



BOOKING INFORMATION FOR VENUE RENTALS AT THE VANCOUVER MARITIME MUSEUM

Roles and Responsibilities:

The Museum: Provides specific spaces and amenities within the shared facility. The Museum facilitates the Renter's (and their vendors) use of its spaces.

The Renter: Is responsible for coordinating the details of the event. This includes the load-in, setup, cleanup and removal of your supplies, equipment, furniture (including tables and chairs provided by VMM), and materials before, during and after your event. The renter is required to provide the items needed to produce their event, apart from items the Museum provides access to.

General Restrictions and Permissions:

- *Open flames are prohibited in the building.* This includes candles, sparklers, or gas/propane fueled burners. Chafing dishes and warming trays are permitted but can only be fueled by Sterno in event spaces.
- Propane tanks, Butane canisters, or Helium tank usage or storage *is prohibited* anywhere on the premises.
- Do not place anything on top of free-standing displays or display cases inside the galleries. If museum staff notice glassware or plates that have been placed on any of these surfaces by event attendees or catering, renter must see to their immediate removal.
- City of Vancouver by-laws prohibit smoking, vaping, and e-cigarettes use in all interior areas, including the inner courtyard, and at least six (6) metres from exterior entrances and air intake vents.
- Fire Marshall regulations prohibit any obstruction to exits or aisles in any room. The legal capacity of event spaces will be strictly enforced.
- All health, safety and liquor permits are the responsibility of the renter.
- Renters are required to secure at their own expense Third Party Legal Liability Insurance and if applicable, Host Liquor Liability Insurance. You can purchase liability insurance through the City of Vancouver by visiting this link: [Special Events Liability](#) or using your own preferred broker. Proof of insurance must be provided to VMM staff at least 1 week prior to event.



- No amplified music can be played on the Terrace after 10:00pm, in accordance to City of Vancouver bylaws.
- No pets are allowed inside the building.
- Be sure to include all time needed for setup and takedown/clean up in your rental time. The spaces are not available outside your rental period hours. Our overtime rate is *\$300 every 30 minutes you go over your contracted end time.*

Catering Restrictions/Information:

- *No cooking is allowed indoors.* No cooking facility exists onsite - all cooking must occur offsite or outdoors. Details of plans for any food preparation, including warming, must be discussed in advance.
- Cooking outdoors can only be done in a particular spot outside the Museum's loading bay entrance. Propane bbq's may be used outside, but must be removed from the property at the end of the event.
- Alcoholic beverages are not permitted on the premises unless renters have acquired the appropriate licensing from the BC Liquor Control and Licensing Branch. The Renter must acquire the License themselves. *The VMM cannot do this for you.* A copy must be provided to VMM Staff at least 1 week prior to event.

Décor/Floral Information:

- You are welcome to bring your own décor and decorate the room as you please (within your setup time.) No items may be affixed to walls or windows. Decorations can be attached to our chairs (no tape), if they can be removed without damaging the chairs or leaving any residue. Decorations may be hung from the ceiling with magnets. All items must be removed at the end of the event.
- Candles, sparklers and helium tanks/balloons *are prohibited* inside the building.
- All floral materials must come from a florist or floral wholesaler 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 held floral materials must be emptied of all contents if they are to be stored overnight.



- No confetti, or glitter, or bubbles may be used at any time in or around the Facilities.
- No tape may be used on any surface. For posting signs in the facility, please ask the Visitor Services staff for a sign stand. Renters using any adhesive will be charged additional clean up fees. Renters are responsible for supplying any signage they may require for their event.
- Items may be hung from the ceiling using magnets. Please note the VMM will not supply you with magnets. The renter must bring their own. All items, including the magnets, must be removed at the end of your event.

Audio Visual Information:

- You are required to bring any additional audio visual components needed for your event. These might include: extension cords, power bars, wireless microphones, speakers, and amps, additional lighting, etc.
- Use of the Museum's Projector and other AV equipment must be arranged prior to the event (*applicable to the Events Gallery & Lobby only.*) There is no AV equipment available for the Terrace.
- The Museum does require you use our Laptop for presentations. The Renter should ensure they have all files on a USB or other portable drive, or have access to any files needed via the internet prior to arrival at the museum.
- Wi-Fi is included within the Museum.

Delivery Information:

- Arrangements must be made with the Museum rental department for scheduling of deliveries and the allocation of appropriate onsite storage location.
- Please provide the Museum with a list of vendors and their delivery/pick up itinerary. Items cannot be dropped off earlier than 24 hours prior to your event, and must be picked up, at the latest, 24 hours after your event, between 10:00am and 5:00pm daily. Storage space can be limited, please let our Rentals Department know what's coming to ensure we have space.
- Large deliveries are to be made to the Loading Bay on the north side of the Museum. Small deliveries may be brought in through the front doors. Visitor Services will direct you to where the items should be stored.
- No propane tanks or cooking equipment may be stored inside the Museum.



- Parking overnight is possible if needed to prevent drinking & driving. Please see the Visitor Services staff at the end of the evening to arrange for a pass.

Cleanup/Strike-down Information:

- After your event, *renters are responsible for the removal of all garbage and recycling associated with the event from the building*. Load out is not considered over until this is complete – overtime fees will apply until garbage is removed.
- The Renter must arrange for tear-down of the Event to occur immediately after the Event. This time is included in your rental time, so please plan accordingly.
- Any items dropped off/to be picked up must be stored in designated storage areas - *not in the rental spaces*.
- Large spills must be reported to the Museum staff immediately.
- If you are using any VMM provided furniture, it must be setup/struck by you within your rental period and returned neatly to its appropriate storage.

Storage and Pick-up Information:

- The Museum is not liable for any personal or rental items stored in the building during the day or overnight. Renters must ensure that their rentals are stored in the designated storage areas – *not in rental spaces* - and that no valuables are left unattended. Museum staff are not responsible for monitoring event rental materials.
- Please arrange for drop off of event rentals or personal items no earlier than 24 hours prior to event. All materials must be picked up, at the latest, 24 hours after your event and between 10:00am and 5:00pm daily.

Payment Information:

- A 50% non-refundable deposit on the room Rental Fee is due upon signing the Rental Agreement, and can be taken no later than two weeks before an event.
- The balance of the final payment must be paid at least thirty (30) days before your event.



Insurance:

- All rental events that will be serving alcohol at the Museum require insurance. This is sourced by, and at the expense of, the renter. If you don't already have coverage, event insurance can be obtained from a variety of providers, as long as they provide at least \$2,000,000 liability, and include VMM and the COV as additional insured. We recommend using the City of Vancouver's insurance broker. (<https://eventpolicy.ca/policy/#/9db6b8db-de16-4553-a7f8-2d8dbf5a3260>)

Parking

- The parking lot in front of the building is operated by EasyPark and requires payment. VMM is unable to provide discounted rates or parking support. You and your guests can pay by credit card at the physical parking meter in the lot, or via phone with the Zipby mobile app.