



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 Event Permit (SEP) liquor license is required. Government website found [here](#).
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.

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.
6. **Payment must be made in full at least 7 days prior to rental date.**
7. PoMoArts assumes no responsibility for lost or stolen property, property damage or injuries during the activities authorized by this agreement.

Rental Deposits

1. **Administrative Deposit Fee is 20%** of rental cost and is due upon booking.
An applicable Damage Deposit specific to the rental will be applied in addition.
2. The Administrative Deposit will be refunded in full if booking is cancelled within 7 days of rental date.
3. The Damage Deposit will be refunded in full if the rental is cancelled up to the rental date.
4. The Administrative Deposit will be subtracted from final invoice, if rental is not cancelled.
5. Damage Deposit will be refunded in full if no damage is incurred during the rental. Allow up to 30 days for return. If damage is incurred during the rental, a portion or all of the damage deposit will not be refunded.

Cancellation

1. PoMoArts may cancel a rental in case of exceptional circumstances.
2. In the event that PoMoArts must cancel, the renter will be reimbursed in full for the cost of that day.

Facility Rental Pricing

#	Room	Rate per hour	Guest capacity	Room area	Room meas.	Amenities
1.2	PCT Studio	\$55.00	48 - Theatre 60 - Standing 48 - Tables	850 sqft	31' x 23' + 17' x 9'	AV projector & screen Sink & washrooms
1.3	Scotiabank Studio	\$30.00	24 - Theatre 30 - Standing 24 - Tables	450 sqft	21' x 22'	
2.1	Appleyard Parlour	\$60.00	48 - Theatre 60 - Standing 48 - Tables	740 sqft	23' x 28' + 14' x 7'	AV projector & screen Sink & microwave
2.2	Young Artist Gallery	\$35.00	24 - Theatre 30 - Standing 24 - 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	\$30.00	24 - Theatre 30 - Standing 24 - Tables	370 sqft	18' x 21'	
3.4	Driscoll Family Studio	\$30.00	24 - Theatre 40 - Standing 24 - Tables	420 sqft	22' x 20'	
3.5	Music Studio	\$20.00	Up to 6	100 sqft	8' x 13'	
3.6	Music Studio	\$30.00	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