



Eagle Valley Arts Council/ Red Barn Art Centre

Wedding Rental Policies and Procedures

MAKING A RESERVATION

To confirm a reservation we require your contact information, a non-refundable deposit, and a signature on your rental contract. The deposit is applied towards your final balance. We can hold your preferred date for one month and then a deposit and signed form is required to hold the date.

PAYMENT

Payment can be made in any of the following ways: cash, personalized cheque with ID, or email transfer. We take payments in person, by email, or by mail. You may pay the final balance on your account at any point before your event, but we must receive payment one week before the event date.

CHANGES AND CANCELLATIONS

Your satisfaction is of the utmost importance to us. The day you book the weekend is blocked off. If you must make changes, please contact us and we will try to accommodate you if it is possible. The deposit is non-refundable unless covid restrictions change or an emergency occurs i.e., forest fire evacuation.

RENTAL PERIOD

The rental rate is based on you using the building from Friday at 3:00pm for set up through Sunday at noon for clean up.

MARQUEE SET-UP

If you want to use the marquee, we will need the information you would like on it 14 days in advance.

DAMAGE DEPOSIT: \$500

The damage deposit is due at least one week prior to the event and will be refunded after inspection of the venue as long as full payment for the rental period has been received.

LIQUOR LICENCE/INSURANCE/SERVING CERTIFICATE

Party Alcohol insurance, a liquor licence (<https://www2.gov.bc.ca/gov/content/employment-business/business/liquorregulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit>) AND a serving certificate (<https://www.responsible-service-bc.gov.bc.ca/>) are required if you are serving alcohol. You can obtain insurance online or at Hub Insurance in Sicamous (250) 836-3600. Proof of these items must be provided to EVAC before the event.

By signing this document, I hereby acknowledge that I have read, understood, and agree to all terms above.

Signed by (Print Name): _____ Date: _____

Signature: _____