

# THE POLY GON

## Micro Event Rentals

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[@emaphotographi](https://www.instagram.com/emaphotographi)



## Introduction

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Located in the heart of the Shipyards District on Vancouver's North Shore, The Polygon Gallery is a spectacular event venue with city skyline views and a clean, contemporary aesthetic. Designed by Governor General's Award-winning Patkau Architects, the Gallery is a striking building that gleams on the harbourfront, rising in waves to the North Shore peaks, and beckoning visitors to its doors.

As a non-profit, public gallery, venue rental revenues directly fund the Gallery's groundbreaking exhibitions and programs.

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.



@brandonelliotphotography



**Corporate Meetings**  
**Workshops**  
**Celebrations**  
**Teambuilding Events**

**Launch Parties**  
**Live Streaming Events**  
**AGM's**  
**Photo Shoots**



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## 2021 Micro Event Package

During the COVID-19 pandemic, The Polygon Gallery is offering micro events in accordance with the Provincial Health Officer's orders on Gatherings and Events. A micro event at the Gallery is defined as following:

An evening event with no more than 50 guests. (If the Provincial Health Officer permits the Licensee to have more than 50 guests at the time of their wedding, then the Licensee has the option to upgrade to a full rental package and increase their guest count beyond 50 people).

A daytime event during Gallery operating hours with no more than 25 people.

An event exclusive to the beautiful Seaspan Pavilion upstairs with private balcony (adding the main floor to an event is a \$1000 flat fee)

A rate structure that provides access by the hour including set up and strike times.

An event with a dance floor only if permitted by the current Provincial Health Officer.

An event that takes place in 2021. We are not currently taking bookings for Micro Events in 2022.

Micro Event Package inclusions:

- exclusive use of the Seaspan Pavilion for
- your event of up to 50 guests
- an Event Liaison for the duration of the event to help with set up and strike
- optional use of The Polygon's in-house tables, chairs and coat racks
- ceiling mounted speakers for background music
- use of the large onsite catering kitchen
- pre/post event cleaning

\$1,200 for 2 hours (ceremony only, no food service)

\$1,700 for 3 hours

\$2,000 for 4 hours

\$3,000 for 6 hours

\$500 per hour thereafter

\* all set up and tear down must be completed within the hours of booking.

\* the 40 person capacity may increase or decrease as advised by the Provincial Health Officer

\* please note that there is NO tax on our room rentals given that we are a registered charity. TMicro rental packages are only valid for 2021, we are not offering micro events in 2022. Catering, entertainment and rental items (including linens) are not included in your room rental. Additional fees may also include Socan/ReSound music licensing fees per event, bar service, or security for the main entrance.

## 2021 Micro Event Package

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Any guests, vendors or gallery staff who have travelled internationally in the last two weeks or are experiencing a fever, sore throat or flu like symptoms in the past two weeks, or have been in contact with someone who has any of the above symptoms or confirmed positive for COVID-19, will NOT be permitted into The Polygon Gallery.

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### Gallery Procedures

- The venue will be cleaned before and after each event. Hard surfaces & frequent touchpoints will be sanitized during events by the Event Liaisons.
- Site visits are by appointment only.
- Directional and social distancing signage will be in place, we ask that it is adhered to.
- We will offer hand sanitization stations at each entrance door.
- All staff and vendors will be masked when onsite.
- A concierge will man the main entrance after hours to welcome guests & check temperatures if needed.
- The Polygon Gallery will continue to closely monitor the BC Provincial Health Officer's recommendations on group gathering sizes for weddings and special events. In the event that these capacities are increased or decreased from the current recommendation of 50 people, The Polygon Gallery will follow these guidelines effective immediately.
- We are encouraging a limited number of vendors at an event and will impose staggered delivery times and prescheduled drop offs to avoid overcrowding elevators and loading bays.

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### Expectations of Guests

- All licensees will be required to sign a COVID-19 rental contract outlining our safety procedures and we ask that you share the information provided in this document with all of your guests and vendors.
- Floor plans must be provided to the Venue Rentals Manager prior to an event for approval with 2 m spacing between 'bubbles' and family groups.
- Masks are encouraged but optional for event guests at The Gallery when inside the Seaspavilion.
- Guests are expected to fully comply with the above reduced event capacities and social distancing protocols at The Gallery in accordance with recommendations from B.C.'s Provincial Health Officer.

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### Ongoing Policies

The Gallery holds the Liquor Primary License for all events. We are happy to provide BC wines, local craft beer and craft spirits in-house. There is no outside alcohol (including donated product or home-brew) permitted.

