

# Venue Guide

**PARKS AND FACILITIES**



# TABLE OF CONTENTS

## FACILITIES

---

<b>About Facilities</b>	03
<b>Esquimalt Recreation Centre</b>	04
<b>Archie Browning Sports Centre</b>	05
<b>Esquimalt Gorge Park Pavilion</b>	06
<b>Booking a Facility Space</b>	07
<b>Room Set Up and Take Down</b>	08
<b>Frequently Asked Questions</b>	09



## PARKS

---

<b>Map of Esquimalt Parks</b>	11
<b>Hidden Gem - Japanese Garden</b>	12
<b>Park Booking Reservations</b>	13
<b>Weddings at Saxe Point</b>	14
<b>Frequently Asked Questions</b>	15
<b>Weddings at Esquimalt Gorge Park</b>	17



# About Our Facilities

Welcome, and thank you for considering the Township of Esquimalt's Recreation Facilities for your upcoming event! We're excited to offer a wide variety of venues perfect for any occasion—from weddings and birthday celebrations to conferences, marketplace events, and everything in between. This guide is designed to provide you with all the essential information to make your event planning seamless. Whether you're seeking a beautiful location like the Pavilion, or one of our versatile meeting rooms, sports fields, picnic areas, or arenas, the Township of Esquimalt is here to help make your event unforgettable.



## Archie Browning Sports Centre

The Archie Browning Sports Centre, spanning over 30,000 square feet, is a versatile venue for large events. It features an ice arena, a six-sheet curling rink, a boardroom, a birthday party room, and a lounge area, all available for rent.



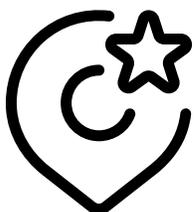
## Esquimalt Recreation Centre

The facility offers a 4500+ square foot Wellness Centre with advanced cardio and strength training equipment, a gymnasium, and an Aquatic Centre featuring a 25-meter lap pool, lifestyle pool, tot pool, hot tub, steam room, and sauna. Multipurpose rooms for group gatherings between 2 - 70 people available.



## Esquimalt Gorge Park Pavilion

The Esquimalt Gorge Park Pavilion was recently built in Esquimalt Gorge Park where it borders the Gorge Waterway. With over 6500 square feet of bookable space, The Pavilion is a wonderful location for weddings, celebrations of life, conferences and more!



All of our facilities offer a variety of amenities, including free public Wi-Fi, accessible washrooms, tables and chairs, elevators, public parking, bike racks, and are conveniently located near public transportation.

# Esquimalt Recreation Centre

Located at 527 Fraser Street

## Craigflower Room



This versatile space can accommodate 50-70 people, depending on the room setup. Featuring a large mirror, it's perfect for parties, meetings, and various activities.

## Kanaka Room



This space is ideal for work meetings, presentations, and general gatherings, comfortably fitting 18-25 people depending on the room layout.

## Fernhill Room



This room can accommodate 15-20 people, depending on the layout, and is great for meetings, small group work, activities, and more.

## Atrium Convertible



This space overlooks the aquatic area and is perfect for parties, meetings, and more, accommodating 20-30 people depending on the layout.



Ready to host your next program with us? Visit [www.esquimalt.ca/programs](http://www.esquimalt.ca/programs) to submit your contractor application, or reach out to [bookings@esquimalt.ca](mailto:bookings@esquimalt.ca) for more information. We can't wait to help bring your ideas to life!

# Archie Browning Sports Centre

Located at 1151 Esquimalt Rd

## Boardroom



Perfect for AGMs, staff meetings, training sessions, conferences, and more. This modern space is equipped with a whiteboard and a mounted TV for seamless presentations. With room for 12-20 people, it's the ideal setting for productive and professional gatherings.

## Licensed Lounge



The Lounge is the perfect spot for fundraisers, social events, conferences, AGMs, and more! With room for 120 people and a licensed bar, it's ideal for any gathering. A bartender is available for an additional fee.

