2023 Gallery Rental Fact Sheet

About the Gallery

Nestled in the heart of downtown Vancouver, the Bill Reid Gallery of Northwest Coast Art is a unique event venue just a short walk from major hotels, the Hotel Vancouver and Burrard Skytrain station. This public gallery, named after the acclaimed Haida artist Bill Reid (1920 – 1998), is home to the Simon Fraser University Bill Reid Collection and special exhibitions of contemporary Indigenous art of the Northwest Coast of North America.

The Gallery is an ideal choice for cultural, media, corporate and private events, with 4,000sq ft that accommodates receptions, cultivation events, lectures and celebratory dinners. A unique experience for an intimate dinner or large reception.

The gallery will leave a lasting impression on your guests. They will be surrounded by the stunning gold jewelry and spectacular sculptures of Bill Reid, and awed by the towering totem pole by James Hart of Haida Gwaii. Enhance the mood with music or a Gallery tour. The Gallery shop feature art, jewelry, accessories and giftware created and designed by Indigenous artists of the Northwest Coast.

Capacity

Please note that due to the changing nature of our exhibitions, there may be considerations that restrict how the space can be used; stand-up cocktail receptions can always be accommodated. Cocktail events with minimal furniture can easily accommodate up to 200 people. Theatre style seating can be set up on the main floor for 80-90 people, depending on AV requirements. Gala dinners utilizing the main floor only can accommodate up to 90 people for plated menus and 80 people for buffet.

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<th>Reception</th>
<th>Theatre style:</th>
<th>Dinners:</th>
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<tr>
<td>Reception: up to 200</td>
<td>Theatre style: 80-90</td>
<td>up to 90 for plated menus</td>
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<td>Hummingbird Space: 10-25</td>
<td>Up to 80 for buffet</td>
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639 Hornby Street, Vancouver BC Canada V6C 2G3 - 604.682.3455 - operations@billreidgallery.ca - www.billreidgallery.ca
Details
- Speaker's podium, house audio system with a wireless microphone;
- wall mounted 70" smart TV (in Hummingbird Space only);
- 30 black plastic stacking chairs, 6 x 6ft folding grey plastic tables (linens not included),
  stanchions;
- Free Wi-Fi – hardwire connection available upon request for a fee;
- Underground paid parkade, loading bay.

Gallery Rental Fees 2023 (no taxes required)
Set up and takedown must be completed during the allotted rental period or additional charges may apply.
- The Gallery is available to rent after 5 pm when we are closed to the public;
- $2,000 for a four-hour period, additional hourly rate is $250;
- 50% deposit required to hold the date plus $500 damage deposit.

Addons
- TV cart with a 60" monitor. $100 flat fee;
- Inquire about Docent availability to enrich your guests’ Gallery experience. $100 per docent, 2
  hours minimum subject to staff availability;
- Your guests may enjoy private access to the Gallery Shop during your event. $100, 2 hours
  minimum, subject to staff availability.

Your responsibilities as host
Event Management
We work exclusively with Bon Vivant Catering & Events to provide our guests with the best service
from food to your audio-visual needs. Indigenous catering can be provided upon request. Bon Vivant
Catering provides the Special Occasion License to serve alcohol at your event. One staff is required
to be on-site for the duration of all gallery rentals. www.Bonvivantcatering.ca

Event Insurance
As the event host, you are responsible for obtaining general liability insurance ($3,000,000
minimum) for your event.

Security
A security guard is required to be on-site during your event (including set up and takedown). We will
arrange this for you, at a direct cost to you of $38 per hour, 4 hours minimum.

Book your event at https://www.billreidgallery.ca/pages/rentals or contact Alecska Divisadero at
operations@billreidgallery.ca for more information. We look forward to working with you to create an
outstanding Northwest Coast experience in the Gallery!
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Stanley W. Hamilton Pavilion
Hummingbird Gathering Space

**GENERAL CONDITIONS**

**Cancellations:**
Cancellation of booking must be made in writing at least thirty (30) days in advance of the reserved date or the deposit will be non-refundable.
In the event of a cancellation, a non-refundable service charge of twenty percent (20%) of the rental rate will apply to cover administrative costs. The fee will be waived only if the facility is re-booked within six (6) months at a rental rate equal or greater than the previously agreed upon rate.

**Cancellation due to COVID-19:**
The parties acknowledge that performance of the Agreement by either party may be affected by COVID-19 or other such recognized health threats as determined by the World Health Organization or local government authority or health agencies beyond the control of the parties, which may prevent, dissuade, or unreasonably delay at least 25 percent of prospective Event attendees from appearing, cause staffing shortages for either party or make it illegal, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the Agreement. In such case the Agreement may be cancelled by either party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party.
Limitations on Utilization:
- All catering and set-up plans must be confirmed with the Gallery two weeks prior to the event date.

- When using chafing dishes, fire retardant tablecloths and protective pads must be used on the tables and a fire extinguisher must be present at each table using the chafing dishes. Chafing dishes are prohibited in the jewelry gallery and within close proximity to works of art.

- No candles or open flames are permitted in the building.

- City of Vancouver By-Laws prohibits smoking in all interior areas and within six (6) meters of any entryway.

- Fire Marshall Regulations prohibit any obstruction of exits or aisles in the building.

- Propane tanks and heaters are not to be left on the premises overnight.

- Cooking on site and/or barbequing on the patio requires pre-approval by the Gallery three (3) weeks prior to the event.

