

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

Facility Viewing

An appointment must be made in advance with the West Point Grey Community Centre Office to view the Aberthau Mansion and to review the rental guidelines.

Fees and Charges

Facility Rental:

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

\$1095.00+GST High Season: June 1st through Labour Day

Supervision: \$ 22.00 per hour + GST**

****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 **\$420.00 (\$400.00 + GST)** is required, **\$105.00 (\$100.00+ GST)** 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 with dancing
\$ 29.56 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 + GST

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



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

Set-up and clean-up is the responsibility of the rental group.

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.

On Saturday, all activities cease at 11:00 PM with the facility cleaned and vacated by 12 midnight. On Sunday, all activities cease at 10:00 PM with the facility cleaned and vacated by 11:00 PM.

Clean-up must be completed before the rental group leaves the premises and according to the recreation facility standard.

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 when you sign the rental contract.

Rental groups have the option to pay a fee of **\$200.00** for the West Point Grey Community Centre Staff to take responsibility of the facility clean-up after the event. This must be arranged in advance with West Point Grey Community Centre Office no later than when the balance of the rental payment is made **28** days prior to the rental date. If this option is chosen, the rental group has **30** minutes to vacate the facility after the activities cease at 11:00 PM on Saturdays and 10:00 PM on Sundays.

Catering and Rental Equipment

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

Equipment deliveries can be made between 8:00 AM to 10:00 AM on the rental day, it must be confirmed with West Point Grey Community Centre Office in advance.

****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.

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. A copy of the license must be submitted to West Point Grey Community Centre Office in advance.

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. If the ceremony is held in the garden, one speaker is allowed but it must be set facing eastward.

Insurance Coverage

Rental groups require adequate public liability and property damage insurance for their event at the Aberthau Mansion. A copy of the insurance certificate must be submitted to WPGCC office prior to the event date.

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 Recreation Facility Clerk, Monday through Friday, between 9:00 AM to 5:00 PM. Please call (604) 257-8140.

Contract details required:

- Event date
- Purpose of rental
- Duration of rental
- Number of attendees

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.