## Curling Arena



Looking to book the curling arena? Dry floor season is great for banquets, dances, and events. Ice season is perfect for curling socials and tournaments. With a capacity of 800-1200 people, it's ideal for large gatherings year-round!

## Arena



Perfect for large events, tournaments, championships, and more! With a capacity of 1500-2000 people, this space can handle even the biggest gatherings.

# Esquimalt Gorge Park Pavilion

Located at 1070 Tillicum Rd

## Upper Hall



## Lower Hall



Both the Upper and Lower Halls are perfect for weddings, conferences, and other events, each accommodating up to 120 guests. The Lower Hall can be divided into three 1,000 sq. ft. spaces for flexible use. Full facility rentals are available, with a servery on each floor. The Upper Hall includes audio-visual equipment, such as a sound system and projector/screen, while the Lower Hall offers TV rentals.

## Boardroom



The Board Room is a stylish space ideal for meetings, luncheons, and staff events, accommodating up to 20 people. It features a mounted TV available for rent.

## HOW TO BOOK

Please complete our booking inquiry form online at [www.esquimalt.ca/egpp](http://www.esquimalt.ca/egpp) or use QR code below. Please note the Esquimalt Gorge Park Pavilion has its own venue guide.



Amenities include two serveries with residential fridges, ranges, dishwashers, and sinks, free public Wi-Fi, an unsecured loading dock, three outdoor food truck hook-ups, 96 parking stalls, 4 electric vehicle charging stations, and 10 accessible parking stalls.



# Booking a Facility Space

To book your upcoming event with the Township of Esquimalt, please check out our website and complete the inquiry form at <https://www.esquimalt.ca/form/facility-booking-request>

To secure your booking, full payment of the contract is required. A \$500 refundable damage deposit may apply. The deposit will be refunded after the event if there are no damages, losses, or additional charges.

## All contracts require the following documents:

- **General Liability Insurance:** Renters must obtain General Liability Insurance listing the Township of Esquimalt as additionally insured for the event.
- **Special Event Permit:** If serving alcohol, a letter of permission from the Township and a Special Event Permit from the Liquor and Cannabis Licensing Regulation Branch are required.
- **Audio-Visual (AV) Rentals:** Each facility offers different AV options depending on the location. Most sites are equipped with either a rolling TV or a mounted screen for presentations and events. If your event requires additional AV equipment, please contact us for specific details and pricing.
- **Entandem Fee (Music Licensing):** If you plan to have music, the rental contract will include Entandem music licensing fees (SOCAN and RE:SOUND). Fees vary based on event size, music type (live or recorded), and whether dancing is involved. These fees support Canadian music industry professionals and are collected and remitted on your behalf.
- **Room Rental and Park Fees:** Standard room rental and park fees apply. For more information please contact [bookings@esquimalt.ca](mailto:bookings@esquimalt.ca).



# Room Set Up and Take Down

Bookings at Township-operated facilities offers a fully customizable experience. All supplies and equipment, including chair coverings, linens, tableware, glassware, and furniture, must be rented from external companies.

The following are available at no extra charge: 5 ft round tables, 8 ft rectangular tables, and boardroom style or folding chairs.

To ensure a smooth start to your event, the Township staff will have the rental space ready at your booking time, with tables and chairs arranged to your preference. A floor plan is required at least 2 weeks in advance.

- User groups are responsible for setting up and removing any items they bring, including event equipment, within the rental time. Facility staff will supervise the building, assist with minor cleaning (i.e, garbage removal, wet mopping).
- Changing tables and chairs during the event is the rental group's responsibility. Any external furniture or rentals must be set up and cleaned up within your rental time.
- All items from outside vendors must be removed by the end of your booking time. Events typically require 1 hour for cleanup, including removing supplies, placing garbage and recycling in the proper receptacles, and vacating the space.
- If external vendors need access for set up, it must be included in the contract time. Vendors cannot access the space before the contract start time.
- For rental equipment requiring power, please note the 15 amp circuit limitations. Overloading circuits may trip the breaker. Contact the Facility Booking Clerk for power needs.

