

# SOCIAL EVENTS FAQ

## WHAT'S INCLUDED IN A BASIC ROOM RENTAL?

A basic room rental includes use of the space for the designated time. Full setup of tables & chairs, flatware, china, glassware, tablecloths, & teardown of the room.

*\*Room rentals do not include access to the space for set up the night before your event.*

## WHO IS RESPONSIBLE FOR DÉCOR?

Decor is the responsibility of the client to provide, setup and take down. Take down must take place the night of your event. The Coast Kamloops Hotel & Conference Centre is not responsible for anything left in the room. A \$500 clean-up fee may be added to the invoice in a case when items are left behind.

## ARE THERE DÉCOR RESTRICTIONS?

The use of pins, nails, tacks, staples, sparklers, open flame, glitter, confetti or rose petals are also not permitted in our facility. Adhesion to exterior glass walls and interior wood walls is prohibited. Failure to comply will result in a \$500.00 fee.

Acceptable wall adhesives in the facility are painters' tape, & "fun-tak." Please speak with your Conference Service Coordinator to determine the most appropriate adhesive for your Conference space.

Any products including electrical, battery or manually powered machines or dry ice that produce smoke, fog, mist or similar conditions that simulate smoke that can be perceived as a fire or produce mist that may cause the activation of the fire alarms are prohibited in all function space within the conference centre. Any groups found to be in violation of this prohibition shall be subject up to a \$10,000.00 penalty.

## ARE WE ALLOWED TO BRING IN CANDLES?

Contained flame candles are allowed (tealights & votive) on guest tables. Candles cannot be in candelabras or in a situation where an open flame has the possibility to start a fire.

## HOW LONG CAN GUESTS STAY?

The time of expected departure of all guests should be no later than 1:15am. Cleaning teams are allowed to stay later to remove all decorative items that you have brought in. If your event includes a bar, last call will be as per contract, but will be no later than 12 midnight with consumption allowed up to one hour after last call.

## CAN I BRING IN A WEDDING CAKE? WILL YOU STORE IT PRIOR TO THE RECEPTION?

You may bring in a wedding cake on the day of your wedding, but we do not offer storage/cooler space for your cake prior to the reception. Our staff will not move your wedding cake for you.

## IS THERE A COST TO HAVE A BAR? WHAT TYPES OF BAR SERVICE DO YOU OFFER?

There is no charge to the client for bar service provided the bar sales at the event are over \$600. If not, a \$25/hour bartender fee would apply, as well as a \$50 restocking fee. We offer cash, host, toonie and ticket bars.

## DO YOU OFFER REDUCED PRICING FOR CHILDREN?

- Children 0-2: free
- Children 3-12: 25% off menu/package price

## CAN I BRING IN MY OWN FOOD & BEVERAGE?

No, Uptown Chef's Catering & Events is the Premiere Caterer at the Coast Kamloops Hotel & Conference Centre, as such they have exclusive catering rights within our facility.

## CAN I BRING MY OWN ALCOHOL?

Yes, limited to wine only during dinner. Our corkage fee is \$16 per bottle (service charge and taxes not included). Wine must come from a BC Winery or BC Liquor store. Proof of purchase must be supplied when delivered for storage and or chilling.

## DO YOU OFFER WIFI?

Complimentary wifi is offered through out the Conference Centre.

Network: Coast Kamloops  
Password: wireless

## WHERE DO I PARK WHEN I AM THERE?

We offer ample free parking.

## WHAT ARE YOUR REGULAR BUSINESS HOURS?

The Sales office is open from 8:00 am to 5:00 pm Monday through Friday. Individual coordinators have varying hours. If you require access to the building outside of these hours, please speak with your coordinator directly.

## IS YOUR AV COMPANY EXCLUSIVE?

They are not exclusive; however, they are our preferred vendor and we do hope you will use them. They know our building best.