



# BLACKBURN COMMUNITY HALL

Operated by **Blackburn Community Association** (Registered Non-Profit)

All rates subject to 5% GST unless exempt.

## 1. MAIN HALL RENTAL RATES

### Weekend Rentals

#### Friday – Full Day (18 Hours)

\$1,500

#### Saturday – Full Day (18 Hours)

\$1,500

#### Sunday

Not available

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### Monday–Thursday Availability

#### Monday

Daytime only (must end by 3:00 PM)

\$65/hour

*Not available evenings after 5:00 PM*

#### Tuesday

Daytime (must end by 3:00 PM) – \$65/hour

Evening (start 5:00 PM or later) – \$95/hour

#### Wednesday

Daytime (must end by 3:00 PM) – \$65/hour

Evening (start 5:00 PM or later) – \$95/hour

#### Thursday

Daytime only (must end by 3:00 PM)

\$65/hour

*Not available evenings after 5:00 PM*

### Important Notes

- Daytime rentals must conclude by 3:00 PM.
- Evening rentals may begin at 5:00 PM or later.
- Monday and Thursday evening rentals are not available.



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## Special Discount Rates

### Celebration of Life (Monday–Saturday)

\$65/hour + GST

### Registered Non-Profits

30% discount on hall rental

(Proof of registration required)

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## 2. WHAT'S INCLUDED

Every hall rental includes:

- Exclusive use of the Main Hall
- Washrooms
- Parking lot
- Use of available tables and chairs (confirmed in advance)
- Standard post-event cleaning (mopping and sanitizing)

### Please Note

Setup and takedown are not included.

Excessive cleaning, garbage left behind, or policy violations may result in additional charges.

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## 3. DAMAGE DEPOSIT & SOCAN

### Refundable Damage Deposit

Rental Type	Deposit
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Full Day	\$500
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Half Day	\$250
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Hourly	\$110
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Deposits are refunded within 7 business days following inspection provided:

- No damage occurred
- No excessive cleaning required
- Rental hours were respected
- All policies were followed

Refunds are issued by cheque or e-transfer.

If deductions are required, an itemized statement will be provided.

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## SOCAN Fee – \$70

Mandatory if music is played, including:

- DJ services
- Live bands
- Background music
- Spotify or recorded music

This fee is remitted directly to SOCAN for copyright compliance.

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## 4. BOOKING & PAYMENT

### To Secure Your Date

50% of the hall rental is required at booking, which can be sent to [eventsbbca@gmail.com](mailto:eventsbbca@gmail.com)

### 40 Days Before Event

- Remaining balance
- Damage deposit

Failure to pay by the deadline may result in cancellation and forfeiture of deposit.



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## Cancellation Policy

<b>Notice Before Event</b>	<b>Refund</b>
70+ Days	Full refund minus \$100 admin fee
41–69 Days	50% refund
40 Days or Less	No refund

Damage deposits are fully refundable if no access has occurred.

Refunds are processed within 14 business days.

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## Date Changes

- Must be requested 60+ days before event
  - New date must be within 6 months
  - \$50 administrative fee applies
  - One change permitted per booking
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## 5. INSURANCE & ALCOHOL

### Insurance (Mandatory)

- \$2 million liability (no alcohol)
- \$3 million liability (with alcohol)

Blackburn Community Association must be named as additionally insured.  
Proof of insurance is due 7 days before the event.

(Insurance may be obtained through providers such as Integris Credit Union.)



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## Alcohol Service

Special Event Permit required:

<https://justice.gov.bc.ca/lcrb/sep>

- Copy due 15 days before event
  - All bartenders must hold Serving It Right certification
  - No self-serve alcohol permitted
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## 6. FACILITY RULES

The following are strictly prohibited:

- Smoking, vaping, or cannabis use indoors
- Tacks, nails, staples, glue, or tape on walls
- Glitter, confetti, rice, petals
- Fog machines or pyrotechnics

Candles must be enclosed and pre-approved.