## Additional Booking Details

- **DECOR:** Any stapling, pinning, or tacking of materials to the walls, tables, or exposed wood is not permitted.
- **GLITTER, SPARKLES & CONFETTI**
- **SPARKLERS, BBQs and SMOKE MACHINES**
- **TAPE:** Painters tape is the **only** approved tape allowed in the facility. Duct tape, packing tape and scotch tape are not permitted.
- **SMOKING:** No smoking or vaping will be permitted in any area of the facility or park at any time.
- **VENDOR DELIVERIES:** Delivery and pick up times must be prearranged with Township of Esquimalt staff.



# Frequently Asked Questions

**Do you offer on-site event coordination services?** We do not provide event coordinating services, however, it is not mandatory for bookings.

**What is the cancellation policy?** Notice of cancellation must be received at least 30 days before the event/first day of booking to receive a full refund. No refund will be provided if notice of cancellation is received less than 30 days prior to the event/first booking.

**What am I responsible for cleaning up post-event?**

At the end of the event, the Renter is responsible for the cleanup and removal of any décor and personal items. All items must be removed from the space by the time your rental ends.

**When can I view the space?** Renters are welcome to view facilities during regular operating hours. Please note programs or rentals may be occurring during viewing. Please make arrangements with the Facility staff for specific times to see the space empty.

**Why can't I book in person?** Due to a high demand of bookings, we request all inquiries to be submitted through our online system. This ensures a fair process for all and is done on a first come, first serve basis. If you do not have access to a computer, please visit us at the Recreation Centre at 527 Fraser Street and one of our receptionist can walk you through the application and can submit the form on your behalf.

**Can I bring food into the rented space?** Yes, renters are welcome to bring food into the space. We ask that you please ensure items are properly recycled or placed in the garbage at the end of your booking.

**Do you have parking available?** Yes, we have parking available at all three facilities.

**What are the insurance requirements for renting a facility?** All renters who book a facility in the Township of Esquimalt must provide liability insurance for a minimum of \$2 million per occurrence, and name the Township of Esquimalt as additional insured. We require a copy of insurance for our records at least 14 days before the rental date.

**Can I book a tour to view one of the facilities?** Yes, for Pavilion tours please contact 250-412-8539 or for the Recreation Centre and Archie Browning Sports Centre please contact 250-412-8525.