Candles are permitted in the facility on table tops, contained in a glass votives. Nothing can be attached to the walls in any event spaces but you can hang items from the ceiling, such as florals, chandeliers, flagging, and additional lighting. Floor and wall decals are NOT permitted anywhere in the facility and please avoid live flower petals, confetti, smoke/fog machines, or sparkler machines.

The Polygon Gallery is a public art gallery and will be made available "as is", on the basis that the Gallery has no obligation to move or alter any exhibitions during the rental period. Artwork and wall colour may change without notice in any of the public spaces, though the Seaspavilion's walls will remain white for all events.

We encourage you to reach out to our seven wonderful preferred catering partners listed in this document for your micro events. They are all offering creative, safe and personalized options for your guests within the new provincial guidelines for food service. Outside caterers must be approved by the gallery and a \$500 gallery fee will apply.

## Covid-Friendly Enhancements To Your Corporate Event

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### Gifting

Looking for a special gift to give guests at your event? The Polygon Shop offers a carefully selected range of design-focused homeware, jewelry, books, prints, apparel and gifts by individual makers local to Vancouver and the North Shore. Complimentary gift wrapping provided.

Our Bookstore, on the second floor, showcases international photobooks, limited editions and postcards, by publishers such as Aperture, Mack Books and the Archive of Modern Conflict, alongside the Gallery's own publications. Great for speakers gifts!

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### Live Stream Your Hybrid Event

Virtual events have gained a lot of ground in the industry over the last few months and we are happy to accommodate. With limited guest counts for live events, hosting a hybrid event is a great way for event organizers to maintain their numbers even if their live audience is small. Our AV partners at McHugh Productions are happy to provide you a quote for livestreaming your fundraiser, meeting, conference or award ceremony from the Gallery's stunning Seaspn Pavilion.

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### Exhibition Tours

Private guided tours of The Polygon Gallery's exhibitions offer a unique opportunity for client hosting and team building. Led by highly trained Polygon Gallery docents, exhibition tours offer clients a cultural component to their event. \$150/per docent.

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### Art of the Cocktail (Class)

Take your event to the next level with a fun, educational, and interactive bar experience. Learn the basics of mixology from our expert bartenders and then put what you've learned to the test with some friendly competition with your colleagues in head-to-head mixology competitions. In partnership with our friends at Lavish Liquid, we offer a variety of classes and packages for special occasions, corporate incentives, brand activations, and private parties. All classes will be conducted in accordance with the current Provincial Health Guidelines.



## Preferred Partners

### Catering

The Gallery's priority is providing an outstanding event experience for guests, while respecting the museum environment in which it operates. The following 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. Please contact them directly for menus and quotes.

Cocktails & Canapes  
info@cocktailsandcanapes.ca  
cocktailsandcanapes.ca

Louis Gervais  
louis@louisgervais.com  
louisgervaiscatering.com

Edge Catering  
events@edgecatering.ca  
edgecatering.ca

Navraj Sweets  
navrajsweets@gmail.com  
navrajsweets.com

Peake of Catering  
info@peakeofcatering.com  
peakeofcatering.com

Railtown Catering  
contact@railtowncatering.ca  
railtowncatering.ca

Truffles Fine Foods  
info@trufflesfinefoods.com  
trufflesfinefoods.com

Navraj Sweets  
navrajsweets@gmail.com  
navrajsweets.com

Edge Catering  
events@edgecatering.ca  
edgecatering.ca

### Audio Visual

The Polygon Gallery has the following in-house AV items available for rent:

- Ceiling Mounted Projector \$250
- Wireless Microphone + in-house Speakers \$100
- Lectern (x2) \$75 each
- Staging - three 4' x 8' sections @ \$75 per deck

If you are simply plugging your iPhone into our house speakers, or using a wireless microphone to address the crowd, there is no need to bring in a tech. If you require string lights, projection, sound or lighting effects for your event, please contact Val at McHugh Productions, The Polygon's AV tech, for a quotation on her services.  
val@mchughproductions.com

### Rental and Décor

A&B Party & Event Rentals  
sales@abpartytime.com  
abpartytime.com

Bespoke Decor  
hello@bespokedecor.ca  
bespokedecor.ca

Bold Event Rentals  
rentals@boldeventcreative.com  
boldeventcreative.com

Loungeworks  
rentals@loungeworks.ca  
loungeworks.ca

Pedersen's Rentals  
sales.vancouver@pedersens.com  
vancouver.pedersens.com

### Accommodation

Seaside Hotel  
130-125 Victory Ship Way  
North Vancouver  
reservations@seasidehotelvancouver.com  
seasidehotelvancouver.com

