



## CONFERENCE & EVENT SERVICES

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Dear Respected Guest,

The Quw'utsun' Cultural and Conference Centre is a unique and first class conference and event facility. The dramatic design and layout of the Centre blends technical capabilities with the Coast Salish uniqueness that is distinctly Cowichan.

Whether your event is for 15 or 250 people we offer four striking multi-purpose rooms to host your conference or event. With breathtaking views of the Heritage Cowichan River from two of the rooms, meandering walking paths along the River's edge and a tranquil private setting, this facility will bring pleasure to any business at hand.

Our professional sales team is dedicated to assisting you with all the details to make your time with us a success. You will receive prompt service and creative solutions for all your requests. With experience and knowledge in all areas of set up, menu planning, timeline structures and audio visual, we guarantee to make booking and planning your event easier.

Our experience in hosting a variety of events has enabled us to establish a solid reputation in our industry and community. We pride ourselves in providing an enjoyable experience for all guests and event coordinators.

Thank you for considering our facilities for your conference or event. Please contact our in-house coordinator at the number below to view this outstanding facility and/or to book a date.

**The following are testimonials from on-going clients:**

"I don't believe I have ever had the privilege of working with a more agreeable and accommodating organization in producing Chamber events. All the staff involved were incredible and worked mindful as one person throughout the event. The last detail and request were carried out with grace and enthusiasm."

- **Cathy Mailhot, Cowichan-Duncan Chamber of Commerce**

"The meal was delicious, the service was impeccable and the setting was absolutely perfect! Thank you once again for the extra effort you and your staff made to make our evening an undisputed success!"

- **Peter Baljet, Peter Baljet GM**

**To Make a Booking Contact:  
Conference & Event Coordinator  
(250) 746-8119  
Toll Free: (877) 746-8119  
Fax: (250) 746-4143  
Email: [kathyp@quwutsun.ca](mailto:kathyp@quwutsun.ca)**



## CONFERENCE & EVENT FEATURES

The following are key features of our facility:

- ◆ Four meeting Rooms ranging from 15 to 250 people
- ◆ Free Parking on site
- ◆ Easy Access from the Trans Canada Highway
- ◆ Close Proximity to hotels & transportation
- ◆ Full catering and bar capabilities
- ◆ Inviting Ambiance
- ◆ Audio and visual technical equipment available
- ◆ 6 beautifully landscaped Riverfront acres
- ◆ Delicious Food
- ◆ Friendly and efficient staff
- ◆ Conference and Event Coordinator to assist with organizing your event



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## CONFERENCE & EVENT FACILITIES

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### **The Comeakin**

This unique building is an ideal venue for large meetings, conferences and celebrations with built in audio. The attached lobby can host displays, registration and food services. The Comeakin is a replica of a traditional Coast Salish Long House constructed entirely from Western Red Cedar with a breathtaking view of the Heritage Cowichan River. This dramatic backdrop brings pleasure to any business at hand.

**Rate: \$400 w/Food**

**Capacity: 250 people**

**Dimensions: 60' x 60' 3600 sq. ft.**

**Rate: \$600 w/out Food**

### **The Quamichan**

This new addition to our facilities offers a distinctive option for medium sized groups that are looking for a serene environment for business or pleasure. Large cedar pillars throughout the room bring a true West Coast feeling to your function.

**Rate: \$300 w/Food**

**Capacity: 120 people**

**Dimensions: 55.5' x 66' 3663 sq. ft.**

**Rate: \$500 w/out Food**

### **The Riverwalk—Available October to Mid-May**

The Riverwalk is home to our bustling Café in the summer months featuring a Cowichan River Front Patio for dining. October thru April it is available as a private meeting or party room for small groups. With its own private entrance, parking, washrooms and view, the Riverwalk is always a favourite.

**Rate: \$300 w/Food**

**Capacity: 15-50 people**

**Dimensions: 30.5' x 40' 1220 sq. ft**

**Rate: \$400 w/out Food**

### **The Clemclemaluts Theatre & Pre Theatre**

With a 30' x 10' raised stage, rear projector and 14' x 7' foot screen the Theatre is an ideal venue to make a dramatic impression on an audience for a presentation or guest speaker. The Pre Theatre area is great as a reception area, or rented on it's own for small groups.

