

SNOWKING XXXI

Castle Rental Policy

Introduction

The Snow Castle is lovingly built by people invested in its creation and a community of volunteers. In the spirit of this, renters of the Castle should keep in mind that the maintenance and operation of the castle is done by a limited number of volunteers and staff, and that their efforts should be respected by putting limited strain upon the people that are depended on to run the castle. Please leave the Snow Castle the way you found it.

The Snow Castle is not a traditional venue. The building is an organic structure that requires constant maintenance to stay operational for the entirety of the Snow Castle season. For this reason, the SKWF has the authority to make operational and aesthetic decisions that may have a lasting impact on the Castle beyond the rental of a single event.

Venue Summary

- ± 20,000 sq/ft outdoor venue of snow and ice.
- Enclosed Great Hall with stage and snugs.
- A fully functional sound system, stage and an aux cord for music.
- Fully serviced, cold room porta-potties.
- Power is not wired throughout the Castle and it has limited breaker capacity. Power can be brought to some locations within the Castle, but cords must be restrained so that they do not create a safety hazard and preserve the aesthetic of the Castle.
- Lighting is meant to be ambient throughout the Castle. All the lights have been converted to LED, and if extra lighting is required or desired, LEDs must be used to conserve power.
- Heat will be turned on ½ hour to an hour before the start time of the event. If it is required before the start time this should be in writing in the required booking application.
- Chairs and tables must be rented from off-site providers.

Expectations

- With the exception of Emergency Mess Free Snacks there is NO FOOD allowed in the Castle.
- SKWF expects that all private rentals are for the renters' own celebration or event.
- We will not allow private rentals for ticketed events.
- SKWF expects that the attendees are respectful of the Castle Infrastructure.
- SKWF expects that the Castle will be left in the same condition as it was found at the end of your event.

Closed Door Event

The closed-door policy is to protect the safety and integrity of your rental. The renter needs to declare an event start time to both SKWF and all the intended guests. There will be a period that the main castle doors will be opened to allow guests to enter in a timely fashion. After this, the doors will be closed to the public. All alternative entries must be arranged and facilitated through an alternative door. It is up to the renter to determine how they will manage that only the intended guests enter the castle. Whether this is through a registered guest list or by visual identification must be indicated in the application, and the renter will provide resources accordingly. If the number of guests goes beyond the number indicated on the application, the renter will be charged accordingly.

Rental Times

A limited number of Private Rental spots is available throughout the Festival month on a first come first serve basis and at the discretion of SKWF. The Snow Castle is closed on Mondays, and access for private renters may be reduced on evenings that Snowking events are scheduled. Set-up, guest arrival and departure, and tear down must take place within the confirmed rental time.

2-hour rentals are available for weddings, birthdays, and community groups.

1-hour rentals are available for the purpose of personal photoshoots only. Please contact us for commercial photography/videography.

2 hr Tuesday-Sunday	10 AM-12 PM
2 hr Tuesday-Friday	6-8 PM
1 hr Tuesday-Friday	11 AM-12 PM, 5-6 PM
1 hr Saturday	5-6 PM, 6-7 PM
2 hr Saturday	5-7 PM

Booking and Cancellation Policy

A 5-day minimum advance booking is required for Private Rentals.

Once the booking has been confirmed, until 24 hrs prior to the event, the 15% admin fee is non-refundable. For cancellations within 24 hrs of the event, the cancellation fee is 15% + \$150.

The SKWF may cancel the rental booking at any time due to force majeure conditions, in which case the renter will receive a full refund.

Rental Fees: Additional fees may apply. The final invoice will indicate total cost once agreed upon.

Chargeable Items:	Rate:	Notes:
2 hr Castle Rental	\$550	Mandatory Rental Fee, includes one SKWF staff
1 hr Photoshoot Access	\$225	Mandatory Rental Fee, includes one SKWF staff
Extra staff	\$175	Based on 1 staff to 50 guests.
Sound Tech	\$225	Starting flat rate. Additional equipment charges may apply.
Heat in the Great Hall	\$100	For the 2 hr rental, provided onto the stage.
Cleaning Deposit	\$100	For events where food will be present. Deposit will be refunded if the castle is left as it was prior to the event.
Administration Fee	15%	Non-refundable

For more information, questions, or concerns please email admin@snowking.ca