

ROOM RENTALS

at Coal Harbour Community Centre



Room rentals with a view at Coal Harbour Community Centre

With spectacular views of the North Shore Mountains and Coal Harbour Marina, this Community Centre is a premier meeting and event venue in downtown Vancouver. We are located close to the business district for corporate agendas and the setting is picture perfect for weddings, birthdays, and other important milestone events. Come and check out the view and see what Coal Harbour has to offer.

Rooms Available to Rent

(pages 2 - 5)

Frequently Asked Questions

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Weddings

(pages 9 - 10)

Contact the **rental coordinator**
for all inquiries and bookings:

(t) [604.718.8222](tel:604.718.8222)

(e) coalharbourcc@vancouver.ca

Rooms Available to Rent:

MULTI-PURPOSE ROOM

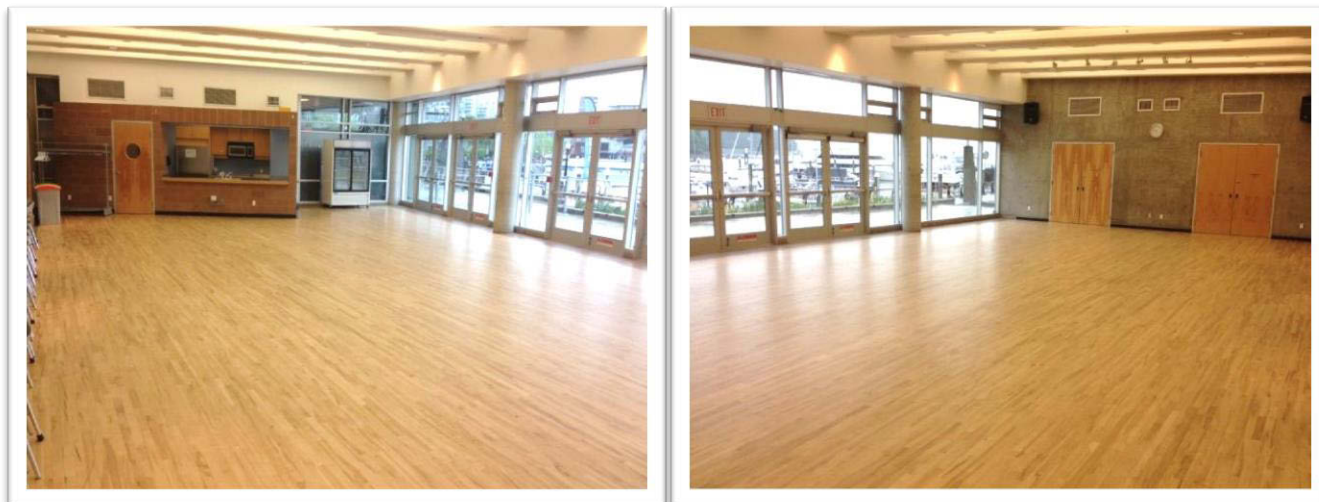
Standing Capacity: 100 | Seated Capacity: 80 | Size: 52' x 39'

Rates: Weekday (9am-5pm): \$70+tax/hour

Rates: Weeknight (5pm-1am) & Weekend (9am-1am): \$90+tax/hour

Room Details:

- Tables: 15 round (5 foot diameter) | 10 rectangular (2.5x6 feet) | 2 card (3x3 feet)
- Chairs: 95
- Kitchen area (fridge, microwave, oven *[full cooking prohibited]*, dishwasher, double sink)
- Ocean and mountain views, natural light, high ceiling, hardwood floor, and large patio
- Stereo system, wireless mic, podium, projector, and portable projector screen available
- **Ideal for weddings, birthdays, and other milestone events. See pages 9-10 for details**



