

West End Community Centre and Barclay Manor ~ Extraordinary room rentals; Ordinary prices

FAQs

Who can rent rooms?

Anyone can rent rooms (based on availability) as long as no admission fee is charged. Sale or promotion of goods, services, religious beliefs or political beliefs is prohibited without written permission from the Recreation Coordinator.

Can I serve alcohol?

Alcohol may be served with a valid liquor license and a Serving It Right certificate. (Visit www.servingitright.com for more information).

Can I serve food?

Yes - we do not have full kitchen amenities for food preparation, but caterers are welcome.

What equipment is available?

Various tables, chairs, podiums, AV equipment and coffee urns are available, based on availability and room capacity. Discuss your equipment needs with the rental coordinator before booking.

Can I promote my event using the WECC/Barclay Manor name?

Not without specific written permission from us. Promotional material may refer to the centre as "a rented community hall at 870 Denman St./1447 Barclay St."

How do I rent a room?

Once you have determined your rental needs, phone, fax or email the rental coordinator with the details. We strongly recommend you see the facilities in person before entering into a rental agreement. Read all regulations on the back of the contract before signing. You may pay by Visa, MasterCard, debit card, cash or cheque (if paying by cheque, allow 10 working days for bank clearance prior to the rental). The rental is not confirmed until payment is received.

West End Community Centre

Room	Capacity	Rate
Auditorium	300	\$55/hr
Stanley Court	30	\$30/hr
Bidwell	60	\$30/hr
Denman	100	\$40/hr
English Bay	50	\$30/hr
Barclay	60	\$30/hr
Meeting Rooms	20	\$30/hr

Barclay Manor

Room	Capacity	Rate
Board Room	15	\$20/hr
Multipurpose M	20	\$20/hr
Fireplace	15	\$20/hr
Piano	15	\$20/hr
Multipurpose B	40	\$30/hr
Kitchen	8	\$20/hr
All Rooms	80	\$500/8-hr

Dreaming of a hassle-free birthday party? WECC has the perfect event for your kids. You can just book the room, or we can provide toys, an enthusiastic party leader, and the food. Contact us for more info!

Please Note:

- □ Capacities are based on total area. They do not include table space.
- □ We recommend you assess the room in person before signing a rental agreement. Please read the regulations on the back of the contract before signing.
- □ Rentals are not confirmed until payment is received.
- □ Rentals between 9 a.m. and 5 p.m. on weekdays are 25% off.
- □ Any extra staff costs incurred by the renter will be levied at 18.55/hr. This includes, but is not limited to:
 - - Building supervision beyond regular hours of operation
 - - Extra building supervision required during hours of operation
 - - Extra clean-up work required after the rental
 - - The minimum staff charge is four hours if you use the facility outside of regular operating hours.
- □ A damage deposit of \$400 is required for all rentals that involve a social function.
- □ Prices are subject to change without notice.
- □ The federal government requires us to collect Socan Fees if prerecorded music is played. Fees, including GST, are \$31.63 (no dancing) or \$63.31 (with dancing) in the WE auditorium and \$22.00/\$44.01 for all other rooms.

More Questions? Contact the Rental Coordinator
 West End CC: 604-257-8333 / Barclay Manor: 604-257-8349
 F: 604-257-8338 / E: westendcc@vancouver.ca