



KIMBERLEY

CONFERENCE CENTRE

Phone: (250) 427-6745 Fax: (250) 427-2159

**Email: events@meetkimberley.ca Event Info Kit
The Kimberley Conference & Athlete Training Centre ("the Centre")**

Situated in the heart of Kimberley Alpine Resort, the 24,000 square foot Centre perfectly combines nature and meeting spaces to inspire, energize and challenge your organization to achieve its best results.

Designed to accommodate banquets of up to 300 and theatre-style meetings of up to 500, the Centre offers 4 breakout rooms for smaller meetings of up to 49, in addition to the main ballroom and pre-function space. All conference rooms are equipped with advanced audio-visual capabilities.

The Athlete Training Centre offers a opportunity for sport groups to train and prepare for the day's events...

Our trained Event planners are waiting for your call and ready to work with you to ensure an experience to remember.

Accessibility and Sustainability

With sustainability and accessibility at its core, the Centre was designed to exceed the Model National Energy Code by more than 30% and was constructed entirely of locally harvested BC timber. Fully accessible, the high-performance Athlete Training Centre offers athletes of all ages and ability to participate in a variety of functions.

Destination

Surrounded by the Purcell Mountains, and one of Canada's highest cities, Kimberley offers a stunning array of recreation opportunities. Before your meeting day begins, take a walk on a mountain trail; get in a few runs in at Kimberley Alpine Resort before dinner. When work is done, play a round on one of our 3 championship golf courses or visit the quaint shops and galleries in the European-style 'Platzl', in the heart of Kimberley. Raft a river, smell the flowers, cast a line – and your cares – away!

Although a meeting in Kimberley provides an escape from busy civilization, it's not a removal from it. Our local restaurants and bistros offer a wide

range of gastronomy featuring local Fare, while our top of the line luxury hotels, home-away-from-home condo-style properties, budget-minded motels – most just steps away from the Centre – allow you to relax, refresh and rejuvenate when your meeting day is over.

Event Planning Checklist

Determine main objectives and requirements of event with key decision makers

Determine expected number of attendees and guest rooms needed

Determine the financial budget for the event

Set up meeting with the Centre specialist to discuss requirements and conduct a site inspection

Confirm booking of guest rooms, meeting rooms, audio/visual equipment, athlete training centre, and menu choices

Inform all expected attendees of details regarding the event (dates/times, place, location/address, map, contact information, accommodation options, dining options, floor plans, appropriate attire, activities, etc.)

Ensure careful consideration is given to attendees specific requests or needs (dietary, accessibility, limitations, etc.)

Order gifts for speakers/VIP's and arrange delivery with the Centre or accommodation

Discuss the following with Conference Centre specialist:

- Decorator
- Photographer
- Transportation
- Security
- Technical Requirements

Audio Visual Rentals
(Setup & Technical Support included in rates)

Accessories

Stage (per 4'x8' Section).....	\$20.00
Flipchart (w/Paper & Markers).....	\$20.00
Whiteboard & Erase Markers).....	\$20.00
Easels.....	\$10.00
Dance Floor (20' x 20').....	\$100.00
Phone Conferencing	\$25.00

Audio/Video

Video Conferencing Unit (LCD TV, Video Camera, Cart,	\$200.00
Ballroom Audio & Video (Microphone, Sound System, Projector, Screen)...	\$250.00
Ballroom Audio Only (Microphone, Sound System, Podium).....	\$100.00
Ballroom Video Only (2 x Screen Projector).....	\$150.00
Half Ballroom Audio & Video (Mic, Sound System, Projector,Screen).....	\$150.00
Half Ballroom Audio Only (Micr Sound System,.. Podium).....	\$100.00
Half Ballroom Video Only (Screen & Projector).....	\$100.00
Pre Function Audio (Microphone, Sound System, Podium).....	\$100.00
Breakout Room Audio & Video (Sound System, Projector, Screen).....	\$100.00
40" LCD Plasma TV.....	\$50.00

Meeting Rooms, Setup Types and Capacities

Meeting Room Setup Type	# of PPL Seated	Theatre # of PPL Seated	Classroom # of PPL Seated	Rental \$ w/Catering	Rental \$ w/o Catering
New Dawn Ballroom 5580 Sq. Ft.	300	500	275	\$750	\$850
New Dawn Ballroom A/B 2790 Sq. Ft.	150	250	140	\$400	\$500
Pre-Function 3000 Sq. Ft.	60	130	N/A	\$250	\$350
Galena Room 762 Sq. Ft.	32	32	24	\$150	\$200
Sullivan Room 574 Sq. Ft.	40	49	27	\$150	\$200
North Star Room 948 Sq. Ft.	48	49	42	\$150	\$200
Jerry Johnston Room 508 Sq. Ft.	24	30	20	\$150	\$200
Athlete Training Centre - Fitness Room 829 Sq. Ft.	Capacity 12	9:00am – 5:00pm	\$150	All other times	\$50 p/hr (Min 2hrs)
Athlete Training Centre - Wax Room 738 Sq. Ft.	Capacity 20				\$100