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## School & Playground Courtesy

The hall is located beside a school and playground.

Guests must:

- Remain off school grounds
- Not approach unknown children
- Supervise their own children

Failure to comply may result in immediate event shutdown.



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## 7. RJ HOUSE & CEREMONY GROUNDS

### Ceremony Grounds

Add-on to Hall Rental (3 Hours)

\$100

Standalone Rental (3–4 Hours Max)

\$200

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### Wedding Add-On (Bridal Lounge)

Half Day (up to 4 hours) – \$160

Full Day (up to 8 hours) – \$320

Includes access for bridal parties, hair and makeup, and photography.

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### Corporate Daytime Bookings

Hourly (2-hour minimum) – \$65/hour

Half Day (4 hours) – \$260

Full Day (8 hours) – \$500

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### RJ House Cleaning Fee

Mandatory: \$75–\$250 depending on use  
50% refundable if space is left in original condition.

Damage or excessive cleaning will be invoiced.



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## 8. RENTAL ADD-ONS

### Audio/Visual Equipment

Basic Mic & Speaker – \$100

Mic, Speaker, Projector & Screen – \$280

Full AV Setup – \$410

Must be confirmed 30 days prior to the event.

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### Event Staffing

Setup Assistance – \$25/hour per staff member

Takedown Assistance – \$25/hour per staff member

Setup Contact: Michelle – 250-981-7708

Event Bartenders: Terri – 250-614-8139

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### Dishware & Glassware – \$1.00 Each

Includes:

- Wine glasses
  - Water goblets
  - Champagne flutes
  - Highball glasses
  - Coffee mugs
  - Dinner plates
  - Salad plates
  - Dessert plates
  - Soup bowls
  - Coffee cup & saucer
  - Cutlery sets
  - Serving utensils
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## Linens

Round Tablecloth – \$13.50

Rectangular Tablecloth – \$12.50

Cloth Napkins – \$2.00

Chair Covers – \$4.00

Chair Sashes – \$2.75

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## 9. PAYMENT INFORMATION

Cheques payable to:

Blackburn Community Association

E-Transfer:

Password: **BBCA2026**

Email: [eventsbbca@gmail.com](mailto:eventsbbca@gmail.com)

Booking Agent:

Toni Schell – Broni Services Limited

250-981-3200

[eventsbbca@gmail.com](mailto:eventsbbca@gmail.com)



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## 10. KITCHEN RENTAL & ADVANCED USE

Kitchen use is permitted by prior approval only and requires a signed contract.

Any renter using kitchen space, appliances, prep areas, or cold storage must comply with the requirements below.

### Kitchen Rental Rates

#### Basic Kitchen Use (No Cooking)

Includes use of:

- Prep tables
- Sinks
- Fridge (if pre-approved)
- Basic smallwares (if applicable)

\$35 per hour

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#### Kitchen Use With Cooking

Includes use of:

- Ovens
- Stove
- Approved appliances

\$55 per hour

#### Flat Rate Options (With Cooking)

Half-Day (up to 5 hours)

\$225

Full-Day (up to 10 hours)

\$375



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## Add-Ons

Cold Storage (Fridge or Freezer Space)

\$15 per day

*Space must be reserved in advance.*

Cleaning Fee (if required)

Minimum \$75

Charged if the kitchen is not left in a clean and sanitary condition.

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## REQUIRED DOCUMENTATION

**The following are mandatory for all kitchen users:**

- Signed Kitchen Rental Agreement
- Commercial General Liability Insurance
- Valid Food Safe Certification (must be presented prior to use)
- Damage Deposit (based on rental length)
- 15-minute Kitchen Orientation (first-time users only)
- Completion of Kitchen Cleaning Checkout List

## Northern Health Requirements

If food is being prepared, cooked, served, or sold to the public, renters are responsible for obtaining:

Temporary Food Premises Permit (Event Day License)

Issued by Northern Health

Proof of permit approval must be provided prior to event day.

