

# BOOKING

## GENERAL

All rooms and facilities are booked on a first come first served basis.

All renters must sign a rental contract and initial the Terms and Conditions document.

Folding chairs, tables, and wifi are available to use.

Additional fees may apply for piano, keyboard or other specific equipment rental.

Final Payment for rental can be made by debit or Visa.

Payment must be made in full at least 14 days prior to rental date.

PoMoArts assumes no responsibility for lost or stolen property, property damage or injuries during the rental contract.

## DAMAGE DEPOSIT

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.

To secure a booking date, a \$200 (or \$500 if liquor served), damage deposit is required and will be refunded after the rental contract if no damage was incurred.

Facilities, amenities, and surrounding areas 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.

Damage deposit will be refunded at end of contract.

Allow up to 30 days for return.

## CANCELLATION

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.

In the event that PoMoArts must cancel, the renter will be reimbursed for the cost of the rental day(s) impacted.

SCAN ME



## HOURS

Monday - Friday 10:30AM to 9:00PM  
Saturday & Sunday 10:00AM to 4:30PM  
Closed all Statutory Holidays

## CONTACT

programs@pomoarts.ca  
604 931 2008 ext. 109



# FACILITY RENTALS

2425 St Johns St | Port Moody  
pomoarts.ca

PoMoArts operates on the shared, unceded, ancestral, and traditional lands of the Coast Salish peoples, including the Tsleil-Waututh, Kwikwetlem, Squamish, Musqueam, Katzie, Qayqayt, and Stó:lō Nations. We thank these First Peoples who continue to live on and care for these lands, waters, and all that is above and beneath.

PoMoArts is run by the non-profit charitable Port Moody Arts Center Society. Charitable registration #8677 45671 RR0001 We acknowledge the financial support of the City of Port Moody and the Province of British Columbia.



# GUIDLINES

## FOOD & CATERING

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.

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.

Caterers must remove all supplies on the night of rental. No exceptions.

## LIQUOR PROCEDURES & INSURANCE

In cases where liquor will be brought in and/or consumed, a provincial Special Event Permit (SEP) is required.

Liquor can only be brought in the day of rental during the contract timeframe only. All remaining liquor must be removed by end of rental period.

General Liability Insurance may be purchased through Leaders Insurance Brokers in Port Moody. It must be purchased in combination with a host liquor liability insurance and have a minimum of \$2,000,000 coverage.

## SET UP & CLEAN UP

The renter is responsible for table and chair set up, take down, and proper storage/stacking after the event. Renter is responsible for providing their own stereo. The seating capacity of each room must be adhered to. Tables and chairs are not to be removed from 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

# SPACE

## 3.1 Music studio \$20.00 / Hr

100 sqft 9' x 12'

Capacity: 6

## 3.5 Music Studio \$20.00 / Hr

100 sqft 8' x 13'

Capacity: 6

## 3.6 Music Studio \$25.00 / Hr

220 sqft 18' x 13' Grand & upright piano

Capacity: 15

## 3.7 Music Studio \$20.00 / Hr

140 sqft 13' x 11' Upright piano

Capacity: 8



## 1.2 PCT Studio \$50.00 / Hr

850 Sqft (31' x 23'+ 17' x 9')

AV projector & screen + sinks & washrooms

Capacity: 48 - Theatre

60 - Standing

24 - Tables

## 1.3 Scotiabank Studio \$25.00 / Hr

450 Sqft (21' x 22')

Capacity: 24 - Theatre

30 - Standing

12 - Tables

## 2.1 Appleyard Parlour \$50.00 / Hr

740 Sqft (23' x 28' + 14' x 7')

AV projector & screen + sinks & microwave

Capacity: 48 - Theatre

60 - Standing

24 - Tables

## 2.2 Young Artist Gallery \$25.00 / Hr

330 Sqft (20' x 17')

Capacity: 24 - Theatre

30 - Standing

12 - Tables

## 3.3 G&F Financial Group \$25.00 / Hr

370 Sqft (18' x 21')

Capacity: 24 - Theatre

30 - Standing

12 - Tables

## 3.4 Driscoll Family Studio \$20.00 / Hr

420 Sqft (22' x 20')

Capacity: 24 - Theatre

40 - Standing

12 - Tables

