



# **2024 Gallery Rental Fact Sheet**

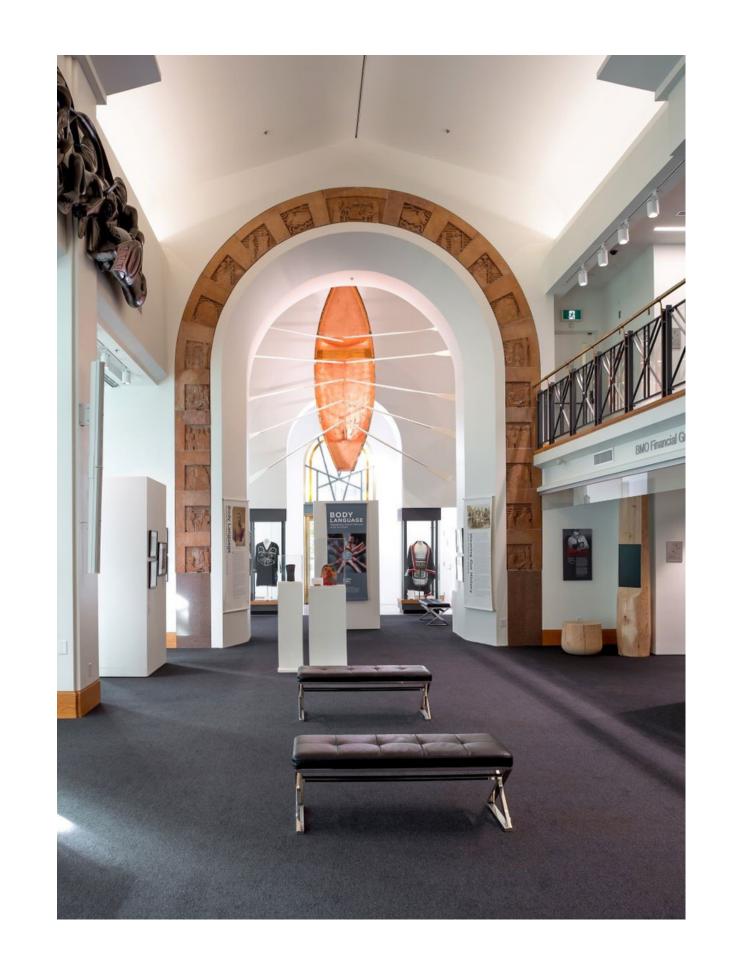
# **ABOUT THE GALLERY**

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 4,000 sq ft that accommodates receptions, cultivation events, lectures and celebratory dinners.

It is a unique experience for an intimate dinner or large reception.



# **CAPACITY**

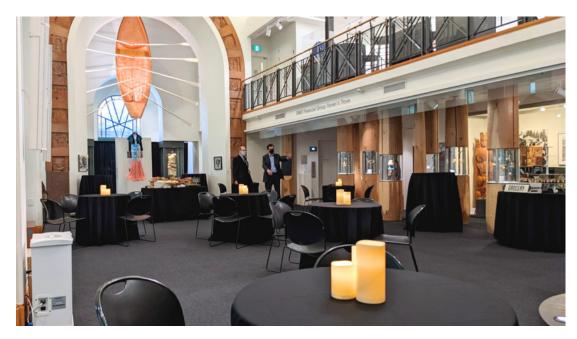
Cocktail events with minimal furniture can easily accommodate up to 200 people.

Theatre-style seating can be set up on the main floor for 80-90 people depending on AV requirements. Gala dinners on the main floor can accommodate up to 90 people for plated menus and 80 people for buffet.

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.







**DINNER** o 90 for plated

Up to 90 for plated; or Up to 80 for buffet

THEATRE

Main floor: 80-90; or Hummingbird Space: 10-25

RECEPTION

Two floors: Up to 200

# **GALLERY RENTAL FEES 2024**

(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. **\$2,200 for a four-hour period**, the additional hourly rate is **\$270.** A 50% deposit is required to hold the date, plus a \$500 damage deposit.

