



Weddings at Inlet Theatre

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. A civic centre by day, our staff transform the facility into a private venue for your special occasion.

Inlet Theatre holds 208 guests and every comfortable seat has great sightlines. Take advantage of our audio visual capabilities and show your personal story with a slideshow or video.

With its floor-to-ceiling windows, architectural detailing and warm west coast accents, the Galleria at Inlet Theatre is a beautiful place to celebrate. The space comfortably seats up to 225 of your guests.

Use both Inlet Theatre and Galleria for your celebration, or just focus the event in one space. 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 guests.

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.

The theatre has permanent seating for 159, with an additional 49 folding seats available, making the full capacity 208. Up to eight wheelchairs can be accommodated depending on seating configuration. For guests that are hard of hearing, an infrared system is available at no additional cost.



The Galleria can hold up to 400 people for stand-up functions and 225 for sit-down dinners. The space also includes:

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

Your rental includes:



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. Depending on your caterer's needs, we also have a large outdoor area where portable ovens or barbeques can be set up. If you are hiring a caterer who operates out of a mobile vehicle (such as a food truck with 'private function' signs), please advise in advance if they require additional power on site.



The Ampitheatre and Green Space located at the rear of the Civic Complex is a convenient outdoor ceremony space. Plan your outdoor ceremony, and if the weather turns grey know that Inlet Theatre is available for your use at no additional cost.

The Green Room located below Inlet Theatre includes mirrors, washrooms, showers, and lockers.

There are **two additional meeting rooms** typically used by caterers for large receptions available for an additional rental fee.

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
- Catering
- Photography
- Renting items like coffee urns, table linens, and serving supplies
- Renting additional or alternate tables and chairs if the quantity or aesthetic of the venue-provided items are not sufficient. The venue rental includes 208 black plastic folding chairs for indoor use only and 21 six-foot rectangular tables.
- Flowers and décor
- Presentation, photos
- DJ/band/playlist
- Any special performances or elements you would like to incorporate that are not covered in this guide

FAQs

Can I rent Inlet Theatre for just the ceremony or just the reception?

Absolutely. Many couples choose to have their ceremony off-site, but host their reception in the Galleria and vice versa! The City of Port Moody is home to several potential venues; ask our Theatre Coordinator about some of the unique places you can tie the knot.

Can I rent just the Galleria, without the theatre?

Every rental includes the Theatre, Galleria and Amphitheatre. There is no reduced rate for using just one part of the venue.

Can I hold my ceremony outside?

Yes. Look at our Amphitheatre and Green Space at the back of the Civic Centre. Please note that the venue does not have chairs that can be used outdoors.

Can I hold a wedding rehearsal on site before the ceremony date?

Yes. Please note that there is a minimum rental charge for a rehearsal - our Theatre Coordinator is happy to discuss rates and availability.

Am I able to take a tour of the space?

We'd love to walk you through our venue. Call 604.469.4722 to set up a time.

Can I serve food and beverage inside Inlet Theatre?

No food or beverage is permitted inside Inlet Theatre. You are more than welcome to serve food and drinks in the Galleria, and outdoors in our Amphitheatre. You must license your Galleria event by taking out a Special Event Permit.

Can I decorate the venue?

Definitely – we encourage wedding parties to make the space their own. We have a few core policies that need to be observed when considering décor:

- Open flames or candles are not permitted.
- Overhead hanging items such as banners, lamps, or additional décor must be installed by our technician and will need to be discussed in advance.
- Only removable painters tape is permitted as an adhesive by renters.
- All décor and directional signage within the vicinity of the venue must be taken down by the end of your rental time.

Do you have a Theatre or Galleria floor plan?

Yes – find a floor plan online at inletttheatre.ca or ask the Theatre Coordinator for a copy.

Do you have photos of the venue?

Yes. Find an image gallery and 360° virtual tour online at inletttheatre.ca.

Is there flexibility with the Galleria lighting in the evening?