Athlete Training Centre – Office 209 Sq. Ft.	Capacity 8				\$100
--	---------------	--	--	--	-------

Conditions

- **Food & Beverage:** Provincial Health Regulations stipulate, due to insurance policies, that there is no outside food or beverage to be consumed on the property other than those provided by Centre's catering.
- **Menu Selection:** Menu selection should be made ten (10) working days prior to the function in order to ensure your menu choice.
- **Children:** Children 6-12 years receive a 30% discount on food menu selections, Children 5 & under are complimentary.
- **Guarantee:** The guaranteed number of guests is required 14 working days prior to the function. Final attendance numbers may not be decreased. The customer will be charged either for the guaranteed number or the actual number served, whichever is greater. The Centre reserves the right to substitute the function room if the final number of guests attending increases or decreases.
- **Tax & Gratuity:** 18% gratuity plus 5% GST is added to all food and non alcoholic beverage sales. Alcohol attracts an additional 10% PST.
- **Included in Room Rental:** Room set-up of tables, chairs and all necessary linens are included in the room rental price.
- **Pricing:** Prices are subject to change on all reservations booked over 90 days in advance.
- **Lost or Stolen Items:** The Kimberley Conference & Athlete Training Centre is not responsible for any damage or loss of items left in the Centre prior to, during or following a function.
- **Decorations:** Guests are responsible for room decorations; extra cleaning charges may apply. No confetti is permitted in the Centre. The Centre prohibits the use of nails, tape, staples or tacks on walls or ceilings.
- **Fire:** Fire regulations prohibit open flames (candles) and Helium tanks in the Centre.
- **Damages:** The undersigned will agree to pay for any damage done to any part of the premises or equipment by any person invited by or on behalf of the undersigned. The Centre reserves the right to inspect and control all hosted events.
- **Music:** Functions featuring live or recorded music are subject to a SOCAN (Society of Composers, Authors, and Music Publishers of Canada) charge for the copyright of music played. Rates vary from \$20.56 - \$123.38 plus 5% GST & 7% PST depending

on whether the function is with or without dancing and the room capacity. Rates may change without notice.

- **Audio/Visual:** The Centre is equipped with advanced audio-visual capabilities and anyone wishing to use their own equipment or hire the services of an Audio/Visual supplier must provide sufficient liability insurance prior to the event.
- **DJ Services:** The in-house sound system of the Ballroom, Pre-Function or Breakout Rooms do not accommodate loud music. It is recommended that a DJ be hired to provide this service along with the sound system capable of providing the correct volume level. Please inquire with the Centre Manager regarding recommended DJ suppliers.
- **Alcohol:** To keep within regulations specified by the British Columbia Liquor Control and Licensing Act, all alcohol consumed on the premises of the Centre must be purchased by the Centre through Licensed BC Liquor Store establishments. No outside liquor may be brought in or consumed on the Centre premises.
- **How to Book:** To confirm reservation of an event, a \$500 or \$1000 non-refundable deposit is required. Contracts must be signed within 28 days of reservation. Second deposit is due 14 days prior to the event and final payment is due 3 days after the final invoice has been received.
- **Website Advertising:** All events are listed by name on the Conference Centre Website Meetkimberley.ca. If you do not wish your event to appear on our website please let us know.
- **Cancellations:** Cancellations made more than 14 days but less than 90 days prior to the event will be charged 75% of the estimated full value of the function. Cancellation of an event within 14 days of arrival will be charged 100% of the estimated full value of the function.
- **Rehearsals:** A charge of \$50 per hour (minimum two hour charge) applies for any Conference Centre space required for a function rehearsal and is strictly dependent on availability. Confirmation of rehearsal space availability must be made 7 days in advance.
- **Prior Access:** A charge of \$50 per hour (minimum two hour charge) applies for access to the Centre for decoration prior to the event day and is strictly dependent on availability. Confirmation of decoration time availability will be made 7 days in advance.
- **Teardown:** Must occur immediately following the event unless alternative arrangements are made with the Conference Centre Coordinator. A charge of \$50 per hour (minimum two hour charge) applies for access to the Centre for break down.
- **Smoking:** Smoking is not permitted inside the Kimberley Conference & Athlete Training Centre nor within 20 feet of any door.