

# 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
- A site tour is encouraged and can be arranged by appointment
- Bookings are confirmed with a completed [Booking Form](#) and signed [User Agreement](#)
- A credit card will be required to secure the booking and cover damages/cancellation
- Full payment is required two working days in advance of the rental date and can be paid by Visa, MasterCard, or cheque (payable to ArtStarts in Schools). A separate invoice will be provided

## Your Booking Includes

- Access to the ArtStarts space and creative atmosphere
- Access to use the furniture and equipment as detailed on page 3
- One ArtStarts staff member on-site for general security and information

## Your Booking Does Not Include

- Event staff
- Sound system, microphone
- Other kitchen items not listed here

## Hospitality and Catering

- All spaces include access to the following kitchen equipment: oven, range, and microwave
- Counter space and a sink are available in the ArtStarts Lab
- A special occasion license is required for serving alcohol: visit [bcliquorstores.com/special-occasion-licence](http://bcliquorstores.com/special-occasion-licence) for more information
- Suggested caterers include:
  - Meinhardt ([meinhardtfinefoods.com](http://meinhardtfinefoods.com))
  - Dirty Apron ([dirtyapron.com](http://dirtyapron.com))
  - Nuba ([nuba.ca/catering](http://nuba.ca/catering))
- A front reception area is available for after hours events

## Parking and Accessibility

- Metered street parking is available on Richards Street and adjacent streets
- A paid parking lot is located on Richards Street directly across from ArtStarts
- Catering and rental companies can access ArtStarts using the street access (no stairs)
- Washrooms are located on the Mezzanine level; an elevator is available for handicap access

## 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 \$100 will be charged to the supplied credit card



## Furniture and Equipment

The following items are included in the rental rate

Item	Details	Quantity
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	Wood back, upholstered seat, casters	12
Projector ( <i>Lab only</i> )	BenQ DLP technology, with speakers	1
Conference phone ( <i>Boardroom and Lab</i> )	Polycom SoundStation VTX1000 for group communication	1
Rolling Whiteboard ( <i>Lab &amp; Boardroom only</i> )	4' 2" x 6' 3"	1
Kitchen	Oven, range, microwave	-
Wi-Fi	Secure, high speed wireless Internet	-
Water Jugs and Glasses		3 jugs, 12 glasses

- The event host is responsible for set-up and take-down of tables and chairs
- Plates, utensils and table linens are not provided
- Any damages made to the furniture and/or equipment will be charged to the host



## ArtStarts Gallery

Ideal for receptions, performances and events

Features	Street-level access, reception area, concrete floor, Wi-Fi, access to fully equipped kitchen
Dimensions	20' x 41'
Area	820 sq ft
Seated at tables	60
Theatre Style	75
Standing	100

\* Please refer to page 8 for details on available tables, chairs and equipment included in rental rates

