



# Inlet Theatre Rental Terms and Conditions

*Last updated: March 2025*



100 Newport Drive, Port Moody B.C.

✉ [theatre@portmoody.ca](mailto:theatre@portmoody.ca)

**PORT MOODY**  
CITY OF THE ARTS



# Booking Procedures

Our Theatre Coordinator books all Inlet Theatre and Galleria events on a first-come-first-served basis, and our booking calendar is open until the end of the next calendar year.

General inquiries on dates can be made online by filling in the [Inlet Theatre and Galleria Availability Request Form](#) at [www.inlettheatre.ca](http://www.inlettheatre.ca) under “Rent the Inlet Theatre and Galleria” or by phone, e-mail, or in person (by appointment) with the Theatre Coordinator. Due to the busy nature of our facility, venue tours occur on weekdays only and must be scheduled in advance with the Theatre Coordinator.

1. Inlet Theatre holds your prospective event date for fourteen days, during which time a rough quote and next steps for confirming the date will be provided. If by the end of the two-week hold period, the Theatre Coordinator has not received confirmation that you wish to proceed, the date will be released without further notice.
2. To confirm a booking, the Theatre Coordinator builds an initial rental contract based on a general overview of your event. Your rental is confirmed once you sign this initial rental contract and pay a security deposit. The security deposit is \$500 per day, up to a maximum of \$1,500. We accept Visa, MasterCard, American Express, cash or cheque. Please note that Debit and e-transfers are not accepted.
3. After your booking is confirmed, theatre staff work with you to determine the specific details needed for a successful rental. Considerations that impact rental arrangements include lighting needs, sound, audio/video, staging needs, staffing schedules, set up and take down time, rehearsals and sound checks, projector and screen use, wireless microphone use, special equipment rentals, Galleria plans, and any unique requirements for your event.

Please note that the Theatre Coordinator, Production Coordinator, and House Technician determine the final booking length and the number of staff required for an event. The Theatre Coordinator will adjust the rental contract to accommodate each events’ unique specifications.

4. If the nature of your event is to invite the general public of Port Moody, promotional materials must be provided to the Theatre Coordinator at the time that tickets go on sale, or 30 days prior to your event start date, whichever comes first. Please refer to the [“Promotional Requirements and Opportunities for Public Events”](#) section of this document.
5. Full payment and all insurance documents related to your contract must be provided no later than 30 days prior to the rental date.
6. On the day(s) of your event, your group (including all service providers) gain access to the space at the specific start time stated on your contract. If your group or service provider(s) wish to come in early, your rental contract’s start time must be adjusted to accommodate an earlier booking start time (regular hourly booking rates apply).
7. Within 14 days after your booking, the Theatre Coordinator will receive the staff reports and will confirm final contract adjustments. Your security deposit is either applied to the outstanding balance or refunded.



# Rental Terms and Conditions

## Primary Rental Contact

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This individual is the primary person responsible for making rental arrangements with Inlet Theatre. The rental contract person must be on-site during the entire rental period and needs to be able to make decisions about the rental directly.

This individual is named on the rental agreement and is ultimately responsible for all damages to any part of the facility or equipment resulting from the actions of anyone brought onsite for the event. This includes all costs for damage repairs, and for replacing lost items belonging to Inlet Theatre/City of Port Moody. This individual is also responsible should there be any insurance claims placed as a result of the event.

This person must be at least 18 years old, and easily accessible by phone or email. If necessary, please make an English translator available.

Renters, their associates, and any third party companies must comply with all City of Port Moody bylaws, as well as all Inlet Theatre Rental Terms and Conditions.

## Production Meeting

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Each rental includes a complimentary pre-event meeting. Every renter is encouraged to take advantage of this meeting, and to come prepared with any questions. During this time, details about the event requirements, production schedule, and special arrangements or requests must be made and discussed, with any follow up occurring by email or by phone. Inlet Theatre reserves the right to charge rental clients the hourly Technician rate for additional meetings or repeated visits to the venue (scheduled or unscheduled) which involve the Production Coordinator, House Technician and/ or Inlet Theatre Coordinator to be present.

