
— THE —
BARKERVILLE
— HERITAGE TRUST —

MANAGING PARTNER OF BARKERVILLE HISTORIC TOWN & PARK & COTTONWOOD HOUSE HISTORIC SITE.

EVENT VENUE TERMS & CONDITIONS

Thank you for choosing Barkerville Historic Town & Park and Cottonwood House Historic to host your event. Please carefully read the following conditions regarding the rental of your event venue.

1) PAYMENT, CHANGES, & CANCELLATIONS

- a) Payment for your venue is due to the Barkerville Heritage Trust (BHT) in full upon booking.
- b) Changes to the event date with notice 30 days or less prior to the event are subject to fee equal to 50% of the booking cost.
- c) Refunds will apply to the following cancellations:
 - 60 days or more notice: 100% refund
 - 59-45 days notice: 90% refund
 - 44-31 days notice: 75% refund
 - 15-30 days notice: 50% refund
 - 7-14 days notice: 25% refund
 - 6 days or less is non-refundable
- d) The BHT reserves the right to cancel this booking in the event of an environmental emergency. This includes situations such as evacuation orders, imminent environmental threats, the need to assist emergency services, or the closure of Highway 26 denying access to



1.888.994.3332 - www.barkerville.ca - Box 19, Barkerville, BC, Canada V0K 1B0
A national historic site of Canada & Province of BC heritage properties
Charitable registration number: 86376 6234 RR001



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the site. In these cases, we will issue a full refund promptly and without hesitation. We appreciate your understanding and cooperation during these unforeseen circumstances.

- e) The event venue may not be sublet nor assigned to any other part without written approval from the BHT.
- f) For changes, cancellations, or alternative payment arrangements, please call 1-888-994-3332 ext. 29.
- g) All rates are subject to applicable taxes.

2) DAMAGE DEPOSIT & CLEANING

- a) Basic cleaning and collection of bagged garbage and recycling are included in the rental. Any items brought in by the customer must be removed after the completion of the event.
- b) The customer is responsible for the costs of any damage, repairs, replacements, or excessive cleaning resulting from their use of the event venue.
- c) A \$200 damage deposit is required for all venue rentals, which will be refunded after the event if the venue is left in satisfactory condition. If costs exceed the deposit amount, the BHT will bill the customer for the difference.

3) SET UP & CLEAN UP TIMES

- a) Barkerville Historic Town & Park and Cottonwood House Historic Site are provincial heritage properties, and as such, require the presence of supervisory staff for all activities. Any set-up or clean-up time required outside of the confirmed booking date will be charged at a rate of \$90 per hour.
- b) Charges for additional time will be billed in one-hour increments. A minimum of three hours is required for any additional set-up or clean-up time at Cottonwood House Historic Site.
- c) All set-up and clean-up times must be mutually agreed upon no later than two weeks prior to the event date.



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- d) Unauthorized use of the venue outside the agreed-upon times may result in additional charges or forfeiture of damage deposits.

4) USE OF THE EVENT VENUE

- a) The applicant will comply with all applicable fire, safety and liquor regulations and shall be responsible for the conduct of all persons attending the event during the rental period.
- b) The customer must use the event venue in a manner that avoids disrupting other guests' experiences in Barkerville. For a complete list of Barkerville's Visitor Guidelines, please visit <https://barkerville.ca/visitor-guidelines>.
- c) Decorations are restricted in many of Barkerville's event venues given the heritage nature of the buildings. Please contact the BHT for approval of decorations.
- d) Any items brought in by the customer remain the customer's responsibility. The BHT assumes no responsibility for damage or loss of any of the customer's items.
- e) Certain venues provide a set number of tables and chairs, with additional furnishings available for rent. Please communicate with our staff for details. Decorations, including tablecloths, are not provided by Barkerville.
- f) Use of the event venue is not permitted past 9:30PM.

5) ALCOHOL & SMOKING

- a) Alcohol consumption is only permitted at the customer's registered campsite, overnight accommodations, or licensed premises within Barkerville Historic Town & Park.
- b) Special event liquor licenses are only permitted in specific venues and only with permission from the BHT.
 - a. Customers are responsible for obtaining any required special event liquor licenses for their event, and all alcohol must remain within the venue. Alcohol consumption is not permitted on the streets of Barkerville.



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- b. The customer must submit documentation for their special event liquor license to the BHT representative with 24 hours of the event date.
- c. Customers who obtain a special event liquor license are charged an additional \$250.00 for their booking.
- d. Special event liquor licenses cannot be obtained for Cottonwood House Historic Site.
- c) Smoking or vaping of any substance is prohibited in the historic zone of Barkerville, Richfield, and Cottonwood House. Smoking is only allowed in the designated areas of the parking lots and campsites.
- d) For a complete list of Barkerville's Visitor Guidelines, please visit <https://barkerville.ca>.

6) PETS

- a) For the safety of our visitors and site animals, pets are not permitted within the Barkerville Historic Town & park or Cottonwood House Historic Site during the Main Season. Service dogs are permitted with prior notification. Day use dog kennels are available during the Main Season next to the Barkerville Administration. Horse paddocks are available at the Forest Rose Campground.

7) TOWNSITE ACCESS, HISTORICAL PRESENTATION, & GROUP ADMISSION RATE

- a) During the public operating hours of the BHT's Shoulder and Main Seasons, we strive to maintain a high standard of historical presentation. As such, there is absolutely no access for vehicles through the gates at Barkerville or Cottonwood House during this time. There are also restrictions on the placement of signs, temporary tents and other large items that are not historically accurate. For customers who require vehicle access to a venue within the historical townsite, this must be done outside of public operating hours and with written permission from the BHT.



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- b) All visitors are required to pay admissions at Barkerville Historic Town & Park during the Shoulder and Main Seasons. Groups of ten (10) people or larger are eligible for the group admission rates to Barkerville, which provide an approximate 10% discount off the regular rates. A single payer must make payment for the group. Group discounts do not apply to Annual Pass rates. For more information on these or other rates, please visit <https://barkerville.ca>.

8) COMMUNICATION & EMERGENCIES

- a) Free public Wi-Fi is offered to Barkerville guests but be aware that Barkerville is not in range of cell phone service.
- b) For emergencies, our security staff are available 24/7 via radio located on the east wall of the Barkerville Welcome Centre.
- c) General service requests are only available during regular business hours.

I have read and agree to the above terms and conditions:

Customer Name

Signature

Date

BHT Representative Name

Signature

Date

Order # Associated with this Agreement: _____



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