



## **ROUNDHOUSE COMMUNITY CENTRE RENTAL PROCEDURE**

### **WELCOME**

Thank you for your interest in renting the Roundhouse!

Long admired for its functional industrial beauty, the Roundhouse has major historical significance to the City of Vancouver both from an architectural and a social perspective. It is Vancouver's oldest heritage building still on its original site.

Originally constructed in 1888, the Roundhouse was comprised of a cluster of buildings used to house and service the great steam locomotives of the day. Today the glass pavilion on the north side of the building continues to serve Canada's rail history as the home to Engine 374 – the first passenger train to enter Vancouver in 1887.

Due to the vision and hard work of many, this beautiful wood post-and-beam structure with its heritage brick walls was renovated after Expo 86 to become a Community Arts and Recreation Centre. As a public facility jointly operated by the Vancouver Board of Parks and Recreation and the Roundhouse Community Arts and Recreation Society, the Roundhouse Community Centre (RHCC) is here for all to enjoy. Besides making our spaces available for rent, we offer a huge array of arts, cultural, and recreational programs. It is very likely that while your group is enjoying your event, just down the way others are actively involved in dance, wood-working, pottery, basketball, or some other exciting activity. The versatility and beauty of the RHCC welcomes thousands of users through its doors every year.

The following information is presented to help you decide whether to choose the RHCC as a venue for your activity. We wish you great success in your event and trust you will find your experience here very rewarding.

Roundhouse Community Arts and Recreation Centre

## RENTAL PROCEDURE

Rental requests at the RHCC are welcomed up to **one year in advance**. If you are interested in renting space at the Roundhouse you can contact the Rental Liaison (see page 3 for information).

### Steps

#### **1. Rental Request**

In order to assist us with the initial steps of the rental process, we need to know the following general information:

- The nature/type of event (e.g. AGM, meeting, wedding, etc.).
- The number of people expected to attend.
- The date(s) you are requesting.
- Any special equipment needs.

Once you have submitted your request, it will be reviewed by the RHCC Production Team to ensure that your event does not conflict with existing programs, that the space you have requested is available and that our resources can meet your needs.

#### **2. Security/Damage Deposit & Booking Confirmation**

Following approval by the Production Team, a \$500.00 Security/Damage Deposit and a signed booking confirmation is required in order to secure your booking. Payment can be made by MasterCard, Visa, cheque, debit card or cash, and must be paid within 14 days of notification of approval. Unfortunately, we often have more than one request for the same date and as a result, if the Security/Damage Deposit is not received on time, you run the risk of losing your booking. This deposit is 100 % refundable if you cancel 30 days prior to your event and forfeited if canceled within 30 days of your event.

#### **3. Your Event Requirements**

After your deposit has been received and processed, the Technical Director (TD) will meet with you to discuss the details of your event and to determine your staff and equipment needs. You are responsible for ensuring that all relevant technical information for the event (including room layout, scheduling, equipment needs, etc.) has been communicated to the TD no later than **30 days** prior to the event set-up. It may not be possible to accommodate any changes requested after this time.

#### **4. Your Cost Estimate**

Based upon this meeting our Production Administrator will provide an Estimate of your costs for your review. You will also receive confirmation of the details of your event. The Estimate will include a breakdown of the total estimated event costs, including room rates, staff labour costs, equipment costs and any other additional charges. Any adjustments resulting in additional costs or savings will be reflected in your final invoice.

#### **5. Payment Schedule and Rental Agreement**

A signed rental agreement and full payment of the estimated costs (not including the security/damage deposit) must be received at least 21 days prior to the event set-up start date. Without the receipt of these funds, the RHCC reserves the right to cancel the

event and any obligations, implied or in writing, that have been made with the renter. Payment may be made by way of MasterCard, Visa, cheque, debit card or cash.

## **6. Post Event**

Within 30 days after your event, you will receive a final invoice from the Production Administrator. Final costs for the space and services provided to the Renter will be based on actual expenses incurred through the course of the event and will be payable upon receipt of the invoice. Any monies owing to the Renter will be paid out by the RHCC within 30 days of event completion.