It is the renter's responsibility to ensure compliance with all Northern Health regulations, including safe food handling, temperature control, and sanitation requirements.

Failure to obtain required permits may result in immediate cancellation of kitchen access without refund.



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## Kitchen Use Compliance

To maintain safety and facility standards, the following are prohibited:

- Cooking or appliance use without prior approval
- Using equipment beyond what was approved
- Failure to clean and sanitize all areas used
- Damage to appliances, surfaces, or property
- Removal or misuse of facility equipment
- Violation of food safety, fire safety, or health regulations
- Refusal to follow instructions from the Hall Booking Agent

## Consequences of Non-Compliance

The Blackburn Community Association reserves the right to:

- Terminate kitchen access immediately
- Withhold the full damage deposit
- Invoice for cleaning or repair costs
- Deny future rental requests
- Notify applicable licensing or health authorities if required

The kitchen and facility may be inspected before and after each rental.

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## Kitchen Rental Contact

**Toni Schell**  
**Broni Services Limited**  
**BBCA Booking Agent**  
**250-981-3200**



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## Suggested Vendors

The following vendors are trusted professionals frequently used by our clients. Clients are welcome to choose any vendor they prefer; this list is provided as a helpful resource.

 Catering - Jolley Market Ltd. Catering Division


Professional full-service catering for:

- Weddings
- Corporate events
- Private functions
- Celebration of Life gatherings

Customized menus available to suit your event style and budget.



 250-544-5337  
 catering@jolleymarket.com  
 [www.jolleymarket.com](http://www.jolleymarket.com)

Instagram: <https://www.instagram.com/jolleymarket2026/>

 Catering – Karahi King

Indian restaurant

Indian cuisine restaurant offering flavorful dishes and catering options for events. Clients can inquire about catering menus, pricing, and availability directly.

 250-564-2129  
 [www.karahiking.ca](http://www.karahiking.ca)  
 1063 5th Ave, Prince George, BC V2L 5K7, Canada



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## DÉCOR & EVENT DESIGN

Sharon Ann Wedding & Events – Prince George

Professional event styling and coordination services, including:

- Wedding décor design
- Full event planning
- Day-of coordination
- Custom installations and styling

 250-961-7697


 <https://sharonannevents.com/>

Instagram: <https://www.instagram.com/sharonannevents/>

## FLORISTS

Wild Roots Weddings Florals & Gifting

Wedding florals, custom bouquets, ceremony installations, and curated gifting options.

 250-692-2388


 [www.wildrootsflowersgifts.com](http://www.wildrootsflowersgifts.com)

*Clients contract directly with the florist for floral design, pricing, and delivery arrangements.*

## RENTALS

It's Party Time – Prince George

Event rental specialists providing tents, specialty décor items, and event equipment.

 250-563-5014

 [www.itspartytimepg.net](http://www.itspartytimepg.net)

*Clients arrange rental selections, delivery, and setup directly with the vendor.*



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## BRIDAL BOUTIQUES

The Gallery Bridal & Events


Bridal gowns, accessories, and personalized bridal styling services.

 250-563-3270

 [www.gallerybridalandevents.ca](http://www.gallerybridalandevents.ca)

White Willow Bridal Boutique

Curated bridal collections and personalized boutique appointments.

 236-331-7144


 [www.whitewillowbridalboutique.ca](http://www.whitewillowbridalboutique.ca)


*Bridal appointments and purchases are arranged directly with each boutique.*

## BARTENDING SERVICES

Worth a Shot Mobile Bar

Licensed bartending and full-service mobile bar solutions for weddings and events.

 250-649-4778

 [www.worthashotmb.com](http://www.worthashotmb.com)

*Clients must ensure all required permits and insurance are in place in accordance with hall policies.*