

PERFORMANCE WORKS

Special Events Venue Rental



Photos by Jamie Delaine

About Performance Works:

Performance Works is located on the traditional, ancestral, and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (TsililWaututh) nations. Owned by CMHC Granville Island, Performance Works is stewarded by the Granville Island Theatre District.

Originally a machine shop from the 1920's, Performance Works is a flexible and beautiful space with a wooden floor, surrounded by impressive wooden beams, and flanked with large roll-up doors to let in the gorgeous scenery that surrounds the building. There is a bar service area in the lobby, a large outdoor patio, and an outdoor performance space right next to Ron Basford Park. The large main hall boasts 4300 square feet of open space, measuring 70' long and 62' wide. The flexibility in the auditorium gives Renters the opportunity to creatively transform the space to fit every event's individual style.

Featuring the latest in lighting, sound, and projection technology, all it takes is a little imagination to customize Performance Works to perfectly suit any couple! The lighting grid is equipped with professional lighting equipment, projector, and house audio setup to handle your event's audio-visual needs, and can be used to anchor a vast variety of décor items.

PERFORMANCE WORKS

Rental Fees:

Fee: \$6,750 + GST

Security Deposit: \$1,000 (GST will be charged on the final payment)

Seating Capacity: Up to 240 (Depending on seating plan)

Standing Reception: 350

Rental Fee Includes:

- Access to all venue equipment, including stage, projector, black velour drapes, and state-of-the-art sound system. (All must be operated and supervised by GITD Technician)
- Set labour charges for professional venue staff between 10am- 2am, including two experienced technicians to set up, run, and break down your event, and two Front of House Managers to look after the safety and comfort of your guests
- Theatre Improvement Fee, SOCAN Fee, and Base Safety Fee
- One (1) Site Visit with the Event Services Manager and the Event Productions and Operations Coordinator.
- 200 Venue folding chairs
- Six 6 foot folding tables
- Lobby and washrooms
- Auditorium
- Prep Kitchen
- Upstairs backstage lounge and 2x private dressings rooms
- Patio Outdoor stage
- Ron Basford Park

Does Not Include:

- Insurance (required)
- Liquor License
- Parking
- Additional labour, as determined by by the Event Services Manager and the Event Productions and Operations Coordinator.
- Venue staff meals
- Next day pickup



PERFORMANCE WORKS

Additional Fees:

Fee	Rate	Notes
Additional Site Visits/ Meetings	\$100/instance	Optional
Additional Technical Labour	\$45/hour	4 Hour minimum
Additional FOH Manager Labour	\$38/hour	4 hour minimum
Venue Staff Meal (Optional)	\$50/ staff member	Provide a meal or pay meal fee
Next Day Pickup	\$300 + labour	Optional; subject to venue availability
Extraordinary Cleaning Costs	Varies	For extraordinary janitorial services incurred by event, if any.
Safety Fee	\$25/person	Charged for any additional staff to work past midnight. Not always applicable.

Additional fees do not include GST. Additional fees will only be charged when necessary, as determined by the Event Services Manager and the Event Productions and Operations Coordinator.

Additional Labour (would be added):

- To provide access to the venue outside of 10am-2am
- To support complex technical or Front of House needs, as determined by the Event Services Manager and the Event Productions and Operations Coordinator
- To provide access to the venue in the case of a of a next-day pickup
- Any additional Labour Charges will be calculated in advance and provided by GITD in a Labour Estimate.

Venue staff are required anytime venue technical equipment is to be used, for a minimum shift of 4 hours. A minimum of 2 venue technicians, provided by the GITD, are required, and are included in the rental fee. The technician rate is \$45 per hour for regular time, for private events. Technicians provide basic sound and lighting. Events with projections, special effects and/or mixing of more than 3 mics require additional set-up time, as well as a third technician.

Front of House (FOH) Managers are required when patrons/guests are in attendance.



PERFORMANCE WORKS

Frequently Asked Questions:

Do you decorate or cater?

The GITD does not provide any decorating or catering services. We leave this up to the pros. Renters may bring in whomever they like.

How do I book & pay?

Send an email to eventservices@gitd.ca to set up a venue tour before committing to the space. We can also place holds on the venue 18 months in advance. When you are ready to book, a security deposit of \$1000 + 50% of the Rental Fee is required upon signing. The final balance of all rental fees and additional charges is due no later than 4 weeks prior to the booking. Payment may be made by cheque made out to Granville Island Theatre District or by credit card. A 5% + 25¢ surcharge will apply to credit card payments.