## **CANCELLATIONS**

Full refunds of deposits and paid estimates will be granted if Roundhouse is notified 30 days prior to the event date. Events booked 3 calendar days or longer, require 60 days notice for cancellation or date changes.

If event is cancelled or changed within 30 days of the event date, the Security/Damage Deposit/Kitchen Deposit will be forfeited, but any paid estimated expenses will be refunded in full.

Events cancelled or significant changes made 72 hours or less notice will be liable for all estimated costs.

The cost of any damages or additional costs will be deducted from the damage deposit. If said costs exceed the damage deposit, the outstanding balance will be shown on your invoice, and will be payable immediately.

In cases of any discrepancies between the Rental Procedures listed herein and the Roundhouse Community Arts and Recreation Society rental agreement, the rental agreement shall prevail.

## **LOCATION**

181 Roundhouse Mews, Vancouver, BC, V6Z 2W3 [www.roundhouse.ca](http://www.roundhouse.ca)

The RHCC is located in the 1200 block of Pacific Blvd. between Davie and Drake Streets.

## **PARKING**

Underground pay parking is available (access off Drake St.) Parking rates may change without notice. Please consult EasyPark website (lot number 65) for up-to-date rate information. The parkade gate is closed to entry from 11:00pm-7:00am, during which time it is only accessible from inside the building. It is not possible to guarantee parking in the parkade for your event as there are a limited number (92) of spaces available.

## **LOADING ACCESS / DELIVERIES**

Delivery and pick-up times **must be prearranged with RHCC staff**, as access to these areas may not always be available. Deliveries can be made to 3 areas:

1. Turntable Courtyard (access off Davie St.) Large equipment drop offs/pick ups before 10:00pm. These doors are 14'w x 16'h. RHCC staff must be present for deliveries here.

2. Kitchen Ramp (access off Pacific Blvd. and Davie St.) All catering and food supplies. RHCC staff must be present for deliveries here.
3. Roundhouse Mews (access to the Mews is via Drake St. or Pacific St.) for general loading.

### **DISABLED ACCESS**

The Roundhouse is a fully accessible facility.

### **SMOKING RESTRICTIONS**

The Roundhouse and the surrounding courtyards are non-smoking. The Park Board Smoking Regulation By-law prohibits smoking in any public park or any buildings within a park. There is a fine of between \$250 and \$2000 for contravention of the by-law.

### **RENTAL AND PRODUCTION STAFF**

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**ROUNDHOUSE COMMUNITY CENTRE  
TERMS OF USE**

**DESCRIPTION OF EXHIBITION HALL**

Originally a repair shed for train engines, the Exhibition Hall retains much of the original post and beam architecture, and even some railway tracks which remain embedded in its polished concrete floor. Natural light, high ceilings and the floor-to-ceiling windows provide a dramatic space, well-suited for large gatherings, parties, exhibitions, trade shows, conferences, performances and weddings. The outside doors provide access to the turntable plaza. Moveable display walls allow for versatile use of this space. Due to the logistics of moving these walls, they must be moved only by RHCC staff, before the room has been opened to the public. In the default set-up, one fifth of the Exhibition Hall is reserved as lobby space for the adjacent Performance Centre.

**CAPACITIES**

Additional items such as a stage, dance floor, or display equipment will reduce total available area and capacity and will be determined by the Technical Director.

(Without PC lobby area included; approximately 5,800 ft<sup>2</sup> is available. See ground plan.)

- Standing.....400
- Theatre.....300
- Seated reception.....200

(With the PC lobby area included; approximately 7,800 ft<sup>2</sup> is available. See ground plan.)

- Standing.....600
- Theatre.....400
- Seated reception.....300

**DÉCOR AND DISPLAY**

**Wooden Posts**

The wooden posts in the hall are part of the original heritage structure of the Roundhouse, and therefore screwing and nailing into the posts is not permitted. String and rope are the only means by which décor may be attached to the posts.