### Rates (Minimum 4 hour rental)

Regular	Weekdays	Weekend
9am–5pm	\$75/hr	\$100/hr
5pm–10pm	\$100/hr	\$100/hr

Non-Profit	Weekdays	Weekend
9am–5pm	\$60/hr	\$85/hr
5pm–10pm	\$85/hr	\$85/hr

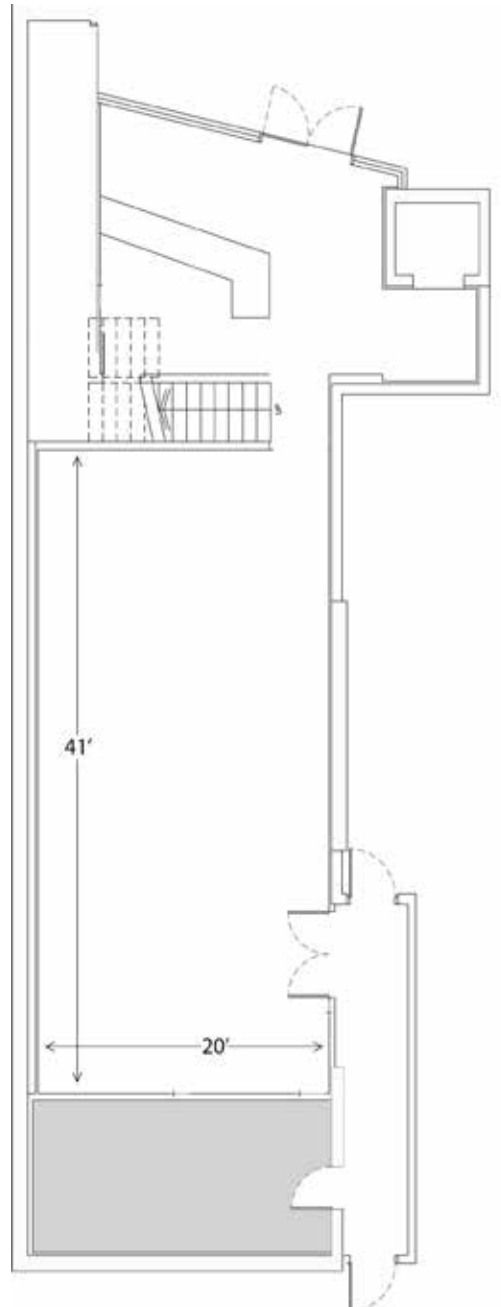
*Proof of non-profit status required*





# ArtStarts Gallery

Floorplan





## ArtStarts Lab

Ideal for ideation sessions, workshops, lectures and presentations

Features	Whiteboard wall, mounted projector, speakers, sink, Wi-Fi, kitchen access
Dimensions	20' x 34'
Area	680 sq ft
Meeting Style	30
Theatre Style	40
Standing	60

\* Please refer to page 8 for details on available tables, chairs and equipment included in rental rates

### Rates (Minimum 4 hour rental)

Regular	Weekdays	Weekend
9am–5pm	\$50/hr	\$75/hr
5pm–10pm	\$75/hr	\$75/hr

Non-Profit	Weekdays	Weekend
9am–5pm	\$40/hr	\$65/hr
5pm–10pm	\$65/hr	\$65/hr

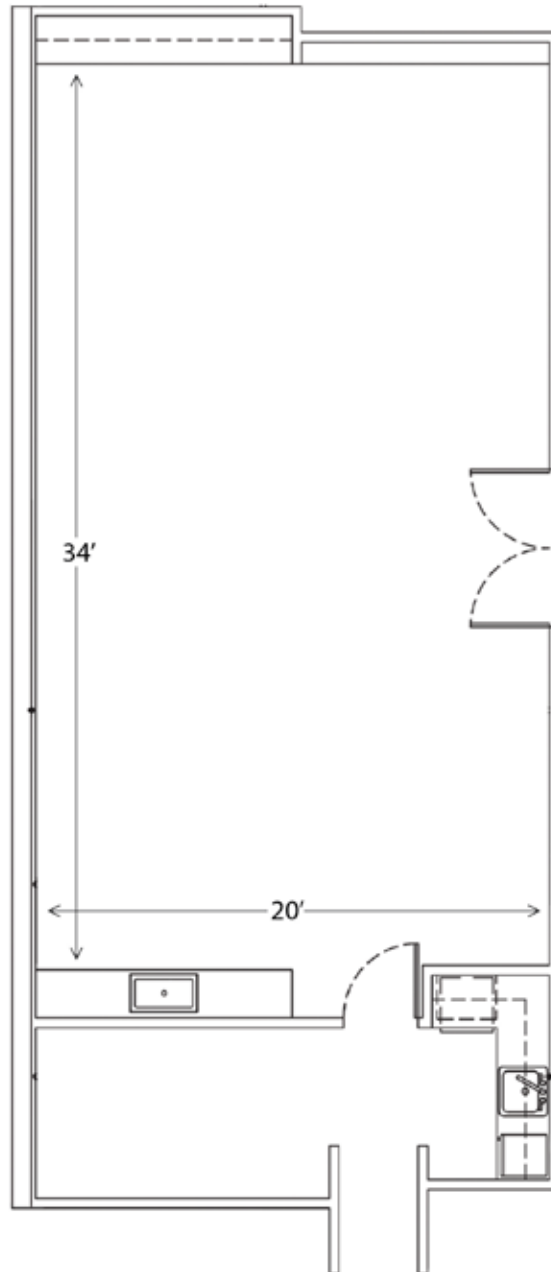
*Proof of non-profit status required*





# ArtStarts Lab

Floorplan





## Cherniavsky Boardroom

Ideal for meetings, conference calls and brainstorming sessions

Features	Boardroom table, 12 chairs, LCD screen w/cables, Polycom sound station phone, whiteboard, Wi-Fi, access to fully equipped kitchen
Dimensions	10' x 20'
Area	200 sq ft
Capacity	12-14

\* Please refer to page 8 for details on available tables, chairs and equipment included in rental rates

### Rates

Regular	Weekdays	Weekend	Non-Profit	Weekdays	Weekend
9am–5pm	\$30/hr	\$55/hr	9am–5pm	\$25/hr	\$50/hr
5pm–10pm	\$55/hr	\$55/hr	5pm–10pm	\$50/hr	\$50/hr

