

## WEDDINGS AT THE SLCC

### Important information to know:

#### Booking and Holding Dates

Requests to hold dates are encouraged as dates go quickly here at the SLCC and must be done so through email; this allows us to build a file for you starting with your contact information. Please also be sure to include your full name and preferred phone number.

There is no commitment to holding a date; however, a client's booking is not considered 100% secured until we procure a signed contract and/or deposit. Should interest from another party arise for a held date, the client holding the date in question will be contacted immediately as having first right of refusal and given 72 hours to either confirm or release the date.

#### SLCC Inhouse Catering

Sit back and relax and the SLCC in house catering team will take care of all your food and beverage requirements. We offer a wedding tasting session where you and your partner can enjoy a meal prior to your wedding to help you make decisions and allow you to meet the team. Confirmation of the in house catering requires a signed contract and 40% deposit. The balance is due two weeks prior to your wedding date along with final numbers and any dietary requirements.

#### Catering Partners (when not using our in-house SLCC catering)

All food and liquor for each event must be ordered through your chosen SLCC preferred catering partners. We have chosen these partners based on their professionalism, outstanding service and products, pricing and menu selections. Check out our website for more details on these select catering partners. We are confident you will find them wonderful to work with.

#### Liquor

NO OUTSIDE LIQUOR IS PERMITTED IN THE SLCC. Should you or your guests bring your own liquor it will be confiscated and returned at the end of your event. The Squamish Lil'wat Cultural Centre has a **Liquor Primary** license and as such, all liquor must be ordered through that license either with the Events Manager or via your chosen caterer. We have a great selection of wines, beers, and hard bar, however, if there is a specialty item you would like to be available for your event, we can order it in for you at full cost.

#### The following parameters apply:

- Specialty items require a guarantee purchase; your catering partners or Events Manager can consult with you on how much should be ordered for your needs. Due to BC liquor license laws, alcohol is not permitted to leave the venue at any point during or post event.
- Catering Partners sets their own prices of liquor and will present their own list of what is available.

#### Contracts & Deposits

A signed Venue Rental Contract will confirm the rental of the preferred space. Upon signing the contract, a deposit of 40% of the agreed upon rental rate is due. The balance will be due 30 days prior to the event date.

Deposits are non-refundable.

#### Wedding Planners

The SLCC requires that all weddings are managed by a professional wedding planner. There are some amazing planners in the Whistler/Sea-to-Sky area who know our venue intimately and we would happily pass their contact information along to you. Once a relationship with a planner is established, they will become our main contact with regards to any venue, décor or catering (if applicable) questions.

- A Licensed Wedding Planner is contracted to manage the event planning process as well as provide on-site management from the time suppliers load in to load-out



- The planner is also required to accompany our event supervisor on a full venue walk through before and after the event is cleared to ensure there is no damage to the building and all décor and equipment has been removed.
- Name and contact details to be provided at time of contract signing (or as soon as contracted).
- Planners unfamiliar with the venue must book a site visit to walk through logistical parameters of facilitating an event in this First Nations Museum and agree to adhere to our policies and procedures
- For **day-of only coordination services**, planners **must** be sourced from SLCC's preferred planner list

### Dancing

Dancing at receptions or other celebrations is permitted in the Great Hall, Istken Hall, Mezzanine and Longhouse. The Mezzanine Patio is restricted by a Whistler noise by-law starting at 10pm. Should you plan to have your event on the Mezzanine, you will need to finish or move your event inside at 10pm

### Décor

Décor and decorations should be arranged through your wedding planner. Please have your planner refer any questionable items to SLCC Sales & Service staff.

**TAPE IS NOT PERMITTED ON SLCC FLOORS, ARTIFACTS OR WOOD SURFACES.**

**NO GLITTER, CONFETTI, BUBBLES OR FLOWER PETALS ARE PERMITTED INSIDE OR OUTSIDE.**

**SLCC WILL CHARGE A \$1,500 CLEAN-UP FEE IF USED.**

Candles are permitted but must be in a votive and flowers/plants must be clean and insect-free.

Overnight storage of décor and chairs is not permitted due to limited space and consideration for load –in of events booked immediately prior or post your event date.

### Rental Furnishings/Equipment

Rental furnishings or equipment arranged through external vendors must be outfitted with plastic/felt/rubber/softwood contact points where the furnishings touch the floor or walls when in use by event guests. If rubber is used, it must be non-scuff. Your wedding planner will be advised of event load-in procedure outlining more detailed regulations of the SLCC.

### Exhibits

Access to our exhibits is included with Great Hall bookings and Buyouts only. These exhibits are for viewing purposes for your guests only and will be kept free of any outside décor, furnishings, and food or beverage. If you wish for your guests to experience the distinctive cultural component that the SLCC has to offer by allowing full walk-through access as part of your event, we can build this component into your venue rental contract for an additional \$5 per guest.

### Insurance and Damages

You are required to have your own event liability insurance and can produce a valid copy to us, we will waive our insurance rates. The deductible on insurance at SLCC should a claim be made is \$500. Damages to the building or artifacts within will be charged directly to the contract signee. It is the onus of this individual to then reclaim these funds from the party at fault.

### Storage

The SLCC has limited storage, and therefore, may not be able to store any items overnight. Regarding cakes, special arrangements can be made if we have room but the SLCC will take no responsibility for any damages. Our preference is for wedding cakes to be delivered the day of and set up by the cake supplier.

### Access/Exit Times

The contracted access time is the handover of the space from time of load-in to load out.