**Rate: \$300 w/ Food**

**Capacity: 108 people**

**Dimensions: 46' x 22' 1012 sq. ft.**

**Rate: \$400 w/out Food**

**Pre-Theatre (no Theatre): \$150**

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## CONFERENCE & EVENT RENTALS

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The following is available for rental when booking a Conference or Event at the Quw'utsun' Cultural and Conference Centre:

<b>Corded Microphone</b> – Available in Comeakin Only	<b>\$10.00</b>
<b>Cordless Microphone</b> – Available in Comeakin Only	<b>\$15.00</b>
<b>Laptop</b> – PC Windows	<b>\$50.00</b>
<b>LCD Projector</b> – Compatible with PC	<b>\$50.00</b>
<b>Theatre Rear Projector</b>	<b>\$50.00</b>
<b>Screen</b>	<b>\$10.00</b>
<b>TV/VCR &amp; DVD</b>	<b>\$30.00</b>
<b>Flip Chart &amp; Markers</b>	<b>\$15.00</b>
<b>Black Chair Covers (up to 175)</b>	<b>\$1.00/Chair</b>
<b>Chair Sashes White or Silver (150 of each color)</b>	<b>\$1.00/Chair</b>

## ROOM ACCESS GUIDELINES

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- \* The day of your event you have access to the room from 8am- 1am
- \* Client setup may be done on the day of your event, on special occasion you may be granted access the day before if no other events are booked
- \* If you require a room flip during your event there is a \$200 charge
- \* All tear down must be completed on the day of your event, unless otherwise arranged

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## FOOD & BEVERAGE DETAILS

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Q'CCC provides a multitude of menu ideas to meet every occasion. We cater small intimate events, to large high profile galas. The Chef Bev Antoine has been cooking with the company since we opened in July of 1990, and continues to create quality products using the freshest ingredients.

Quw'utsun' specialized in dishes using First Nations ingredients indigenous to the Cowichan people– you will find such products as Wild Sockeye Salmon, West Coast oysters, clams, crab, Vancouver Island grown Venison and much more...

Our broad selection of menus can also be very classic ranging from Continental Breakfasts, Buffet Luncheon & Dinners and Plate Service meals.

Respected repeat clients will boast about their favorite dishes such as the Wild Blackberry Tarts, and Quw'utsun' Seafood Chowder.

Q'CCC is fully licensed for events to include alcohol beverages, our bar menu is competitively priced with the local market. You are welcome to bring in your own wine, with a corkage fee of \$8/bottle opened. Groups of 50 people or less are subject to a \$50 bartender fee.

Please ask the Q'CCC coordinator for complete menu details.



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## CONFERENCE & EVENT BOOKING POLICY

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**DEPOSIT:** A non-refundable deposit of \$250 is required to confirm and hold your date. The deposit will be deducted from the total function bill. 30 days prior to event a 25% deposit is required to confirm contract details. Payment can be made by VISA, Master Card, certified cheque or cash.

**MENU:** Must be submitted to the catering department at least 14 days prior to the function. Limited dietary substitutions can be made upon request. Health regulations prohibit the removal of any food remaining after a function. All food and beverages must be supplied and served by Q'CCC. Menu's submitted within 3 days of an event may be subject to applicable fees. Please inform coordinator of any allergies.

**CANCELLATIONS:** Must be in writing at least 10 business days prior to conference events for the 25% deposit to be refunded. Functions cancelled within 9 business days of the event will be charged 25% of the contract value. The original \$250 deposit is NOT refundable.

**PAYMENT TERMS:** Minimum guarantees are required 7 business days prior to the event. Payment is due for the guaranteed or actual number of attendees, whichever is greater. *Full payment is required within 48 hours* of the event unless other arrangements have been made with the Quw'utsun' Cultural and Conference Centre. Payments can be made by certified cheque, cash, Visa or MasterCard. **Interest** will be charged at 2% per month on the final balance owing beyond 30 days.

**TAXES:** All food and beverage is subject to the 5% Goods and Services Tax. All Liquor is subject to a 10% Provincial Liquor Tax.

**GRATUITY:** All food and beverage services are subject to 15% gratuity.

**SERVICE CHARGES:** Room rental will apply to all bookings. A fee of \$200 will apply for the any additional changes needed to the setup of the room during an event i.e. flipping the rooms setup. Bartender Fee of \$50 applies to groups less than 50 people.

**LIABILITY:** Clients will be held responsible for their guests or independent contractors during the time the premises are under their rental. Deposits may be used to repair damage.

**DECORATING:** Q'CCC is responsible for room setup, preparation and cleanup. Decorations and centerpieces are the responsibility of the event organizer. The Event Coordinator must be consulted regarding all decorations, candles, displays or signage used on the property by the organizer or guest. Any use of nails, staples, glue or any like materials is not allowed on any walls, doors or ceilings. The use of confetti, table confetti and rice is strictly prohibited. Decorations clean up is the responsibility of the event organizer on the day of event, unless otherwise arranged.

**MUSIC:** SOCAN (Society of Composers, Authors and Music Publishers of Canada) requires that the users of music obtain a SOCAN license to perform, or authorize others to perform copyright music to the public. The required license fee for an event with music will be charged based on the guidelines set out by SOCAN and the Copyright Act of Canada. An event with dancing is \$60.00, without dancing is \$30.00. This fee is subject to 5% GST and will be invoiced where applicable. (You are not responsible for obtaining the license, Q'CCC organizes this)

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