

## The Polygon Gallery Venue Rental Guidelines and FAQ's

The Polygon Gallery is available for private gatherings and professional filming only.

Our venue rental policy inhibits the use of our event space for publicly ticketed events, art exhibitions or art auctions. All exhibition related requests can go through our curatorial department should they fit into our exhibition program mandate to exhibit photography and media-based art.

### Capacities:

Seated Dinner: 180

Reception one floor: 250

Reception both floors: 450

Theatre: 200

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### **Looking for venue photos?**

Be sure to visit our Instagram account @thepolygonvenue for sample floor plans and inspirational pictures from past events.

### **Do I need to be a Member of the Gallery to rent the venue?**

Yes, rental of the Gallery is a privilege of Membership with proceeds going to support the Gallery's educational programs and exhibitions. We are very hopeful that our clients stay in touch with the Gallery and participate in our special events and openings. An Individual Annual Membership is \$100 and a Corporate Annual Membership is \$500. All members get a 100% tax receipt. We ask that clients have an active membership for their event date.

Membership can be purchased online at [www.thepolygon.ca](http://www.thepolygon.ca) or by contacting [membership@thepolygon.ca](mailto:membership@thepolygon.ca)

### **What's included in my rental?**

The Polygon Gallery's rental program provides great value offering a premium, waterfront venue with many inclusions!

Included with each room rental is:

- exclusive use of The Polygon Gallery venue for your event (1 booking per evening)
- on-site Gallery liaison for the duration of your event

- use of our brand-new catering kitchen (including complimentary use of the ice machine, dishwasher, commercial convection oven, and double door fridge - all items that your caterer would otherwise have to rent)
- use of any of our facility tables and chairs (including rounds/high-top tables, rectangular tables, banquet chairs)
- your basic post-event cleaning
- rolling metal coat racks with hangers and tags (no attendant)
- a variety of bonus rooms may also be included with your space rental depending on the time of day and are ideal for registration areas, cocktail lounges or break-out rooms. For example, the Seaspan Pavilion Rental includes use of the TD Bank Group Gallery + Private Balcony on the upper floor.

A complimentary 1-hour wedding rehearsal at The Polygon is also available during business hours based on availability.

**Is there tax on the room rental?**

Because The Polygon Gallery is a registered charity, there's NO TAX on your rental fee!

**How do I confirm my booking?**

A **non-refundable** deposit equivalent to 50% of the rental fee for the desired space will confirm the booking along with a signed contract provided by the Venue Rentals Manager. The remaining balance including your chosen Membership level must be paid in full 30 days prior to your event. AV/security/liquor consumption will be invoiced immediately following the event.

**What type of tables and chairs do you have available on site?**

60 inch round banquet tables x 20

8 foot tables x 4

6 foot tables x 4

28 inch high-top tables x 10

4 x rolling metal coat rack with hangers and tags (no attendant)

185 modern stackable smoke grey with chrome TUCK chairs (fit 8 comfortably around 60" rounds)



\*Please note that our in-house chairs are slightly wider than your standard folding chair. You can fit 8 comfortably around our 60" rounds. They are chrome and smoke grey with no arms.

<http://www.allseating.com/products/tuck-4-leg> Dimensions Overall (NA): 32.25"H | 22.5"W | 23"D

#### **Are linens included in our room rental?**

No, linens are not included. We encourage you to order your linens through your caterer or rental company in any colour you like, along with your necessary food service items and glassware. HINT: Coloured linens look really nice in our very white space!

#### **Who are your Preferred Caterers?**

Railtown Catering [railtowncatering.ca](http://railtowncatering.ca)

Truffles Fine Foods [trufflesfinefoods.com](http://trufflesfinefoods.com)

Peake of Catering [peakeofcatering.com](http://peakeofcatering.com)

Culinary Capers Catering and Special Events [culinarycapers.com](http://culinarycapers.com)

These caterers have been selected for their experience and stellar reputation in the city as well as their familiarization with The Polygon Gallery's custom catering kitchen, on-site inventory, catering guidelines and policies.

We do understand that some couples will have a preference for other caterers. Please note that outside caterers must be approved prior to the event and there is a \$1,000 galley fee for non-preferred caterers.

#### **Alcohol & Bar Service...**

The Gallery holds the Liquor License for all events. All alcohol is provided in-house and is charged based on consumption – please ask for a current menu! There are a number of different options for the bar such as: cash bar, host bar, toonie bar or a combination of these. Due to our Liquor Primary License, there is no outside alcohol (including home-brew) nor any donated or in-kind products permitted onsite.