Lonsdale Quay Hotel  
frontdesk@lonsdalequayhotel.com  
lonsdalequayhotel.com

Pinnacle Hotel at the Pier  
fd@pinnacleatthepier.com  
pinnaclepierhotel.com

### Entertainment

Siegal Entertainment Curation  
info@siegalent.com  
siegalent.com

Underground Circus  
info@undergroundcircus.ca  
undergroundcircus.ca

Side One Band  
info@sideone.ca  
sideone.ca

## Bar Service

The Gallery holds a Liquor Primary License for all events. We are happy to provide BC wines, local craft beer and craft spirits under the direction of our exclusive bar management company, Lavish Liquid. All alcohol is provided in-house and is charged based on consumption. There are a number of different options for the bar such as: cash bar, host bar, drink tickets or a combination of these. Due to the Gallery's Liquor Primary License, there is no outside alcohol (including donated product or home-brew) permitted.

Lavish Liquid provides very professional bartenders and specializes in signature cocktails, champagne towers and even delicious mocktails sure to impress your younger guests. For a full menu of delicious cocktails and a complimentary quotation on your bar service, please contact [info@lavishliquid.com](mailto:info@lavishliquid.com).

### Menu

#### Beer/Cider: \$5

- Off The Rail Psycepath Lager
- Off The Rail Classic Pale Ale
- (Grapefruit / Chestnut Ale)
- Deep Cove Panorama Honey Lager
- Lonetree Dry Apple Cider

#### Wine/ Bubbles: \$40/bottle

- Poplar Grove Pinot Gris
- Poplar Grove Merlot
- 8th Generation Chardonnay
- 8th Generation Pinot Noir
- Joie Farm Noble Blend
- Joie Farm Rosé
- Steller's Jay Brut
- Steller's Jay Brut Rosé

#### House Spirits: \$5 single / \$7.50 double

- Deep Cove Vodka
- Brokers Gin
- Canadian Club Chairman's Select 100% Rye
- Havana Club 3yr
- Appleton Estate Special Blend Rum
- Jim Beam Black Bourbon
- Hornitos Plata Tequila
  
- Glenlivet 12yr Scotch  
\$8 single / \$12 double

#### House Cocktails:

\*minimum order of 50 as all specialty ingredients must be prepared in advance

- Sea to Sky  
\$9  
Brokers Gin, Stellar's Jay Brut, Butterfly Flower & Elderflower Syrup, Chamomile, Lemon Juice, Lemon Twist
- West Coast Whisky Sour  
\$9  
Jim Beam Black, Cedar + Thyme Syrup, lemon juice, Ms. Betters Bitters  
Miraculous foamer
- Spirit Trail  
\$8 single / \$10.50 double  
Jim Beam Black Bourbon, Spiced Chai, Peach Nectar, Lemon Juice, Aromatic & Citrus Bitters, Orange Wheel
- Lionsgate Mule  
\$8 single / \$10.50 double  
Deep Cove Craft Vodka, Cocktail Tailor's Ginger Beer, Mango Nectar, Cardamom Bitters, Lime Leaf & Lime Wheel
- North Shore Collins  
\$8 single / \$10.50 double  
Deep Cove Mediterranean Gin, Apricot Shrub, Lemon Juice, Soda, Rosemary Sprig Garnish & Lemon Wheel
- Pica Piña Margarita  
\$8 single / \$10.50 double  
Hornitos Plata Tequila, Pineapple, Lime, Agave Syrup, Habanero, Chili Salt Rim, & Dehydrated Lime

#### Non-Alcoholics:

- Coke, Diet Coke, Ginger Ale, Sprite, Soda, Tonic, Cranberry Cocktail, Orange Juice  
\$1.50
- 1L San Pellegrino Water  
\$4
- Custom orders are welcome! All off menu orders are a non-refundable straight purchase and cannot leave the licensed premise post event. Standard mark ups will apply.
- The Polygon Gallery does not allow products that are not purchased through the Gallery's license to be served on premise at any time.
- All pricing excludes GST & LST and gratuity.



## Contact

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Please contact us with your 2021 micro event inquiries – we're happy to help. Thank you for your continued support.

Thank you for your continued support.

**Jessica Walker**  
Venue Rentals Manager  
604-986-1351 (ex 119)

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