

RENTAL INFORMATION

Facility Capacity

Sit down dinner: 90 guests
Cocktail Party/Dance: 125 guests

These limits are strictly enforced as required by the Fire Marshall. This is a NON-SMOKING FACILITY.

90 chairs and **18** rectangular (**30" x 72"**) tables are available for use. No other equipment is provided. These 90 chairs are for interior use only and cannot be removed from the house.

The surrounding grounds are available for all rental groups, but we cannot guarantee exclusive use of the grounds or their condition.

Fees and Charges

Facility Rental:

\$975.00+HST Low Season: January 1st to May 31st and post Labour Day to December 31st

\$1170.00+HST High Season: June 1st through Labour Day

Supervision: \$ 22.00 per hour + HST**

****One staff person is required from the beginning of the rental up until 4 hours prior to the end of the event. The last 4 hours requires 2 staff people.**

Upon confirmation of the rental contract, a deposit of **\$448.00 (\$400.00 + HST)** is required, **\$112.00 (\$100.00 + HST)** is non-refundable. The balance of the rental fee is payable at least 28 days prior to the event date. A **\$500.00** damage deposit (post-dated cheque or VISA/MC imprint) will also be required when the final payment is made.

The supervision fee is levied for the duration of the contracted rental period, including set-up and clean-up.

SOCAN: \$ 59.17 + HST with dancing
\$ 29.56 + HST without dancing

SOCAN fees are required to be paid by "...any individual or group wishing to play live or pre-recorded music must remit SOCAN royalty fees as specified under the Copyright Act of Canada. Clients are advised to read the following (sic.) information regarding SOCAN when planning an event that includes the broadcast of music."

Piano Rental: \$ 50.00 + HST

A separate damage deposit of **\$200.00** will also be required for the rental of the piano.

Clean Up: \$200.00 + HST

West Point Grey Community Centre staff are responsible for the clean up the facility after the event. It is vital that the Rental Group removes all their decorations / personal items and vacate the facility within 60 minutes after all activities cease.



Facility Viewing

An appointment must be made in advance with our Rental Supervisor to view the Aberthau Mansion and to review the rental guidelines.

Curfew

City of Vancouver By-Law requires functions to end by 11:00 PM on Saturdays and 10:00 PM on Sundays.

Set-up and Clean-up

The rental group is responsible for their event setup and the removal of all their decorations / personal items within 60 minutes after all activities cease.

On Saturday, all activities cease at 11:00 PM and the rental group must remove their decorations / personal items and vacate the facility by 12:00AM midnight. On Sundays, all activities cease at 10:00 PM and the rental group must remove their decorations / personal items and vacate the facility by 11:00 PM.

An hourly rate of \$100.00 + HST will be charged to the rental group if they have not vacated the facility and removed their decoration / personal items within 60 minutes after the end of the activities.

During the Low Season, set-up can begin as early as 3:00 PM on Saturday and 10:00 AM on Sunday. During June, groups can start setting up at 12:30PM on Saturday and 10:00 AM on Sunday. For July and August, set-up can begin at 10:00 AM on both Saturday and Sunday.

Candles may be used, if any wax residue is left, you will be charged a fee to remove it and to refinish the area. Excessive use of candles is not allowed, confirm with the office on signing of your contract.

Kitchen Use and Catering

Catering of functions is permitted (Aberthau does not offer catering services). Note that the kitchen facilities may only be used to warm foods (food preparation must be done beforehand).

The service of food and beverages is only allowed in the Oak Room, Lounge, Dining Room, and the Foyer area.

Rental Equipment

Arrangements must be confirmed in advance with the Rental Coordinator for deliveries of rental equipment between 8:00 AM to 10:00 AM on the rental day. This time is specifically for the delivery of rental equipment only. It is not intended for groups to have entry to the premises to drop off their personal items / decorations or for setting up / decorating.

****All rental equipment must be picked up the day after the rental, between 8:00 - 9:30 AM****

We cannot assume responsibility for delivered rental equipment, mail, telegrams, messages, etc.

Alcohol

A valid Liquor License (obtainable from any BC Liquor Store) must be obtained to serve alcohol. A "Serve It Right Certificate" is also required for rentals. No hard liquor or liqueurs are permitted. The license must be posted where the alcohol is to be served. No alcohol is permitted outside the facility.

Noise

Please respect our neighbours. Noise should be kept at a moderate level. The Sound Pressure Level in the surrounding neighbourhood is not to exceed **45 dB** and will be monitored by the supervisor. Amplified music should be restricted to the dining room; acoustic groups may perform in any room.

Insurance Coverage

Rental groups require adequate public liability and property damage insurance for their event at the West Point Grey Community Centre.

Booking and Contracts

Rental contracts must be completed in person. We are unable to make reservations or confirm bookings over the phone. Appointments to tour the premises and to draft contracts may be made with our Rental Coordinator. Please call (604) 257-8140.

Contract details required:

- Event date
- Number of attendees
- Duration of rental

Other notable items: set-up and clean-up time, person(s) in charge of the set-up/clean-up; rental delivery date, contact information for caterers and rental companies.

Upon confirmation of the rental contract, a deposit of **\$448.00 (\$400.00 + HST)** is required, with the balance of the rental fee payable **28** days prior to the event date.

Rental Deposit Refunds

Refund of the rental deposit is prorated. With at least five months notification \$300.00 is refundable (+HST), four months notification \$250.00 refundable (+HST), three months notification \$200.00 refundable (+HST). There is no refund with less than three months notice.