

THE ATRIUM at CTEI



Weddings

Interurban Campus

The Atrium has an industrial, loft-like feel with wood beams and floor to ceiling windows, making it a unique venue for any wedding.



LUNCHEON RECEPTION

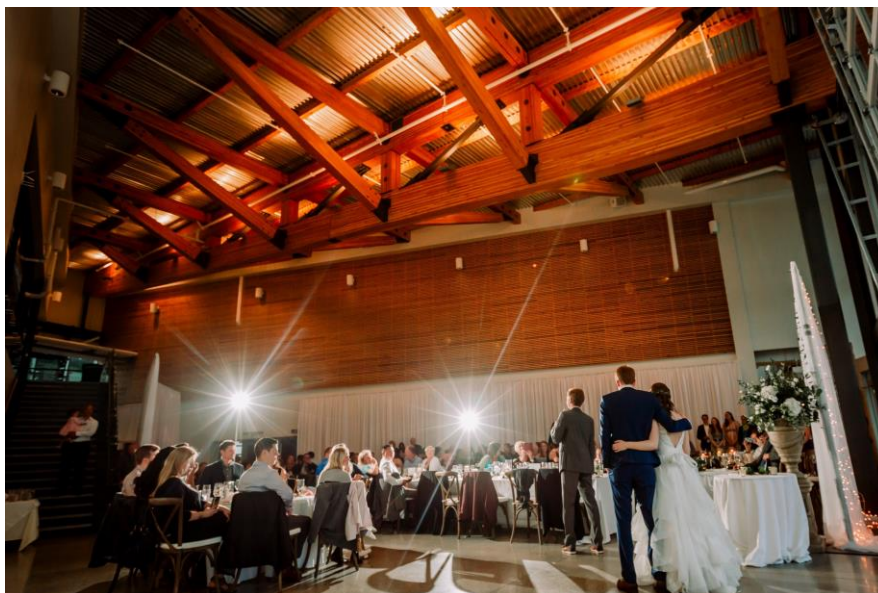
- ❖ Reception is for a maximum of 5 hours
- ❖ Maximum of 200 guests

COCKTAIL PARTY OR STANDUP RECEPTION

- ❖ Reception is for a maximum of 5 hours ending no later than 10pm
- ❖ Maximum of 300 guests

EVENING RECEPTION

- ❖ Reception to begin no earlier than 4pm and end by 12:30am
- ❖ Maximum of 200 guests



CUSTOM WEDDING PACKAGES

If you are planning something a little bit different, and these wedding packages are not quite what you are looking for, please reach out to us and let us know what you are planning. We can help you plan a bespoke wedding that is as unique as you are.

FACILITY RENTALS

camosunfacilityrentals@camosun.ca 250-370-3403 3100 Foul Bay Rd. Victoria, BC V8P 5J2

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WHAT OUR WEDDING PACKAGE INCLUDES

- ❖ Access to The Atrium starting at 10am on Saturday for set up and decorating.
- ❖ Access on Friday evening (subject to availability) to drop off items; no decorating.
- ❖ Access on Sunday until noon (subject to availability) for pick -up of items and clean up. Additional fee applies if access is required beyond 12 noon.
- ❖ Existing tables (72" rectangular) and chairs.
- ❖ Access to and use of the adjoining patio during your reception. The patio can be booked for a small wedding ceremony (maximum 75 people). Additional fees will apply.
- ❖ Tables and chairs on the patio.
- ❖ Microphone, stand and speakers.
- ❖ Linen for food service tables.
- ❖ 1 changeroom on event day.
- ❖ Exclusive use of a parking lot (P9 lot) all day Saturday which has approximately 135 stalls (6 EV stalls). Additional paid parking is available in other lots on campus.
- ❖ Security Staff. If attendance exceeds 100 people, an additional fee will apply for additional security staff.

Note: The Atrium at CTEI is available on Saturdays for weddings and can be booked up to 1 year in advance.

LINEN PACKAGE (optional)

Price is per table (6 people per table) and includes 1 white chair length tablecloth and 6 white linen napkins. Must be booked in advance and subject to availability.



WEDDING CEREMONY (optional)

You have the option to book your wedding ceremony (maximum 75 people) on CTEI patio (partially covered) when your reception is booked in The Atrium at CTEI.

Must be booked in advance.

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WEDDING FEES, DEPOSITS & INSURANCE

A non-refundable deposit of \$500 is required to confirm a date. All remaining fees are payable 60 days prior to the booking date.

In addition to having a signed Facility Agreement in place, proof of general liability insurance coverage is required. If alcohol is served at the event, then insurance must also include Host Liquor Liability coverage.

Our wedding package fees do not include GST, are subject to availability and are subject to change.

FOOD & ALCOHOL

All food and bar service to be provided by our exclusive caterer, Aramark. Outside caterers will only be permitted in rare cases when Aramark is not available.

ALCOHOL SERVICE HOURS

11:30pm	last call
12:00 am	bar closes/music off
12:30 am	all guest gone
1:00 am	lights out/doors locked

Security staff are required at all events using a formula of 1 guard per 100 guests. These arrangements will be made by Camosun College and fees will be shown on the Facility Agreement.



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