*Proof of non-profit status required*

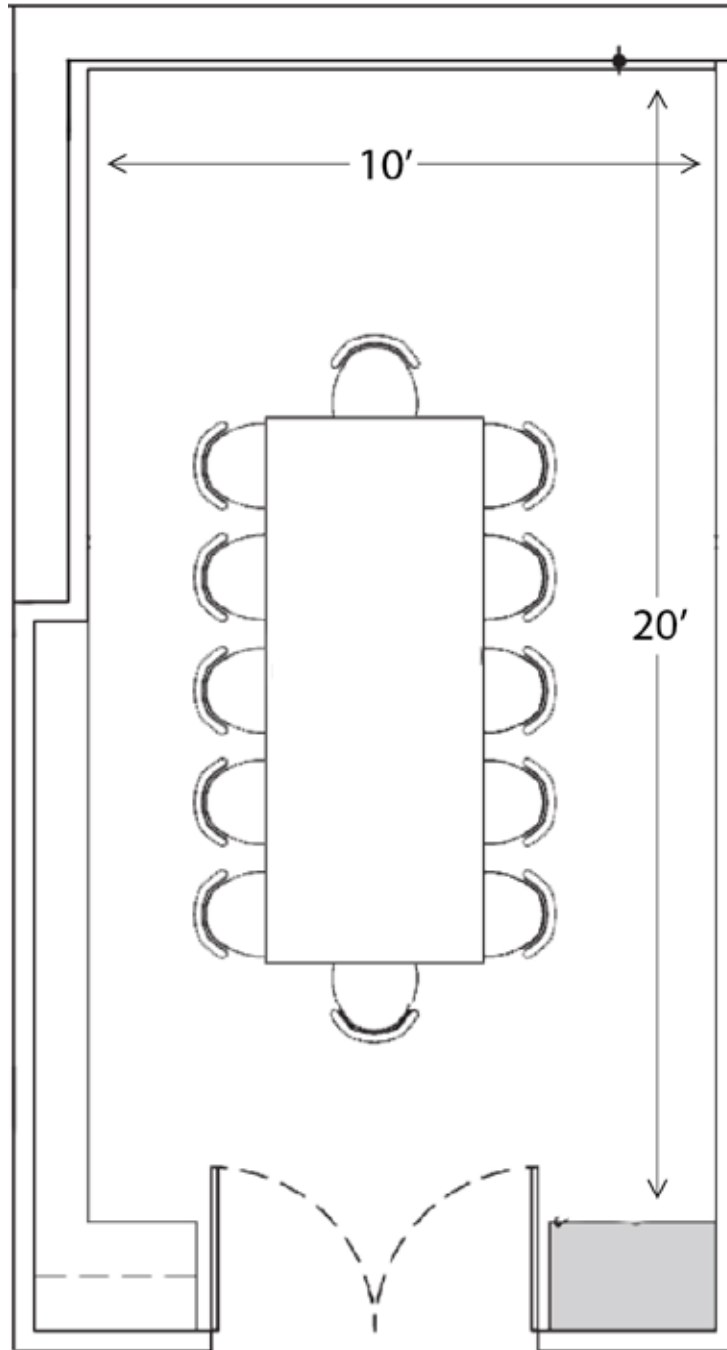






## Cherniavsky Boardroom

Floorplan



# Event Booking Form

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  Not-for-profit or registered charity

## EVENT DETAILS

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.*

**FACILITY REQUEST** (select all that apply):  ArtStarts Gallery  ArtStarts Lab  Cherniavsky Boardroom

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	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 and Lab</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>			

## FEE CALCULATION

Payment is required two days in advance of the rental date and can be paid by Visa, MasterCard, or cheque—payable to ArtStarts in Schools. A separate invoice will be provided.

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

## 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 \$100 will be charged to the supplied credit card.





# User Agreement

## “ArtStarts”

808 Richards Street, Vancouver, BC V6B 3A7  
Phone: 604.336.0626 Fax: 604.683.0501  
events@artstarts.com

(the “User”)

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

**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(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

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	
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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, the Fees calculated on the Booking Form at least two days in advance of the start of the Term. Total payable by the User to ArtStarts: \$ \_\_\_\_\_ (the "**Fees**").

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



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

(c) The User will be charged the cost of cleaning and/or repairing any Damages to the Reserved Area.

**7. 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.

**8. 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.

**9. Assignment:**

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

**10. Execution:**

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

**11. 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

