

# BOOKING

## GENERAL INFORMATION

- All rooms and facilities are booked on a first come, first served basis.
- All renters must sign a Rental Agreement and initial a Terms and Conditions document.
- Folding chairs, tables, and wifi are available for use.
- Additional fees may apply for additional equipment rentals.
- Final rental payment can be made by Debit or Visa and must be made in full at least 7 days prior to rental date.
- PoMoArts assumes no responsibility for lost or stolen property, property damage or injuries during the activities authorized by this agreement.

## DEPOSITS

1. A Rental Deposit Fee of 20% of the rental cost is due upon booking. This deposit is fully refundable up to 7 days before the rental date or will be deducted from the final invoice if the rental is not cancelled.
2. An additional Damage Deposit will be calculated for each rental and will be an additional fee. This deposit will be refunded in full if the rental is cancelled, or if no damage was incurred during the rental. If damage is incurred during the rental, a portion or all of this deposit will not be refunded.

## CANCELLATION

Rentals can be cancelled up to 7 days before the rental date.

Any cancellations within 7 days of the rental date will be charged the Rental Deposit.

SCAN ME



## HOURS

Monday - Friday 10:30AM to 9:00PM  
Saturday & Sunday 10:00AM to 4:30PM  
Closed all Statutory Holidays

## CONTACT

info@pomoarts.ca  
604 931 2008



# FACILITY RENTALS



2425 St. Johns St | Port Moody  
pomoarts.ca | 604 931 2008

# GUIDELINES

## FOOD & CATERING

- No cooking is permitted on PoMoArts premises. Any person or caterer who serves or prepares food or drinks must have a permit or license for that function.
- All secondary service providers related to a rental (ex: caterers, equipment rental, etc.) must arrive during the rental period. Access to the rental space outside of the rental period will not be permitted.
- Caterers must remove all supplies on the same day of rental. No exceptions.

## LIQUOR & INSURANCE

- When liquor is brought in or consumed during a rental, a provincial Special Event Permit (SEP) is required.
- Liquor can only be brought in during the rental period and all liquor must be removed by the end of the rental period
- General Liability Insurance must be purchased in combination with a host liquor liability insurance and have a minimum of \$2,000,000 coverage. General Liability Insurance may be purchased through Leaders Insurance Brokers in Port Moody.

## SET UP & TAKE DOWN

- The Renter is responsible for table and chair set up, take down, and proper storage and stacking after the event.
- The Renter is responsible for including set up and take down time within the rental period. Additional time for set up or take down may not be available or may incur a rental charge.
- The seating capacity of each room must be followed.
- Tables and chairs must stay in the facility.
- The Renter is responsible for providing their own stereo.

## RENTAL EQUIPMENT

- Armless chairs - included in rental fee
- Rectangular tables (14.6' x 2.5') - included in rental fee
- Event tent (10' x 10') - \$50
- Upright piano - \$15
- Grand piano - \$25
- Overhead projector and screen - \$20

# OUR SPACES

## MUSIC STUDIOS

**3.1 Music Studio** \$20.00 / Hr  
100 sqft 9' x 12'  
Capacity: 6

**3.5 Music Studio** \$20.00 / Hr  
100 sqft 8' x 13'  
Capacity: 6

**3.6 Music Studio** \$30.00 / Hr  
220 sqft 18' x 13' - Grand & Upright Piano  
Capacity: 15

**3.7 Music Studio** \$20.00 / Hr  
140 sqft 13' x 11' - Upright Piano  
Capacity: 8



## ROOMS

**1.2 PCT Studio** \$55.00 / Hr  
850 sqft (31' x 23' + 17' x 9')  
AV projector & screen, sinks & washroom  
Capacity: 48 - Theatre/Tables  
60 - Standing

**2.1 Appleyard Parlour** \$60.00 / Hr  
740 sqft (23' x 28' + 14' x 7')  
AV projector & screen, sink & microwave  
Capacity: 48 - Theatre/Tables  
60 - Standing

**2.2 Young Artist Gallery** \$35.00 / Hr  
330 sqft (20' x 17')  
Capacity: 24 - Theatre/Tables  
30- Standing

**3.3 G&F Financial Group Studio** \$30.00 / Hr  
370 sqft (18' x 21')  
Capacity: 24 - Theatre/Tables  
30- Standing

**3.4 Driscoll Family Studio** \$30.00 / Hr  
420 sqft (22' x 20')  
Capacity: 24 - Theatre/Tables  
40- Standing

*Please note: Amenities in Music Studios and Rooms are not included in the hourly cost of the space.*

*See Rental Equipment for additional costs associated with specific equipment, such as pianos, projectors, etc.*

*\*This excludes sinks, washrooms and microwaves.*