## **ADD-ONS**

- Inquire about Docent availability to enrich your guests' Gallery experience. \$150 per docent, 2 hours minimum, subject to staff availability.
- Your guests may enjoy private access to the Gallery Shop during your event. \$150, 2 hours minimum, subject to staff availability.

# AT A GLANCE

- Speaker's podium, house audio system with one wireless handheld microphone.
- TV cart with a 60" monitor: \$200 flat fee.
- Wall-mounted 70" smart TV (in Hummingbird Space only).
- 35 black plastic stacking chairs,
- 6 x 6ft banquet tables, (linens not included), stanchions.
- Free open Wi-Fi or private connection available upon request: - \$100 flat fee.
- Underground paid parkade, loading bay.

# YOUR RESPONSABILITIES AS A HOST

#### **Event Management**

We work exclusively with Bon Vivant Catering & Events to provide our guests with the best service from food to your audiovisual 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 a General Liability Certificate of Insurance (\$3,000,000 minimum) for the specific rental, 3 weeks prior to your event.

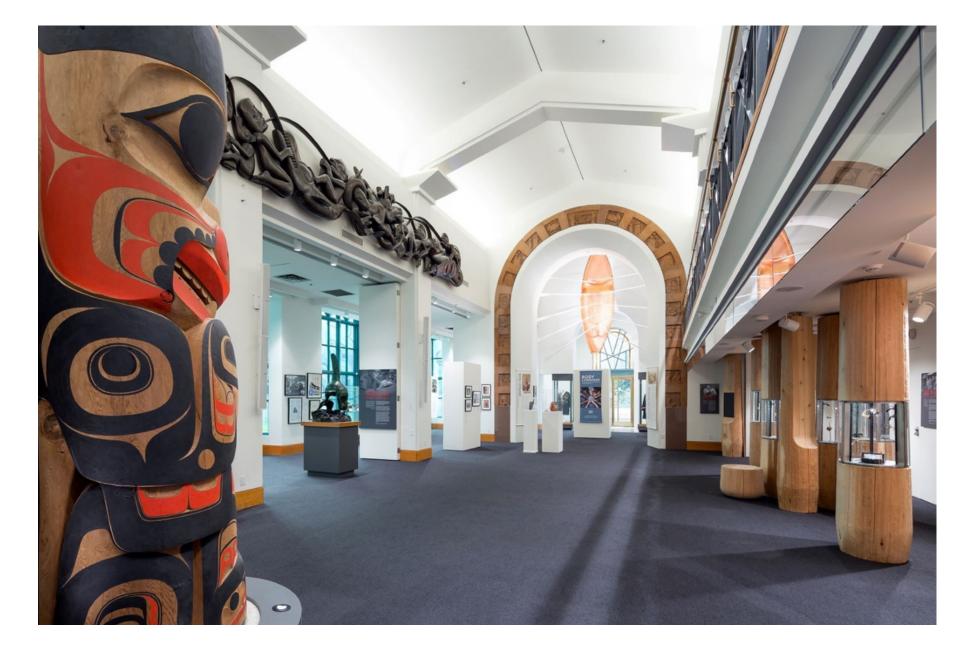
#### **Security**

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 <a href="https://www.billreidgallery.ca/pages/rentals">https://www.billreidgallery.ca/pages/rentals</a> or contact Alecska Divisadero at <a href="mailto:operations@billreidgallery.ca/pages/rentals">operations@billreidgallery.ca/pages/rentals</a> or contact Alecska Divisadero at <a href="mailto:operations">operations@billreidgallery.ca/pages/rentals</a> or contact Alecska Divisadero at <a href="mailto:operations">operations@billreidgallery.ca/pages/rentals</a> or contact Alecska Divisadero at <a href="mailto:operations">operations@billreidgallery.ca/pages/rentals</a> or contact Alecska Divisadero at <a href="mailto:operations">operations.operations</a> or contact <a href="mailto:operations">operations</a> or contact <a href="mailto:operatio

We look forward to working with you to create an outstanding Northwest Coast experience in the Gallery!

