



## ROUNDHOUSE COMMUNITY ARTSS & RECRETION CENTRE RENTAL PROCEDURES

### 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 & Recreation Centre

### RENTAL PROCEDURES

Private rental requests for the Exhibition Hall and the Performance Centre are welcomed up to **one year in advance**. Small room rentals can be taken at any time, but not more than one season in advance. If you are interested in renting space at the Roundhouse you can contact the Rental Liaison (see page 3 for contact information).

## **Steps**

### **1. Rental Requests for Exhibition Hall and Performance Centre**

Contact the Rental Liaison with the following information:

- The nature/type of event (e.g. AGM, meeting, dance rehearsal, wedding, etc.)
- The number of people expected to attend
- The date(s) you are requesting and possible alternatives
- The rooms that you are hoping to book
- Any special equipment needs

If the date(s) you are requesting is/are available, the Rental Liaison will provide you with an Event Proposal to complete and return to the centre. This proposal will be reviewed by the RHCC Production Team in a weekly meeting held each Thursday, to determine if the event conflicts with existing programs, that the space you have requested is available and that our resources can meet your needs. You will be contacted after the meeting and provided a Booking Confirmation and request for Security/Damage Deposit.

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

Following approval by the Production Team, a \$500.00 Security/Damage Deposit per room and a signed booking confirmation is required in order to secure your booking. The damage deposit of \$1,000.00 Security/Damage Deposit is required for all wedding events. 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 staffing 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 for 3 calendar days or longer, require 60 days' notice for cancellation or date changes.

If an event is cancelled or changed within 30 days of the event date, the Security/Damage 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**

The Roundhouse Community Arts and Recreation Centre is located in the 1200 block of Pacific Blvd between Davie Street and Drake Street.

181 Roundhouse Mews  
Vancouver, BC, V6Z 2W3  
604-713-1800  
[www.roundhouse.ca](http://www.roundhouse.ca)

## **PARKING**

Underground pay parking is available (access off Drake St.) 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. The pay station is located across from parking stall number 80. Parking rates can change without notice. Please consult EasyPark website (lot number 65) for up-to-date rate information.

## **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 can be made before 10:00pm. The doors that access our event space are 14'w x 16'h. RHCC staff must be present for all deliveries.
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 all other general loading.

## **DISABLED ACCESS**

The Roundhouse is a fully accessible facility. There is an elevator to the second floor, push button open doors on all exterior doors and ground level seating in the Performance Centre.

## **SMOKING RESTRICTIONS**

The Roundhouse and the surrounding courtyards are non-smoking areas. 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 \$2,000 for contravention of the by-law.

## **RENTAL AND PRODUCTION STAFF**

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