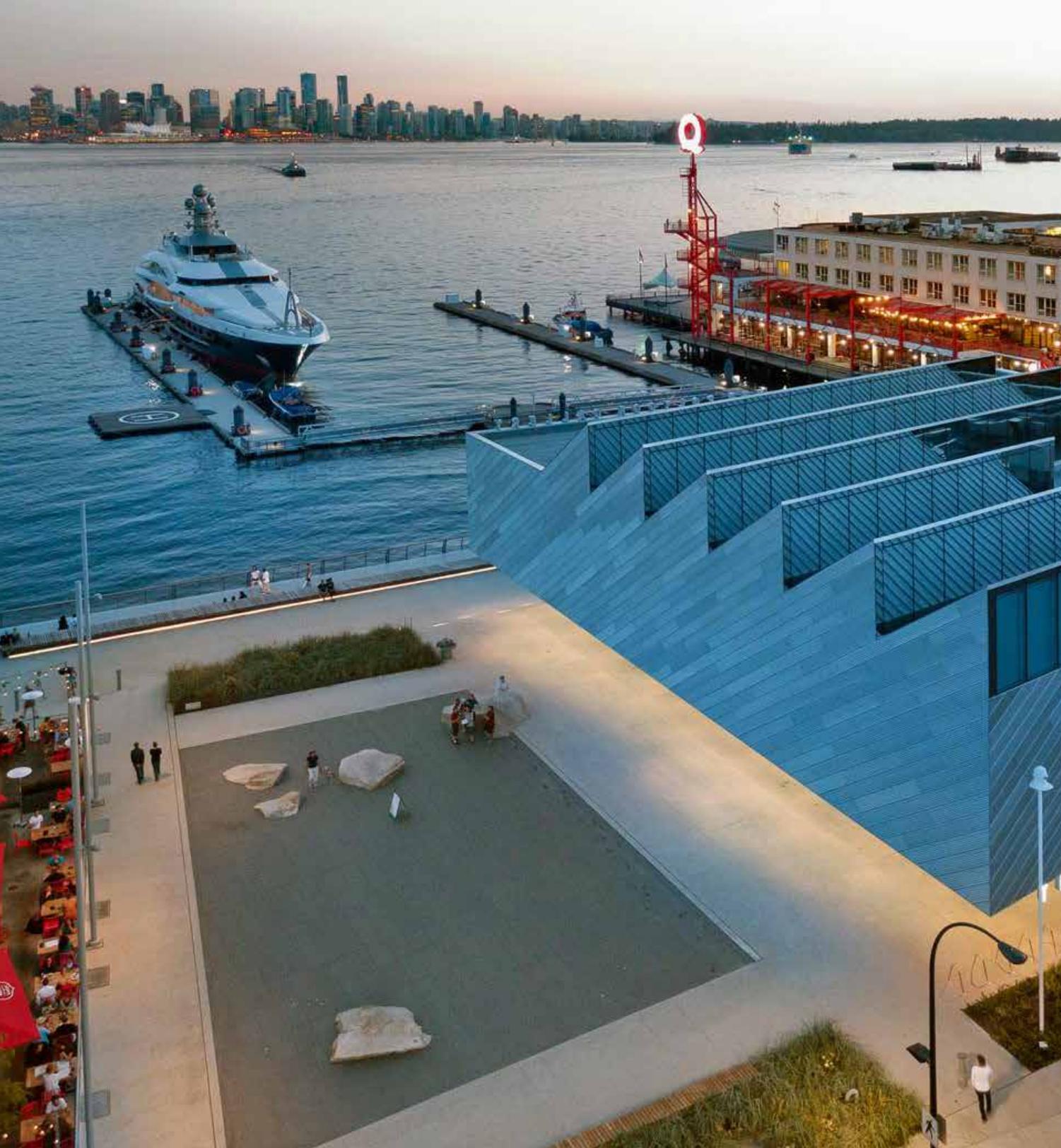


T H E P  
O L Y G  
O N

**2022**  
**Micro Packages**

101 Carrie Cates Court  
North Vancouver, BC V7M 3J4  
[rentals@thepolygon.ca](mailto:rentals@thepolygon.ca)  
[@thepolygonvenue](https://www.thepolygonvenue.com)  
[thepolygon.ca](https://www.thepolygon.ca)



## 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.

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[@thepolygonvenue](https://www.instagram.com/thepolygonvenue)  
[thepolygon.ca](http://thepolygon.ca)



@mathiasfast



@brandonelliotphotography



**Ensure an intimate, memorable experience with one of our micro packages**



@hongphotography



## 2022 Micro Event Package

During the COVID-19 pandemic, The Polygon Gallery created a micro events package 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.

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

An event exclusive to the beautiful Seaspn 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 2022.

Micro Event Package inclusions:

- exclusive use of the Seaspn 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)

\$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

\* that there is NO tax on our room rentals given that we are a registered charity

\* this package offering is currently available for bookings in 2022

\* additional fees may also include Socan/ReSound music licensing fees per event, bar service, or security for the main entrance after hours

## Policies & Procedures

### 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.

### Expectations of Guests

- Floor plans must be provided to the Venue Rentals Manager prior to an event for approval. Masks are encouraged but
- optional for event guests at The Gallery
- when inside the Seaspan Pavilion.

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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 Seaspan Pavilion'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 galley fee will apply.

## 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 Fine Foods and Catering  
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

### 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 Hotel  
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



## CONTACT

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Please contact us with your 2022 micro event inquiries – we're happy to help.

Thank you for your continued support.

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

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