



## **FACILITY RENTAL**

### **Information & Application**



Stage your next event at the Fraser River Discovery Centre. Located on the boardwalk at Westminster Quay and steps away from downtown New Westminster, the Discovery Centre offers a creative and unique venue for a wide variety of special events. The atmosphere is accentuated by the exhibits currently showing on both floors of the Discovery Centre, and with panoramic views of the mighty Fraser River, the Discovery Centre is an ideal location for social events, business meetings, ceremonies, workshops, and stand-up receptions.

The Fraser River Discovery Centre is a registered charity. Proceeds from rentals help support the Centre's work in connecting communities in the discovery and celebration of the living, working Fraser River and in presenting the stories of the Fraser River and their contributions to the life, history, and future of British Columbia.

The Fraser River Discovery Centre welcomes tours, visitors, and school children on a regular basis. Every effort will be made to ensure that group tours will not interfere with your rental; however bookings during regular public hours may experience a noise factor.

### HIGHLIGHTS

- Bright, naturally lit, and air conditioned, with river views
- Wireless internet available throughout the building
- Podium available
- Wheelchair accessible
- Ample adjacent public parking

Room Name	Description	Room Size	Capacity
Upper Gallery	<ul style="list-style-type: none"> <li>• Located on the 2nd floor</li> <li>• Floor to ceiling windows with a breath-taking view of the Fraser River</li> <li>• Kitchen equipped with a fridge and a counter with a sink</li> <li>• Elevator facilitates access for equipment and those unable to negotiate a flight of stairs</li> <li>• Atmosphere is accentuated by the exhibits currently showing at the Centre</li> </ul>	4169 sq ft	Sit-down event: 36-50 Cocktail reception: 150
Lower Gallery	<ul style="list-style-type: none"> <li>• Located on the 1st floor, with a southern exposure view of the Fraser River and western exposure to the Westminster Quay boardwalk</li> <li>• Atmosphere is accentuated by the exhibits currently showing at the Centre</li> </ul>	3280 sq ft	Sit-down event: 50 Cocktail reception: 120
Canyon Theatre	<ul style="list-style-type: none"> <li>• Located on the 1st floor</li> <li>• 4x6 screen with high definition projector and Blue Ray technology</li> <li>• Perfect location for business meetings, PowerPoint presentations, and film screenings</li> </ul>	715 sq ft	Theatre seating: 45
Resource Room	<ul style="list-style-type: none"> <li>• Located on the 1st floor with a view of the Fraser River</li> </ul>	325 sq ft	Boardroom: 12

### GENERAL INFORMATION

- Meeting – Minimum 2 hour rental (Resource Room & Canyon Theatre only)
- Social/Reception – Minimum 4 hour rental
- All rooms are fully accessible
- Rental includes admission to the Discovery Centre's exhibit galleries

## LICENSES AND LIABILITY

- Liquor license is required if alcohol will be provided (available from any liquor store)
- Third party liability insurance is required with a minimum \$5,000,000 coverage naming the Fraser River Discovery Centre as an additional insured party

## SET UP AND CLEAN UP

- Tables and chairs to be supplied by renter
- Projection and audio equipment and sound systems to be supplied by renter
- Groups are responsible for setting up and taking down their own decorations and equipment
- Use of tape, staples, and tacks are not allowed anywhere in the facility
- Use of helium balloons are not permitted in the facility
- Throwing confetti or rice is not permitted in the facility
- Janitorial services are additional

## RENTAL RATES, TERMS, AND CONDITIONS

Please carefully note and follow the instructions in the following pages that outline your responsibilities as the coordinator/organizer of this booked event at the Fraser River Discovery Centre (FRDC). Failure to follow these instructions will result in the loss of your deposit. Please sign the agreement on the last page of this document confirming that you understand, accept and will comply with all Fraser River Discovery Centre policies and procedures and return to the FRDC office.

## FEES & DEPOSITS

The fee schedule is for rentals held during the Discovery Centre's business hours of Monday to Saturday, 8:30am to 4:30pm.

- Meeting – Minimum 2 hour rental (Resource Room & Canyon Theatre only)
- Half-Day Rentals – up to 4 hours during business hours
- Full-Day Rentals – up to 8 hours during business hours
- Rental includes admission to the Discovery Centre's exhibit galleries.
- Rental times include set-up and tear down.

	Hourly	Half-Day	Full-Day
Resource Room	\$50.00	\$160.00	\$320.00
Theatre	\$75.00	\$240.00	\$480.00
Lower or Upper Gallery	\$100.00	\$320.00	\$640.00
Entire Facility	\$150.00	\$480.00	\$960.00
Evening Hours**	\$150.00/hour; minimum 4 hours		

\*\*Evening Hours – after business hours, Sundays and holidays. Minimum 4 hours. Fee includes after hours security and/or staffing. All evening events must vacate the premises by 11:00pm.

## DEPOSITS & FEES

A deposit of 50% is required at the time of booking; the balance is due seven days prior to the event. We will tentatively hold the space, without a deposit, for five days. However, if another party requires this same date, we will contact you to request the deposit within 24 hours. Please note if your deposit is not made at this time, we will release your tentative booking.

