

BOOKING

FACILITY RENTALS

GENERAL

1. All rooms and facilities are booked on a first come first served basis.
2. All renters must sign a Rental Agreement and initial the Terms and Conditions document.
3. Folding chairs, tables and wifi are available to use
4. Additional fees may apply for 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.

SCAN ME



HOURS

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

CONTACT

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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.



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) is required.
2. 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.
3. 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

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

RENTAL EQUIPMENT

- A. Armless chairs - included in rental fee
- B. Rectangular tables (14x6'x2.5') - included in rental fee
- C. Event tent (10' x 10') - \$50
- D. Upright piano - \$15
- E. Grand piano - \$25
- F. 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 \$30.00 / 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 \$55.00 / Hr
850 Sqft (31' x 23' + 17' x 9')
AV projector & screen + sinks & washrooms
Capacity: 48 - Theatre/ Tables
60 - Standing

1.3 Scotiabank Studio \$30.00 / Hr
450 Sqft (21' x 22')
Capacity: 24 - Theatre/Tables
30 - Standing

2.1 Appleyard Parlour \$60.00 / Hr
740 Sqft (23' x 28' + 14' x 7')
AV projector & screen + sinks & microwave
Capacity: 48 - Theatre/Tables
60 - Standing

2.2 Young Artist Gallery \$35.00 / Hr
330 Sqft (20' x 17')
Capacity: 24 - Theatre/Tables
30 - Standing

3.3 G&F Financial Group \$30.00 / Hr
370 Sqft (18' x 21')
Capacity: 24 - Theatre/Tables
30 - Standing

3.4 Driscoll Family Studio \$30.00 / Hr
420 Sqft (22' x 20')
Capacity: 24 - Theatre/Tables
40 - Standing