## Inlet Theatre Staffing

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One technician is automatically included in the rental of the venue. Additional technicians are required for all concerts, large performances, variety shows, bookings that require multi-media production, or when there are activities occurring in multiple areas of the venue simultaneously. Overtime is charged after 10 hours of work. Refer to the [Inlet Theatre Rates](#) for current hourly charges.

For all public events, an Inlet Theatre Front of House staff member is required on site to provide customer service to the public and to function as an evacuation warden in case of an emergency. When the Bistro is opened by the Front of House staff member, there is no charge to the rental client for this staff member.

If the rental client requests that the Bistro is not opened and/or if the event is expected to require additional Front of House staff (refer to "[Bistro Usage](#)"), then the cost of the Front of House staff member will be added to the rental contract. The Front of House Assistant shift will commence at least one hour prior to event start and end no sooner than the theatre doors are closed after the performance (minimum of four hours), unless otherwise scheduled in advance. Refer to the [Inlet Theatre Rates](#) for current hourly charges.



## Length of Contract Time

The Theatre, Galleria, Bistro and Green room are kept in a neutral state when not in use. Any changes made to the venue for a rental must be undone before the rental is complete. Note that:

- The Inlet Theatre's "neutral state" is a bare stage with the original lighting plot (stage and lighting plots available upon request), control systems located in the booth.
- The Galleria's "neutral state" is the entire area ready for daily City Hall operations
- The Bistro's "neutral state" is all items brought in have been removed and the counters/ backsplash/fridge and sink have been wiped down.
- If the green room is used for your event, groups are responsible to leave it in the way that it was found.

The start and finish times of a rental are ultimately determined by the Inlet Theatre Coordinator and Inlet Theatre Production Coordinator. Staff reserve the right to adjust the number of theatre staff required for an event. For example, we require two technicians for a minimum of one hour to set up equipment for a concert in the theatre prior to a group's arrival and sound check, plus a minimum of an hour after the event for restore.

Please note that leading up to the event, we work hard to provide an accurate cost estimate. However, if the event requires additional time or equipment, we adjust the rental contract after the event to properly capture actual charges. This adjustment may affect the amount returned from the security deposit and/ or may require an additional payment after the rental has completed.

## Scheduling Requirements for all Rentals Over Six Hours

Theatre staff are to be provided a 10-minute break after two hours of work, and are required to take a minimum 30-minute break after six hours of work. A second 30-minute break is required for shifts scheduled for 12 hours or more. During this time, no theatre access is allowed (green room and Galleria access are permitted). If there are multiple technicians, staff will be able to accommodate staggered breaks, allowing continuous access to the venue.

A break is defined as a designated period during which a staff member ceases work responsibilities. During this time, the individual should be able to leave the venue. No work-related activities, such as fine-tuning, event preparation, or troubleshooting, are to be performed by the technician. Additionally, there are no in/out privileges granted for renters to access the tech booth or theater, and no events are to take place anywhere on site during this break period.

After the event the Theatre Coordinator will revise the contract to reflect break times based on staff event reports. If no break was provided or if the break was less than 30-minutes long, a Missed Meal Surcharge will be added to the contract after the event. The Missed Meal Surcharge is calculated at twice the technician rate, for each 30-minute break missed.

## Minimum Booking Length

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Inlet Theatre is rented by the hour and has minimum booking lengths in place. Please note that most rentals run longer than the minimum booking lengths established. For example, concerts and variety shows (without receptions) usually require 7 to 8 hours from the time set up begins until the time that the final venue restoration is completed.

If a booking has two time blocks in the same day, any break lasting more than two hours between time blocks constitutes two individual rental periods. The minimum rental times must be met for both blocks of time. For example, if a community group has a six hour rental from 8am to 2pm (meeting the minimum five hour booking for a community and cultural group), then leaves the theatre and returns at 6pm for another show, they must book for an additional five hour minimum block of time because more than two hours passed between time periods.

