

Vallican Whole Community Centre Event Manual



Dance/Main Floor:

*Open & unobstructed view.
Maple hardwood floors.
Sprung dance floor.
Lots of Windows.
Dimmered track lights.
Folding tables & 125 chairs.
Subpanel plug-in for bands.
SOCAN license included.
Portable stage.
Sound System (terms/\$).*

Our Physical address is:
3762 Little Slokan River Rd.
Vallican BC

Tamara Smith, the
Administrator can be
contacted at 250-226-0097

Seamus, the custodian lives
next door & can be contacted
at 250-226-6704

Our website is
www.VallicanWhole.com

You can also find us at
www.SlocanValley.com

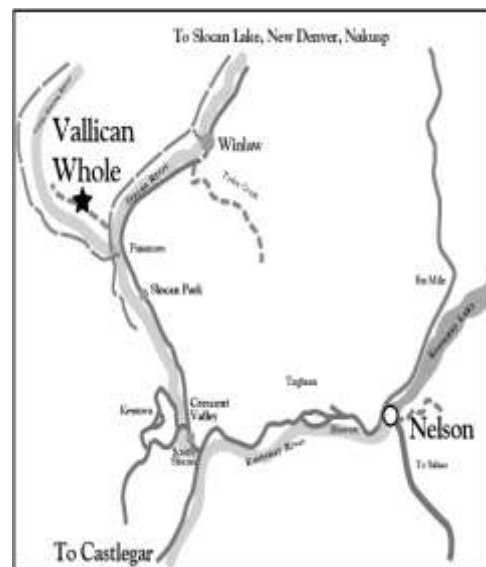
The phone number in the
building is 250-226-7957

Kitchen:

*Serving counter with outlets.
6 burner gas range & oven.
Fume hood, warming lights.
Electric range.
Microwave ovens.
Glass door commercial
cooler.
Fridge & freezers.
Commercial dishwasher.
Stainless dishwashing area.
Stainless 6' prep table.
Double sink for food prep.
Dishes & cutlery for 150.
Serving & warming trays.
Coffee pots & utensils.
Wine glasses (additional fee)
Hardwood & bright orange
marmoleum floors.
Large windows & bright.
Separate kitchen entrance.
Cleanup service available.*

Grounds:

*11 acres of forests, fields,
creeks & paths.
A stones' throw from the
Little Slokan River.
Flower gardens & hand
hewn wooden arch.
Covered pavilion.
Outdoor fire pit.
Large parking lot & field.
Wildlife habitat.
Bug-free July-Sept.
View of Frog Peak.*



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RENTAL AGREEMENT

Rental Contract between the Rural Alternatives Research & Training Society - R.A.R.T.S. (Lessor) doing business as the VALLICAN WHOLE COMMUNITY CENTRE

Renter (lessee) name:		
Mail address:		
Phone		Email:

Rental fee is: _____ Cleanup/ Damage Deposit fee _____

For (date, time and location) _____

Special Considerations: _____

Cleanup must be done by 1 pm the next day unless otherwise agreed to and written here: _____

In order to correctly calculate your fee & to ensure things are unlocked & ready for you, please tell us if you will need:

tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	propane stove	<input type="checkbox"/> Yes <input type="checkbox"/> No - Fume hood must be on when stove is on
good dishes	<input type="checkbox"/> Yes <input type="checkbox"/> No	chairs	<input type="checkbox"/> Yes <input type="checkbox"/> No - stack as per instructions on trolleys
dishwasher	<input type="checkbox"/> Yes <input type="checkbox"/> No	stage	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does this event involve any of the following? (if you answer yes to these please see the insurance section in this contract)

Youth: Yes No Alcohol: Yes No Sport Activities: Yes No

RENTAL FEE & DAMAGE/CLEANUP DEPOSIT must be submitted before the function. Once we review for cleanup and damages, we will send you your refund cheque in a week. If cleanup is not done to satisfaction, or if there has been damage done to the Hall or contents, then cleanup/repair costs will be deducted from your deposit.

MUSIC LICENSING FOR YOUR EVENT: To ensure musicians get paid royalties for their music, SOCAN charges RARTS an annual music licensing fee that covers all events at THE WHOLE. There is no extra charge to you. This added value of \$70 gives you good music karma!

