ESQUIMALT
PARKS + RECREATION

ESQUIMALT GORGE PARK PAVILION



EVENT AND VENUE INFOMATION GUIDE

2027

WELCOME TO THE ESQUIMALT GORGE PARK PAVILION

Thank you for your interest in the Esquimalt Gorge Park Pavilion. We have developed this guide to answer some of the questions you may have and provide details that may be important for your event planning process. The Pavilion welcomes rentals of all kinds including weddings, birthday parties, celebrations of life, conferences, marketplace events and more!

The Pavilion, located in Esquimalt Gorge Park (1070 Tillicum Road), is a stunning example of Japanese-inspired architecture perfectly complementing the nearby Japanese Gardens. The building offers several room size options and boasts a stunning second-floor banquet and reception hall with striking cedar beams and a panoramic view of the Gorge Waterway.

The Pavilion can be accessed on foot via park pathways, by vehicle, or by bike.
86 parking spots, 10 accessible parking spots,
4 EV charging stations and a bike rack are available.
Overflow parking may be available based on season and weather permitting.

CAPACITY

These numbers include your guests and vendors

Upper or Lower Hall (3000 sq ft rooms): 120 banquet seating/150 theatre seating
Lower Hall A/B or B/C (2000 sq ft): 80 banquet seating/100 theatre seating
Lower Hall A, B or C (1000 sq ft): 40 banquet seating/50 theatre seating
Boardroom: 20



DRIVING DISTANCES:

From Downtown Victoria.....5 km
From Airport.....25 km
From BC Ferries Terminal.....30 km
From Duncan.....60 km

CONTACT US

Phone: 250-412-8539
Reception: 250-412-8500
Email: pavilion@esquimalt.ca

2027 RENTAL FEES

Full Facility Rental: $5852.33/day (15 hours)
Upper Floor (3000 sq ft): $180.48/hour
Lower Floor Full (3000 sq ft): $180.48/hour
Lower Hall A/B or B/C (2000 sq ft): $120.31/hour
Lower Hall A, B, or C (1000 sq ft): $60.16/hour
Boardroom: $48.12/hour
Servery (kitchen): $58.00 flat rate (not hourly)
Rates listed do not include GST
Click here to view photos, capacity limits and floorplan templates for each room.

For **individual room bookings**, full payment of the contract plus a $500 refundable damage deposit are required to secure your booking. The damage deposit will be returned to you after your event if there are no damages/losses incurred or additional room or staffing charges assessed.

For **Full Facility bookings**, a non-refundable deposit of $500 is required to secure your booking. If you decide to cancel or change to an individual room booking this non-refundable deposit is not returned. The contract fee can then be paid in full or in two installments of 50% each at six months and three months before your event.

General Liability Insurance

All renters are required to obtain General Liability Insurance of no less than $2,000,000. The Township of Esquimalt must be listed as an Additional Insured on the policy.

Special Event Permit

If you are planning to serve alcohol at your event, you will need a letter of permission from the Township of Esquimalt (the Pavilion Supervisor will supply this) and a Special Event Permit from the Liquor and Cannabis Licensing Regulation Branch. Click here for more info.

Audio Visual (AV) Rentals

The Pavilion has Audio Visual Equipment available for rent.
The Upper Hall has a projector & screen, sound system and microphone available.
The Lower Halls and Boardroom have 55-inch TVs available for rent. For pricing, please contact us.
Please note that an additional damage deposit of $250.00 is required when renting AV equipment.

Entandem Fee (Music Licensing)

If you plan to have music during your event, your rental contract will include Entandem music licensing fees (SOCAN and RE:SOUND).
The pricing varies depending on the size of your event, the type of music (live or recorded), and whether there will be dancing. The revenue from these fees is used to support performers, song writers and music copyrighters involved in the Canadian music industry.
These fees are collected and remitted on your behalf.

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SET UP AND TAKE DOWN

- When you arrive, your room(s) will be ready with the Pavilion's tables and chairs already set up as per your floorplan direction. We require a floorplan at least two weeks before your event.
- Access to the room(s) will be based on the start time listed on your contract.
- For all events, please factor in your set up and take down time. Most weddings or conferences require approximately three to four hours for set up and an hour or two for take down. Smaller events require closer to one hour for set up and thirty minutes for take down.
- Renters are expected to set up and take down their equipment and decorations within the timeframe agreed upon in their contract.
- Keep in mind that the set up and take down of any external furniture brought in, including rentals is the responsibility of the renter and must be scheduled within your contract timeframe.
- If external vendors need access to the space to set up or take down equipment, this time will need to be scheduled within your contract timeframe. External vendors cannot access the room(s) earlier or later than the times listed on your contract. This includes the Serveries.
- Any transition of tables and chairs during an event are the responsibility of the renter.
- By the end time listed on your contract, all your supplies, decorations, and equipment must be removed from the room(s), garbage and recycling placed in the appropriate receptacles, and guests and vendors cleared.
- You can store some items in our Loading Dock for pick up the next day. Large items like couches, portable bars, and large decorations cannot be stored in the Loading Dock.
- During your event, facility staff will be on site to supervise the building, assist with any minor cleaning (e.g. garbage removal, wet mopping) and provide support during an emergency.
- After your contract time has ended, the facility staff will take care of cleaning and storing Pavilion equipment, removing garbage and recycling, and washing the floors.
- Please bring your own hand truck/dolly, ladder, extension cords, HDMI cable, kettle and/or pitchers as we do not provide any of this equipment.

