

# ArtStarts Gallery and Resource Centre

808 Richards Street, Vancouver, BC

## Event Rental Information

In 2006, ArtStarts opened the first public gallery in Canada dedicated to young people's art. Located in the heart of downtown Vancouver at 808 Richards Street, this 5,000 square foot facility is brimming with creativity and is an ideal space for workshops, meetings and special events.

ArtStarts offers three rentable areas:

### ArtStarts Gallery

Ideal for receptions, performances and events

### ArtStarts Lab

Ideal for ideation sessions, workshops, lectures and presentations

### Cherniavsky Boardroom

Ideal for meetings, conference calls and brainstorming sessions

All three spaces are rented individually as per the rate structure defined in the following pages. Please inquire if you would like to rent all spaces, and a customized rate will be negotiated.

## About ArtStarts

ArtStarts is a not-for-profit organization that promotes art and creativity among BC's young people. Working with a dynamic province-wide network of educators, artists, parents, students, schools and communities, ArtStarts provides innovative arts programs for young people, practical resources for teachers and artists, and leadership in advocacy for arts in education.

ArtStarts envisions a society where the arts are regarded as an essential part of educating young people and a catalyst for creating innovative, engaged and contributing members of society. ArtStarts has a leadership role in transforming the way children and youth are engaged, in and through the arts, and in promoting the value of the arts in young lives.





## How to Book Your Event

- Email [events@artstarts.com](mailto:events@artstarts.com) or call 604-336-0626 to inquire about availability
- Bookings are confirmed with a completed [Booking & User Agreement Form](#)
- A credit card will be required to secure the booking, damage deposit, and for cancellations
- Full payment is required two working days in advance of the rental date and can be paid by credit card or cheque (payable to ArtStarts in Schools). A separate invoice will be provided.

## Accessibility

ArtStarts is wheelchair-accessible with an elevator available for access to the Mezzanine level. The Cherniavsky Boardroom, ArtStarts Lab, and gender-neutral washrooms are located on the Mezzanine level.

### Wheelchair access:

Front door dimensions: 3 feet width (single), 6 feet full width. Elevator dimensions: 3 feet width, 46" depth. Accessible washrooms are located on second floor. The washroom door is 34.5" wide. Wheelchair access to second floor available through lift. Please note larger sized motorized wheelchairs do not fit.

### Washroom information:

Non-gendered washrooms, wheelchair button to open door. 6 ft clearance in front of sinks. All wheelchair accessible washroom stalls have a handrail. Sanitary disposal, non-scented soap, sharps disposal, and changing tables available in all washrooms.

## Transportation and Parking

We are located walking distance from City Centre and Granville Skytrain Stations. Metered street parking is available on Richards Street and adjacent streets. A paid parking lot is located on Richards Street directly across from ArtStarts.

## Cancellation Policy

A minimum of five working days notice is required for all cancellations. If a cancellation is made with less than five working days, a cancellation fee of \$125 will be charged to the supplied credit card.

## Damage Deposit

Damage deposit of \$200 is required via credit card information at time of booking. Please reference section 6(a) of user agreement for more information.

## Cleaning Fee

Cleaning fee is required for all rentals. Catered events are subject to \$100 fee; non-catered events are subject to \$50 fee. Please reference section 4 of user agreement for more information.





# ArtStarts Gallery

Ideal for receptions, performances and events

Dimensions	20' x 41'
Area	820 sq ft
Seated at tables	60
Theatre Style	75
Standing	100

What's included:

- Free Secure High-Speed Wifi
- Speaker and Audio System
- Multi-Purpose Chairs, Tables, and Stools
- Optional: Full Kitchen Access



Regular	Office Hours (8am-5pm)	After Hours (5pm-10pm)
4 Hours	\$500	\$600
8 Hours	\$900	/
Additional Hours	\$125/hr	\$150/hr

Non-Profit	Office Hours (8am-5pm)	After Hours (5pm-10pm)
4 Hours	\$250	\$350
8 Hours	\$400	/
Additional Hours	\$60/hr	\$75/hr

*Note: Four hour minimum rental time.*



808 Richards Street  
Vancouver, BC V6B 3A7

tel 604.336.0626  
events@artstarts.com

[artstarts.com](http://artstarts.com)

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## ArtStarts Lab

Ideal for ideation sessions, workshops, lectures and presentations

Dimensions	20' x 34'
Area	680 sq ft
Seated at tables	30
Theatre Style	40
Standing	60

What's included:

- Free Secure High-Speed Wifi
- Projector - BenQ LDP Technology with Speakers
- Audio System
- Rolling Whiteboard & Whiteboard Walls
- Multi-Purpose Chairs, Tables, and Stools
- Full Kitchen Access



Regular	Office Hours (8am-5pm)	After Hours (5pm-10pm)
4 Hours	\$500	\$600
8 Hours	\$900	/
Additional Hours	\$125/hr	\$150/hr

Non-Profit	Office Hours (8am-5pm)	After Hours (5pm-10pm)
4 Hours	\$250	\$350
8 Hours	\$400	/
Additional Hours	\$60/hr	\$75/hr

*Note: ArtStarts Lab is located on the second level of our facility. Four hour minimum rental time.*





# Cherniavsky Boardroom

Ideal for meetings, conference calls, and brainstorming sessions

Dimensions	10' x 20'
Area	200 sq ft
Seated at tables	14

What's included:

- Free Secure High-Speed Wifi
- Conference Phone - Polycom SoundStation
- Boardroom Chairs - Woodback & Upholstered
- Rolling Whiteboard
- TV Screen for Projection
- Optional: Full Kitchen Access



Regular	Office Hours (8am-5pm)	After Hours (5pm-10pm)
2 Hours	\$120	\$200
Additional Hours	\$60/hr	\$100/hr

Non-Profit	Office Hours (8am-5pm)	After Hours (5pm-10pm)
2 Hours	\$60	\$110
Additional Hours	\$30/hr	\$50/hr

*Note: Cherniavsky Boardroom is located on the second level of our facility. Two hour minimum rental time.*



## Booking Form & User Agreement

### "ArtStarts"

808 Richards Street, Vancouver, BC, V6B 3A7  
604-336-0626 | events@artstarts.com

(the "User")

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Not-for-profit or registered charity

**WHEREAS** the User wishes to use certain space at the ArtStarts premises located at 808 Richards Street, Vancouver, British Columbia, V6B 3A7 (the "**Premises**");

**AND WHEREAS** ArtStarts agrees to provide the User with the right to enter upon and to use a portion of the Premises upon the terms and conditions contained herein;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT**, in consideration of the mutual covenants and agreements contained in this user agreement (the "**User Agreement**") ArtStarts hereby agrees to grant a license to the User to enter upon and to use the Premises upon the following terms and conditions:

### 1. Term:

The term of this User Agreement shall be as described below (the "**Term**"):

Date: \_\_\_\_\_ Event Type: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Number of People: \_\_\_\_\_  
Will alcohol be served? \_\_\_\_\_ Special Occasion License: \_\_\_\_\_  
Will the event be catered? \_\_\_\_\_ Name of Caterer: \_\_\_\_\_

*Please note any catering dishes must be removed by the renter the day. We are unable to store left over dishes for later pick up whether by the renter or caterers.*

This **User Agreement** only applies to the following portion(s) of the **Premises**:

**User Options** (select all that apply): ☐ ArtStarts Gallery ☐ ArtStarts Lab ☐ Cherniavsky Boardroom

Please list any special or additional requirements: \_\_\_\_\_  
\_\_\_\_\_



## 2. Facility Request:

Item	Details	Quantity	# Requested
Tables	Wood, 2' 5" x 4' 11"	4	
Tables	Plastic, foldable, dark brown, 2' 6" x 5'	5	
Multi-Purpose Chairs	Dark grey chairs with steel construction, stackable	60	
Stools	Blue plastic stools, stackable	15	
Boardroom Chairs ( <i>Boardroom Only</i> )	Wood back, upholstered seat, casters	12	
Projector ( <i>Lab Only</i> )	BenQ DLP technology, with cables for PC and Mac hookup	1	
Conference phone ( <i>Boardroom Only</i> )	Polycom SoundStation VTX1000 for group communication	1	
Rolling Whiteboard ( <i>Lab &amp; Boardroom</i> )	4' 2" x 6' 3"	1	
Kitchen	Oven, range, microwave	-	
<b>List any additional requirements:</b>			

## 3. Use:

(a) This User Agreement permits the User to use the Reserved Area and the equipment and furniture contained therein

(b) The Reserved Area shall be used by the User for the following use(s) only:

Meeting

Reception

Workshop/Lecture

Other: \_\_\_\_\_

(c) Is alcohol being served?    Yes    No    If yes, Special Occasion License #: \_\_\_\_\_

(d) Will the event be catered?    Yes    No    If yes, specify the caterer: \_\_\_\_\_

## 4. User Fees:

The User shall pay in advance to ArtStarts at least two days in advance of the start of the Term. Payment can be paid via credit card or cheque (payable to ArtStarts in Schools). A separate invoice will be provided.

