

## FRASER RIVER DISCOVERY CENTRE - FACILITY RENTAL INFORMATION

Thank you for your interest in renting the Fraser River Discovery Centre!

Located on the boardwalk at Westminster Quay and steps away from downtown New Westminster, the Fraser River Discovery Centre (FRDC) offers a creative and unique venue for a wide variety of special events. The atmosphere is accentuated by the exhibits currently showing on both floors, and with panoramic views of the mighty Fraser River, the FRDC is an ideal location for social events, business meetings, ceremonies, workshops, and standup receptions.

The FRDC is a registered charity. Proceeds from rentals help support the FRDC's work in connecting communities in the discovery and celebration of the living, working Fraser River and in presenting the stories of the Fraser River and their contributions to the life, history, and future of British Columbia.

### Highlights

- Bright, naturally lit, and air-conditioned, with river views
- Wireless internet available throughout the building
- Wheelchair accessible
- Ample nearby public pay parking

### DESCRIPTION OF ROOMS

Bright, naturally lit, high ceilings, Wi-Fi, air-conditioned with river views provide a dramatic space, well-suited for social events, business meetings, conferences, workshops, parties, and standup receptions.

Room Name	Description	Capacity
Meeting Room	<ul style="list-style-type: none"><li>• Located on the 1<sup>st</sup> floor with a view of the Fraser River</li><li>• Includes: 2 large tables and 8 chairs</li><li>• 325 sq ft</li></ul>	Classroom: 8-10 Theatre: 20
Lower Gallery	<ul style="list-style-type: none"><li>• Located on the 1<sup>st</sup> floor with a view of the Fraser River</li><li>• Accentuated by the exhibits currently showing at the FRDC</li><li>• 3280 sq ft</li></ul>	Standing: 120
Canyon Theatre	<ul style="list-style-type: none"><li>• Located on the 1<sup>st</sup> floor</li><li>• 4x6 screen with HD projector and blue-ray technology</li><li>• Includes: 20 chairs, a podium, and a 3x3 stage</li><li>• Suited for meetings, visual presentations, and film screenings</li><li>• 715 sq ft</li></ul>	Classroom: 12-15 Theatre: 40
Upper Gallery	<ul style="list-style-type: none"><li>• Located on the 2<sup>nd</sup> floor with a view of the Fraser River</li><li>• Accessible by elevator</li><li>• Accentuated by the exhibits currently showing at the FRDC</li><li>• 4169 sq ft</li></ul>	Banquet: 70 Theatre: 100 Standing: 155
Kitchen	<ul style="list-style-type: none"><li>• Located on the 2<sup>nd</sup> floor, included in any rental</li><li>• Supplies from the kitchen are not included except for the use of the fridge/freezer, hot and cold water, sink and countertop, paper towel, dish detergent and garbage/recycle bins</li></ul>	N/A

Additional items such as a stage, display equipment, or tables will reduce the total available area and capacity. Floor maps available upon request to the Administrative Assistant.

The FRDC has limited equipment available for use for an additional cost. These include chairs, tables, a podium, coat racks and hangers, and a conference phone. For availability and costs please email the Administrative Assistant at [info@fraserriverdiscovery.org](mailto:info@fraserriverdiscovery.org).

## RENTAL AVAILABILITY \*

While the FRDC is available for rentals all year, there are certain restrictions depending on our public hours and the season:

- **September to May**

Rentals are available for the full day on Sundays and Mondays (when the Discovery Centre is closed to the public). Rentals are also available from 7:00am to 9:00am and 4:30pm to 01:00am Tuesday to Saturday (which is before and after public opening hours). In the case where early set up is needed prior to an evening rental, accommodations can usually be made to allow the renter in as early as 3:00pm.

- Full day: Sunday and Monday (except for Statutory Holidays)
- Tuesday to Saturday (except for Statutory Holidays): 7:00am to 9:00am and 4:30pm to 01:00am

- **June to August**

Because the FRDC is open 7 days a week during the summer, there are no full-day rentals available. However, rentals continue to be available from 7:00am to 9:00am and 4:30pm to 01:00am each day of the week (which is before and after public opening hours).