# **GALLERY PICTURES**

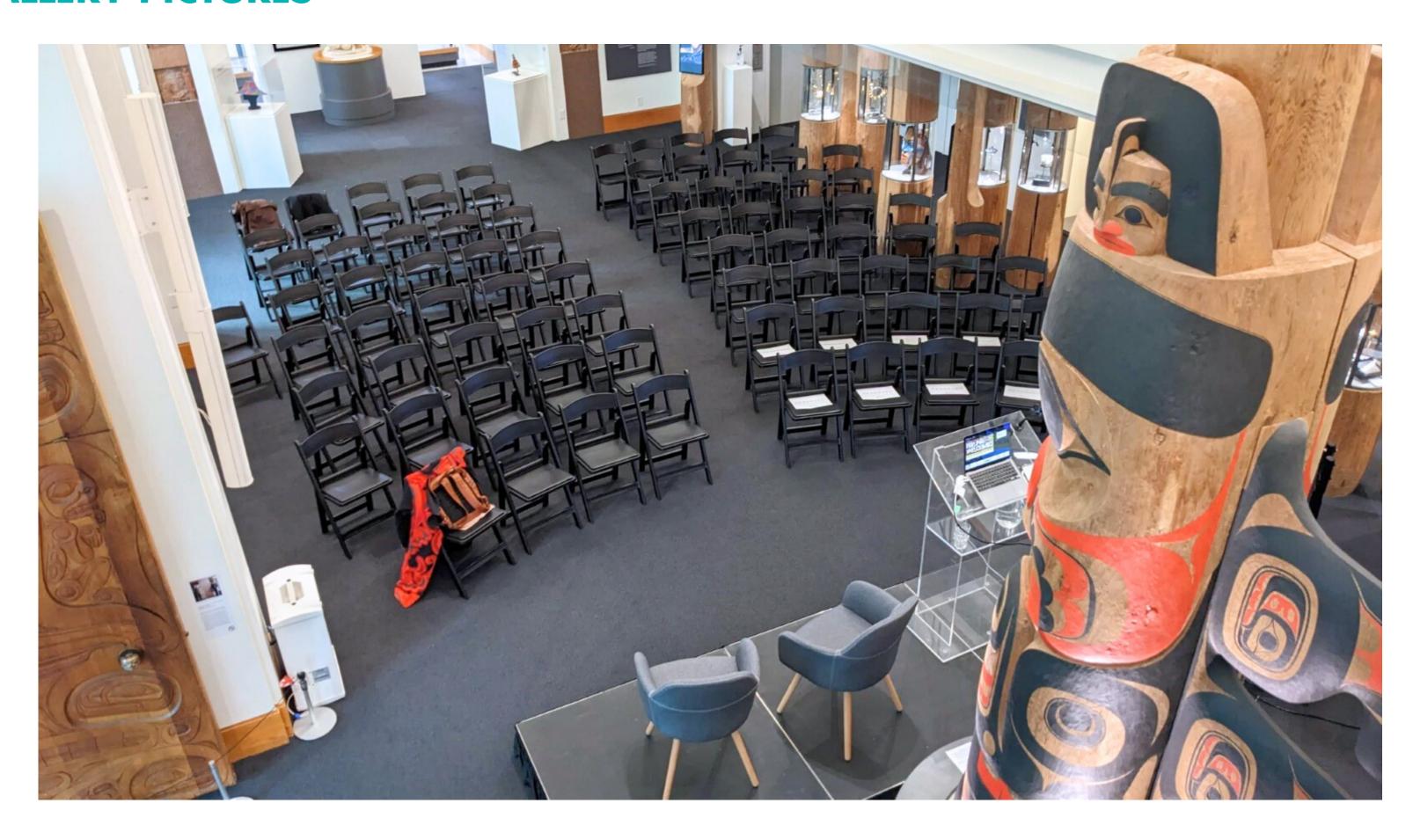




# **GALLERY PICTURES**

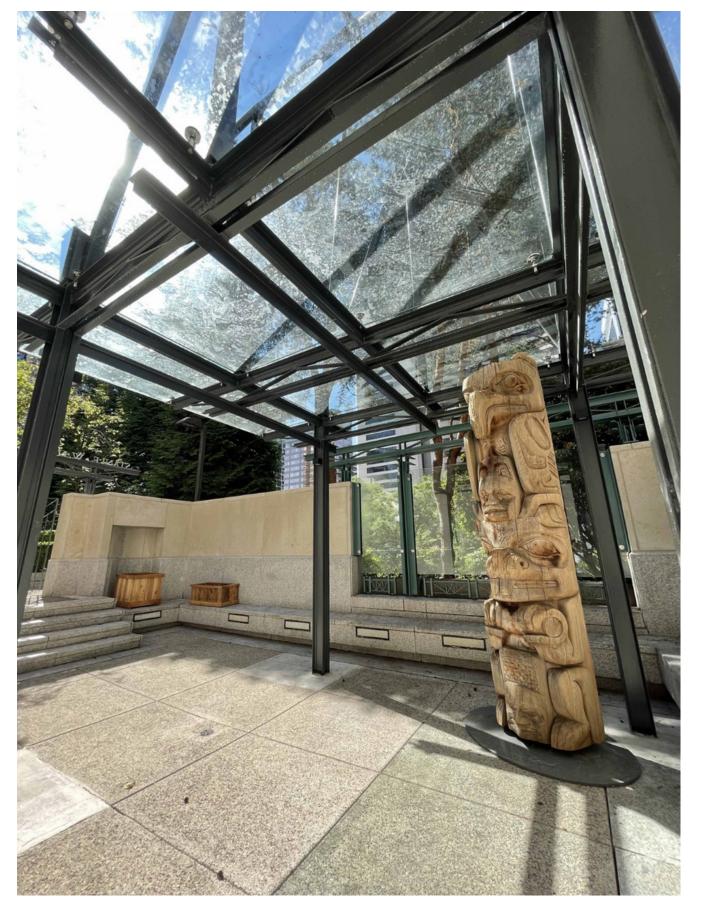


