TAKHINI MEZZANINE

Facility Booking Agent

867-633-8518

recbookings@whitehorse.ca

Whitehorse
THE WILDERNESS CITY

Booking Information

This facility is operated as a community hall**;** Set up, take down and clean-up is the responsibility of the renter and must be included in booked time. We recommend you tour the facility before planning your event. This space can be access using the stairs and there is no elevator available for renter.

A damage deposit is required for all bookings. This can be in the form of credit card, cheque, EFT or cash of $500.

We require 7 days' notice for new booking requests and adding time to an existing contract.

Floor Space = 28 ft x 77½ ft = 2170 ft²

Suggested Seating Capacities	
Standing room capacity	125
Any combination of tables and chairs	100

Amenities included with room rental

First aid kit, whiteboard, erasers, flip chart, projector screen, tables and chairs (25 rectangular tables, and chairs for 140).

Kitchen Amenities - Access to the kitchen. Use of kitchen includes stoves, sinks, and refrigerator. ***All food service and serving dishes must be provided by the renter.***

Renters can apply for a valid temporary food permit specific to your event at: https://yukon.ca/en/doing-business/permits-and-licensing/get-permit-sell-or-give-away-food-event

Booking Fees (plus GST)

Takhini Mezzanine - Day rental (booking with more than 10 hours)	**$630**
Takhini Mezzanine/ hour	**$63**
Digital Projector*(must be pick up and return to CGC reception area	**$13.43**
Stage Risers	**$25.50**

Important Information for the Renter

Key & Security Code Access – Room will be unlocked for your room booking. (Key not needed)

Parking Lot and Shared Entrance - renters should only be setting up in the Takhini Mezzanine. The main entrance is shared space and must remain clear at all times in case of emergencies. Parking is available on a first-come-first-serve basis for the general public. All public and renters must adhere to parking designations. If your event requires exclusive use of the parking lot that would eliminate public parking space, permission from the city must be granted and parking lot rental fees will apply.

Renter Etiquette - be aware that sound carries easily between the Takhini Mezzanine and Takhini Arena. If you expect a loud event, please check in with the staff prior to the event to ensure the sound between both venues does not conflict.

Takhini Mezzanine Renter's Checklist

Before your event:

- ☐ Review – sign – and return rental contract to CGC booking office. Ensure you have booked all times, facilities, and equipment extra you will need.
- ☐ Confirm any extra amenities required for your event.
- ☐ Provide a valid credit card number for damage deposit and payment.
- ☐ Secure permits for serving alcohol or food, as required. https://yukon.ca/en/doing-business/licensing/apply-special-occasion-permit
- ☐ Coordinate with any outside contractors for other services required.

During your event:

- ☐ Do not block any emergency exits or prop open any doors
- ☐ Post all required permits in a visible location.

After your event:

- ☐ Wipe down all tables and chairs. Stocks the chairs in groups of 10, fold up the tables and place the tables on the sidewall.
- ☐ Leave stoves, sinks clean and refrigerator empty.
- ☐ Collect and bag all garbage, compost and recyclables. Garbage, compost and cardboard recycling bins are provided outside the main entrance.
- ☐ Clean the areas and remove all personal items.

Renter is responsible for any damages caused during the event.