



BLACKBURN COMMUNITY HALL

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

All rates subject to 5% GST unless exempt.



Blackburn Community Association Hall Event Rental Guide

Everything you need to know before booking
your event.



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Is Our Hall and RJ House Right For Your Event?

The Blackburn Community Association Hall is a versatile venue designed to accommodate a wide variety of events, from intimate family gatherings to large community celebrations. Whether you're planning a wedding, anniversary, birthday, corporate meeting, fundraiser, trade show, celebration of life, holiday party, or cultural event, our flexible spaces can be customized to suit your vision. The spacious main hall can be arranged in a variety of seating configurations, while the adjoining amenities provide everything needed to create a comfortable and memorable experience for you and your guests.

For weddings and special occasions, the historic **RJ House** offers a beautiful addition to your event. Available as a bridal lounge, getting-ready space, or intimate ceremony location, RJ House provides a charming setting for hair and makeup, wedding photography, quiet moments before your ceremony, or small private gatherings. When paired with the Community Hall, it creates a seamless event experience by offering separate spaces for preparation, ceremonies, receptions, or VIP guests.

Our facilities are ideal for events of all sizes, from small meetings of 20 guests to receptions and community events hosting up to 250 attendees. With ample parking, accessible facilities, optional kitchen rental, ceremony grounds, audio-visual equipment, tables and chairs, and a variety of rental add-ons, we strive to make planning your event as simple as possible. Whether you're organizing an elegant wedding, a professional conference, a lively celebration, or a meaningful community gathering, the Blackburn Community Association Hall and RJ House provide flexible, affordable, and welcoming spaces to help bring your event to life.



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Seating Capacities

Layout Style	Maximum Capacity
Round Table Banquet Reception	Up to 250 guests
Cocktail / Standing Reception	Up to 290 guests
Community Dinner	Up to 250 guests
Corporate Meeting	Flexible based on room setup

Guest capacities may vary depending on the size of the dance floor, head table, buffet, staging, AV requirements, and any additional décor or specialty rentals.

What comes next:

1. Schedule a tour
2. Receive your quote
3. Secure your date
4. Pay your 50% deposit
5. Plan your event
6. Submit insurance to the Hall 2 weeks before your event
7. Final payment will be required 2 Weeks before your event
8. Set up Day will be arranged based on availability
9. Event day Broni Services will do a full Video walk through inside and outside prior to your event
10. Damage deposit returned **within 72 hrs**



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MAIN HALL RENTAL RATES

Friday – Full Day (18 Hours) \$1,500

Saturday – Full Day (18 Hours) \$1,500

Sundays the Hall is only available after 8PM please discuss with

Broni Service

Important Notes:

Setup and takedown are not included. Excessive cleaning, garbage left behind, or policy violations may result in additional charges.

Friday & Saturday Evening Rentals – Mandatory Requirements

Due to the high demand for the Blackburn Community Hall and the quick turnaround between bookings, all Friday and Saturday evening renters must comply with the following cleanup requirements.

- At the conclusion of your event, all decorations, personal belongings, and rental items must be gathered and placed in the designated area assigned by Broni Services.
- **All tables and chairs must be completely put away no later than 6:00 AM the following morning.**
- **All decorations, personal belongings, and rental items must be removed from the hall no later than 12PM the following morning from the designated location provided.**

These deadlines are mandatory to allow our team sufficient time to complete cleaning, inspections, and setup for the next scheduled event. Failure to meet these requirements may result in additional cleanup charges or impact future booking privileges.

If you are unable to complete the required post-event cleanup, Broni Services can provide the names and contact information of trusted cleanup staff who may be hired to complete the work on your behalf. We strongly recommend arranging this service prior to your event if you anticipate needing assistance.



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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.