# **GALLERY PICTURES**



Stanley W. Hamilton Pavilion

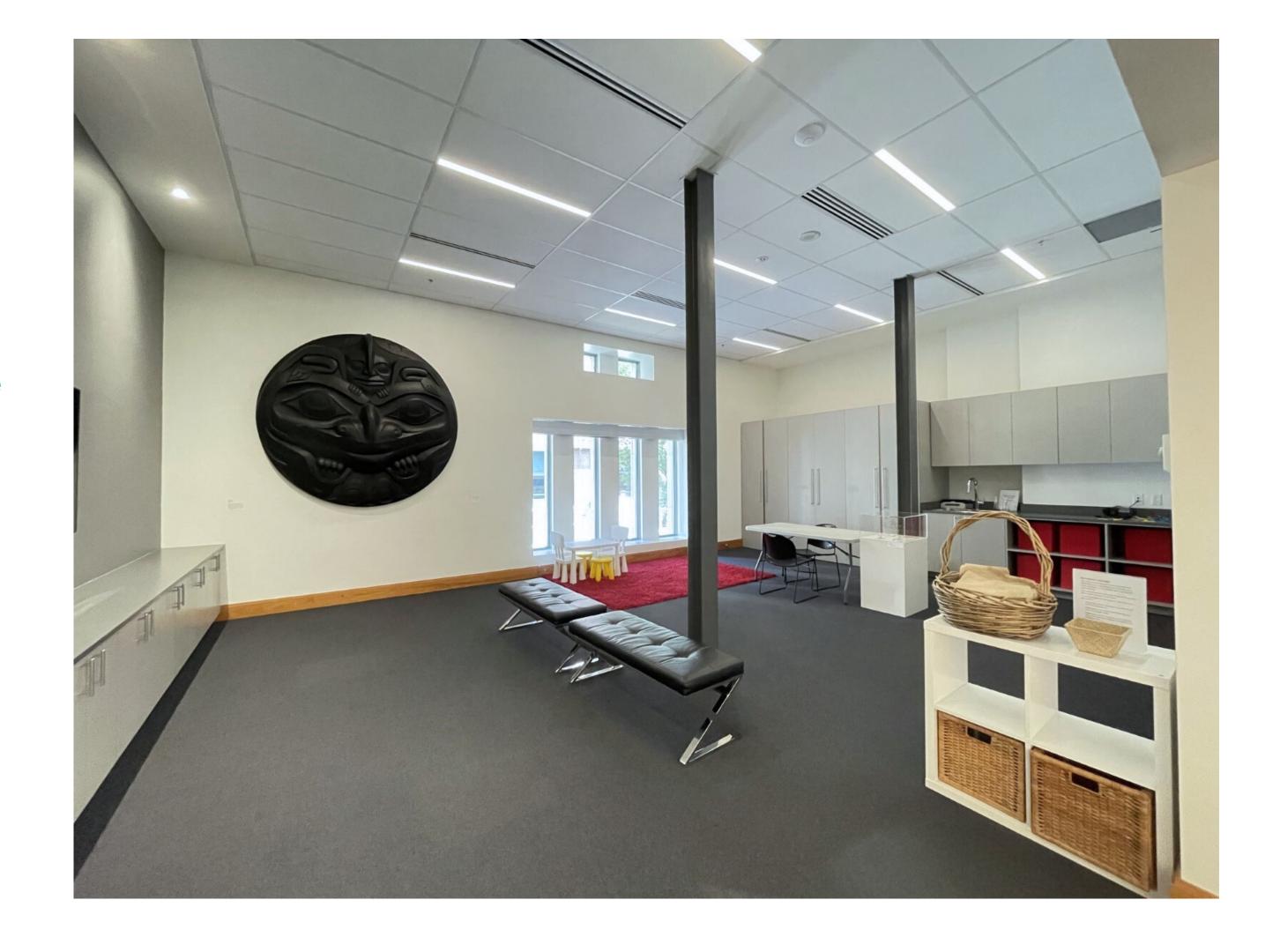
A semi-private outdoor area on the main floor