What amenities are available?

A bar/concession area, which is located in the lobby. A prep kitchen equipped with stainless steel counters, a large fridge and a sink. A backstage lounge and (2) dressing rooms. The auditorium that has gorgeous views of Ron Basford Park. The venue is equipped with state-of-the-art lights, sound and other technical equipment. Such as audience risers and a customizable stage. A concrete-floor patio, accessed by the lobby or through the rolling doors from the auditorium. An outdoor stage which rests on the hill of Ron Basford Park.

Is there parking?

Parking is not included in the rental fee. Paid parking is available on Granville Island between 11am-6pm, and is free before 11am and after 6pm. Up to six parking spots may be reserved adjacent to the venue for event hosts and food trucks for an additional fee. The spots must be booked (2) weeks in advance of the rental date.

What are the hours of access?

Site access begins at 10 AM and curfew is at midnight. Plan to have your event end at 1230 AM to allow for takedown time. All outside noise must move inside by 10pm with all doors closed.

What is the capacity?

Seated capacity is up to 240 guests. A standing reception is up to 350 guests. Both are dependent on the table set-up and decoration layout.

PERFORMANCE WORKS

Can we use Ron Basford Park for our ceremony?

Many weddings use the Ron Basford Amphitheatre for their ceremonies, and hold the reception at Performance Works. Ron Basford Park is a public park, and permission must be granted by CMHC Granville Island for its use. For any use of outdoor spaces, fencing is required at your expense. To maintain the beauty of the park, no chairs, tables, or anything that may cause damage may be set up on the grass. Any and all decorations and garbage must be removed after the event and placed in the appropriate dumpster.

Venue Factsheet:

- Must have Special Event Permit/Liquor License as required by BC
- Last call must be no later than 1230 AM
- Alcohol may only be consumed inside, or in the closed fenced areas outside.
- There is no food prep equipment in the venue, it will need to be rented or provided by your caterer
- Food trucks are a great alternative to caterers. Food truck parking will require a separate parking permit to be obtained from CMHC-Granville Island
- The entire ground floor of Performance Works is accessible for those with mobility aids, including the auditorium, bar/concession area, two public washrooms, and the kitchen. Each public washroom has an accessible stall.
- The backstage lounge and two dressing rooms are located upstairs. Unfortunately this area does not have step-free access, although there is a ramp on the west side of the building that only has two or three steps up from the grass
- Out of respect for our neighbours, we require that any amplified audio source located outdoors has a maximum volume of **70db**. If our staff determines that the sound levels are too high, adjustments must be made to reduce the volume. **All outdoor activity must cease, and all doors and windows shut by 10pm.**
- Guests may use the #TELUS network available in the auditorium. If Wifi is required for event production purposes, access to the venue network will be provided onsite by venue staff.





PERFORMANCE WORKS

Venue Dimensions:

- Main Hall Total floor area: 70' long x 62' wide
- Square footage: 4300' Center area ceiling: 21' 3"
- Side areas ceiling: sloped 13' to 16'
- Center area grid: 18' 5" Side areas grid: 11' 7"

Patio Dimensions:

- Main patio (north): 25' x 69'7" x 70' (triangle shaped)
- Eastern patio: 27'7"L x 13'6"D

Technical Information:

-Detailed technical information for the venue can be found on the GITD website. Check it out for a floor plan, lighting plot and lighting grid plan

General Contract Information

Special Effects:

Any use of special effects should be made at least 30 days in advance to the Events Production and Operations Coordinator. All special effects require approval from the GITD in writing, in advance. Special effects include but are not limited to: hazers and open flames (candles, etc.). Prohibited special effects for Private Events include glitter, firearms, pyrotechnics, and confetti.

Signage and Banners:

The GITD maintains a few magnetic displays and bulletin boards located in and around the building that are designated for use by the Renter. Signage should be displayed only in the areas provided and may not be adhered to walls without the GITD's permission. The venue's existing signage (washrooms signs, capacities, exits, etc.) or displays may not be adjusted or covered without prior approval of the Event Services Manager.