A \$100 non-refundable cleaning fee is required prior to the rental for any events where food and/or liquor is being provided.

## CANCELLATIONS

A full refund of your deposit will be issued, less a \$75 administration fee, if written notice of cancellation is received 12 weeks prior to the booking date. If notice is received less than 12 weeks prior to the booking date, no refund will be issued. Full payment will be required for cancellations received with fewer than seven days' notice prior to the booking date.

## RENTERS' RESPONSIBILITIES

All renters must adhere to the following:

### SETUP

Room set-up and take-down is the responsibility of the rental group. When moving tables and chairs, please do not drag them across the floor; they leave marks that are very difficult to remove and may result in the loss of your deposit.

Unless by special permission, all equipment and supplies are to be delivered on the day of the event. Any set-up in the public exhibit areas are not to begin prior to closing time.

All deliveries and pick-ups are to be made to the Administrative Entrance at 788 Quayside Drive. The FRDC assumes no responsibility for checking or counting items or ensuring their safety.

### EQUIPMENT & SUPPLIES

The FRDC has a limited number of tables and chairs. Events requiring tables and chairs are the responsibility of the renter. The customer or caterer is responsible for providing linen and tabletop set-up as required for the event. All equipment and supplies can be rented from our preferred supplier: Confetti Party Rentals ([www.confettipartyrentals.com](http://www.confettipartyrentals.com) / 604-531-4242).

- Audio/visual equipment is not provided and is the responsibility of the renter.
- All signage and decor must be free standing. Signage and decor on exhibits and walls is not permitted. Nothing may be placed on free-standing displays or display cases. Relocation of exhibits is prohibited. Use of confetti, helium balloons, candles, noise-makers, and sparklers is prohibited. All floral material must come from a florist and be pest free.
- All health, safety, and liquor permits are the responsibility of the renter.
- All bars, meat carving stations, coffee stations, temporary kitchens, and clearing stations set up on the carpeted area must have protective covering placed beneath them.

### FIRE REGULATIONS

Fire regulations prohibit any obstruction of aisles or exits in any room and the use of barbeques in the hall or on the boardwalk. Legal capacity limits will be strictly enforced (see capacity chart).

Smoking is strictly prohibited. Open flames are prohibited with the exception of sterno pots in designated area.

### CLEANUP & GARBAGE

Teardown must occur immediately after the event and all rental or decor items must be removed from the building. If this is not possible, arrangements can be made to have the rental items left overnight. However, they must be picked up the following morning (excluding Sundays & holidays) between 8:30 am and 10:00 am.

At the end of the event, it is the responsibility of the renters to conduct a thorough clean-up of all the areas used. All exhibit and public areas must be clear and clean for the next day's activities. Floors of all areas used must be swept and mopped and garbage must be removed.

All garbage must be bagged from areas where food has been prepared and served and taken away at the end of the event. If the FRDC's dumpster is used and extra pick-up is necessary, the renter will be invoiced for this service.

Renters will be charged \$100 for any additional cost incurred by the FRDC for unusual clean-up, the removal of garbage left behind, or any damages to the premises.

### PARKING

The FRDC has limited access to parking located in the roundabout on the north side of the building. Supply vans may be parked outside the Administrative Entrance during the event. Pay parking is available at the commercial lot east of the FRDC. The cost is \$1.50 per hour or \$6.50 per day and is payable by credit card or coins (bills are not accepted).



## BOOK YOUR MEETING OR EVENT WITH US!

Please fill out this request form and submit it by email to [info@fraserriverdiscovery.org](mailto:info@fraserriverdiscovery.org) with "FRDC Facility Rental Request" in the subject line or fax to 604-521-9401. Request must be received 3 weeks before desired rental date.

### Please note:

- For facility rental information, please review the policies and procedures
- We recommend viewing the facility before making a booking
- Our preferred cater: Savoury Chef Foods Ltd ([www.savourychef.com](http://www.savourychef.com) / 604-357-7118)

## CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

(Required. You will receive confirmation and updates by email.)

## EVENT DETAILS

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Event Time: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Tear down Time: \_\_\_\_\_ Rental Rate: Hourly ½ Day Full Day

Rental Area: (please select all that apply)

Resource Room

Theatre

Lower Gallery

Upper Gallery

Kitchen

Please select all that apply for your event (information purpose only)\*:

Catering  Liquor\*\*  Chairs *how many?*  Tables *how many?*

Other: \_\_\_\_\_

Additional Requests: \_\_\_\_\_

Setup Information: \_\_\_\_\_

\*Available upon request: limited tables and chairs; wi-fi password; use of podium; garbage/recycle bins; use of projector screen.

\*\*Liquor license is required for any event that serves alcohol and a copy is to be provided.

Please email our Operations Assistant at [info@fraserriverdiscovery.org](mailto:info@fraserriverdiscovery.org) or call 604-521-8401 for any special requests or concerns.

Please note this is a booking request only.

You will be contacted during our opening hours (Wednesday to Saturday 10am – 4pm).