# Hummingbird Gathering Space

A semi-private room on the upper floor





The Gallery is available "as is", on the basis that the gallery has no obligation to move or alter any exhibitions during the rental period. Artwork, wall & window colours may change without notice in any of the public spaces. The footprint for events/receptions may change throughout the year.

#### General rental rates and hours

- Rental bookings must include set-up & cleanup time; set-up on the main floor can take 1 to 1.5 hrs and cleanup is generally 1 hour.
- For daytime events, the earliest access to the floors and loading area for set up is 8:30 am, and guests can arrive at 9 am.
- For evening events, access to the floors and loading area for set up is at 5 pm; the main doors will open to guests at 6 pm.
- At the latest, all guests must be out of the building by 10 pm (strike to finish by 11 pm at the latest).
- Load out is not considered over until this is complete overtime fees will apply until garbage is removed.
- Any overtime in the space will be subject to \$350, every 30 minutes going over the agreed rental.
- The maximum rental period is 8 hours, which includes vendor deliveries, set-up, event time and tear-down.
- One additional Event Coordinator staff (5 hours) of \$200 may be required for complex events or extended setups.
- Additional hours may be available upon request and fees may apply.
- Please note that we cannot accommodate multi-day requests.
- All rates are subject to change without notice.

Daytime events are only allowed on the days that the gallery is closed.

Monday and Tuesday are available for daytime or evening buyouts in the winter as we are closed to the public.

The gallery's main exhibition space is **NOT AVAILABLE** to rent for private bookings during the daytime while we are open to the public:

- NOT AVAILABLE from 11 am to 5 pm, Wednesday to Sunday, from October 1 to April 30
- NOT AVAILABLE from 10 am to 5 pm, 7 days a week, from May 1 to September 30.