**Display Walls**

Masking tape, push pins and small (1"-2") finishing nails are the only means by which décor may be attached to the moveable display walls. **ABSOLUTELY no screws or wall anchors without permission by Roundhouse Technical Staff.** Any holes or marks made in the walls will be filled and painted by RHCC staff after the event, with the cost paid by the renter. If you wish to paint any of the display walls, the same will apply. Costs of materials and staff time will be factored into the rental fees. Please note that the red safety legs attached to the walls are not removable.

**Perimeter Walls**

The perimeter walls of the room may not be painted or defaced in any way. Only the picture rail along the east wall may be used to attach hanging décor. Lightweight materials may be affixed with masking tape.

All other adhesives and fasteners are prohibited. You are responsible for removing any tape, pins or nails at the end of the event.

**STAFFING**

The guidelines below are minimum requirements. Additional staff may be required as per discussion with the TD and based on RHCC staffing policies. These staff will be provided at an additional charge over and above the base room rate. Staff are responsible for public safety, and ensuring emergency procedures are followed. Professional security is required for some events, at the discretion of the Production Team.

The following staff are required during your set up, function, and take down, and will be charged to your event, depending on specific requirements.

All events.....At least 1 staff member

Events with alcohol.....At least 1 RH staff plus at least 1 security guard

Any event after RHCC hours.....1 Front desk staff person (in addition to event staff)

\*Set-up and take-down of staging and display walls requires 2 Roundhouse staff. In most situations these staff will also be available to assist with other aspects of event set-up.

\*Roundhouse staff must be paid for a minimum 4 hour shift.

\*These staffing levels assume that the setup and takedown of tables, chairs etc. is the responsibility of the client.

\*Staff shifts exceeding 5 hours must include at least a ½ hour unpaid meal break.

\*If the staff are required to work through their scheduled breaks, they will be paid at the overtime rate for the duration of that break.

\*Changes to the scheduled hours of work must be approved in advance by the TD.

\*Staffing on statutory holidays will be paid at the overtime rate.

**STUDIO SPACES**

The RHCC pottery and woodworking studios are adjacent to the Exhibition Hall along one wall. Access to these spaces must be maintained when these rooms are in use. Please be aware that there may be noise from these rooms.

**GENERAL GUIDELINES**

All events must be completed by 12:00am, with all guests/audience members cleared from the building by 12:30am.

No objects or materials that could set off the motion detectors are permitted overnight in any part of the facility (i.e. balloons, streamers, etc.). Helium balloons, glitter and confetti are not permitted in the facility.

The RHCC is not responsible for lost or stolen items.

## USE OF TOOLS AND EQUIPMENT

Equipment provided or arranged by the renter must be approved by the TD in advance.

You are expected to provide any specific tools that may be required for your event. In an emergency, the RHCC has a basic kit of general tools and supplies.

**All RHCC equipment must be operated by RHCC staff only** unless otherwise arranged in advance. This includes the sound and lighting equipment, blinds, exhibition display walls, staging risers, and scissor lift.

## FIRE AND SAFETY

Emergency exits must remain easily accessible (minimum 4' pathways) and under no circumstances can they be blocked by tables, chairs, walls, stages, people etc.

No gas or propane equipment may be used inside the facility. Any such material used outside of the facility must adhere to CSA approval standards.

The renter is required to conform to all Workers' Compensation Board safety regulations. All seating aisles must remain clear of all obstructions whenever audience is present. This includes people, cables, tripods, equipment etc.

No fire element (candles/torches/butane burners/pyrotechnics) is permitted unless discussed beforehand with the TD. A proper fire safety orientation must take place with an RHCC staff member. As well, a Fire Safety sheet must be signed. This may happen on the day of the event.

Any overhead suspension of objects must be installed by an RHCC staff person.

## GARBAGE

**The renter is responsible for removing all equipment and supplies at the end of the event**, and for general clean-up of debris to ensure that the venue is in reasonable condition for the next user. Additional cleaning and storage charges will be applied if items or waste are left behind. Please see below under "Receptions Serving Food and Beverages" for information about garbage disposal for events with food.