## Booking Requests Made Less than 30 Days

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For booking inquiries made less than 30 days from a prospective event, confirmation of the booking will depend on theatre staff availability. Should theatre staff be available to work the date requested, the deposit, full rental payment, insurance and promotional material (required for public events only), will all be required immediately to proceed.

## Code of Conduct

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The City of Port Moody is committed to maintaining a work environment that is free from bullying and harassment and/or discrimination, and where all employees are treated with dignity and respect, as outlined in City of Port Moody's Administrative Policy - Respectful Workplace 2021-01. All Community Facilities owned by the City of Port Moody are governed by ["City of Port Moody Parks and Community Facilities Rules and Regulations Bylaw, 2021, No. 3321"](#) which outline the behavior and conduct guidelines for any facility users.

## Box Office

Because our venue is strictly a rental space and we host an array of clients with varying ticketing needs, we do not have a box office or ticketing service. Instead, we allow groups to manage their own ticket sales and service. We require:

- communication of what box office service a client is using
- confirmation of seating capacity before tickets go on sale
- mandatory promotional materials be provided by the client when tickets go on sale, so that the general public of Port Moody can come to the venue or visit our website and quickly tell which public events are upcoming.

Promotional materials must include (in English) ticket purchase details and contact info for the group selling the tickets. Please refer to the [“Promotional Requirements and Opportunities for Public Events”](#) section for more detail.

## Ticketing for Public Events

The management of advance ticket sales and day-of ticket sales is the responsibility of the rental group. Most renters sell their tickets using an online service provider (such as Eventbrite). Please refer to Promotional Requirements and Opportunities page.

To ensure accessibility for people who do not wish to purchase online, groups must also be prepared to sell tickets directly to patrons in advance of the event (for instance, an option for a patron to phone the organizer and reserve a ticket without using an online ticketing system).

## Ticket Taking for Public Events

For shows that allow digital tickets for entry, renters must provide their own team member to check digital tickets at the theatre doors when they open. Typically, this involves the rental client printing out a contact list of all individuals who bought tickets online. Please request a table and chairs if a “will-call” or “registration” table is required. Inlet Theatre does not provide table covers.

For shows where patrons each have their own physical ticket for entry, Inlet Theatre’s Front of House staff can manage taking/ripping tickets at the theatre doors if requested in advance.

**Tip:** If you want the Front of House staff to take tickets when the theatre doors open, set up all of your online tickets so that tickets must be collected at the event day-of, for instance ‘Check in at Will Call day-of 30-60 minutes prior to the show’. Then, day-of, as patrons check in at your Will Call table, you provide each patron with a physical ticket that they can use for entry once the theatre doors open (and then Inlet Theatre Front of House staff can oversee doors).

Please refer to [“Promotional Requirements and Opportunities for Public Events”](#) for more detail.

## Theatre Capacity

The number of tickets or registrations available for an event must not exceed the number of seats set for the event. Standing is not allowed during any event due to fire and safety regulations. Note that Inlet Theatre reserves the right to retain two house seats for promotional purposes for all public performances.



## Service Providers and Deliveries

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All secondary service providers related to a rental (eg: caterers, piano delivery and tuning, decorators etc) must arrive during the rental period. Deliveries and pickups outside of the rental period must be arranged and approved by theatre staff prior to the event.

## Dark Days

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A Dark Day fee is charged when a client books the venue for multiple days in a row and wishes to skip a day of work but still have their property/set or technical settings remain set up. Inlet Theatre will charge the client this fee for each day that the venue cannot be rented out in its original condition to other rental groups.

## Venue Extension

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In some cases it is beneficial to physically extend the venue space to include an enclosed area outside of the Galleria. Discussions with theatre staff are required to determine the feasibility and regulations relating to a specific event. Once approved, a client may make arrangements for temporary tall fencing to be installed outside of the usual Galleria space during agreed upon times and at the client's cost.