Check current Gallery hours at <a href="https://www.billreidgallery.ca/pages/hours-admissions">https://www.billreidgallery.ca/pages/hours-admissions</a>

Rates: \$2,000 for a four-hour period, additional hourly rate is \$250 (discounts available for registered nonprofits and indigenous groups)

#### **INCLUDED IN FULL GALLERY RENTAL**

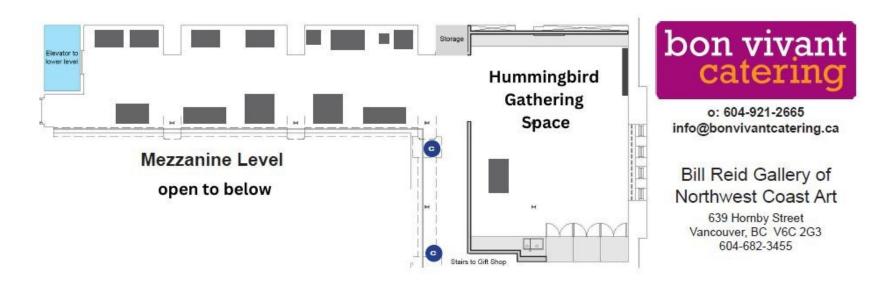
- Exclusive use of the Gallery for your evening event
- Access to current exhibitions for your guests
- Access to the Stanley W. Hamilton Pavilion, a semi-private outdoor area (except during seated dinners and weather permitting)
- Access to catering kitchen with sink, fridge, dishwasher, counter space
- Onsite Event Coordinator for the duration of your event to help with set-up & take-down
- Free open wifi

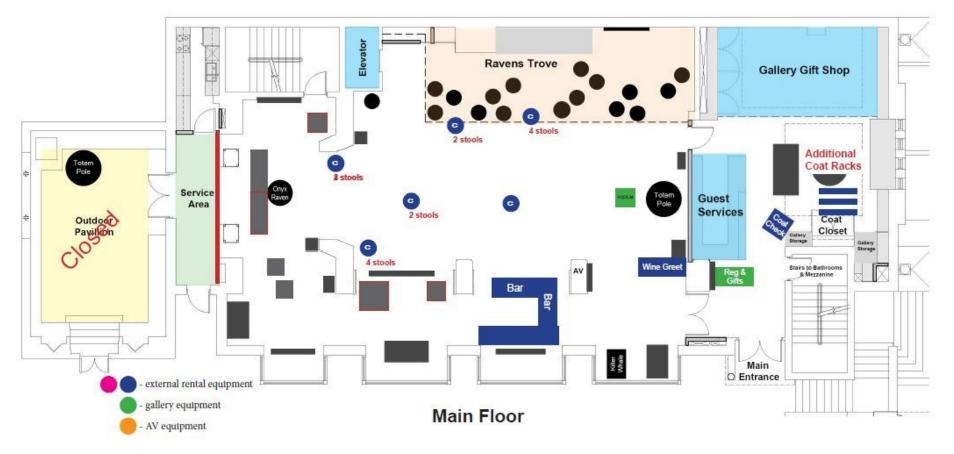
- Use of any of the facility tables, chairs, couches, and coat racks as available
- 6-foot tables x 6
- 5-foot tables x 3
- Benches
- Black contemporary stacking chairs
- Podium
- Easel
- Sound system
- Wireless handheld microphone
- Basic post-event cleaning

#### **Capacity**

- Reception = up to 200 people
- Plated dinner = up to 90 people
- Buffet dinner = up to 80 people
- Theatre = up to 90 people
- Boardroom / u-shape = up to 32 seats with tables

# Sample Floor Plan for Cocktail Reception





### **Hummingbird Gathering Space**

The Hummingbird Gathering Space is a 600-square-foot semi-private loft space.