# Esquimalt Parks

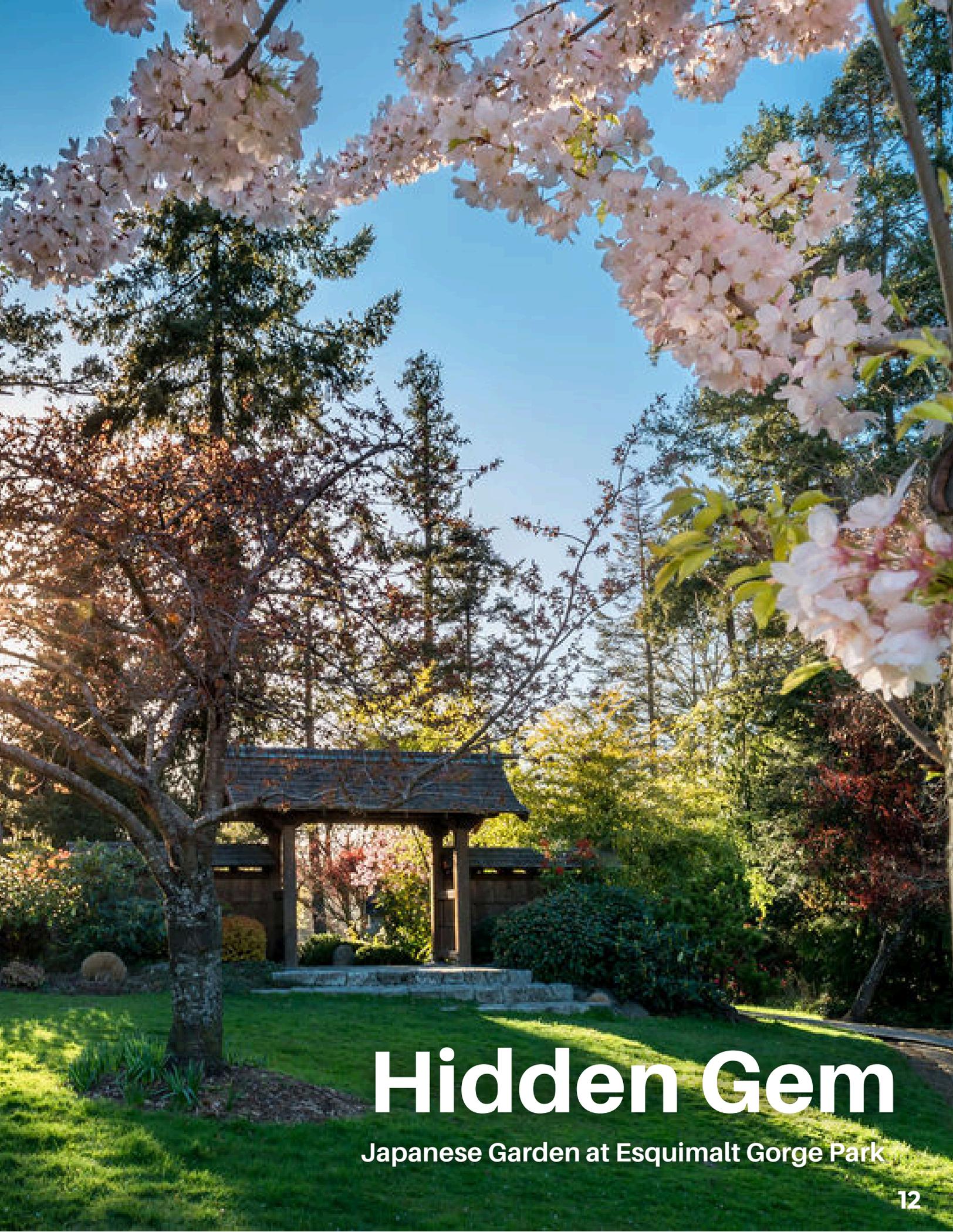
Book Your Spot, Nature Awaits!



# Map of Esquimalt Parks



Esquimalt Parks offer diverse outdoor spaces for all kinds of activities - whether it's hosting events, socializing, walking, running, playing, or relaxing. With 13 parks, 4 greenways, and 12 waterways, plus amenities like playgrounds, picnic areas, trails, gardens, sports fields, and wedding venues, there's something for everyone to enjoy.



# Hidden Gem

Japanese Garden at Esquimalt Gorge Park

A photograph of a sunset over a park field. The sun is low on the horizon, creating a bright orange and yellow glow. The sun's rays are visible, and the sky is a mix of orange and blue. In the foreground, there are green trees and bushes. In the background, there are rolling hills or mountains under a clear sky.

# Park Booking Reservations

Did you know that you can reserve space in our parks? Whether you're planning a picnic, party, or sports event, we offer the option to book picnic tables and sports fields (subject to availability). While parks are open to the general public, you can secure priority use of picnic tables, sports fields, and other areas with a permit. Please note that we require at least five (5) business days' notice to reserve a park, and more time may be needed for special events and sporting activities.

- **Picnic Tables & Sports Fields:** If you wish to reserve a picnic table or sports field, you can do so in advance. These areas are typically available for reservation and can be used for your event or gathering. To ensure availability during peak seasons, we encourage you to make reservations during the prime booking period to avoid disappointment.
- **First Come, First Served:** In the absence of a reservation, all park spaces are available on a first-come, first-served basis. However, please note that if a space has been reserved, individuals with a permit have priority use and may request that others relocate to another area.
- **Exclusive Use:** While parks remain open to the public, specific areas such as picnic tables and sports fields can be reserved for individual use.
- **Expected Attendance:** If your picnic has over 75 people in attendance, a special event application will be required.
- **Trash & Recycling:** All park users are required to clean up after their events. Please ensure you collect and remove all trash and recycling when leaving the park.