- 7 days a week: 7:00am to 9:00am and 4:30pm to 01:00am

- **Theatre/Meeting Room**

Rental may be available if no programming/event is taking place in these rooms during our regular business hours of 10:00am to 4:00pm throughout the year. Available upon request and availability.

\*Contact us at [info@fraserriverdiscovery.org](mailto:info@fraserriverdiscovery.org) if you wish to book outside those hours.

## LOCATION

788 Quayside Drive, New Westminster, BC V3M 6Z6

The FRDC is located at the New Westminster Quay in between the Bosa Development and River Market.

## PARKING

Pay parking is available at River Market, RiverSky, Inn at the Quay, Anvil Centre, and Front Street Parkade.

## ACCESSIBILITY

The Discovery Centre is a fully accessible facility.

## RENTAL RATES

All rentals include two onsite staff members and the use of the kitchen. There is an additional \$150 non-refundable cleaning fee if food and/or drinks are applicable to your event. Rental rates are as follows:

Room Name	Hours						
	Rates/hr	3	4	5	6	7	8
Meeting Room	\$85.36	\$256.08	\$341.44	\$426.80	\$512.16	\$597.52	\$682.88
Canyon Theatre	\$110.36	\$331.08	\$441.44	\$551.80	\$662.16	\$772.52	\$882.88
Lower Gallery	\$135.36	\$406.08	\$541.44	\$676.80	\$812.16	\$947.52	\$1,082.88
Upper Gallery	\$185.36	\$556.08	\$741.44	\$926.80	\$1,112.16	\$1,297.52	\$1,482.88
Entire Facility	\$235.36	\$706.08	\$941.44	\$1,176.80	\$1,412.16	\$1,647.52	\$1,882.88

- **Equipment Rentals**

- The FRDC has a limited number of tables and chairs available for an additional cost. It is the responsibility of the renter to coordinate equipment. Rental costs and quantities are as follows:

Equipment	Cost	Qty
Folding Chairs	\$ 1.00	100
6 ft Tables	\$ 5.00	10
3x3 Stage	\$15.00	1
Podium	\$15.00	1
Stage & Podium	\$25.00	1

- **Security/Damage Deposit**

- \$150 security/damage deposit is due within 5 business days upon receiving the confirmation invoice. Payment may be made by way of Visa, MasterCard, cheque, debit card, or cash.
- Unfortunately, we often have more than one request for the same date and as a result, if the deposit is not received on time, you will lose your booking. This deposit is 100% refundable if you cancel 30 days prior to your event and forfeited if cancelled within 30 days of your event.

- **Cancellation**

- Full refunds of deposits will be granted if FRDC is notified 30 days prior to the event date. Events booked 3 calendar days or longer, require 60 days' notice for cancellation or date change.
- If an event is cancelled or changed within 30 days of the event date, the security/damage deposit will be forfeited
- The cost of any damages or additional costs will be deducted from the security/damage deposit. If costs exceed the security/damage deposit, the outstanding costs will be invoiced to the renter with payment due immediately.
- In case of any discrepancies between the rental procedures listed herein and the FRDC rental agreement, the rental agreement shall prevail.

## RENTAL PROCEDURES

Rental requests at the FRDC are welcomed up to one year in advance. If you are interested in renting space at the FRDC you can contact the Administrative Assistant at [info@fraserriverdiscovery.org](mailto:info@fraserriverdiscovery.org).

### 1. Rental Request

- Rental requests must be received 3 weeks before the desired rental date
- Submit your request online ([fraserriverdiscovery.org/facilityrentals](http://fraserriverdiscovery.org/facilityrentals))
- Once you have submitted your request, it will be reviewed to ensure that your event does not conflict with existing programs or events
- A site visit is required

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

- A booking confirmation will be emailed within 5 business days after a site visit
- \$150 security/damage deposit is due within 5 business days upon receiving the confirmation invoice, payment may be made by way of Visa, MasterCard, cheque, debit card or cash
- Unfortunately, we often have more than one request for the same date and as a result, if the deposit is not received on time, you will lose your booking. This deposit is 100% refundable if you cancel 30 days prior to your event and forfeited if cancelled within 30 days of your event.