ACTIVITY ROOM

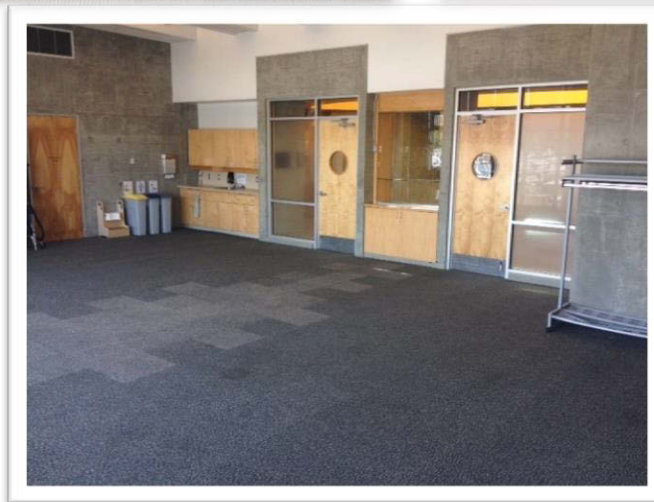
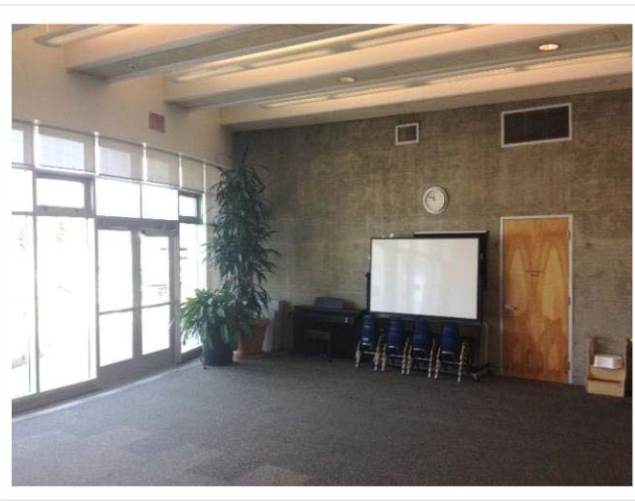
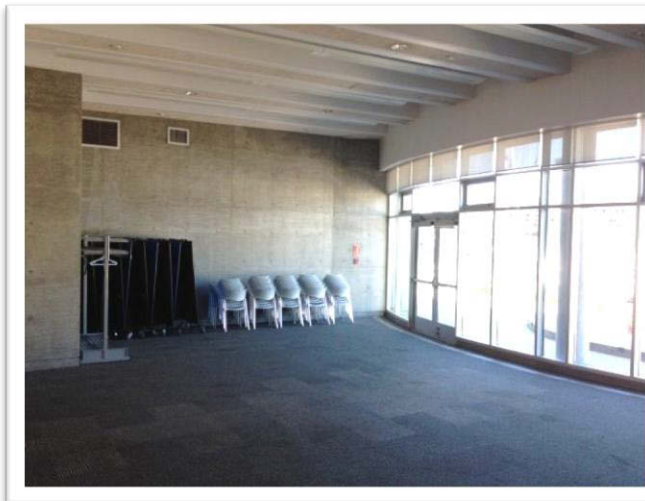
Standing Capacity: 40 | Seated Capacity: 30 | Size: 33' x 19'

Rates: Weekday (9am-5pm): \$33+tax/hour

Rates: Weeknight (5pm-1am) & Weekend (9am-1am): \$45+tax/hour

Room Details:

- Tables: 5 rectangular (3x10 feet) | 2 children's height (2.5x6 feet) | 2 card (3x3 feet)
- Chairs: 35 (Adult) | 20 (Children)
- Ocean and mountain views, natural light, high ceiling, carpeted room, patio area, and small counter space with sink (no kitchen area)
- White board, flip chart stands (no paper), projector, and projector screen available



ARTS & CRAFTS ROOM

Standing Capacity: 25 | Seated Capacity: 20 | Size: 29' x 20'

Rates: Weekday (9am-5pm): \$33+tax/hour

Rates: Weeknight (5pm-1am) & Weekend (9am-1am): \$40+tax/hour

Room Details:

- Tables: 8 rectangular – adjustable in height (2.5x6 feet). *Rental groups are encouraged to bring table clothes as all tables are partially covered in paint.*
- Chairs: 15 (Adult) | 20 (Children)
- Ocean and mountain views, natural light, high ceiling, counter space with sink, patio area
- White board, flip chart stands (no paper), projector, and projector screen available



MEETING ROOM

Standing Capacity: 20 | Seated Capacity: 12-15 | Size: 20' x 16'

Rates: Weekday (9am-5pm): \$25+tax/hour

Rates: Weeknight (5pm-1am) & Weekend (9am-1am): \$35+tax/hour

Room Details:

- Tables: 2 rectangular (2.5x6 feet) | 2 children's height (2.5x6 feet)
- Chairs: 10 (Adult) | 12 (Children)
- White board, flip chart stands (no paper), projector, and projector screen available



GYMNASIUM

Capacity: Gym Activities

Size: 101' x 65'

Rates: Weekday (9am-5pm): \$65+tax/hour

Rates: Weeknight (5pm-1am) & Weekend (9am-1am): \$75+tax/hour

- The gymnasium is the busiest space in the building with community centre programs running throughout the day. To rent the gymnasium, the most available timeslots are typically weekday evenings after 10pm and Saturdays and Sundays after 5pm.
- Gymnasium rentals: *Unless specifically waived by the West End Community Centre Association (WECCA), the renter agrees to provide to the WECCA proof of two million dollars comprehensive liability insurance covering the activities of the renter. Such insurance shall name the City of Vancouver, its Board of Parks & Recreation, and the WECCA as additional insurers and shall contain a cross-liability clause. Ask the rental coordinator for details.*



For all rooms, please note:

- Room sizes are approximate
- Capacities are based on total area, they do not include table space
- We recommend you assess the room in person before booking
- Rentals are not confirmed until full payment (including damage deposit) is received and a rental agreement is signed
- Prices are subject to change without notice

ADDITIONAL COSTS

Costs are applicable to all rooms and are subject to change without notice. These fees are in addition to the room rental price.

- **Damage Deposit:** A \$200 or \$500 damage deposit may apply depending on the scope of your rental event
- **Extra Staffing Cost: \$21.91 + tax/hr.** This is applicable when, but not limited to: supervision beyond regular hours of operation, extra supervision during hours of operation, or additional clean-up required after rental. There is a minimum staff charge of four hours for rentals happening outside of facility hours.
- **Janitorial Service: \$84.00+tax (*additional charges will apply on stat holidays*).** This service is optional and is only available for rentals in the Multi-Purpose Room for clean-up only. If paid for, the janitorial service includes: stacking tables/chairs; sweeping/mopping; taking out garbage/recycling; & cleaning the kitchen.
- The Copyright Board of Canada requires us to collect music royalty tariffs if music is being played or performed during your event. The fees are dependent on room capacity and if there is music only or music and dancing. Please visit www.socan.ca and www.resound.ca for more information.
 - **SOCAN:** Music Only: \$22.06+tax | Music & Dancing: \$44.13+tax
 - **Re:Sound:** Music Only: \$9.25+tax | Music & Dancing: \$18.51+tax

Frequently Asked Questions

(Applicable to all rooms)

ROOM RENTAL BASICS

Who can rent rooms?

Based on availability, anyone can rent rooms for private functions as long as no admission fee is charged and no money is exchanged on site. Please note, the sale or promotion of goods, services, religious beliefs, or political beliefs is prohibited without written permission from the Recreation Supervisor. If you are interested in teaching a class, program, workshop, seminar, or activity, we cannot accommodate this through a room rental; please submit a program proposal to the community centre front desk.

How far in advance can I book?

You can rent a room up to a year in advance outside of regular facility hours (weekdays after 10pm, Saturdays and Sundays after 5pm). *Exception:* The Multi-Purpose Room can be booked up to a year in advance on Saturdays from 2pm - 1am (typical wedding timeslot) and all day Sundays during July and August.

If you want to rent a room during operational hours (Monday - Friday, 9am - 10pm | Saturday, 9am - 5pm | Sunday 10am - 5pm), you can book up to three months in advance as long as the current community centre program schedule has been released. Check with the rental coordinator for details.

How late into the evening can I book?

You can rent any of the rooms up until 1am. However, all guests must be out of the building and all clean-up must be completed by 1am.

How do I rent a room?

Once you have determined your rental needs, phone (604.718.8222) or email (coalharbourcc@vancouver.ca) the rental coordinator with the details. We strongly recommend you see the facilities in person before booking. The rental is not confirmed until full payment (including the damage deposit) is received and the rental agreement is signed. Read all regulations on the rental agreement before signing.

SERVICES & EQUIPMENT

Can I serve food?