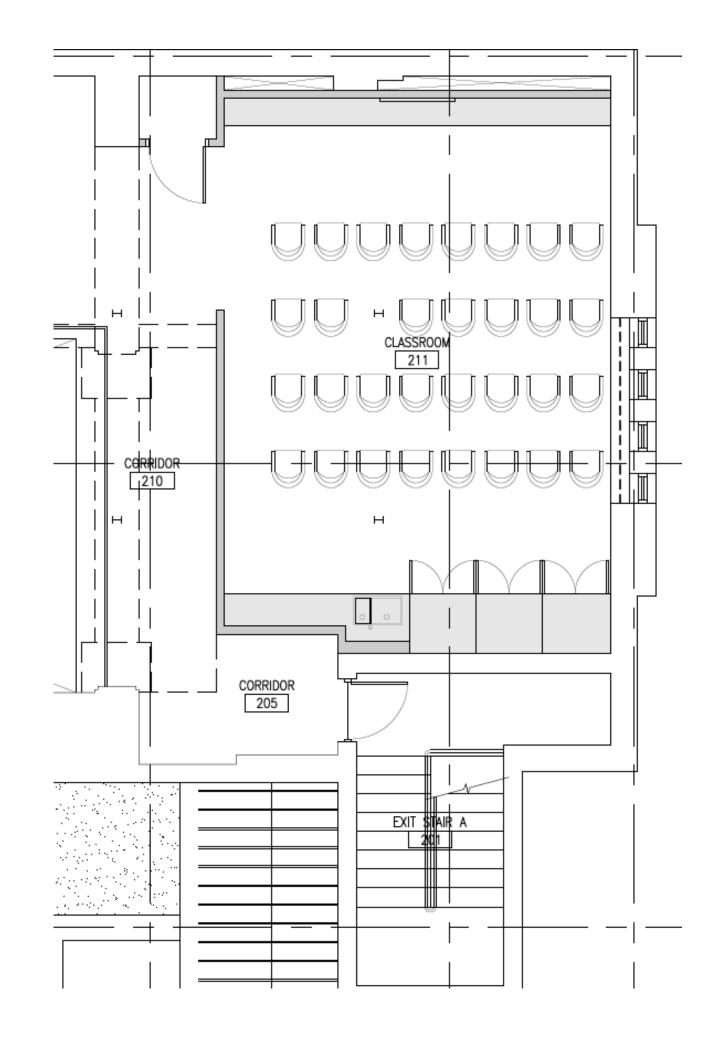
The room does not have a door and is closed off to the public when in use by curtains and signage.

A theatre set-up could accommodate 10-25 people depending on configuration and AV requirements.

#### Capacity:

- Theatre = up to 25 people
- Boardroom / u-shape = up to 15 seats with tables
- Reception = up to 25 people
- Plated dinner = up to 15 people
- Buffet dinner = up to 10 people

**Rates:** The rental rate is \$250 for a 4-hour minimum which includes set-up and takedown (30 minutes each), and \$50/hour over 4 hours (discounts available for registered nonprofits and indigenous groups).



## **Hummingbird Gathering Space**

The Hummingbird Gathering Space is available daytime or evening, 7 days a week except statutory holidays.

The earliest access to the room and loading area for set up is 8:30 am, and for guests is 9 am.

At the latest, all guests must be out of the building by 10 pm (strike to finish by 11 pm at the latest).

Note: there is no sound system available in this space other than the built-in speakers of the tv.

#### **Included in Hummingbird Space rental**

- Free open WiFi
- Onsite Event Coordinator for the duration of your event to help with set-up & take-down
- Access to catering kitchen with sink, fridge, dishwasher, counter space
- Access to current exhibitions for your guests
- Basic post-event cleaning
- Use of any of the facility tables, chairs, couches, and coat racks as available
- 6-foot tables x 6
- 5-foot tables x 3
- Benches
- Black contemporary stacking chairs
- Podium
- Easel
- 70" smart TV with built-in speakers
- Sink area

#### **Inventory available on-site to rent**

- Portable 60" monitor with HDMI or wireless connection, \$200 Note that there are no projection screen or projector on site
- Digital Signage, \$100 Up to 4 screens on the main floor, and one screen on the upper floor
- Flip chart with easel, paper and markers, \$50
- Private secure wifi or hardwire network, \$100

#### Add-ons

- Inquire about Docent availability to enrich your guests' Gallery experience: \$150 per docent, 2 hours minimum, subject to staff availability.
- Quiz or treasure hunt: a unique opportunity for client hosting and team building.
- Your guests may enjoy a Private Shopping Experience during your event. You will find a unique selection of finely crafted, thoughtful and relevant gifts sourced from local and Northwest Coast artists, including jewelry, accessories, clothing, games and toys, plus a curated collection of books. \$150, 2 hours minimum, subject to staff availability.
- The Gift Shop offers great corporate gift-giving and even better conversation starters when kept open for events! Inquire about gifts for swag bags, special orders and gift wrapping with our Shop Manager.

