



## ROUNDHOUSE COMMUNITY CENTRE RENTAL EVENT GUIDELINES

### RECEPTIONS SERVING FOOD AND BEVERAGES

#### Kitchen

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.

#### 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. **Please note that recent by-law changes have increased the time required to obtain a liquor licence to 6 weeks.** A liquor server with a valid "Serving It Right" Certificate must be present at all times alcohol is being served. A copy of the licence must be submitted to RHCC staff no later than 48 hours prior to your event and the complete licence must be posted in the area of service. 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 Vancouver Coastal Health Authority FoodSafe guidelines. Food handling that does not meet FoodSafe guidelines will not be permitted. You (or your caterer) must provide your own equipment (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.**

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 before your event.

### GARBAGE

**You are responsible for removing all equipment and supplies at the end of the event**, and for general clean-up of debris, to ensure the venue is in a reasonable condition for the next user. 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. If you have any questions, please talk to any staff member for assistance. **Additional cleaning and storage charges will be applied if items or waste are left behind. This space has many users: please leave it in as good or better condition than you found it.**

### 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 via Drake St. or Pacific St.) For general loading.

### NOISE BYLAWS

Noise levels (e.g. live/recorded music) must be below 65 decibels (as registered outside of the building) after 10:00pm and below 70 decibels during daytime hours, as per the relevant COV Noise by-law.

### 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.

## **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, décor, other equipment, etc. All seating aisles must remain clear of all obstructions whenever audience is present. This includes people, cables, tripods, equipment etc.

No gas or propane equipment/fixtures may be used inside the facility. Any such material used outside of the facility must adhere to CSA approval standards. No fire element (candles/torches/butane burners/pyrotechnics) is permitted unless discussed in advance with the TD. A proper fire safety orientation must take place with an RHCC staff member, and a Fire Safety sheet must be signed. This may happen the day of the event.

## **STORAGE**

The RHCC has 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.** The RHCC assumes no responsibility for items left behind.

## **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. The RHCC is not responsible for lost or stolen items.

## **STAFFING GUIDELINES**

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 may be required for some events, at the discretion of the TD.

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

All events.....At least 1 technician  
Events with alcohol.....1 technician plus 1 additional staff person  
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.

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

## **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. Masking tape, 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 need to be filled and painted by RHCC staff after the event. 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.

### **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.