Absolutely! We have a selection of coloured gels that we can affix to the architectural up-lights to transform the space beautifully. For an additional cost, you can also custom order your own gobos.





Photo by Matt Kennedy



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. If serving liquor we require a copy of your Special Event Permit no less than one month prior to your rental.
- 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.

Sample schedules and rates:

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

1.) Indoor Ceremony with Reception

Seating capacity: Up to 208 people. Note that maximum seating for Galleria when dance floor in use is 180 people.

Sample timeline for a Saturday wedding:

5pm–9pm on Friday	Galleria and Theatre set-up and rehearsal
2:30pm	Your group arrives on site
3:00pm	Your guests arrive
3:30pm	Ceremony in Theatre
4:30pm	Wedding party photographs; media presentation in Theatre for guests
5:00pm	Beverages and appetizers in Galleria begin; media presentation re-broadcasted onto Galleria TV's
6:00pm	Dinner and speeches
7:00pm	Dessert and dancing
12:15am	Event wraps up
1:30am	Venue fully restored

2026 rates for this timeline:

Four-hour set-up/rehearsal time on Friday night	\$360
11-hour rental	\$2,257.00
Socan*	\$63.49
Re:Sound**	\$26.63
Grand total = \$2,707.12 (plus tax)	

2.) Outdoor Ceremony with Reception

Seating capacity: No set capacity for number of guests for the outside ceremony. Note that maximum seating for Galleria when dance floor in use is 180 people.

Sample timeline for a Saturday wedding:

5pm–9pm on Friday	Indoor set-up and rehearsal
10:00am	Group and service providers arrive to set up the outdoor area
1:00pm	Outdoor set up completed, finish indoor set up
2:00pm	Your guests arrive
2:30pm	Ceremony begins
3:00pm	Ceremony ends, photographs outside
3:30pm	Galleria cocktail hour
4:30pm	Guests arrive for dinner
5:00pm	Dinner and speeches
7:00pm	Dessert and dancing
12:00am	Event wraps up
1:30am	Venue fully restored

2026 rates for this timeline:

Four-hour set-up/rehearsal time on Friday night:	\$360
15.5-hour rental:	\$3,413.50
Socan:	\$63.49*
Re:Sound:	\$26.63**
Grand total = \$3,863.62 (plus tax)	

* The Society of Composers, Authors and Music Publishers of Canada (SOCAN) collects royalties on all events that play music. Fees vary according to event details.

** Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for the performance rights. Speak to the Theatre Coordinator for further information.



Sample schedules and rates:

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3.) Reception Only

Seating capacity: Up to 230 people, with tables and chairs. Note that maximum seating for Galleria when dance floor in use is 180 people.

Sample timeline for a Saturday wedding:

2:30pm	Your group arrives on site
5:30pm	Your guests arrive
6:30pm	Dinner and speeches
7:00pm	Dessert and dancing
11:00pm	Event wraps up
12:30am	Venue fully restored

2026 rates for this timeline:

10-hour rental:	\$2,000.00
Socan:	\$63.49*
Re:Sound:	\$26.63**

Grand total = \$2,090.12 (plus tax)

Optional additional charges: Four-hour set-up/
rehearsal time: \$360.00 (plus tax)

4.) Ceremony Only

Seating capacity: Up to 208 people

Sample timeline for a Saturday wedding:

12:30pm	Your group arrives on site
2:00pm	Your guests arrive
2:30pm	Ceremony in Inlet Theatre or Amphitheatre
3-3:30pm	Wedding party photographs, media presentation in Theatre for guests
3:30-4pm	Light food and beverage served in Galleria
4:00pm	Event wraps up
12:30am	Venue fully restored

2026 rates for this timeline:

4.5-hour rental:	\$1,080.00
Socan:	\$63.49*
Re:Sound:	\$26.63**

Grand total = \$1,170.12 (plus tax)

Optional additional charges: Four-hour set-up/
rehearsal time: \$360.00 (plus tax)

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