## How to book the park?

- **Reservations:** You may reserve up to 1 year in advance. Reservations are available from 7:30 am until 30 minutes before park closing.
- **Processing times:** Please allow up to 3 - 5 business days to receive booking confirmation for your request. If your requested date is 10 days or less from now, please contact us at 250-412-8525 or email [bookings@esquimalt.ca](mailto:bookings@esquimalt.ca)

## Looking to book a picnic?

To ensure a smooth and enjoyable experience for everyone, a special event permit may be required for picnic bookings with more than 75 attendees at our local parks. This is necessary to help manage potential impacts such as increased waste, restroom needs, the use of amplified sound, and parking, all of which require us to follow our event management procedures.



Photo by Tasha Cline Photography

# Weddings at Saxe Point Park

**Booking Schedule:** All park bookings are scheduled back-to-back, so please plan accordingly.

**Ceremony Timing:** To ensure a smooth experience for your guests, we recommend scheduling your ceremony midway through your booking period. This will provide ample time for entry and exit.

**Parking:** Please note that parking is limited.

**Designated Wedding Ceremony Locations:** Saxe Point Park features two distinct areas:

- Arbutus Grove/Open Field: Located to the left of the parking lot.
- Lookout: Located to the right; this smaller area is pet-friendly (off-leash).

Please note we do not host two weddings at the same time.

**Tents and Arbor:** If you wish to use a tent or arbor, they must be weighted rather than staked into the ground due to underground sprinklers. Tents are subject to prior approval and may be affected by weather conditions or potential impacts on green spaces. Please submit your request early to allow for necessary assessments and approvals.

**Furniture:** All tables, chairs, and arbors require approval. The Township of Esquimalt does not provide tables and chairs.

**Tent Size:** Tents must not exceed 10x10 feet and cannot be staked into the ground. Weighting of tents is required.

**Public Access:** The parks are open to the public at all times, other than the reservable area.

**Reservation Proof:** There are no reservation signs posted in the park. Please keep a copy of your contract with booking details on hand. If you encounter anyone using your reserved space, you may politely ask them to vacate, as your contract grants you the right to occupy the space during your reserved time.

**Restrictions: The following are not permitted without prior approval:**

- Rice, confetti, flower petals, or bird seed
- Decorations on existing structures
- Percussion instruments or bagpipes
- Additional lighting
- Alcohol (sales, dispensing, or consumption)
- Smoking or vaping
- Signage, banners, or advertisements
- Fire, fireworks, or electrical installations
- Stages or portable toilets

For more information on booking Saxe Point please contact [bookings@esquimalt.ca](mailto:bookings@esquimalt.ca)