#### **Access and accessibility**

We have underground pay parking for you and your guests. The parking lot is operated by Cathedral Place and requires payment. We are unable to provide discounted rates or parking support after office hours. Parking overnight is prohibited.

Our entrance is fitted with automatic doors and an elevator allows access to all 3 levels.

The gallery has two wheelchairs for use if needed and assistance dogs are very welcome.

For deliveries and pickup, there is a loading bay on the lower level and two street-level drop-off zones around the site.

Storage space can be limited, please let us know what equipment and external vendors are coming to ensure we have space.

- Items cannot be dropped off earlier than 48 hours before your event and must be picked up, at the latest, 48 hours after your event, between 11:00 am and 5:00 pm, Wednesday-Sunday.
- Deliveries after setup time has started are to be made through the front doors of the Gallery only.
- After the event, Renters must ensure that their rentals are stored in the designated storage areas not in rental spaces and that no valuables are left unattended.

#### **Cancellations**

Cancellation of a 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 to 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**

The Gallery strives to provide an outstanding event experience for guests while respecting the museum environment in which it operates.

Our venue rental policy inhibits the use of our event space for publicly ticketed events, art exhibitions or art auctions.

- All catering and set-up plans must be confirmed with the Gallery two weeks before the event date.
- Fire Marshall Regulations prohibit any obstruction of exits or aisles in the building.
- The City of Vancouver By-Laws prohibit smoking, vaping, and e-cigarettes in all interiors, including the pavilion, and at least 2 metres from exterior entrances. There will be an automatic \$2,000 fine to the licensee for anyone caught smoking on the premises, and immediate cancellation of the event.
- 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 proximity to works of art.
- 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 before the event.

#### **Limitations on Utilization**

- No candles or open flames are permitted in the building.
- No helium balloons are permitted on site.
- No confetti or glitter may be used at any time in or around the Facilities.
- No dancing is allowed in the Gallery due to the presence of unique artworks in the space.
- When providing bar service, floor mats must be used where beverages are being served.
- Floral materials are to be provided by professional florists only and must be pest/insect-free.
- All floral materials must be removed from the building at the end of the event.
- Vases or other containers that hold floral materials must be emptied of all contents if they are to be stored overnight.
  - Only standup signage is permitted. Items may not be hung from the ceiling or bannisters, or be affixed on doors, walls, plinths, displays, etc.. Nothing can be adhered to any surface in the Gallery. Renters using strong adhesive will be charged additional clean-up fees.
  - Do not place anything on top of free-standing displays or display cases. If Gallery staff notice glassware or plates that have been placed on any of these surfaces by event attendees or catering, the renter must see to their immediate removal.
- Large spills/stains must be reported to the Gallery staff immediately.
- If you are using any of the Gallery-provided furniture, it must be set up/struck by you (or the client's representative) within your rental period and returned to its appropriate storage.

#### **Limitations on Utilization**

- Any garbage and recycling must be removed by the client (or the 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 11:00 pm except by prior approval of the Gallery.
- No alcoholic beverages are permitted on the premises except by license. Bon Vivant Catering provides the Special Occasion License to serve alcohol at your event. 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.
- 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, and 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 copyrighted 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. The balance of the 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.
- The booking will be considered confirmed upon the Gallery's receipt of the signed Rental Agreement and the Rental Deposit payment in full of the agreed-upon rental rate plus direct costs.

#### **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.
- In-ordinate 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 loss, damage, expenses proceedings, claim, demands or actions suffered by the Bill Reid Gallery, its officers, employees, agents, and volunteers before, during or after 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 allow 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.

#### **Insurance Requirements**

- 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 at 639 Hornby Street, Vancouver BC V6G 2C3, 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, regulations, requirements and recommendations of any federal, provincial, municipal, and other authorities and shall obtain and pay for all necessary permits and licenses: in particular a Special Occasion License.

# THANK YOU FOR YOUR INTEREST

**Venue Rental Contact and Info** 

Alecska Divisadero operations@billreidgallery.ca 604.682.3455 ext. 225

www.billreidgallery.ca/pages/rentals

