 each
Chaffing dishes (full set with fuel)	\$27.00 per set
a) Extra fuel	a) \$5.00 each
b) Extra pans / Inserts	b) \$3.50 each
Coffee urn	\$14.00
Microphone	\$16.00 each
Music tariff fee	Varies, please inquire.
<p>Liability Insurance is required for all events. Municipal Insurance for events can be accessed by visiting <a href="https://miabc.eventpolicy.ca">https://miabc.eventpolicy.ca</a>. Prices are subject to change.</p>	

Please contact us for more information at (250) 837-9351 #3 or [prc@revelstoke.ca](mailto:prc@revelstoke.ca)

# TERMS & CONDITIONS

SEE PERMIT FOR FULL TERMS AND CONDITIONS

Photo Credit  
Back Deck Studio



## **CANCELLATION POLICY**

The City reserves the right to retain the deposit (if applicable) if this cancellation requirement is not followed. To receive a full deposit refund, a minimum of 14 days (2 weeks) notice must be provided for cancellation of any meeting room or MP room booking. For cancellations received more than 1 week before booking date but less than 2 weeks prior to the booking date, one-half of the deposit is forfeited. Cancellations with less than one week notice will forfeit the full deposit. In-kind bookings who forfeit their meeting room booking will be subject to an administration fee. An administration charge will be applied to any cancellation where less than two weeks' notice is given.

## **ELECTRICAL**

The Community Centre is equipped with 20-amp receptacle services in the multi-purpose rooms and main hallway, and 15-amp services throughout the remainder of the building. There is a 220 amp is available on the stage area. If additional service is required, please notify staff.

## **DAMAGE INCURRED / CONDITION & REPAIR**

The renter/user group shall pay to the City for any property of the City that is damaged or destroyed during its use but fair wear and tear to the same is accepted by the City. The renter/user group agrees that the premises will be left in the same condition and repair, that existed at the time the renter/user group entered the premises. PROVIDED FURTHER HOWEVER, that the City retains the exclusive right to designate those places where decorations, posters, streamers, and lights may be affixed placed or erected.

## **PROJECTOR AND SOUND**

When using our projector and sound system, we always recommend setting up a scheduled review of the equipment in advance of your booking. This will ensure proper use of our equipment and smooth operations during your event.

## **PARKING**

Groups are requested to use the parking lot off Campbell Avenue. The back lane at the rear of the centre is a fire lane. Parking is prohibited in this area. Parking is available for unloading purposes only at side kitchen door or back lane. Vehicles are to park in the designated parking lots once unloaded.

## **ADDITIONS**

Pyrotechnics - Smoke, fog emitting, pyrotechnic devices, open flame, shall NOT be used in the facility unless otherwise authorized by the Fire Chief.

Hallway - This area is for public use and is not included as part of the rental space unless specific arrangements have been included in the contract. No confetti or rice is to be thrown inside or outside of the facility. No confetti, glitter, or feathers to be placed on tables or for decorating. Dance floor wax is not permitted.

## **DESIGNATED DRIVER PROGRAM**

An on-site liaison must be identified, present and available during the event. This person must be able to manage security during the event, have the authority to make decisions on behalf of the organizer; and must be accessible to city staff, police and other identified individuals or organizations. You will also be required to implement a designated driver program. Follow this link for additional information on the City of Revelstoke Designated Driving Policy. ICBC packages are available at the community centre front desk.