The RHCC is a Zero Waste facility and all patrons are required to sort their waste into appropriate containers. All cardboard must be broken down and flattened, containers rinsed of debris.

## STORAGE

Please be aware that the RHCC has very limited storage facilities.

Arrangements for storage of equipment or supplies before, during, or after your event must be made with the TD in advance. Additional storage charges may be applied if items are left behind, or if the RHCC must accommodate unexpected items.

## INSURANCE

Adequate public liability and property damage insurance is required. Please see the rental agreement for more details.

## **PUBLICITY AND BOX OFFICE**

All publicity and box office duties are the responsibility of the renter.

Event information can be included on the roundhouse.ca website. Please contact the Rental Liaison for details.

A limited number of posters and handbills can be displayed on our community bulletin board, subject to approval.

## **RECEPTIONS SERVING FOOD AND BEVERAGES**

### **Kitchen**

The kitchen is a commercial-grade facility, available for rental for events being held at the RHCC. The kitchen includes a 6-burner gas stove with 2 ovens (1 conventional, 1 convection) and 1 grill, a double sink, a food sink, a hand-washing sink, dishwasher, limited refrigerator and freezer space, and ample counter space.

On the day of your event, an RHCC staff person will conduct a Kitchen Orientation to familiarize you (or your caterer) with our facilities, and to ensure proper equipment usage. The room rate for the kitchen includes one staff person for up to 8 hours, who will be available to assist other RHCC staff in the main event rooms as schedule permits. In some circumstances, this person may be able to replace one of the other staff on your event, as determined in consultation with the TD.

### **Alcohol**

In order to provide alcohol at your event, **you must obtain an appropriate liquor licence** which indicates the room/area, times and date of service. See <http://www.pssg.gov.bc.ca/lclb/index.htm> for more information. A Liquor licence must be clearly displayed where alcohol is being served. Incorrect or incomplete liquor licences' will not be granted liquor service. Failure to display a valid liquor licence will result in loss of liquor privileges. For this reason it is strongly recommended that a copy of the liquor licence be submitted to the Roundhouse prior to event for validation and to ensure the liquor licence will be on site for your event.

A liquor server with a valid "Serving It Right" Certificate must be present at all times alcohol is being served. A photocopy of certification is required to be submitted with the liquor licence prior to the event.

See [http://www.servingitright.com/terms\\_of\\_use.html](http://www.servingitright.com/terms_of_use.html) for more information. Alcohol is not permitted outside the rental space listed on the liquor licence. Failure to comply will result in loss of liquor privileges.

### **Food/Catering**

All food preparation and service must meet the FoodSafe guidelines of the Vancouver Coastal Health Authority. See [www.foodsafe.ca](http://www.foodsafe.ca) for more information. If food/beverages are being handled in an unsanitary fashion, the RHCC staff reserve the right to take appropriate action and you may be denied further food service.

Storage space and refrigeration space is limited in the kitchen and may or may not be available. This can be confirmed through consultation with the TD.



You are free to engage the services of any caterer of your choosing. When using a catering service, the renter must provide the name and contact number of the caterer. You (or your caterer) must provide their own equipment (i.e. pots, utensils, serving dishes, etc.). You (or your caterer) must leave the kitchen in the condition found. Otherwise, cleaning charges may be applied and deducted from the damage deposit and/or invoiced.

### **LATE NIGHT EVENTS**

All rentals that take place outside regular operating hours of the centre must pay building staff costs to open the building and monitor the event. Regular operating times are Monday to Friday 9:00am–10:00pm and Saturday/Sunday 9:00am – 5:00pm. Refer to the *Staffing* section for additional staff requirements.

### **NOISE BYLAWS**

Noise levels (including live/recorded music) must be below 65 dBA (as registered outside of the building) after 10:00pm and below 70 dBA during daytime hours, as per the relevant COV Noise By-Law. All events must be completed by 12 midnight.