

THE FORT COMMON

2020 EVENT GUIDE



EVENTS AT THE FORT COMMON

The Fort Common is a seasonal publicly accessible urban oasis open during the summer months for all to enjoy. It is also available to rent on a limited basis for weddings and other special events during our season (June 1, 2020 – September 12, 2020):

WEDDINGS

We are pleased to welcome couples on their special day on **Saturdays** during our season. Event bookings include private access to the Fort Common between 10:00am and 11:59pm on the reserved date.

BIRTHDAYS, CORPORATE CELEBRATIONS AND OTHER EVENTS

The Fort Common is a great venue for celebrations, corporate events and other gatherings. We offer evening bookings of up to 5 hours during select weekday evenings. Large scale private events will be considered on the same terms as our wedding availability.

For more information or to arrange a tour, please email us at events@fortproperties.ca

Bookings are accepted on a first come, first served basis.



RATES

The following rates are in effect for June 1, 2020 – September 12, 2020:

Weddings (full day access) - \$3,200.00*
Other Events (up to 5 hours of access) - \$1,500.00*

Rates include private access to the Fort Common beginning at 10am, bistro-style tables and chairs for 60 people, one dedicated parking stall, washrooms access, use of power and overhead string lighting.

ADD-ONS

Early Access (8am) - \$250.00

DEPOSIT POLICY

A non-refundable deposit is required to reserve the Fort Common. All remaining fees are payable 30 days in advance of the event. Deposits and fees are non-refundable.

** All rates and fees are subject to GST*



POLICIES

CAPACITY*

Seated event: approx. 120 people
Cocktail / stand up event: approx. 200 people
*Layout dependent

ALCOHOL

Renters are responsible for obtaining a special events permit through the British Columbia Liquor Distribution Branch if they wish to serve, provide or consume alcohol at their event. Proof of permit must be provided to Fort Properties 30 days prior to the event.

INSURANCE

Renters must obtain an approved event insurance policy, further outlined in the booking contract. Proof of insurance must be provided to Fort Properties 30 days prior to the event.

WEATHER

Fort Common is an outdoor venue without interior space in case of inclement weather. We make no guarantees regarding weather during events and cannot process any refunds on account of weather.

CLEANING

Hosts are required to remove all garbage, recycling and other waste from the Fort Common facility following the event. On-site disposal is not available.



Myrtle and Moss Photography

EVENT COORDINATION


We are pleased to partner with some of Victoria's best event planners and day of coordinators to ensure that your day goes off without a hitch:

- [Heyday Events](#)
- [The Good Party](#)
- [French Kiss Events](#)
- [Rock Paper Square](#)
- [Rad Occasions](#)
- [Borrowed & Blue Events](#)
- [Amazing Moment Events](#)
- [Details Planning & Event Design](#)

All events at the Fort Common, including weddings, must employ an approved event planner or day of coordinator.

LIVE MUSIC

Due to electrical capacity and proximity to adjacent businesses, not all live music is suitable for the Fort Common. Musicians performing acoustically or with a basic sound set up may be approved, however more involved live music such as rock bands, big bands (i.e. brass, polka) or musicians whose set up needs are complex are less suited to the Fort Common. Live music choices must be approved by Fort Properties.



We look forward to working with you
events@fortproperties.ca

The Fort Common is owned and operated by Fort
Properties Ltd.
www.fortproperties.ca

Kelly Brown Photographer