Please note that this arrangement impacts the cost of insurance as well as the Special Event Permit fees (if liquor is part of the event). It will also impact the length of the booking time to give the client time to set up and take down the fencing. Smoking is not permitted within the fenced area of the extended venue.

## Fire and Safety

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Emergency exits throughout the venue must remain clear of obstructions at all times. Obstructions include tables, chairs, props, costumes, tripods, cables, equipment, displays, boxes, umbrellas and people.

This includes all doorways as well as all aisles inside the theatre. Four feet is the minimum pathway that must be maintained at all exit doors and access ways.

## Candles

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The use of candles, burning incense, and other open flame devices, are prohibited from use in the venue.

## Smoking and Vaping

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All City of Port Moody owned and operated buildings are designated 100% smoke free by the [Smoking Regulation Bylaw No. 2773-C](#). Smoking is only permitted 7.5 meters away from any door, window or air intake. Smoking is not permitted in the underground parkade.



## Lost, Stolen or Damaged Property

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The City of Port Moody assumes no responsibility for lost or stolen property, property damage or injuries during the activities authorized by the rental agreement.

## Lost and Found

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Items left behind by patrons of an event will be brought over to the Port Moody Public Library and left for pick up. Items left behind by a rental group will be held by the Production Coordinator for one month after the event.

## Special Staging

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Rigging, pyrotechnics and electrical work require a licensed operator and pre-approval from the Production Coordinator and/ or Port Moody Fire Rescue. The Theatre Technician must rig any overhead objects. This must be discussed in advance of the rental. Staging installed at a height exceeding 24" may require building permits, and additional insurance requirements. Any special staging requirements may incur extra time to install and uninstall items for an event. These costs will be estimated and billed to the renter.

## Sets, Props and Décor

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Set painting and/or construction is not permitted on location or on City property. Sets must be pre-constructed and pre-painted prior to arriving on site (some assembly is expected). Paint touch ups are permitted providing that a drop cloth is used and that necessary precautions have been taken to prevent spills on site.

Scotch tape, double sided tape and packing tape are not permitted anywhere in the venue. Please speak with theatre staff about what kinds of adhesives may be used on site.

## Balloons

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No helium balloons are permitted anywhere on City property.

## Green Room Usage

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Inlet Theatre provides unmonitored access to the green room during bookings that require dressing rooms, or a holding area for up to 20 performers. The green room access doors are accessible by the public, therefore, they should not be left propped open without a responsible person appointed by your group. To gain access to the green room a member of your group will be required to sign out a keycard for access. Any damages, lost or stolen items, or incidents resulting from the misuse of the green room will be the responsibility of the rental contract holder. A card replacement fee will be charged for keycards that are lost, stolen or not returned at the end of the booking. Refer to "[Venue Restoration](#)" for more information about green room clean-up requirements.



## Food and Beverage

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No food or beverage is allowed inside Inlet Theatre, with the exception of bottled water. This policy is in effect at all times, including during set up and rehearsal times. (Refer to "[Damages During an Event](#)"). When food and beverage is served in the Galleria, the inner theatre doors will remain closed.

All food preparation and service must meet the food safety guidelines of the Fraser Health Authority. Find further information at [www.fraserhealth.ca](http://www.fraserhealth.ca). Applications for Approval of Temporary Food Premises must be submitted to Fraser Health no later than 14 days prior to the event.

Please note that all events with food or beverage that take place in any of our carpeted areas (theatre light lock area, Parkview Room, Brovold Room) require floor covering. Most caterers have floor covers for this purpose.

## Bistro Usage

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**For all public events**, Inlet Theatre schedules a Front of House staff member to operate the Bistro (providing coffee, tea, juice, pop, and snack sales along with access to free water), and to sell event related merchandise where applicable (refer to "[Merchandise Sales](#)"). The Bistro cannot be used by renters to generate revenue on items other than liquor sales.