The Renter may not install screws, nails, or tacks into the walls, surfaces, or floors in any part of the premises. No-residue or residue free tape may only be used with the approval of venue staff - otherwise you will be provided with approved tape by venue staff.



PERFORMANCE WORKS

Clean Up:

The venue must be restored to its original condition, left broom-clean, and all items and garbage removed before the end of the rental period. The Renter is responsible for ensuring that the premises are restored to clean condition following the conclusion of the event, before the end of their rental period, including compliance. Next Day Pickups may be coordinated depending on venue availability with the Event Services Manager for a fee of \$300 plus labour charges.

GITD'S Zero Waste Policy:

Granville Island is committed to environmental sustainability, which aims to divert as much waste as possible by facilitating the proper disposal of all organic and recyclable materials (glass, metal, plastic, paper, wood). During the rental period, the Renter will be provided with access to containers for collecting recycling, organics, and landfill waste. These containers must be emptied to the outside collection bins or additional cleaning fees will be incurred. Cross-contamination of disposable items will result in a fine of minimum \$300.00.

Financial Information:

Insurance:

The Renter is required to obtain commercial general liability and property damage insurance for the duration of the rental period with respect to Performance Works with a combined limit of not less than \$5,000,000 (FIVE MILLION). A certificate of insurance naming Granville Island Theatre District Society and CMHC Granville Island as additional insureds must be provided prior to the General Manager no later than 7 days prior the start of the rental. You are also responsible for insuring your property when at the premises.

Safety Fee:

All users of the venue incur a Safety Fee. A non-refundable Safety Fee is included in the Rental Fee, and is due upon signing of the Rental Agreement. This fee is used in a program to provide taxi fare home for venue staff after late-night shifts. The base Safety Fee included in the Rental Fee is equal to \$100.00, and does not include GST. This base Safety Fee included in the Rental Fee covers up to four venue provided staff scheduled to work until midnight or later. Additional venue-provided staff, above and beyond the included four, who are required to work until midnight or later will incur an additional \$25.00 per staff member.



PERFORMANCE WORKS

Theatre Improvement |

All users of the venue incur a Theatre Improvement Fee (“TIF”). TIF funds are held in trust by the GITD and reinvested into capital improvements related to the venue. A \$200.00 TIF charge is included in the Wedding Rental Fee. TIF is subject to applicable taxes—tax is not included in the Wedding Rental Fee.

SOCAN Fee:

The Society of Composers, Authors, and Music Publishers of Canada assesses a tariff for the performance of live and recorded music. Functions with live and recorded music with or without dancing are subject to a fee for which the Renter is responsible. The SOCAN fee is included in the Wedding Rental Fee.

Deposit & Payment Requirements:

A Security Deposit of \$1,000.00 + 50% of the Rental Fee is required upon signing, for a total of \$4,125.00. The \$1,000 deposit will be refunded once all remaining financial obligations have been satisfied. In the event of any loss, damage, extraordinary cleaning costs, or staffing charges have not been paid by the Renter when due, such costs shall be deducted from the security deposit. The final balance of all Rental Fees and Additional Charges, including any Additional Labour, is due no later than 4 weeks prior to the booking. Payment may be made by cheque made out to Granville Island Theatre District Society (preferred) or by credit card. A 5% + 25¢ surcharge will apply to credit card payments.

Canceling and Rescheduling Policy:

Requests to cancel or reschedule a booking must be made in writing. In the event we can accommodate a rescheduling, a \$100.00 first reschedule administrative fee will be charged. Each subsequent rescheduling of the rental will be subject to an additional administration fee of \$250.00 per instance. In the event of cancellations made more than six months prior to the first day of the rental period, the GITD will refund any Rental Fee portion paid, less an administrative fee of 10%. In the event of a cancellation made less than six months prior to the first day of the rental period, the GITD will retain all Rental Fees paid. In the event of a cancellation made less than four months prior to the first day of the rental period, Renter shall be responsible for the full amount of the booking. GITD will apply the security deposit against the full balance due.

PERFORMANCE WORKS



Ready to celebrate at Performance Works, on beautiful Granville Island? Please email the Event Services Manager to arrange for an initial, complimentary venue tour. We'll get to know you, and you'll get to see if Performance Works is the right venue for your big day!

Island
District



PERFORMANCE WORKS



See you soon!

We can't wait to be a part of your special day!

