



Rental Overview for Corporate Meetings

Inlet Theatre • 100 Newport Drive, Port Moody B.C.

ABOUT INLET THEATRE ►

The Inlet Theatre is a unique, intimate space located in the heart of Port Moody. Seating up to 208 people, the theatre is rented for a wide variety of events and meetings.

With its floor-to-ceiling windows, architectural detailing and warm west coast accents, the Galleria at Inlet Theatre is a beautiful place to hold your next meeting or conference.

Use Inlet Theatre for speaking events and the Galleria in front of the theatre for smaller sessions or coffee breaks. The venue is wheelchair accessible, air conditioned, and is surrounded by parks and trails. Located across the way from urban Newport Village, Inlet Theatre is easily accessible by SkyTrain, bus, or car, with a generous amount of free parking for attendees.

To check availability or to book a tour, please contact our Theatre Coordinator:

📞 604.469.4722

✉️ theatre@portmoody.ca

🕒 Monday–Friday, 9am–5pm

Last updated: March 2025

PORT MOODY
CITY OF THE ARTS

Your rental includes:

Inlet Theatre, equipped with professional sound, lighting, and audio-visual presentation equipment, including wireless Internet, mic and podium, wireless microphone, easels, and a variety of table options. Your rental includes technical staff to set up and run the venue equipment the day of your meeting.

The Galleria, along with:

- black pipe and drape wall to enclose the area;
- 208 black plastic folding chairs for indoor use;
- 21 six foot rectangular tables;
- Eight 2.5' round cocktail height pedestal tables;
- Six black leather benches;
- Up to ten easels;
- Use of Galleria digital signs for slideshow (*no sound*);
- Mic and podium (*evenings and weekends only*);
- Sound system (*evenings and weekends only*); and
- Use of screen and projector for video or slideshow (*evenings and weekends only*)

Please note that the Galleria is a shared space during weekdays, with limitations on space usage and amplification for daytime rentals (e.g., speeches and sound systems). However, during evenings and weekends, the entire Galleria is available for use, and amplification is permitted.

The Bistro, with a bar counter and small kitchen for your caterer or food plating needs. This area includes a large fridge for platters (no freezer), plenty of counter space, a sink, dishwasher and microwave. There are garbage, recycling, and green waste bins in the Bistro and Galleria.

The Green Room located below Inlet Theatre includes change rooms and can be used as a space for presenters.

There are **two additional meeting rooms** available for an additional rental fee.



[View a 360° virtual tour and image gallery at inlettheatre.ca](#)

What needs to be organized by you:

- Insurance (\$2 million or \$5 million liability; the Theatre Coordinator can advise)
- A Special Event Permit, if liquor is going to be served
- An event planner to oversee day-of transitions, tables and chairs set up in the Galleria, and general flow for the event
- Reception food and drink
- Renting items like coffee urns, table linens, and serving supplies
- Flowers and décor
- Presentation, photos, and/or music specific to the event
- Any special performances or elements you would like to incorporate that are not covered here

Rental procedures

- Inlet Theatre holds your prospective date for up to 14 days, allowing time to discuss your vision, have an optional site visit, and establish a quote. At the end of the hold period, a signed contract and a \$500 deposit are required to proceed. The deposit is refunded after the event, minus any unanticipated day-of charges like additional rental time, excessive cleaning, or facility damages.
- The rental payment and a copy of the insurance are due 30 days prior to your event date, or immediately if the booking is made less than 30 days before.
- After your booking is confirmed, you'll work with theatre staff to determine specific details and timelines for your rental. If needed, the rental contract will be adjusted to accommodate your event scope. One week prior to the event, you will receive an overview of the notes and schedule that theatre staff will be following to ensure a shared understanding of expectations.
- On the day of the event, theatre staff will meet you and any service providers at the venue at the start of your rental contract time.
- Seven to ten days after the event date, the Theatre Coordinator will follow up with the deposit refund.

Please refer to our Rental Terms and Conditions for a full list of rental terms.

2026 sample schedules and rates:

These are sample schedules only. We are pleased to accommodate your unique requests.

Saturday	Sunday
9am Venue staff and renter begin set up	1pm* Venue staff and renter begin set up
12pm Attendees arrive, theatre doors open	3pm Attendees arrive, theatre doors open
1pm Presentation in the theatre	3:15pm Presentation in the theatre
2pm Break out session or reception in the Galleria	4pm Break out session or reception in the Galleria
4pm End of Galleria activities, begin venue restoration	5pm End of Galleria activities, begin venue restoration
5pm Venue fully restored	6pm Venue fully restored
8 hours (2026 Saturday rate) = \$2,376.00 + tax	5 hours (2026 Sunday rate) = \$1,410.00 + tax

** 1pm is the earliest arrival time available on Sundays due to an existing rental commitment.*

Optional additional charges (the Theatre Coordinator can confirm hourly costs):

- Two additional meeting rooms
- Galleria projector and screen rigged in ceiling arches (please note: the floor standing projector and screen is available at no extra cost)
- Additional technician(s)
- Front of House staff to monitor theatre doors