**For all private rentals**, the rental client may use the Bistro to provide liquor and catering services to their guests. The Theatre Coordinator must be notified in advance of the rental if access to the Bistro is required. For private events with a reception followed by an activity in the theatre, a Front of House staff member will be added to the rental for a minimum of 4 hours (Refer to "[Food and Beverage](#)"). Find the current hourly rate for this staff member in the [Inlet Theatre Rates](#) chart.

## Single-Use Plastics

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Rental clients are responsible for ensuring that their event and any service providers related to their event operate in accordance with Single-Use Plastics Prohibition Regulations introduced by the Federal Government that prohibit the manufacture, import, and sale of single-use plastic check-out bags, cutlery, food service ware made from or containing problematic plastics, ring carriers, stir sticks, and straws.

## Merchandise Sales

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Groups may sell their own merchandise (t-shirts, CDs, etc.) with no commission due to Inlet Theatre. If desired, Inlet Theatre is able to manage and process merchandise sales for a 15% commission if arrangements are made with the Theatre Coordinator in advance.



## SOCAN and Re:Sound

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For all events that play music, Inlet Theatre collects and submits funds to SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re:Sound (Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies). Rates are set by SOCAN and Re:Sound and are subject to change without notice. Visit [www.socan.com](http://www.socan.com) and [www.resound.ca](http://www.resound.ca) for more information.

## Film Screenings

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Renters are required to obtain formal licenses and permissions for any event screening a film. To get started please visit [Feature Film Public Performance Rights: Entertainment - Criterion | British Columbia Electronic Library Network](#) (bceln.ca). At this time, SOCAN and Re:Sound licenses are not required for music in films, as Inlet Theatre currently holds an annual license covering this.

## Damages During an Event

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If damages occur during a rental, the renter is responsible for paying repair costs. This includes carpet stains, seat cleaning, wall repairs, green room repairs, and any other damages arising from negligent actions of the rental group and/or their service providers.

## Cancellations

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Deposits are non-refundable if an event is cancelled for any reason less than 90 days from the event start day. For this reason, we highly recommend that renters presenting or sponsoring non-local or international performers confirm approved documentation to perform in Canada prior to booking the venue.

## Unexpected Venue Closure

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In extremely rare circumstances, the City may need to close or reallocate the use of Inlet Theatre and/or the Galleria due to unforeseen circumstances which could include, but are not limited to:

- a public health and safety emergency
- an emergency support services response
- inclement weather
- natural catastrophe
- power failure
- terrorism or threat of terrorism

In these rare cases, staff will notify the renter as soon as it appears their event may be impacted and will suggest if other suitable City facilities may be available to hold the event. Should no other suitable City facility be available, staff will suggest other possible venues in the area for the client's consideration and follow-up. The client's contract will be amended accordingly, which may include a partial or full refund of rental fees for the Inlet Theatre and/or Galleria and the addition of rental fees for any other selected City facilities.



## Insurance

All renters must have insurance as specified on their contract, and a copy of insurance must be provided to the Theatre Coordinator no later than 30 days prior to the start of the rental period. Without insurance on file with the Theatre Coordinator prior to the event, the venue will not be made available to the renter or their affiliates.

Please note that the insurance must indicate the maximum number of participants that could be on site as a result of your event.

**For rentals that do not include liquor:** Commercial general liability insurance is required with a minimum of \$2,000,000 coverage. The City of Port Moody is to be added to the policy as an additional insured and the name of the policy holder must match the individual or organization named on the rental contract. The insurance must cover the full booking length of the rental and must include the maximum number of potential participants.

**For rentals that do include liquor:** Commercial general liability insurance is required with a minimum of \$5,000,000 coverage and Host Liquor Liability inclusion must be clearly indicated on the document. The City of Port Moody is to be added to the policy as an additional insured and the name of the policy holder must match the individual or organization named on the rental contract. The insurance must cover the full booking length of the rental and must include the maximum number of potential participants. See page 15 for further details regarding Special Event Permit requirements.