We are happy to provide BC wines, local craft beer and craft spirits under the direction of our in-house bar management company Lavish Liquid [www.lavishliquid.com](http://www.lavishliquid.com). Lavish Liquid provides very professional bartenders and specialize in signature cocktails, champagne towers and even delicious mocktails sure to impress your younger guests. We encourage you to contact them directly for a complimentary quotation on your bar service and then your final charge is based on consumption. Please contact [chris@lavishliquid.com](mailto:chris@lavishliquid.com).

**What are the additional costs other than the rental fee?**

- A Gallery Membership: either Individual (\$100) or Corporate (\$500).
- Security: Depending on the size of your event and if you will be previewing any art exhibitions, 1- 3 security professionals will be required for the duration of the event at \$30/hr. (min 4 hour call in and 1.5/hr time after 8 hours)
- AV Tech - should you require projection or additional production/lighting/sound
- Outside Caterers - \$1,000 fee
- Event Insurance
- Optional additional time for early set up between 3 – 5 pm @ \$200/hr
- A Gallery docent will provide guided tours for up to 30 guests of the Gallery's current exhibitions, at a rate of **\$200 plus applicable taxes**. Additional Docents will be required for tours for more than 30 guests at a rate of **\$200 plus applicable taxes** per docent plus applicable taxes.
- SOCAN royalty fees for events with music and/or dancing are the responsibility of the Licensee. The rate for playing music at events will be added to the final bill from The Polygon following the event. Rates are based on facility room capacities and if there will be dancing; they range between (\$31.72 - \$132.39).

Other than that, you simply have the regular catering, bar, optional rental of our in-house AV equipment, optional décor & entertainment and rental costs (linens etc.) as needed.

**Am I required to obtain event insurance?**

Yes, to host your event at The Polygon Gallery, you must provide proof of public liability and property damage insurance. Further details about these requirements can be found in your rental contract. We recommend contacting Front Row Insurance, PAL Insurance Brokers, Beacon, or Wedding Guard Insurance for a quote.

**What time can my event start?**

The Polygon Gallery does rent out the Seaspavilion for the occasional daytime corporate event, and Mondays are available for full gallery buy-outs as we're closed to the public that day, but daytime weddings are not permitted. The Gallery is open to the public until 5 pm Tuesday through Sunday so we recommend that evening events start at 6 pm these days. We understand that weddings can require additional set-up time. In many cases, we can provide access to the SEASPAN PAVILION as early as 3 or 4 pm for additional set up and there would simply be a \$200/hr charge over your 8 hour rental block for the extra time. **No weddings or evening events may start before 5:30 pm.**

**Is there a time restriction on how late the event can go until?**

All rentals contracts go until 1 am, including strike. All guests must be out the building by 1 am. Last call must be no later than 12:15 am, with the bar closing by 12:30 am.

**Are there elevators to upload equipment/décor? How does load-in work?**

Yes - there's a large freight elevator adjacent to the Seaspavilion, with access off the laneway on the west side of the building. Delivery trucks must park in the loading zone ON THE STREET outside the Gallery on Carrie Cates Court and bring items in through the Loading Bay entrance on the west side of the building. **There is NO parking in the public laneway for deliveries and pick-ups please. Any vehicles parked there will immediately face a hefty fine from the City and be removed from our vendor list.**

We also ask for a schedule of all deliveries on the event day so we can manage the loading bay and assist where possible.

**Do you have recommendations for guest parking?**

- For event parking, the ICBC parkade located adjacent to Lonsdale Quay Market with entries off Rogers Avenue and Carrie Cates Court is free weekdays after 6:00pm and all day/night weekends courtesy of Lonsdale Quay!
- For site visits, one-hour street parking is available surrounding the Gallery. Pay parking is available at Lonsdale Quay Market, the Pinnacle Hotel at the Pier, and the ICBC parkade, located adjacent to Lonsdale Quay Market with entries off Rogers Avenue and Carrie Cates Court.
- Chartered buses may temporarily stop and drop guests off in the bus passenger zone outside The Polygon on Carrie Cates Court.
- Chartered boats may arrange moorage to the St Roch Dock (100 ft. long) located in close proximity to The Polygon. To learn more about this public amenity, contact the City's Shipyards Liaison at [bookings@cnv.org](mailto:bookings@cnv.org) or 604 982 3910.

**Do rentals need to be picked up from the site the same night or can they be picked up the next day/morning?**

In general, we ask that all rentals, décor & florals be picked up either the same night (if there is another event the next day) or between 10 am – 12 pm the following morning after an event. All local rental companies are aware of this - which is standard for most unique venues. There is a fee for items left after this time as we need the space for daily events!