FURNITURE AND EQUIPMENT

The Pavilion is a blank canvas making it 100% personalized by you and your team. All supplies and equipment (aside from those listed below) including chair coverings, linens, tableware, glassware, and furniture must be rented from external companies. Rental equipment and supplies deliveries are accepted on the day of the event and must be removed from the room at the end of the event.

Single, overnight storage is available in our Loading Dock for limited equipment and supplies (no large items like portable bars, couches, or large decorations), but should be prearranged with the Pavilion Supervisor. The Loading Bay may be utilized for temporary parking for commercial vehicles when loading and unloading items to the Loading Dock. Please discuss access with Pavilion Supervisor.

The following are available for use at no additional charge,

- 5 ft diameter round tables (seat 6-8 people)
- 8 ft plastic rectangular tables (seat 8-10 people)
- One coat rack and coat hangers
- Banquet style chairs in Upper Hall and plastic style chairs in Lower Hall
- A podium (upon request)

For all external vendor services please note they cannot gain access to the space prior to or past the contract start and end times.

When arranging rental equipment requiring power, please be mindful of the limitations of 15 amp circuits, some which power multiple outlets. Plugging in too many items at one time may trip the breaker.

WHAT ARE THE DECORATION RULES FOR THE VENUE?

All decor must be free-standing, i.e. nothing can be pinned, stapled, nailed or taped to the walls (the one exception is painters tape can be used).
Facilities are rented in an "As Is" condition. Any alterations must be pre-approved by Township staff. Renters shall not construct, erect, or attach any fixtures of any kind to any part of the premises without the prior written consent of the Township through the Pavilion Supervisor.

APPROVED

- Free standing decorations
- Flowers and Balloons
- Candles are permitted, provided they are in a container with a bottom and sides. The sides must rise up above the flame.

PROHIBITED

- No loose materials (glitter, confetti, beads, sand, rice, flower petals, flour, bird seed or glitter bombs)
- No nails, tacks, staples, or tape (except painters tape) is to be used on tables or facility spaces (including walls, floors, glass, pillars, etc.).
- No fog machines or sparklers
- No ride-on toys, balls, sports equipment, bubble machines or bouncy castles.

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ADDITIONAL DETAILS

- **DECOR**: Stapling, pinning, or tacking of materials to the walls, tables, or exposed wood is not permitted. Candles are permitted, provided they are in a container with a bottom and sides that rise up above the flame such as a decorative lantern, mason jar etc.
- **GLITTER, SPARKLES, RICE, FLOWER PETALS, BIRD SEED, CONFETTI, ETC.** are not permitted, as they have proven to be very difficult to clean up.
- **SPARKLERS and SMOKE/FOG MACHINES** are not permitted, as they are a fire hazard and can set off the fire alarm.
- **BBQs:** If you would like to use a BBQ during your event, you need seek permission first from the Pavilion Supervisor. Charcoal BBQs are not allowed and propane BBQs are only allowed with a permit and in certain locations. Once approved by the Pavilion Supervisor, you can apply for an Outdoor Burning Permit here.
- **TAPE**: Painters tape is the **only** approved tape allowed in the facility. Duct tape, packing tape and scotch tape are not permitted.
- **SMOKING/VAPING:** No smoking is permitted in any area of the facility or park at any time.
- **PARK ACCESS**: The public has access to the park—you can reserve an area of the park and have the right to ask people to leave that area only. It is recommended to have a copy of your contract with you on the day/time of your event.
- **OTHER RENTALS**: If you are not booking the Full Facility, there is the possibility of another user group renting other rooms in the building at the same time as your event.
- **VENDOR DELIVERIES**: Delivery and pick up times should be prearranged with the Pavilion Supervisor.
- **PONDS:** Please note that the ponds around the Pavilion are filled on a seasonal basis and may not be filled during your event depending on the season or maintenance work.

What is the rental process? If you are interested in using the Pavilion for an event, please submit an Esquimalt Gorge Pavilion Booking Inquiry Form online. The Pavilion Supervisor will then confirm whether the space is available and provide a contract with payment instructions.

Do you offer on-site event coordination services? The Pavilion does not provide event coordinating services, and 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.

How many guests can Gorge Park Pavilion accommodate for parking?
We have accommodation for approximately 86 vehicles plus 10 accessible stalls.

What am I responsible for cleaning up post-event?
At the end of the event, renters are responsible for the cleanup and removal of any décor and personal items. All items must be removed from the room(s) by the time your rental ends.

Can I view the rooms? You are welcome to visit the Pavilion Monday to Friday during regular operating hours. Please note programs or rentals may be occurring which would restrict rooms for viewing. You can also contact the Pavilion Supervisor to request a time to view the rooms.

Why can't I book in person? Due to a high demand of bookings, we request all inquires 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 a member of our reception team can walk you through the application and can submit the form on your behalf.








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HOW TO BOOK

Please complete our booking inquiry form online at **www.esquimalt.ca/egpp** or use QR code below.

Due to high demand of booking requests, a response can take up to 5 business days.

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CONTACT

pavilion@esquimalt.ca

www.esquimalt.ca/egpp

ph: 250-412-8539

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