Insurance may be purchased at the company of your choice or from the following list:

**Online:** Free online quotes are available through either of these providers:

- [DUUO](#): Event Liability Insurance For Hosts | Event Liability Policy | Duuo
- [MIABC](#): SAIS-eventpolicy | Sports and Special Event Insurance Host Liquor Liability Insurance Special Occasion Insurance

If you decide to work with either of these online providers, they will email a copy of the documents to the Theatre Coordinator after you pay for the insurance.

If you work with a different provider, you will have to forward a copy of your documentation directly to the Theatre Coordinator.

### **Port Moody Insurance Agencies:**

- Leaders Insurance, #106 3003 St. Johns St. (604.469.1799)
- Port Moody Insurance Services, #390 221 Ioco Rd. (604.469.1142)
- Suter Brook Insurance Services, 162 Brew St. (604.469.9355)



## Venue Restoration

At the end of the contract time, the venue must be returned to its “neutral state”, ready for the next rental to begin. With the exception of emptying waste receptacles, restocking paper towel, and basic cleaning of floors, rental clients are responsible for the final tidy up of the areas used for their event.

Here are some tips to avoid a cleaning charge-back:

- **Theatre:** No food or beverage is permitted inside of the theatre, except for water in plastic bottles. This policy is in place during set up, rehearsal, and show times. Renters are required to remove all other items brought in for their event.
- **Galleria:** Renters are required to clean all tables prior to putting them away, and are further required to remove all remnants of signage and décor used on site.
- **Bistro cleaning:** Renters are required to clean all surfaces that have food or drink residue remaining from their event (counters, backsplash, sink, fridge, microwaves, cupboards, handles/knobs). Note that the Bistro has disinfecting surface wipes underneath the sink.
- **Green room cleaning:** Renters are required to put garbage and recycling in proper receptacles, ensure fridge is empty, remove any signs put up for their event, clean any surfaces that are left dirty from the event.
- **Tape on site:** It is essential that only removable painters tape is used within the venue and that nothing is attached or adhered to the Galleria floors. Please address this in a proactive manner if you have vendors on site. Removable tape is available from the technician if needed.



# Promotional Requirements and Opportunities for Public Events

A 'public event' is defined by our venue as an event where the general public of Port Moody is invited and likely interested in attending. Please note that events or special interest functions where attendees must have a license, certificate, a particular level of training or experience in order to attend or participate at the event, are not considered to be inclusive to the general public of Port Moody.

In order to satisfy our public event rate structure, promotional materials must be provided by the time that tickets go on sale or 30 days before the event, whichever come first. Failure to do so will result in the rental being re-designated as invitation only, and this will affect the hourly rental rate on your contract.

## Promotional materials required for all public events:

### 1. Printed Poster Requirements (in any standard size, 8.5"x11" up to 12"x18")

- Four printed posters should be delivered to the reception desk attn Theatre Coordinator, 100 Newport Drive, Port Moody, or mailed to the address on the rental contract when or before the tickets go on sale for the event.

#### Important Poster Design Notes:

- Posters must clearly indicate the event title, date, time, ticket price, clients' box office contact info, event location (Inlet Theatre) and any other info you wish to add, like a QR code.
- Do not include the City of Port Moody logo or make any indication that the show is 'Presented by' the City or Inlet Theatre, without written permission to do so.
- If the show is presented in a language other than English, the posters must be in English but indicate the language of the event (ie: 'This event will be presented in Czech language').

### 2. Inlet Theatre Website ([www.inlettheatre.ca](http://www.inlettheatre.ca) under Shows and Tickets)

- One digital copy of the poster (JPEG or PDF)
- 2-4 teaser sentences about the event
- Direct link to digital tickets
- Contact info that can be shared with the public (for accessibility reasons, you must provide a phone number or email of the person who can answer questions and sell tickets to patrons)





### 3. **Galleria TV Slide Loop** (indoors)

One month before the show, we will add a slide of the event to our indoor Galleria TV slide loop. To take advantage of this free promotional opportunity, we require a digital slide from the renter no later than six weeks before the event, meeting the following design requirements:

- 16 wide by 9 tall formats, a single image sent either as a PowerPoint slide or as a JPEG.
- Simple format with show title, date, time, ticket price, box office info, and event location (Inlet Theatre).
- Design note: QR codes are not effective due to the brief nature of the slide show loop.