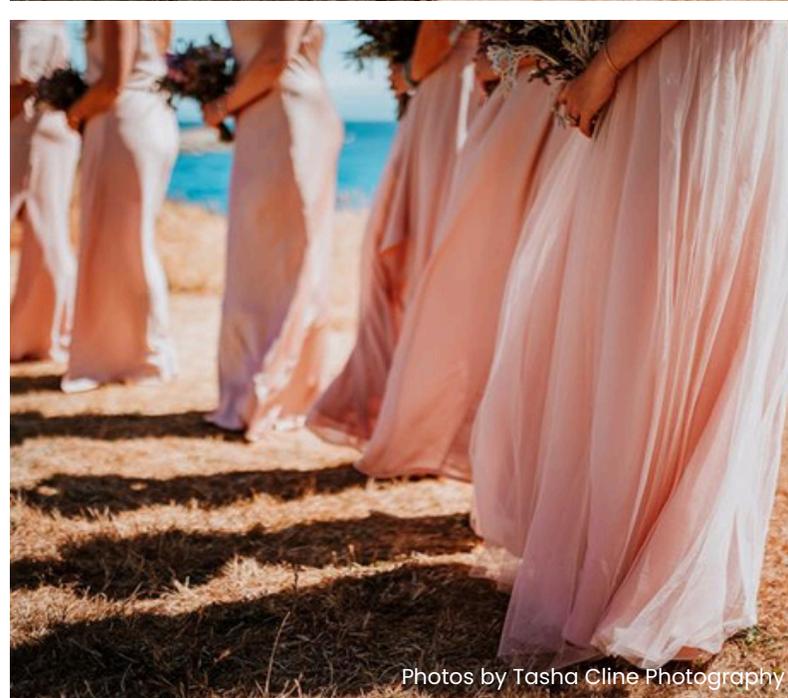
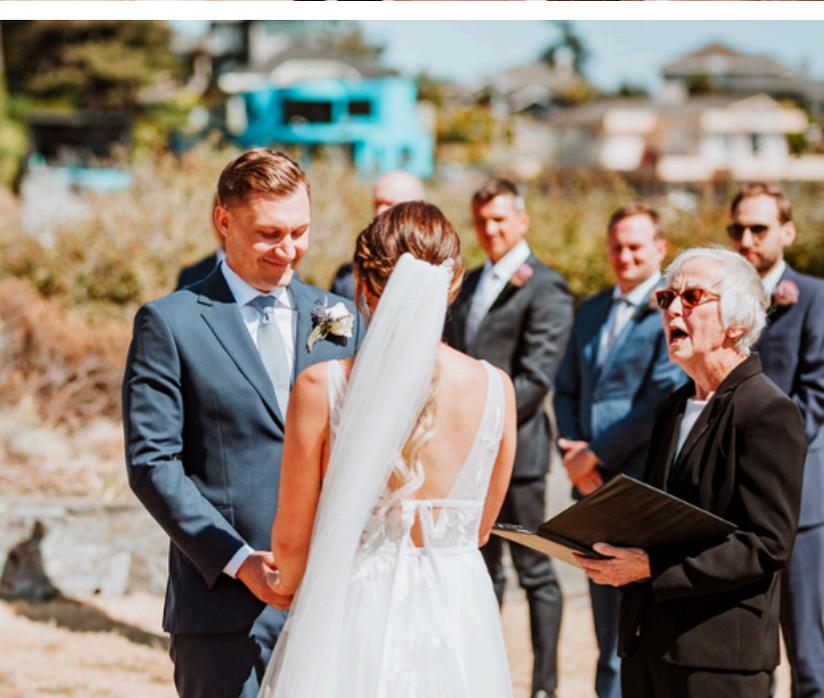
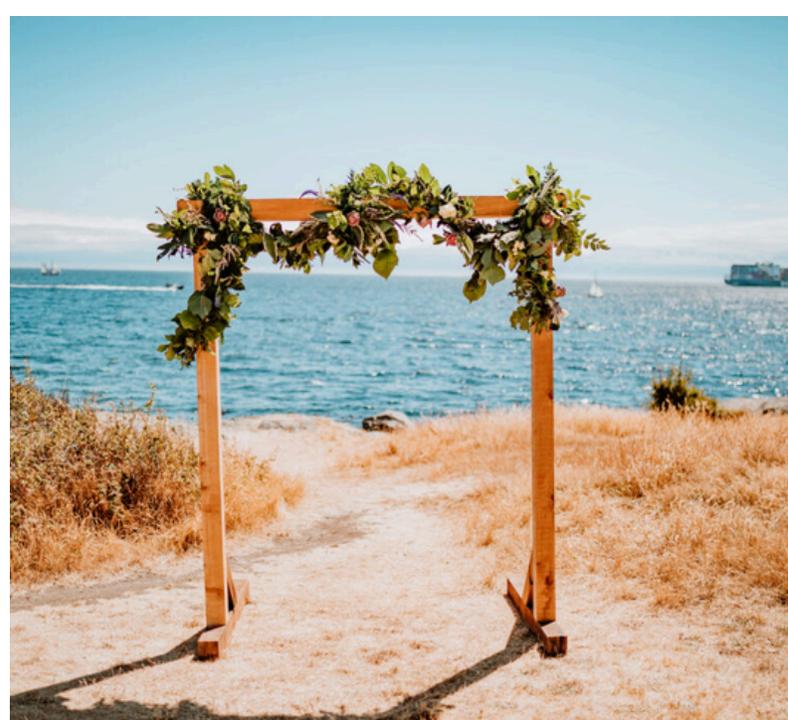