Yes, you can serve food and personal catering can be brought in. The community centre does not provide the following: food or beverage services, coffee urns, linens, place settings, cutlery, serving utensils, or kitchen items.

The Multi-Purpose Room is the only room with a small kitchen area (fridge, microwave, stove, oven, dishwasher, double sink). Cooking is prohibited but groups are permitted to prepare and reheat food. The Activity Room, Arts & Crafts Room, and Meeting Room all have a small counter space with a sink, but no designated kitchen area.

Can I serve alcohol?

Alcohol may be served with a valid Special Occasion License. This license must be posted near the bar area at the event; visit <https://solo.bcldb.com/> for more information. All servers, whether paid or unpaid, are required to have either a **Special Event Server Certificate** (<http://www.specialeventserver.com/>) or a **Serving it Right Certificate** (<http://www.servingitright.com/>).

What equipment is available?

Various tables and chairs are located in each of the rooms (see pictures on pages 2-4). The tables and chairs cannot be moved between rooms. Based on availability and room capacity, we also have a podium, flip chart stands (no paper), white boards, and AV equipment including a projector and portable projector screen (approximately 5'2" x 5'8"). Most of this equipment can be set up in any room. All equipment is included in the rental price, except the projector (\$25/day). Discuss your equipment needs with the rental coordinator before booking.



Who is responsible for set-up and clean-up?

Set-up and clean-up is the responsibility of the rental group. This includes all tables and chairs. A full clean-up includes: stacking all tables and chairs in their original positions; sweeping, mopping, or vacuuming the floor; taking out all garbage, recycling, and compost; and cleaning the kitchen or counter area. Rental groups are permitted to decorate the room, provided the decorations don't damage or mark any surface. No decorations can be hung from the ceiling or light fixtures, and all decorations must be removed at the end of the rental. Please note the total time booked must include time to set-up and clean-up. *For large social functions in our Multi-Purpose Room, there is an optional janitorial service available for clean-up only. Please see the additional costs section for full details.*

Can I hire a company or contractor to provide a service at my event? (i.e. bouncy castle, inflatables, entertainers, carnival games)

Yes, but the company or contractor must have appropriate Commercial General Liability insurance ensuring the City of Vancouver and its Board or Parks & Recreation and affiliated community centre associations and societies, their officials, officers, employees, servants, and agents have been added as Additional Insureds. For your convenience, we do have insurance certificates on file for commonly used companies—this is not meant as an endorsement. Before hiring a contractor or company, contact the rental coordinator.

PAYMENT & CANCELLATION POLICY

What methods of payment do you accept?

You may pay over the phone with Visa, MasterCard, or American Express or in person with the rental coordinator by Visa, MasterCard, American Express, debit, cash, or cheque (if paying by cheque, allow 10 working days for bank clearance prior to the rental). Cheques are to be made payable to the City of Vancouver. The rental is not confirmed until full payment, including the damage deposit is received and the rental agreement is signed. *Prices are subject to change without notice.*

When do I get my damage deposit back?

Following the completion of the rental and the deduction of any applicable related costs, such as facility damage, extra clean-up, missing or damaged equipment, late leaving, excessive noise, false alarms, etc., the remaining damage deposit will either be returned by cheque through the mail two (2) weeks after the event date, or if payment was made by credit card, returned to the original credit card two (2) weeks after the event date.

What is the cancellation policy?

For rentals happening during prime time months (May-October), cancellation requests must be received in writing and require a minimum of ninety (90) days' notice to receive a refund of fees paid, less a \$50.00 administration fee. Cancellation requests received within ninety (90) days of the rental will result in a forfeiture of the damage deposit. For rentals happening outside of the prime time months (November-April), cancellation requests must be received in writing and require a minimum of fourteen (14) days' notice to receive a refund of fees paid, less a \$50.00 administration fee. Cancellation requests received within fourteen (14) days of the rental will result in a forfeiture of the damage deposit.

ADDITIONAL INFORMATION

Can I promote my event using the Coal Harbour Community Centre name?

Not without specific written permission from the Recreation Supervisor. Promotional material may refer to the community centre as "a rented community hall at 480 Broughton Street."

When can I gain access to the room on the day of my event?

You can gain access to the room at the start time listed on your rental agreement—no exceptions. The total time booked must include time to set-up and clean-up.

Is there free WiFi available in the Community Centre?

