



ROOM RENTAL GUIDELINES

License Agreements

All license agreements must be signed, with all conditions met and proper payment received in order to receive access to the Prince George Civic Centre.

Payment

Payment is accepted by cash, debit card, Visa, MasterCard or cheque made payable to the City of Prince George.

Access may be denied if the licensee neglects to sign the contract agreement or pay the full facility rental.

Interest on outstanding invoices will be charged at 1.5% net thirty days, compounded monthly (18% per annum).

All room rental deposit(s) required prior to the first reserved date will be outlined in the attached 'Schedule A' of the license agreement (see Payment Schedule).

A portion of the room rental may be refundable if a cancellation has been received within the required time (prior to the first reserved date). Ask your coordinator for more information.

First Aid and Security

First Aid and/or Security requirements will be coordinated by the City of Prince George and charged to the user.

Damage Deposits

A damage deposit not greater than \$1,500.00 may be applied prior to any event, for anticipated additional cleaning and/or maintenance requirements.

Ticket Sales

All events with advanced sales of tickets will be required to use the exclusive box office services provided by Ticketmaster.

Shipping and Receiving

All shipments must arrive on the appropriate move-in day and be returned immediately following the event. Early shipments will not be accepted, additional charges will apply.

Liability Insurance

User groups are required to hold liability insurance of \$3,000,000.00 with the City of Prince George as an additional named insured on the policy. Private meetings and functions will not be required to provide insurance.

Included In Room Setup

- One room set-up
- One customized floor plan
- Ice water service on tables and water station
- Monitor listing of event on the Omnivex and outside of meeting space on signage display
- One 15 amp circuit
- White board, markers and brush (upstairs meeting rooms only)
- Registration table/chairs
- Three (3) - 16"/24" x 4'x8' staging units (Auditoriums bookings only)

Booking Changes

- change to the seating style within a session will incur room change labour charge
- Changes made to the preset room less than 24 hours prior to the event will be charged for the turn over.

exceptional

PEOPLE. SERVICE. EVENTS.

808 Civic Plaza, Prince George, BC Canada V2L 5T6 • Telephone (250) 561-7723 • Fax (250) 561-7737 • Email: civiccentre@city.pg.bc.ca

www.city.pg.bc.ca/civiccentre



ROOM RENTAL GUIDELINES

Standard Rate

The Standard Rate applies to all bookings at the Prince George Civic Centre. This includes conferences, conventions and trade shows.

Discount Rate

This rate may be available to Prince George based not-for-profit groups, charitable organizations or registered societies with the primary purpose of community service and where the local community is the beneficiary. Includes City of Prince George Departments and Committees of Council. Organizations are not eligible for this rate when hosting conferences, conventions and/or trade shows.

Event Promoter Rate

This applies to all events that a business, organization or agency produces which have ticket sales to the public. The standard rate or 14% of gross ticket revenue (whichever is greater) will apply as per the fee bylaw. An upper gross ticket revenue limit may be set subject to approval of the Director or designate.

Catered Events Rate Discount

Rooms reserved for meal functions where the meal is \$19.00 or more per person, excluding service charges and taxes, are eligible for the Catered Event Rate.

Wedding Reception Rate

The Standard Catered Event rate will be applied when ordering a meal at \$19.00 or more per person, excluding beverages, service charges and taxes.

Wedding Ceremony Rate

No charge when used in conjunction with a wedding reception. Rental rate applies for the use of the rotunda or pre-function area when booking a ceremony only.

Pre-function Area Rate

No charge when used in conjunction with auditoriums. 50% of the rental rate of an auditorium/meeting room will apply when rented alone.

Rotunda Rate

No charge when used in conjunction with another rental. Labour and equipment charges apply without another rental.

Civic Plaza Rate

Labour and equipment charges may apply in addition to the rental rate. Damage deposit required.

Set Up / Take Down Rate

Event setup and take down rates are 50% of the regular rental rate. The City reserves the right to charge set up and take down rates for space that is not available for other use due to extensive facility preparation for customer's requirements.

exceptional

PEOPLE. SERVICE. EVENTS.

808 Civic Plaza, Prince George, BC Canada V2L 5T6 • Telephone (250) 561-7723 • Fax (250) 561-7737 • Email: civiccentre@city.pg.bc.ca

www.city.pg.bc.ca/civiccentre