



Facility Rental & Booking Information

In addition to our programs and services, PoMoArts boasts a variety of unique rental spaces suitable for a wide range of events including meetings, workshops, rehearsals, recitals, performance, award ceremonies and corporate functions.

PoMoArts operates a not-for-profit Arts Centre in the historic Old City Hall and Appleyard House in the heart of Port Moody. We are committed to bringing positive arts experiences to the community through the classes we offer, the art exhibitions we host, and events that we deliver. The Arts Centre has recently expanded, and we are now expanding our programs and services to fill the new space and meet the needs of our growing community. Our facility is available for individual and corporate bookings for meetings, private functions and parties.



Hours of Operation

Monday - Friday 10 : 30 am to 9pm
Saturday & Sunday 10am to 4:30pm
Closed all Statutory Holidays

Contacts

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Guidelines

Food & Catering

1. No cooking is permitted on premises. Any person/caterer who serves or prepares food or drinks must have a permit or licence for that function.
2. All secondary service providers related to a rental (ex: caterers, decorators, etc.) must arrive during the rental contract period. Access to the room or building outside of contract time frame will not be allowed.
3. Caterers must remove all supplies on the night of rental. No exceptions.

Liquor Procedures/Insurance

1. In cases where liquor will be brought in and/or consumed, a provincial special occasion liquor license (SOL) is required.
2. Liquor can only be brought in the day of rental during the contract time frame only. All remaining liquor must be removed by end of rental period.
3. General Liability Insurance may be purchased through Leaders Insurance Brokers in Port Moody. It must be purchased in combination with HOST Liquor Liability Insurance and have a minimum of \$2,000,000 coverage.

Set Up & Clean Up

1. The rental group is responsible for table and chair set up and take down and must be stored/stacked properly after event.
2. Renter is responsible for providing their own stereo
3. The seating capacity of each facility/room must be adhered to.
4. Tables and chairs are not to be removed from the premises of the facility.

Rental equipment:

- Armless chairs - included in rental fee
- Rectangular tables (14x6'x2.5') - included in rental fee
- Event tent (10' x 10') - \$50
- Upright piano - \$15
- Grand Piano - \$25
- Overhead projector and screen - \$20

Booking

General

1. All rooms and facilities are booked on a first come first served basis.
2. All renters must sign a contract and initial the Terms and Conditions document.
3. Folding chairs, tables and wifi are available to use
4. Additional fees may apply for piano, keyboard or other specific equipment rental.
5. Final Payment for rental can be made by; Debit, Visa. Payment must be made in full at least 14 days prior to rental date.
6. PoMoArts assumes no responsibility for lost or stolen property, property damage or injuries during the activities authorized by this agreement.

Damage Deposits

1. Full refund issued, less an administrative charge (10% of total rental cost), for cancellations made in writing at least 15 days prior to the booking.
2. To secure a booking date, a \$200 (or \$500 if liquor served), damage deposit is required and will be refunded after event.
3. Facilities, amenities and surrounding areas of hall shall be left in the condition they were prior to use. Terms and Conditions must be adhered to or loss of full damage deposit may occur.
4. Damage Deposit will be refunded at end of contract. Allow up to 30 days for return.

Cancellation

1. PoMoArts may cancel a rental to accommodate for PoMoArts functions, maintenance/cleaning or undetermined events. In the event of a cancellation by PoMoArts, a minimum of two weeks' notice will be provided.
2. In the event that PoMoArts must cancel, the renter will be reimbursed for the rental cost of that day.

Facility Rental pricing

#	Room	Rate per hour	Guest capacity	Room area	Room meas.	Amenities
1.2	PCT Studio	\$50.00	48 - Theatre 60 - Standing 24 - Tables	850 sqft	31' x 23' + 17' x 9'	AV projector & screen Sinks & washrooms
1.3	Scotiabank studio	\$25.00	24 - Theatre 30 - Standing 12 - Tables	450 sqft	21' x 22'	
2.1	Appleyard Parlour	\$50.00	48 - Theatre 60 - Standing 24 - Tables	740 sqft	23' x 28' + 14' x 7'	AV projector & screen Sinks & microwave
2.2	Young Artist gallery	\$25.00	24 - Theatre 30 - Standing 12 - Tables	330 sqft	20' x 17'	
3.1	Music studio	\$20.00	Up to 6	100 sqft	9' x 12'	
3.3	G&F Financial Group Studio	\$25.00	24 - Theatre 30 - Standing 12 - Tables	370 sqft	18' x 21'	
3.4	Driscoll Family Studio	\$20.00	24 - Theatre 40 - Standing 12 - Tables	420 sqft	22' x 20'	
3.5	Music Studio	\$20.00	Up to 6	100 sqft	8' x 13'	
3.6	Music Studio	\$25.00	Up to 15	220 sqft	18' x 13'	Grand & upright piano
3.7	Music Studio	\$20.00	Up to 8	140 sqft	13' x 11'	Upright piano and soundproof isolation



1.2 PCT Studio

Appleyard Parlour Studio