### 4. **Newport Digital Sign (Optional)** (located outside at the corner of Newport Dr. and loco Rd.)

The Newport Digital Sign is a large digital billboard located at the main intersection in front of the facility. This sign is operated by the City of Port Moody and features a wide range of community events and groups for up to two weeks at a time throughout the year.

To take advantage of this free promotional opportunity for Inlet Theatre renters, please submit your request via this online form no later than six weeks before your event: [Newport Digital Sign Request Form for Renters](#) (alternatively located under [inlettheatre.ca](http://inlettheatre.ca)) On the form, you have the option to request your design to display for two consecutive weeks, or to split your time into two separate weeks.

Please note: The Theatre Coordinator is not involved in the programming or administration of this promotional service, you must submit through the form link provided. Also, be advised that due to the high demand of this digital billboard, any designs that do not adhere to the design requirements on the form will be rejected

## FYI on Social Media

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Inlet Theatre is not currently active on social media, however the City's Cultural Services Division does have a general Port Moody Arts and Culture X account that is monitored during the week. Tag us @PoMoCulture and we will do our best to re-share your event.

In some instances, we may also be able to share an event through the City of Port Moody's Facebook page (please note: this option is not guaranteed, speak with the Theatre Coordinator for more details).

We also encourage the use of #inlettheatre if you share your event on social platforms.



# Serving Liquor

Want to serve liquor at your event? Please note that the facility is not licensed for liquor service. Renters may choose to license the Galleria during their rental times by obtaining a Special Event Permit and the required insurance as outlined on page 11 of this document.

In cases where liquor is consumed, the renter must purchase a Special Event Permit (SEP). A copy of the approved SEP must be provided to the Theatre Coordinator no later than 30 days before the event.

## Important Notes

- While the individual named on the insurance must match the individual named on the rental contract, the SEP may have a different individual named, so long as the date, times, number of total guests, and location of the event are correct.
- The SEP only applies to the Galleria. Alcohol is not permitted in any other areas of the facility, including the theatre, the green room, or the outdoor area (unless enclosed with professional fencing and connected directly to the Galleria).

## Good to Know

- All individuals hosting or serving liquor at a Special Event Permit event – including family events – are required to complete a Responsible Beverage Service (RBS) training program:
  - If there are less than 500 guests a Special Event Server (SES) certificate is required.
  - If there are more than 500 guests a Serving it Right (SIR) certificate is required.
- Find more information on getting the appropriate certificate and permit for serving liquor at [Responsible Service BC](#).
- Groups must bring their own glassware for liquor service.
- Bring your own booze type events are not permitted.
- On events that are open to the public, the Front of House staff are able to share half of the Bistro counter so that groups may sell liquor from the other half of the counter if desired. On events that are invitation-only, the full Bistro counter will be available for use. Some groups choose to provide liquor service from tables in the Galleria as well.
- Groups are responsible for bringing their own float for bar sales.
- Groups are responsible for posting their SEP at the event.
- If needed, groups should bring their own coolers, buckets and ice. Note that there is no long term ice storage space in the Bistro and ice must be removed at the end of the event.
- The Bistro must be clean at the end of the rental. If hiring a third party service provider, remember to clean up after them at the end of the event. There are cleaning supplies for counters and cupboards in the Bistro.
- Empty bottles and cans need to be removed at the end of the event.
- Alcohol that is part of a gift basket or draw prize cannot be opened on site; ensure these types of prizes are distributed at the very end of the event so patrons take them home before opening.
- Liquor Inspectors and Police may enter the event at any point to confirm that all liquor related policies are being followed.

To apply for your Special Event Permit, go to the [Liquor and Cannabis Regulation Branch webpage](#).