**When approximately would vendors be allowed to enter and start set-up?**

The Gallery is open to the public until 5 pm daily so the Lobby and TD Bank Group Gallery at the top of the stairs are available at 5 pm for set-up. We understand that some

events can require additional set-up time. In many cases, we can provide access to the SEASPAN PAVILION as early as 3 or 4 pm for additional set up and there would simply be a \$200/hr charge over your 8 hour rental block for the extra time. **No weddings or evening events may start before 5:30 pm.**

**Would there be an opportunity to hang decor from the ceiling of the Seaspan Pavilion given the industrial ceiling (i.e. florals or fairy lights)?**

Yes! You can hang items from the ceiling, but please ensure they are removed after your event. Florals or additional lighting would be very pretty! Please note that nothing can be hung on the walls.

**Are candles allowed?**

Yes, we do allow candles in the Seaspan Pavilion only as long as they are table top and contained in a glass votive. No candles may be on the floor. Please avoid live flower petals, smoke machines/ fog machines or sparkler machines.

**What AV offerings do you have at The Polygon?**

We have in-house AV items available for rent and you are invoiced following your event for those used:

Ceiling Mounted Projector \$350

Free Standing Screen \$150

Wireless Microphone \$100 each

Podium \$75

Staging - three 4' x 8' sections up to 8' x 12' stage @\$75 per deck

If you are simply plugging your iphone into our house speakers, or using a wireless microphone to address the crowd from your table, then there's no need to bring in a tech. If you require projection and sound & lighting checks for your event, then please contact our in-house AV tech Val McHugh [val@mchughproductions.com](mailto:val@mchughproductions.com) for a quote.

**Venue Photography?**

By booking your event at The Polygon Gallery, you are granting permission for gallery representatives to take photographs of your event (including the décor, venue setup, and guests) for administrative, advertising, and promotional purposes; this includes, but is not limited to, print, broadcast, online and social media.

**Are food and beverages allowed in the exhibition spaces?**

F&B are limited to the Main Floor Lobby and the upper floor TD Bank Group Gallery, Seaspan Pavilion and Balcony. Subject to the Gallery's exhibition schedule, food and

drink may be permitted in the Freybe Gallery or Denna Homes Gallery with prior approval of the Venue Rentals Manager. No alcohol service or consumption may take place outside the Gallery without appropriate permits, as outside areas are public property.

**Are weddings allowed at The Polygon?**

Weddings are very welcome in the Gallery. To ensure the best experience for the bride(s) or groom(s) and their guests, a professional, experienced wedding or event planner is required for each wedding booked in the new facility. If you do not have one yet, we highly recommend local professionals at Smitten Events [www.smittenevents.ca](http://www.smittenevents.ca), filosophi events [www.filosophi.com](http://www.filosophi.com), or Epic Events [www.epicevents.ca](http://www.epicevents.ca) for full service wedding planning as well as lead-up assistance. A complimentary 1-hour wedding rehearsal in The Polygon is available during business hours and as internal programming allows.

**Smoking? Fog Machines?**

Smoking (and e-cigarettes) are **not permitted** in The Polygon Gallery, **on our upstairs balcony**, or within 7.5 meters of the main floor lobby. Cigarettes and fog machines pose a serious risk for setting off the Gallery's sprinkler system, and for damaging not only the facility, but the valuable artwork within. There will be an **automatic \$2,000 fine** to the licensee for anyone caught smoking on the premises. The good news – there's lots of beautiful waterfront space that surrounds the building!

**Can guests take their beverages outside the gallery's main floor lobby?**

**NO alcohol service or consumption may take place outside** of the Main Floor Lobby unless arranged through the City of North Vancouver with the proper permits in place, as outside areas are public property. If guests are found taking alcoholic beverages outside the gallery into public spaces including the Spirit Trail & public plaza, the venue's Liquor Primary License is put in jeopardy and the licensee is at risk of **fines up to \$10,000**. Please advise your guest to stay inside the facility with their beverages. Drop tables will be provided.

**Payment Schedule and Key Dates:**

- A **non-refundable** deposit equivalent to 50% of the rental fee for the desired space will confirm the booking along with a signed contract
- The remaining room rental balance including your chosen Membership level will be paid in full thirty (30) business days prior to your event
- The Licensee will provide proof of event insurance and Membership level satisfactory to the Gallery fourteen (14) business days prior to the event along with their vendor list and timeline for deliveries.

- A final bill will be emailed to the client following the event including applicable: security costs, in-house AV items, bar service & consumption, overtime, docent fees, storage fees, or damages and should be paid within 30 days please.

Thank you for your interest in hosting your event at The Polygon!  
We look forward to planning your next event in the city's hottest new venue.

[rentals@thepolygon.ca](mailto:rentals@thepolygon.ca)