### 3. Event Requirements

After your deposit has been received and processed, the Administrative Assistant will discuss the details of your event to determine staff and equipment needs. You are responsible for your own event (including setup, catering, rental needs, takedown, etc.) and ensuring all information has been communicated to the Administrative Assistant no later than 7 days prior to the event day.

### 4. Invoice

You will receive an invoice within 5 business days after discussing the event requirements with the breakdown of the event cost, including room rate, staff labour costs, equipment costs, and any other additional charges.

### 5. Payment and Rental Agreement

A signed rental agreement and full payment (not including the security/damage deposit) must be received at least 10 days prior to the event date. Without the receipt of payment, the FRDC 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 Visa, MasterCard, cheque, debit card, or cash.

## RENTAL TERMS OF USE

Please carefully note and follow the instructions in the following pages that outline your responsibilities as the coordinator/organizer of this booked event at the Fraser River Discovery Centre (FRDC). Failure to follow these instructions will result in the loss of your damage/security deposit. Please sign the agreement on the last page of this document confirming that you understand, accept and will comply with all Fraser River Discovery Centre agreement and terms of use.

### GENERAL GUIDELINES

- Event setup time is from the time indicated on the rental confirmation unless special arrangements have been made prior
- All events must be completed by 01:00am\*, with all guests cleared from the building by 01:30am

\*Contact us at [info@fraserriverdiscovery.org](mailto:info@fraserriverdiscovery.org) if you wish to book outside these hours.

### LICENSES AND LIABILITY

- Liquor license is required if alcohol will be provided (visit <https://specialevents.bcldb.com>)
- Third-party liability insurance is required with a minimum \$5,000,000 coverage naming the Fraser River Discovery Centre as an additional insured party

### SETUP

- Room setup and takedown is the responsibility of the rental group. When moving tables and chairs, please do not drag them across the floor; they leave marks that are very difficult to remove and may result in the loss of your deposit.
- Unless by special permission, all equipment and supplies are to be delivered on the day of the event. Any setup in the public exhibit areas is not to begin prior to closing time.
- All deliveries and pickups are to be made to the Administrative Entrance at 788 Quayside Drive. The FRDC assumes no responsibility for checking or counting items or ensuring their safety.

### STAFFING

The FRDC requires two staff members on-site for any rentals for security reasons. Staff are responsible for public safety and ensuring emergency procedures are followed. The role of the onsite staff is required during your setup, function, and takedown in order to open and close the FRDC and handle any minor operational issues or needs. However, the staff is not available to help with setup/takedown, nor are they technical or maintenance experts. It is the responsibility of the renter to walk through and review any technical and/or operational needs prior to the event and have them addressed before the event occurs. Professional security may be required for some events, at the discretion of the FRDC's Director of Operations.

### EQUIPMENT & SUPPLIES

The FRDC has a limited number of tables and chairs available for an additional cost. It is the responsibility of the renter to coordinate equipment. The customer or caterer is responsible for providing linen and tabletop setup as required for the event. All equipment and supplies can be rented from our preferred supplier: Lonsdale Event Rentals at 604-422-8999 or [events@lonsdaleevents.com](mailto:events@lonsdaleevents.com).