RENTER'S RESPONSIBILITIES

- Hall fire capacity is 225 and you may not allow greater than that number of people in the building, and you may not block exits.
- Please leave the interior and grounds of the hall neat and tidy.
- Pets are not permitted in the building & are strongly discouraged from attending events & being on the grounds.
- No smoking in the building but smoking is permitted outside (use sand cans and dispose of butts safely). No drugs may be consumed in building, grounds or parking lot.
- Lessee is responsible for complying with all liquor regulations & licensing, including getting a liquor license if alcohol is consumed on the premises. Please post your license at your event. **YOU ARE RESPONSIBLE FOR PATROLLING GROUNDS & PARKING LOT FOR ALCOHOL and NOT ALLOWING ANYONE TO DRIVE INTOXICATED.**
- Supervise children in the hall and on the grounds.
- The fume-hood **MUST BE TURNED ON** when the propane stove is in use, (no greasy vapours due to fire regulations).
- Chairs may not be taken outside as their feet get dirty and damaged which in turn damage our beautiful interior floors.
- Please respect the building's woodwork. You may use pushpins in the logs but NO pins/staples on the wood trim
- Music & noise stops at 1 AM due to our proximity to and agreement with our neighbours. Please respect the private residences around the Hall, including the lawn between the Whole and the caretaker's residence to the west of the building.
- Please see reverse for cleanup responsibilities. **THE VALLICAN WHOLE EVENTS MANUAL is a great resource for your event** and is available on PDF or hardcopy. Let the Administrator know if you would like a PDF sent to you.
- EVENT LIABILITY INSURANCE: You must have liability insurance for your event.** Ask your insurance agent if your homeowner insurance covers this event. If it doesn't, or if your event involves alcohol, youth, or sports you must get a special events liability policy from an insurance company. They cost approx \$100-\$150.
- THE LEGAL STUFF:**
 - The Lessee agrees to indemnify and save harmless the Lessor from all costs, loss, damages, proceedings, actions, claims, demands and expenses suffered by the Lessor & sustained or caused by the Lessee's occupation on account of or in respect of the premises or the use & occupation thereof.
 - The Lessor shall not be responsible for any loss, damage or injury that may happen to be suffered by the Lessee or its agents, servants or property from any cause whatsoever, prior, during or subsequent to the period covered by this agreement and the Lessee thereby expressly releases the Lessor from and agrees to indemnify it against any and all claims for such loss, damage or injury.
 - The Lessee agrees to pay the total cost of any damage to the building, furnishings or equipment resulting in any manner whatsoever from the rental and use of the facility named in this agreement.

Thank you for your co-operation! And Enjoy your Community Centre!

I have read & agree to the terms, conditions and responsibilities listed on both sides of this document:

Signature for Renter (Lessee)

Signature for Rural Alternatives Research & Training Society (Lessor)

Date: _____

Date: _____

VALLICAN WHOLE RENTERS CLEANUP – to be completed by 1 pm the next day.

PLEASE NOTE; THE BOARD OF THE VALLICAN WHOLE TAKES GREAT CARE TO ENSURE THE BUILDING IS IN TIP TOP SHAPE BEFORE YOU RECEIVE IT. PLEASE NOTIFY THE ADMINISTRATOR IMMEDIATELY IF THE BUILDING IS UNCLEAN WHEN YOU ARRIVE FOR YOUR EVENT.

CLEANUP DUTIES and DIRECTIONS:

1. **Ensure all Dishes and Utensils are washed and put away.**
PLEASE PUT THE DISHES & CUTLERY AWAY IN THE CUPBOARDS as per the instructions on the cupboards. Here is a guideline.
 - Good dishes and cups in the serving counter cupboards
 - Good knives, forks and spoons in the serving counter drawers
 - Daily use dishes & cutlery in the daily use cupboards and drawers
2. **All counter surfaces and stoves wiped down.**
3. **Large and small fridges emptied, cleaned out, unplugged, and doors propped open so they don't smell.**
4. **INSTRUCTIONS FOR DISHWASHER USE.**
TURNING ON DISHWASHER AND WASHING DISHES
 1. Rinse or soak all dishes before putting them in the dishwasher – otherwise they will not come clean.
 2. Toggle dishwasher control to ON..you'll need to do this about 5-10 minutes before you want to wash dishes in order for the water to come up to the right temperature.
 3. Put rack of dishes in dishwasher
 4. Toss in 1 tsp of concentrated dishwashing soap located in cupboard to the left of the dishwasher
 5. Close door and secure handle.
 6. The cycle takes about 1-2 minutes (or less)
 7. **TURN OFF DISHWASHER with the black toggle switch**
5. **Sweep and DAMP mop the HARDWOOD FLOORS on BOTH levels.** (Please DO NOT WET MOP as it will damage the floor). ½ cup vinegar in a mop bucket of water. No soap.
6. **Sweep and mop kitchen marmoleum orange floors. DO NOT USE VINEGAR WATER on the orange floors.** It requires a PH neutral cleaner or the marmoleum will deteriorate.. Use a clean mop and the special PH NEUTRAL cleaner in the janitor's cupboard.
7. **Sweep & mop the front entranceway tiles...**you can use the leftover marmoleum floor water if you like.
8. **Pick up garbage inside & outside** (including cigarette butts, broken glass & garbage tossed in the bushes).
9. **Put garbage in garbage bags and leave the bags inside the shed near the front road** (pls do not leave garbage in the building).
10. **Take away ALL beer bottles and cans.**
11. **Clean outhouses,** seats and loose garbage around the outhouses.
12. **Clean inside bathrooms** and remove garbage. Ensure toilet is flushed.
13. **If the stage was used, return it to how you found it.**
14. **Return tables to the storage area behind the elevator.** Please stack them as per instructions on the wall and secure the chain for safety. PLEASE STACK TABLE WITH THE TOPS TOGETHER OR THEY WILL SCRATCH.
15. **If you use chairs, please stack and put in appropriate areas.**
Metal chairs – stacked in storage shed
Other chairs – stacked to the right of the back exit (inside) **as per instructions on the chair trolleys**
 - white chairs on one trolley,
 - yellow/blue chairs on another trolley,
 - armed chairs on another trolley. Please note that armed chairs need to be stacked alternating the right armed chairs with the left armed chairs so the stack doesn't fall over.
 - Face the BACK of the chairs outside, and loop the cotton rope through the stack and secure the clip to the exit wall.

QUESTIONS? EMERGENCIES? Call Tamara first @ 226-0097 , and then Seamus @ 226-6704 (Seamus lives next door).

CAPACITY

- The entire hall (upstairs and downstairs) has a fire capacity of 225. 150 can be seated on the main floor for dinner.
- You may need to rent some additional chairs & perhaps dinnerware if you plan for capacity.

Accessibility

- There is a disability ramp on the east side of the building which gives access to the main floor
- Unfortunately our elevator to the washrooms/kitchen is currently out of commission.

HOURS

- Noise, music, and parking lot traffic need to be done by 1 am (as per our agreement with the neighbours)
- If you are really quiet you may clean up after 1 am. Please make sure the parking lot is quiet, music is off, and your dog that is locked in the car isn't barking.

SAFETY

- Fire capacity is 225 – please do not allow more than this number inside the building.
- Please do not block any of the doors and leave aisle ways on the floor to allow access to all doors. There needs to be free access to get out of the building in the case of a fire.
- NO flames are permitted in the building (exception are small glass encased candles on the tables).
- Please provide cans of sand at the entrances for smokers. NO SMOKING in the building.
- Liquor Licenses must be purchased in order to sell or give away alcohol at an event. It is the renter's responsibility to ensure that people do not drive intoxicated. You will also have to patrol the parking lot for illegal drinking there.
- Please report any safety issues to the building administrator.
- It is a good idea to have a parking control person outside when there is a large event to help people find parking spaces, park efficiently and to also prevent accidents.
- PLEASE NO DOGS at events...NO ANIMALS IN THE BUILDING.
- Do not cook with grease laden vapours.
- Fumehood must be on at all times when the propane stove or oven is on or toxic fumes will build.
- ALL propane burners must have their pilot lights lit (even if only one burner is being used) – otherwise gas will escape into the building creating a serious fire hazard.**
- No children are permitted to use the propane stove.
- Please supervise children in and around the building and make sure they don't get into things that are packed away in the building or on the grounds.
- The breaker panel for the building is located in the basement along the north wall.
- WILD ANIMALS frequent the area, including the occasional bear, elk and there have been cougar sightings in the Vallican area. Please ensure your children are supervised, and that you take care when walking about the grounds at night (especially in the fall during apple ripening season). Be bear aware at your events.
- IF THE POWER GOES OUT
 - Don't use the water (including inside toilets) or you'll lose the prime on the pump.**
 - If the water is still not up to pressure when the power goes back on, you will need to flick the contact switch directly on the pump which is located in the wooden pump house behind the pavilion in the eastern forest.
 - Do not use candles or flames in place of the lights if the power is out. The emergency lights last for ½ an hour – long enough to clear everyone out of the building.

