



2022

General Site Rental Information at Providence Farm

Providence Farm offers NO additional wedding services, planning, catering or accommodations. Guests may need to book/hire outside vendors so you can have your Event/Wedding customized to suit your preferences.

Summer Pavilion

Tents:

- Set up onsite from May thru October, consisting of:
 - ✓ 2 of 30 x 30 tents
 - ✓ 2 of 20 x 20 tents
- Tents are stationary - not moveable
- Approximately 200 people fit within the covered tent area

Outdoor Kitchen

- The outdoor kitchen includes use of:
 - ✓ 1 regular fridge
 - ✓ Large, two door fridge
 - ✓ Chest freezer
 - ✓ BBQ & Grill with propane
 - ✓ Sink with running water that is 'drinking water safe'

Bar Area / Sound Room

- NOTE: If used as a Bar Area, power/water must be brought from outdoor kitchen

Sound System

- There are no sound systems, speakers nor lighting included rental of pavilion
- Power (220 amp) available, though renters must provide the power cords
- Music must be terminated at midnight, in consideration of our onsite residences

Dance Floor

- Mill felt flooring is available, and will be laid out as requested
- Options are:
 - ✓ Small 38' x 40' (approx. 120 people)
 - ✓ Medium 22' x 70' (approx. 120 – 150 people)
 - ✓ Large 45' x 70' (approx. 175 – 250 people)

Parking

- Parking space through-out the farm for approximately 150 vehicles
- Front field may be available for any additional parking
- RVs are welcomed, no hook-ups available

Washrooms

- Washrooms are located at the west side of Providence House
 - ✓ Open during events
 - ✓ Accommodate use for up to 125 people (max)
 - ✓ Groups greater than 125 are required to rent port-a-potties

Tables & Chairs:

- 5 'round (max. 19) or 6' x 2 ½' rectangular (max.30) tables are available
- Round & Rectangle tables both fit 8 people 'tightly', 6 people 'loosely'
- 350 folding chairs available
- Chairs and tables will be set up/cleared, as requested when booking our 'One-Day package' and 'Full Site Weekend Rental'
- Linens and dishes are NOT available

St. Ann's Building

- May be booked for an variety of gatherings/meetings, such as a wedding's 'bridal party'. The space can accommodate up to 35 individuals indoors; Building to must be left clean, as it is in consistent demand by renters/programs

St. Ann's Garden

- Typically used for wedding ceremonies
- Chairs will be set up as requested with a variety of possibilities
- Washroom available 24/7
- Outlet and power located at the Gazebo – one (1) outlet
- If renting a large tent, set up location must be approved by the Providence Site Manager to ensure that it is complementary to the irrigation system.

Chapel

- Wood chairs will seat 80 theatre style
- Screen, projector, trolley, and window coverings are available without cost

Nice to Know

Payment Options

- Payment(s) may be made via: E-transfer to finance@providence.bc.ca – (EFT password - use event1843)
Credit Card; Cash or Debit (via reception Mon – Fri, 9am – 4pm) and Cheque

Liquor License

- Available via: <https://specialevents.bcldb.com/>
- www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/guide-sep.pdf
 - ✓ License valid until 10pm. Extension may be applied for
 - ✓ Liquor may be served until midnight (or as certificate and rental agreement states)

Site Insurance

- Insurance certificate to be provided by all renters.
- Simply provide your insurance broker with the request which in most cases is: Certificate of \$2 million Liability Insurance for the Private Events (weddings, gatherings etc.) and \$5 million for Public Events (festivals etc.), naming the Vancouver Island Providence Community Association as 'additional insured' for the duration of the event
- If the renter already has insurance, add Providence farm as an additional insured



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Power

- Outlets and power units are located throughout the property, including nearby St. Ann’s Garden, Summer Pavilion, Stage, and west side of Providence House
- Power cords not supplied

Brick Pizza Oven

- Pizza oven is available for rent, though user is strongly encouraged to have experienced (brick oven) cook onsite
- The pizza oven includes ‘warming wood’, although renters are encouraged to bring their own ‘cooking wood’ to complement flavor of pizza

Food Truck(s) – are permitted as they are ‘self-contained’; parking/power at the west side of Providence House

Camping Onsite

- Camping is an option. The designated area is the front field by Summer Pavilion and NO camping in any of the forested areas. Restrictions: NO camp stoves/NO campfires/NO BBQ’s.
- RVs are welcomed as they are ‘self-contained’

Nuisance/Noise

- Ensure that the Event is confined to the agreed Rental Area.
- Conduct the Event in a lawful and orderly manner
- Shall not become a nuisance or annoyance to the surrounding neighbors.
- Hours of Activities (Music, Alcohol, Dance):
Friday – 16:00 thru Midnight
Saturday & Sunday - Noon thru Midnight

Smoking

- The Property is a smoke-free (cigarette/vaping/pot) free environment. However, a designated smoking area may request to be established for guests, caterer(s) and event Individuals

Onsite Waste

- There are multiple bins onsite available for garbage, recycling & refundable items plus a compost collection space beside the refundable recycling shed (behind Providence House)
- No plastic confetti, rice, or anything else that is not immediately decomposable
- Renters are asked to gather all their garbage, recycling and place in the appropriate onsite dumpsters and recycling bins
- Refundable recycling is welcomed to remain in the bins in front of the outdoor kitchen
- Rental groups that will have a very large amount of ‘disposables’, we strongly encourage to get a ‘Zero Waste Station’ brought onsite via the CVRD <https://www.cvrld.bc.ca/3054/Zero-Waste-Event-Booking>

Dogs Onsite

- Dogs are allowed and must be always on leash and any waste picked up and disposed of. It is of great importance that the dogs don’t startle the onsite horses that are part of the Cowichan Therapeutic Riding Association (CTRA)

WIFI

- Shaw open is available throughout the property



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Onsite Activity at Providence

- Cowichan Therapeutic Riding Association (CTRA) remains active with therapeutic horse riding
- Therapeutic Programming takes place at Providence Farm Monday to Friday, 8:30am to 3pm
- Community Gardeners have access to their garden allotments (behind Providence House)
- The Farm is open to small groups of visitors from dawn to dusk each day – **suspended RE: COVID**
- Caretakers live onsite and can be contacted for emergencies only – (their primary responsibility is to ensure of the opening / lock up of buildings & contact name will be given just prior to event)

Site Rental Miscellaneous

- Half Day Venue Rental consists of 4 hours
- Accessibility is moderate at Providence Farm
- An elevator is available to access the main area of Providence House and arrangements must be made prior to access the elevator key
- There are NO overnight lock-up options and renters are responsible for ensuring the safety/security of their possessions
- Mt. Tzouhalem trail maps are available via: <https://mtzoo.wordpress.com/about/pdfs/>

Providence Farm is a Very special Place,
we ask all renters to please
'Leave Rented Site Area Pristine'