# Technical Sheet

## Lighting

- ETC ION 1000
- DS pipe 8 ETC Colorsource Par / 5 Strand 6" Fresnel o/w
- US pipe 7 ETC Colorsource Par / 4 Strand 6" Fresnel o/w
- 2 FOH Washes (warm, cool) (Source Four Leko)
- 10 Specials (Source Four)
- 12 ETC Selador Vivid cyc light fixtures
- 4 Chauvet Rogue 3 spot
- 2 Elation Platinum Spot III (MS PIPE)
- Unique 2.1 Haze Machine
- DMX universe 2 on City Theatrical Multiverse® Wireless DMX/RDM

## Power

- Stage left: 1- 80 amp 3 phase, 120/208V
- Stage right: 1- 200 amp 3 phase, 120/208V (camlock connectors)
- Several 15 amp circuits located around stage and in floor pockets.

## Audio

- Allen and Heath SQ-6 Digital Console DX168 i/o Expander
- Normalized audio patch bay
- Variety of instrument and condenser mics
- 8 DI boxes (2 active 6 passive)
- 2 Mono Iso boxes
- 2 channels Shure QLXD (2 hand holds, 2 lapels and 1 headset)
- 1 Marantz PMD 331 CD
- MAC MINI Running QLab
- Lake Digital Signal Processing
- 2 EV Evid 4.2 rear flown
- 2 EAW MK2196 flown FOH
- 4 EAW JF650z
- 2 EAW SB528z
- 2 EAW SB180
- 8 EAW LA212
- 12 music stands
- Lab Gruppen D Series Amplification

## Audio/Visual

- Christie DHD700-GS (focused on US wall motorized projection screen)
- Christie L2K1000 High definition projector (focused on DS curtain motorized projection screen)
- Christie DHD599-GS (focused on back wall for confidence monitor)
- A/V patch bay
- Kramer Universal Presentation Switcher (10x2)
- Kramer HDBT Matrix Switcher (4x4)
- Denon DN-A7100 7.1 Dolby Surround Processor
- 2 Sony UBPX800M2/CA BluRay disc player w/ Bluetooth
- Sony DVD recorder
- Computer with remote for PowerPoint

## Projection Screens:

- 12'1" x 21' front projection ceiling mounted upstage
- 15' x 20' front projection ceiling mounted downstage
- 6'7" x 11'8" front projection ceiling mounted confidence (above doors)
- 10 1/2' x 14' front or rear projection-free standing
- 4' x 6' front projection-free standing

## Stage Stained Sprung Maple Floor

Main performance area is 36' 10" W x 17' 6" D and extends from the edge of the apron to the down stage edge of the pillars. Area upstage of the pillars can be used as a crossover when either the cyc or back traveler are in place. Wing space is very limited. The only backstage access to the stage is from down stage left. No drilling or screwing into the stage is permitted.

## Drapes

- Main curtain- grey
- 4 black legs
- Back traveler- black (located DS of pillars)
- Cyclorama- White (located DS of pillars)

## Rigging

- Lighting and draperies are dead hung.
- 2 flying pipes DS of pillars each suitable for suspending banners or other light weight objects/ material.

## Staging

- 27 4' x 8' decks from 18" to 56" in height
- 1 4' x 4' deck
- Staging is available for stage risers or as a standalone stage
- Use of staging requires a minimum of 2 technicians for assembly and pack-up

## Dressing Rooms/Green room

Dressing rooms and a green room are located below the stage in the basement. There are two full dressing rooms, each equipped with tables, full length mirrors, showers and washroom facilities. Each dressing room can accommodate up to 5 performers.

## Available On-Site

- 19 "self-serve" six foot folding tables
- 225 "self-serve" plastic folding chairs
- Eight 2.5 foot round black pedestal tables (can be set at seated height with chairs or 42" tall cocktail height)

**Please note:** Additional technical equipment may be brought in at a cost. Please speak with theatre staff for details.