DECORATING



This was a setup for 140 wedding guests, plus the band.

- If you have paid to access the building the day before your event for decorating and prep, please consult with the RARTS administrator as to when you can get in.
- Please no staples in the walls or woodwork.
- There are hooks already in the beams. If you would like to put additional hooks in the beams, please talk to the administrator. Tape is OK, provided you remove it and clean off windows. Tacks and pins are OK in the logs and rough woodwork, but NOT in the trim or mill work. Please remove your tacks or pins when finished.
- There is one ladder near the elevator plus a couple in the storage shed for decorating and un-decorating. Please return the ladders to when finished.
- Lights are for the most part on dimmers and tracks and are controlled by the switches under the kiddie balcony, at the front door and at the side (kitchen door).



FLOWERS: The deer just love weddings – overnight (and even in the day) they will decimate any lovely wedding flower setup on the grounds, deck or stairs. Keep flowers inside until just before the event.

Tables (23)



Tables are stacked beside the elevator

(Wood tables are stacked with tops together & with safety chain secured)

- 6 lovely birch tables that seat 5-8
- 3 rather ugly smaller tables that seat 5
- 2 rather ugly larger tables that seat 5-8
- 12 plastic tables that seat 4-5

Please test all tables to ensure they are solid enough for your needs.

Chairs (126 for inside and 18 for outside only)



Chairs kept inside

- 28 large white cushioned
- 3 smaller white cushioned
- 5 blue cushioned
- 8 bi-coloured (yellow & blue) cushioned
- 6 multicoloured cushioned with arms
- 7 multicoloured cushioned with 1 arm
- 7 yellow cushioned seats



Chairs kept in the shed

- 83 grey metal chairs
- 8 dark brown folding plastic chairs
- 4 brown plastic folding chairs

If you use chairs, please stack and put away in appropriate areas.

Metal chairs – stacked in storage shed (separate outside chairs from inside chairs)

Other chairs – stacked to the right of the back exit (inside) **as per instructions on the chair trolleys**

- white chairs on one trolley,
- yellow/blue chairs on another trolley,
- armed chairs on another trolley.
- Please note that armed chairs need to be stacked alternating the right armed chairs with the left armed chairs so the stack doesn't fall over.
- Face the **BACK** of the chairs outside, and loop the cotton rope through the stack and secure the clip to the exit wall.

MUSIC & AV

Licensing

- ❑ The Vallican Whole Community Centre is a SOCAN licensed facility. This ensures that musicians and composers receive monetary gain for their work. This license is included in your rental fee (a value of over \$70 per event). You do not need to get a separate SOCAN license.



Stage risers are on the main floor

Stage

- ❑ Musicians usually set up in the alcove to the south east of the main floor.
- ❑ There are 6-8 wooden stage pieces raising 18” and they are HEAVY. You need at least two strong people move them. PLS DO NOT DRAG THE STAGE. IT SCRATCHES THE FLOOR.

Plug in for musicians & lighting

- ❑ If you are having a band, to avoid power outs they must plug into the panel near the stage inside the building or in the pavilion panel.
- ❑ Please remember this building is 35+ years old and was not wired to handle a full-on lightshow.

Sound equipment & sound engineer resources

- ❑ The building has great acoustics and often you don't need amplification.
- ❑ RARTS has a sound system that on occasion we will rent out for an inside event in the building. But you will need to hire a RARTS approved soundperson to run the system. Gavin Ellis at gavin_ellis@hotmail.com is one of those people and he lives in the area.
- ❑ Neil Sirokin at 352-1352 knows the building well and has his own sound system.