Yes! To connect, make sure your WiFi setting is turned on, then select #VanWiFi.

Is there parking available?

There is pay parking available in the parkade (EasyPark Lot 64) directly behind the community centre with 154 stalls. Access to the parkade is off of Jervis St. between West Hastings and West Cordova. As of September 2017 the rates are: 6am-6pm, \$3.50 per hour, \$16.00 max | 6pm-6am, \$3.50 per 90 mins, \$8.00 max. The parkade is unattended and operated by EasyPark.

What about a loading zone?

There is a loading zone located in the parkade (access off Jervis St) directly behind the community centre parkade entrance doors. There is an overhead clearance of 6ft 6".

Weddings at Coal Harbour Community Centre

Experience your special day with a breathtaking view.

We have hosted well over 150 weddings! Coal Harbour Community Centre is a modern facility in the heart of historical Coal Harbour. Located along Vancouver's seawall, we face north with the most picturesque view. Enjoy your wedding as you view the magnificent North Shore Mountains, Pacific Ocean, Coal Harbour Marina, and Stanley Park as the backdrop.

Weddings are typically held in our Multi-Purpose Room, which is the largest room in the Community Centre. The room has a **standing capacity of 100 people and a seating capacity of 80**. The room is approximately 52' x 39' (feet) with hardwood floors, a large patio, a top of the line stereo system, and a small kitchen.

The Multi-Purpose Room can be reserved up to a year in advance for your wedding or special event depending on the date and time. **The typical timeslot for weddings are Saturdays from 2:00pm - 1:00am** (this includes time to set-up).



Details about the Multi-Purpose Room:

- Tables and chairs are provided with the rental. 15 round tables (5 foot diameter), 10 rectangular tables (2.5x6 feet), and 2 card tables (3x3 feet) are available.
- Rental groups are responsible for their own set-up and clean-up unless janitorial service is ordered (service for clean-up only—see page 10 for details).
- The kitchen has a stove, oven, microwave, sink, and two fridges. One of the fridges is located beside the kitchen and is perfect for a drink/bar area. Unfortunately the kitchen is only for storing, reheating, and preparing food—full cooking is prohibited.
- Rental groups may bring in any caterer they wish—the Community Centre doesn't provide any food or beverage services.
- If liquor is being served, it is the renter's responsibility to apply for and obtain a Special Occasion License; all servers must have a valid Special Event Server or Serving it Right Certificate. Visit <https://solo.bcladb.com/> for more information.
- The patio can be used, but tables and chairs must be brought in by 10pm and all guests must be inside with the doors closed (City by-law). No alcohol permitted on the patio.
- There is a stereo system that plays CDs or easily connects to an iPod or laptop. The Community Centre has the connecting auxiliary cord.
- There is also a podium, wireless microphone, projector, and projector screen available. All equipment is included in the rental price except the projector (\$25/day).
- We do not have table clothes, place settings, cutlery, serving utensils, or kitchen items at the Community Centre, and linen service is not provided.
- The room has various overhead lighting options, with some lights on dimmer switches
- Refer to the **Frequently Asked Questions** section on pages 6-8 for full details.



Multi-Purpose Room Fees:

- **Room Rental: \$90 + tax/hr**
- **Damage Deposit:** A \$200 or \$500 damage deposit may apply depending on the scope of your rental event
- **Extra Staffing Cost: \$21.91 + tax/hr.** This is applicable when, but not limited to: supervision beyond regular hours of operation, extra supervision during hours of operation, or additional clean-up required after rental. There is a minimum staff charge of four hours for rentals happening outside of facility hours.
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- *The Copyright Board of Canada requires us to collect music royalty tariffs if music is being played or performed during your event. Visit www.socan.ca and www.resound.ca for more information.*
 - **SOCAN: \$22.06+tax** (music only) or **\$44.13+tax** (music and dancing)
 - **Re:Sound: \$9.25+tax** (music only) or **\$18.51+tax** (music and dancing)



Photos of previous weddings held at Coal Harbour CC. We only supply the room, tables, and chairs—everything else you see including table clothes, place settings, stools, and decorations have been rented from third party companies.

Contact the **rental coordinator**
for all inquiries and bookings:

(t) 604.718.8222

(e) coalharbourcc@vancouver.ca