- Audio/visual equipment is not provided and is the responsibility of the renter
- All signage and decor must be free-standing. Signage and decor on exhibits and walls are not permitted. Nothing may be placed on free-standing displays or display cases. Relocation of exhibits is prohibited
  - **Concrete posts/walls:** The use of nails and screws in the posts is not permitted. String, rope and scotch tape are the only means by which decor may be attached to the posts
  - **Windows/glass:** no tape is allowed on the windows and/or glass. Suction cups are the only means of displaying decor on the windows and/or glass
  - **Display walls/panels:** decor are not permitted on any of the display walls or exhibit panels
  - **Balloons:** helium balloons are not permitted in the facility
  - **Confetti/glitter:** confetti and/or glitter are not permitted in the facility
  - **Candles:** open flames are not permitted in the facility. However, flameless candles are permitted
  - **Floral:** all floral materials must come from a florist and be pest-free
- All health, safety and liquor permits are the responsibility of the renter
- All bars, meat carving stations, coffee stations, temporary kitchens, and clearing stations setup on carpeted areas must have protective coverings placed beneath them

### LOADING ACCESS/DELIVERIES

- Unless by special permission, all equipment and supplies are to be delivered on the day of the event
- All delivery and pickups are to be made to the Administrative Entrance at 788 Quayside Drive
- The FRDC assumes no responsibility for checking or counting items or ensuring their safety

## CLEANUP & GARBAGE

- Teardown must occur immediately after the event and all rental or decor items must be removed from the building. If this is not possible, arrangements can be made to have the rental items left overnight. However, they must be picked up the following morning (excluding Sundays, Mondays & holidays) between 8:30 am and 10:00 am.
- At the end of the event, it is the responsibility of the renters to conduct a thorough cleanup of all the areas used. All exhibits and public areas must be clear and clean for the next day's activities. Floors of all areas used must be swept and mopped and garbage must be removed.
- All garbage must be bagged from areas where food has been prepared and served and taken away at the end of the event. If the FRDC's dumpster is used and extra pickup is necessary, the renter will be invoiced for this service.
- If food and beverage are being served, a non-refundable \$150 cleaning fee must be paid upfront. Renters will be charged an additional cost incurred by the FRDC for unusual cleanup, the removal of garbage left behind, and/or any damages to the premises.

## PAYMENT

- **Security/Damage Deposit**
  - \$150 security/damage deposit is due within 5 business days upon receiving the confirmation invoice, payment may be made by way of Visa, MasterCard, cheque, debit card or cash
  - Unfortunately, we often have more than one request for the same date and as a result, if the deposit is not received on time, you will lose your booking. This deposit is 100% refundable if you cancel 30 days prior to your event and forfeited if cancelled within 30 days of your event.
- **How to make a payment**
  - Payment may be made by way of Visa, MasterCard, Cheque, debit card or cash
  - If paying by cheque: payable to Fraser River Discovery Centre
    - Attn: Administrative Assistant, Fraser River Discovery Centre
    - 788 Quayside Drive, New Westminster, BC V3M 6Z6

## FIRE/SMOKING REGULATIONS

- Fire regulations prohibit any obstruction of aisles or exits in any room and the use of barbeques in the hall or on the boardwalk. Open flames are prohibited with the exception of Sterno pots in a designated area. Legal capacity limits will be strictly enforced (see capacity chart).
- Smoking is strictly prohibited at the FRDC and the surrounding area. However, there is a smoke shed next to the Tin Soldier near the River Market where smoking is allowed.

## DAMAGES & LIABILITY

- Renters will reimburse the FRDC for any damages or expenses suffered or incurred by the FRDC to any of its premises or equipment, caused by any of the renter's agents, employees, volunteers, workers, or guests.
- Renters are required to secure, at their own expense, Third Party Legal Liability Insurance and, if needed, Host Liquor Liability Insurance.
- The FRDC does not have a liquor license and any group wishing to serve liquor must obtain a license and abide by the restrictions contained within. The FRDC is not responsible for any consequences that may arise as a result of liquor being served in the premises by any renters and the renter agrees that FRDC will be indemnified in respect of any such claim as provided in the customer covenants herein.

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## RENTER CONSENT

**I hereby acknowledge I completely read, fully understand, and duly consent to the Policy for Rental of Facilities and will pay all the fees by the required times for the services I have requested.** I will indemnify the Fraser River Discovery Centre from and against any and all claims, damages, costs, charges, expenses, and liabilities including respect of any legal or other costs incurred in defending against any such claim suffered or sustained by the Fraser River Discovery Centre.

Accepted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name/Company (the Renter)