Screens

- ❑ There is a movie screen in the building but it does not belong to RARTS. Please do not use it.
- ❑ Please bring your own free-standing screen, or often a white sheet hung taut works best.

WEATHER, HEATING AND COOLING

Summer

- The building can get very hot in the summer and early fall. It is best to open the windows in the evening before a large event and then close them down in the morning to keep the building cool.
- You may want to bring some fans to draw air into the building. Note: There are overhead fans moving air throughout the building and the furnace fan can be turned on to move air.
- Some people keep the doors open during the events in the summer and hang a fireproof gauze over the windows to discourage mosquitoes.
- Mosquitoes are not usually much of a problem in the building – but they are about the grounds in late may early June – however they are never as bad as in the Winlaw area.

Winter

- The building is heated by wood in the winter. It takes a few hours to heat the building up in the morning so a fire needs to be built. Often the custodian (Seamus who lives next door) will start the fire the morning of the event, but it is the responsibility of the renter to feed and maintain the fire during the day of the event.
- We will arrange to have the parking lot plowed for large events.

GROUNDS

Features

11 acres of forests, fields, creeks & paths.
A stones' throw from the Little Slocan River.
Flower gardens & hand hewn wooden arch.
We are improving the forest paths all the time.
Covered pavilion.
Outdoor fire pit.
Large parking lot & field.
Wildlife habitat.
Bug-free July-Sept.
View of Frog Peak.
Outhouses in addition to inside toilets

No Camping

Please, no camping on the Whole grounds.

Parking

- During an event where more than 20 vehicles will arrive, it is best to set up flagging tape in the parking area and have a person directing cars into the parking lot or they will block each other in.
- It is also a good idea to have this person keep an eye out for drinking in the parking lot and to warn people that their dogs must stay in their vehicles and aren't welcome in the building or loose around the grounds.

Fires

- Fires are permitted in the fire pit behind the building, but we often have a burn ban in the area due to dry summers. Please consult with the administrator if you want to have a fire.
- If the conditions permit a fire, then please have the hose nearby and turned on and ready to go should it get out of hand.

KITCHEN



Our kitchen was completely renovated in 2004 and includes:

- Maple Cabinets
- Food prep area
- 6' stainless steel prep table
- Serving island
- Dishwashing centre with a large stainless steel sink
- Propane 6 burner commercial stove with convection oven
- Electric range
- Commercial dishwasher (90 second cycle) but you'll need to pre-wash
- Small freezer
- Large commercial sliding glass door cooler
- Small residential fridge with freezer
- Large microwave
- Coffeepots, kettles
- Cutting boards
- Bright orange Marmoleum floors
- 200 wine glasses available for rent

Please note: most caterers bring their own serving dishes, large bowl, pots and pans, knives and favourite utensils. We have some pots, pans, serving dishes and knives but it is best to take a tour and tally so you know what we have. We also do not have many glasses other than the rental wine glasses.

Dish and utensil inventory



- Matching Plates to serve 130+ plus other misc plates
- 101 cups
- 73 saucers
- Matching forks, knives and teaspoons for 150 plus other misc cutlery
- 4 Chafing dishes
- 2 Busing tubs
- Dishcloths and tea towels
- Trays
- 60 salt and pepper shakers
- a few small vases
- 2 gravy boats
- Misc utensils (rolling pins, peelers, can openers, misc knives, ladels, tongs, flippers etc)
- Up to 200 small wine glasses are also available to rent

Please note: most caterers bring their own serving dishes, large bowl, pots and pans, knives and favourite utensils. We have some pots, pans, serving dishes and knives but it is best to take a tour and tally so you know what we have. We also do not have many glasses other than the rental wine glasses.

Propane stove and fume hood



- Please DO NOT COOK WITH GREASE LADEN VAPOURS. The build-up of grease could start a fire as our fume-hood does not have a fire suppression system.
- Turn on fume hood to FULL SPEED before starting the propane stove (instructions for the fume hood are located on the wall to the right)
- Turn on the gas with the red lever behind and to the right of the propane stove.
- Light ALL stovetop pilot lights – failure to do so can cause an explosion! Place a lighted match to ALL pilot burners on the propane stovetop REGARDLESS of how many you intend on using. When the gas is on, it is on to ALL burner pilot lights.