Cleaning fee for all rentals is required (catered or non-catered). This will be included on the rental invoice.

Catered	Non-Catered
\$100	\$50

Description	Total Number of Hours	Total Rental Rate	Cleaning Fee
Credit Card Number	Expiry Date	Name on Card	



Total payable by the User to ArtStarts in Schools: \$ \_\_\_\_\_ (the **"Fees"**).

**Cancellation policy:** A minimum of five working days notice is required for all cancellations. If a cancellation is made with less than five working days, a cancellation fee of \$125 will be charged to the supplied credit card.

#### **5. User's Obligations:**

(a) The User is to leave the Reserved Area in its original condition and at the agreed time so as to not cause any nuisance or hinderance to other users.

(b) The User shall not store any equipment, personal belongings or other such materials not belonging to ArtStarts anywhere in the Premises before the commencement or following the expiration of the Term of this User Agreement. If such storage occurs, ArtStarts will not be liable for any loss to the User as result thereof.

#### **6. Maintenance and Repairs:**

(a) Damage deposit of \$200 is required via credit card information at time of booking.

(b) The User shall be responsible for repairing all damage to the Reserved Area, which occurs during the User's use thereof ( **"Damages"**).

(c) The User shall clean and maintain the Reserved Area and leave the Reserved Area in the same condition in which it was provided.

(d) The User will forfeit the \$200 damage deposit and will be charged the cost of cleaning and/or repairing any additional Damages to the Reserved Area.

#### **7. Liquor Policy:**

(a) Any alcohol-related problems or disturbances, which are not satisfactorily resolved, will cause the immediate forfeiture of the entire deposit and possible early closure of the event.

(b) No liquor will be brought into or consumed on the premise unless arranged and approved by ArtStarts in advance. Liquor may not be served at any rental without a liquor license.

(b) The User must obtain their own liquor permit prior to the event. If permit is not available prior to event, the event will not occur. Liquor is to be distributed and consumed only in the rooms stipulated on the contract. Alcohol may not be consumed in restrooms, outdoor front entrance, or parking lots. No liquor is to be served after the time indicated on the permit. The rental group must comply with all conditions appearing on the liquor permit. During the rental, the User must post the liquor permit in a conspicuous location in the rental space.

(c) Alcohol may not be served to minors. Any violation of alcohol use policies may result in the closure of event. All guests are required to be able to provide a valid ID to be served. No one under the age of 19 will be served alcohol. Any guest providing alcohol to a minor (under the age 19) will be required to leave the grounds immediately.





## 8. Liability and Indemnity:

(a) ArtStarts accepts no responsibility or liability for equipment brought to or left in the Premises by the User.

(b) The User will indemnify ArtStarts, and its respective officials, officers, employees and agents, against loss, damage, expense, proceedings, claims, demands or actions suffered or incurred by and of them arising out of or in connection with this User Agreement of the User's use of the Premises. This indemnity will survive the expiry or earlier termination or cancellation of this User Agreement.

(c) The User will release ArtStarts and its respective officials, officers, employees and agents from all claims against any of them for any loss, damage or injury suffered by the User or its agents, employees or property arising out of or in connection with this User Agreement or the User's use of the Premises, malfunction or fail of equipment, material, appliance or furnishings owned by ArtStarts and supplied to the User. This release will survive the expiry or early termination or cancellation of this User Agreement.

## 9. Security:

The User accepts the full responsibility for the security of the Premises during the Term and for the secure lock up of the Premises at the expiry of the Term and acknowledges that ArtStarts accepts no responsibility or liability for any loss, damage or injury suffered by the User or its agents, employees or property arising out of in connection with the Premises.

## 10. Assignment:

The User shall not sublet, assign or transfer any of its interest in this User Agreement, without the prior written approval of ArtStarts.

## 11. Execution:

The User will execute and return this User Agreement to ArtStarts prior to being able to use and enter upon the Reserved Area.

## 12. Binding Agreement:

This shall be a binding User Agreement between the parties. The User's signature below indicates acceptance of the terms and conditions of this User Agreement, and that they have read and agreed to the procedures as outlined above. *The User providing the signature below will be in attendance during the Term to ensure full compliance with all of the above.*

USER	
Name / Signature	Date