- When providing bar service, floor mats must be used where beverages are being served.

- Floral materials are to be provided by professional florists only.

- No helium balloons are permitted on site.

- Nothing can be adhered to any surface in the Gallery.

- Any garbage and recycling must be removed by client (or client’s representative) from the premises at the end of the event. No garbage or recycling is to remain overnight.

- All tenting must be taken down and removed at the end of the event, unless written permission has been granted by the Gallery for overnight storage and following day pick-up.

- No event set-up or start times are to occur prior to Gallery closing time, and take-down must occur no later than 11:00pm except by prior approval of the Gallery.

- No dancing is allowed in the Gallery due to the presence of unique artworks in the space.

- No alcoholic beverages are permitted on the premises except by license. An approval letter for a Special Occasion License may be obtained upon confirmation of your booking. For further information go to: https://justice.gov.bc.ca/lcrb/sep. Bon Vivant Catering provides the Special Occasion License to serve alcohol at your event.
- Photography or videography agreement for permission to photograph or record the event in the Gallery must be signed two weeks prior to the event.

- SOCAN (the Society of Composers, Authors and Music Publishers of Canada) requires that the users of music obtain a SOCAN music license to perform, or authorize others to perform, copyright music in public. To ensure that the appropriate license is in place, the policy of the Bill Reid Gallery is to collect and remit this required license fee to SOCAN. Please note that the use of copyright music in public without a valid SOCAN license may lead to legal action for copyright infringement under the Copyright Act of Canada.

**Payment:**
The Renter is required to pay a 50% deposit within fourteen (14) days of making the reservation and return of a signed rental agreement. Reservations will not be considered confirmed until receipt of the rental agreement and deposit. Balance of rental fee is due three (3) weeks before the event date. The Bill Reid Foundation will issue an invoice for the deposit and the balance payments. If any charges are incurred during the event, an additional invoice will be forwarded to the renter. The Renter may pay the invoices by cheque or credit card.

**Miscellaneous:**
Repairs and or replacement costs for property damaged by the Renter’s use and occupation of the Gallery will be billed to the Renter.

The Renter is responsible for leaving the Gallery as they found it, including vacuuming the carpet. All event debris will be cleared away immediately following the event. Inordinate clean-up costs will be billed back to the Renter.

All rental equipment must be picked up from the Gallery’s storage area, the day following the event.

**Insurance Requirements**
The Renter agrees to indemnify and save harmless at all times the Bill Reid Foundation, the Bill Reid Gallery of Northwest Coast Art, , Shaw Georgia Investments Ltd. , Shon Realty Advisors Group Ltd., at #820 – 925 W. Georgia St, Vancouver BC V6C 3L2 and the City of Vancouver, their officers, employees, agents and volunteers against any and all loss, damage, expenses proceedings, claim, demands or actions suffered by the Bill Reid Gallery, its officers, employees, agents, and volunteers prior to, during or subsequent to the period covered by this agreement, sustained or caused by the Renter’s negligent use or negligent occupation of the premises or the Renter’s negligent performance under this agreement.

Without limiting the generality of the foregoing, this indemnification is extended to include the following:

- The Renter agrees not to carry on nor do, or allowed to be carried on or done in the building, any work, business or occupation which may increase the hazard of fire of liability or any kind, or which
may increase the rate of fire insurance against loss by fire or liability upon the building or invalidate any policy of insurance of any kind upon or in respect of the same. The Renter hereby waives notice of the provisions of any such policy of insurance.

- The Renter agrees to conduct its activities in the building so as not to endanger any person lawfully thereon.

- The Renter accepts full responsibility for the infringement of any rights of any other person, or defamation, or controversial content of any promotional or advertising material and performance.

- The Renter shall obtain at its own expense for the duration of the period covered under this agreement, General Liability Insurance protecting itself, its officers, employees, agents and volunteers in a minimum amount of $3,000,000.00 per occurrence and shall include a cross liability clause naming the Bill Reid Foundation, the Bill Reid Gallery, Shaw Georgia Investments Ltd., Shon Realty Advisors Group Ltd., at #820 – 925 W. Georgia St, Vancouver BC V6C 3L2 and the City of Vancouver, their officers, employees, agents and volunteers as additional insured. Proof of this insurance in a form satisfactory to the Bill Reid Gallery shall be submitted three (3) weeks in advance of this planned event.

Special event organizers must determine for themselves whether their insurance offers adequate protection to fit their needs. The Bill Reid Foundation, the Bill Reid Gallery, Shaw Georgia Investments Ltd., Shon Realty Advisors Group Ltd., at #820 – 925 W. Georgia St, Vancouver BC V6C 3L2 and the City of Vancouver, their officers, employees, agents and volunteers make no representation and assume no liability in this regard.

The Renter is free to arrange suitable insurance coverage through any broker of the Renter’s choosing. The Renter shall comply at its own expense with all laws, ordinances, regulation, requirements and recommendations of any and all federal, provincial, municipal, and other authorities and shall obtain and pay for all necessary permits and licenses: in particular a Special Occasion License.

Signatures:
The Renter acknowledges and agrees to the Rental Agreement terms and conditions by initialing each page and signing on the last page.

The booking will be considered confirmed upon the Gallery’s receipt of:
- the signed Rental Agreement
- Rental Deposit payment in full of the agreed upon rental rate plus direct costs.