- Turn the appropriate propane burner dial on to full and gently wave your hand above the burner to light the outer ring
- The propane oven has an electronic ignition. It will light when you turn the dial. To make sure it is lit and operating properly, look under the stove and you will see the pilot burning.
- The convection fan is turned on by the switch at the right. Convection makes cooking time shorter and distributes the heat evenly.
- The fumehood must be ON whenever the PROPANE burners or oven is on - by order of the safety inspector- Failure to do so may poison everyone in the building.
- The fume-hood has varying speeds, lights and warming lights.
- The Electric Stove works too.

Fridges & Freezer(s)



Commercial fridge with sliding glass doors

- Lots of food and trays can fit in this fridge.
- Plug fridge in before your event to have it cool
- You may adjust the rack with the metal pegs
- The fridge must be cleaned well after each event and the door propped open with the box of soda



Small Fridge

Located to the left of the big fridge. Can be used for milk and condiments. Freezer is good to hold ice or cool things quickly.

Small Freezer

- Put a rug under it
- Plug it in the day before so it is cool for your event.

Dishwasher



Instructions for dishwasher use

The dishwasher has a 2 minute cycle.

- Turn on dishwasher first by pressing the toggle switch on the left to ON/FILL.
- Wait 5 minutes for the dishwasher to come up to temperature
- Close the door and secure the handle and let the washer go through the cycle once before putting in dishes.



- All dishes must be well rinsed or pre-washed or they wont come clean.
- There is a metal t-bar type contraption that sits across the big sink. Sit the dish rack on top of it.
- Use the spray hose to spray debris in to the sink before you put the rack through the dishwasher.
- The rack with the pegs is for plates, the rack without pegs is for cups and/or utensils



- When you are ready to put dish rack in, first toss in 1 tsp of the special (caustic) dishwashing power located in the red container in the cupboard to the right of the dishwasher.
- Put rack of rinsed dishes in the dishwasher,



- close door, and press centre handle down.
- Wait until the light has gone off on the dishwasher and the noise has stopped (about 2 minutes)
- Dishes are done.

For glassware, wash the dishes once with soap, and then wash them again WITHOUT soap to remove soap scum, spots and streaks.



To turn off

- clean out screen on bottom of dishwasher,
- press toggleswitch to off/drain,
- close & push the handle in – the dishwasher will drain

CLEANUP

- Do yourself a favour and hire someone to do the final cleanup after an event. Ask the RARTS administrator to recommend someone who knows the building standards. (Rita 226-7759 is an option, as well as The Valley Girls)
- If you hire someone you will still need to put away the stage, chairs and tables as per instructions
- Consult the 2nd page of the rental agreement for more cleanup info
- Please don't forget the grounds for litter, cigarette butts etc
- Please kept the garbage shed in good order and recycle what you can (note our garbage service does not pick up recyclables).
- Please sort 'good dishes' from daily use dishes.
- Good cutlery must be sorted from daily use cutlery
- If you rented wine glasses from us, you need to wash them with detergent once, and then rewash without detergent to make them come spotless. Return the glasses to their cardboard boxes and seal in plastic bags provided and leave on the counter.
- DO NOT take dishtowels, clothes home to launder them. We will do it for you.
- CLEANUP MUST BE DONE BY 1 PM the next day unless you have made an alternate arrangement with the RARTS administrator.

THINGS WE DON'T HAVE AND YOU MIGHT NEED

- Other pots and pans than we have
- Mixing and large serving bowls – we have some but you may want more
- More than 4 chafing dishes
- Glasses (other than the wine glasses you can rent from us)
- Dessert forks
- Dessert plates (you can use the cup saucers but there are only 150 of them)
- Table Cloths other than burgundy plastic cloths
- More than our 22 tables (Appledale Hall rents tables for \$20 each)
- More than our 126 chairs (you can rent 35 foldup white chairs from the Vallican Heritage Hall – contact Tamara at 226-0097)

OTHER RESOURCES

- www.SlocanValley.com** contains a directory of many services etc in the Valley.
- Sound engineers and sound systems:** Neil Sirokin at 352-1352 knows the building well and has his own sound system.
- Event tent rentals:** Sharon and Buck at Big Event Tent rentals 226-6866

**MOST IMPORTANTLY REMEMBER TO ENJOY YOUR EVENT!
ALL THE REST IS GRAVY!**