# Park Frequently Asked Questions

- **Can I have alcohol at my event?** No, alcohol is not permitted in parks.
- **Can I play music at my event?** Yes, you are allowed to play music, but please keep the volume at a reasonable level to avoid disturbing other park users and nearby residents. Amplified sound and P.A. systems are not permitted. If required, a special event application may be necessary.
- **Can I use a BBQ in the park? It depends.** We do not provide briquette disposal, so charcoal BBQs are not allowed. However, portable CSA-approved propane units can be used, provided they are monitored carefully and an open outdoor burning permit has been obtained. Do not place BBQs on park furniture or allow open flames near vegetation or trees.
- **Can I have a fire on the beach or in a park?** No, fires are not permitted in parks or on beaches due to our Fire Prevention Bylaw.
- **Are dogs allowed in parks?** In most parks, yes! Dogs must be under control and on a leash in designated areas. Some parks may have specific restrictions, so please check local regulations for more information on dogs in Esquimalt.
- **Do I need a permit to take photos at my wedding ceremony?** No, a permit is not required to take photos during a wedding ceremony.
- **Can I rope off the event area?** No, roping off any area is prohibited.
- **Can I drive or park a vehicle on the lawns?** No vehicles of any kind are allowed to be driven or parked on the lawns.
- **Who is responsible for cleaning up the area?** The licensee is responsible for cleaning up the rented area. Set-up and clean-up must be completed within the rental time frame.
- **How can I help keep our parks clean?** Please follow the "pack it in, pack it out" rule—take everything you bring to the park home with you, including trash, food containers, and animal waste. Here are some tips for a zero waste event:
  - Let guests know to bring their own items to take home.
  - Bring reusable containers, plates and drinking glasses.
  - Use metal or compostable utensils.
  - Pack cloth napkins.
  - Set up a recycling box and food bin for compostable items.
  - Dispose of any extra trash properly—never leave bags or loose garbage in the park.

**Our open spaces are smoke-free!** The Capital Regional District (CRD) prohibits smoking, vaping, or the use of marijuana products in the following areas: Parks, Playgrounds, Beaches in front of any park, Public squares Within 7 metres of any bus stop, window, door, or air intake. For more information, please refer to the CRD Clean Air Bylaw.

For any park related questions please contact [parks@esquimalt.ca](mailto:parks@esquimalt.ca) or for booking questions contact [bookings@esquimalt.ca](mailto:bookings@esquimalt.ca)





# Weddings at Esquimalt Gorge Park

**Designated Wedding Ceremony Locations:** Esquimalt Gorge Park offers two distinct wedding areas:

- Pavilion Garden (right of the Gorge Park Pavilion)
- Willow Tree (left of the Pavilion when facing the water)

**Ceremony Timing:** We recommend scheduling your ceremony midway through your booking period for enough time to set up and clean up.

**Parking:** Parking is limited and is shared with other park and facility users. Please plan alternative transportation if possible.

**Permitted Set-Up:** Temporary structures (i.e., arches), Up to two 10x10' tents/canopies, chairs/seating (contact us for max allowed)

**Tents and Arbor:** Tents and arbors must be weighted, not staked, to protect underground sprinklers. Tents require prior approval and may be impacted by weather or green space concerns. Please submit requests early. Tents must not exceed 10x10 feet.

**Furniture:** Approval is required for all tables, chairs, and arbors. The Township does not provide outdoor tables and chairs.

**Restrictions:** The following are not permitted:

- Rice, confetti, flower petals, or bird seed
- Decorations on existing structures
- Percussion instruments or bagpipes
- Additional lighting
- Alcohol (sales, dispensing, or consumption)
- Smoking or vaping
- Signage, banners, or advertisements
- Fire, fireworks, or electrical installations
- Stages or portable toilets

**Public Access:** The parks are open to the public at all times.

**Set-Up and Clean-Up:** The Parks Department does not handle set-up or clean-up. The ceremony location must be returned to its original state. All trash, decorations, and signage must be removed. **Additional charges may apply for damages or incomplete clean-up.**