Special Discount Rates Celebration of Life (Monday–Saturday) \$65/hour + GST

Registered Non-Profits 30% discount on hall rental (Proof of registration required)



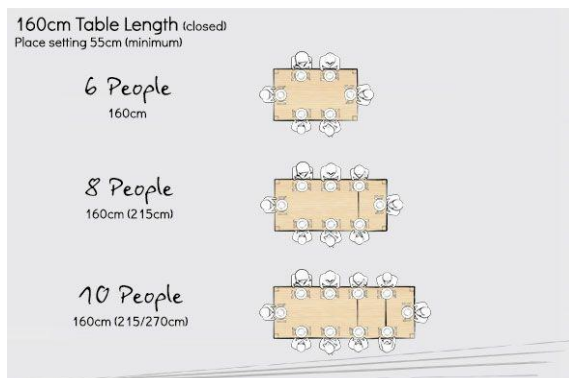
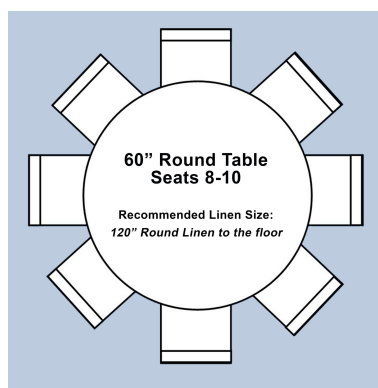
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Every rental includes:

- ✓ Exclusive use of the hall
- ✓ Round and Rectangular Tables
- ✓ Chairs
- ✓ Washrooms
- ✓ Parking
- ✓ Heating
- ✓ Air Conditioning
- ✓ Deep cleaning/Sanitizing after basic clean has been completed by the client
- ✓ Garbage on site
- ✓ Wi-Fi





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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.

Refundable Damage Deposit

Rental Type	Deposit
Full Day	\$500.00
Half Day	\$250.00
Hourly	\$110.00

Cancellation Policy

70+ Days Refund Full refund minus \$100 admin fee

41–69 Days 50% refund

40 Days or Less No Refund

Refunds are processed within 14 business days.



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Optional Add-ons:

Kitchen Rental

AV

Linens

Chair Covers

Dishware

Glassware

RJ House

Planning Timeline

6-8 Months Before

Reserve hall and Pay your deposit

Book photographer

Book caterer

DJ

Decorator

Florist

Book officiant

Reserve rentals



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3 Months Before

Finalize décor

Book your Bartending company or Bartender

Guest list

Insurance

Hotel blocks

1 Month Before

Final guest count

Meet vendors

Finalize floor plan

Submit insurance

Confirm rentals

2 Weeks Before

Final payment

Provide the Hall with Liability Insurance \$3 M if Liquor will be on site \$2 M in no liquor. Name the Hall as second insured.

Special Event Permit-Discuss with your Bartending Company or Bartender

Vendor confirmations

Decorations packed

Emergency kit

Review timeline



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Hall 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.

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.

RJ HOUSE & CEREMONY GROUNDS

Ceremony Grounds

Add-on to Hall Rental (3 Hours) \$100

Standalone Rental (3–4 Hours Max) \$200

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.

Corporate Daytime Bookings Hourly (2-hour minimum) – \$65/hour

Half Day (4 hours) – \$260

Full Day (8 hours) – \$500



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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

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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Frequently Asked Questions (NEW)

Can I bring my own caterer? YES

Can I supply my own alcohol? YES with a Special Event License purchased from BC Liquor Store. A licensed Bartender will be required to serve your liquor.

Can I decorate the day before? Depending on what we have booked there is a possibility for that, discuss with Broni Services.

Can I leave items overnight? Items may be left in a designated space decided upon by yourself and Broni Services.

Can I use candles? Only Battery operated candles or floating enclosed candles.

Can food trucks attend? YES

Do you provide Wi-Fi? YES

Can pets attend? YES but on leash at all times.

Is there wheelchair access? YES

What time does music have to end? That completely depends on you, must be approved by Broni Services.

Can I have a bouncy castle? YES

Can I use confetti? NO

How long do I have to clean up? All tables, chairs and main floor decor has to be removed and put away by 6AM. It is recommended you hire a breakdown crew. Decor can be left in a designated space and picked up by 12PM the next day.

Contact us:

Broni Services Limited: eventsbbca@gmail.com

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