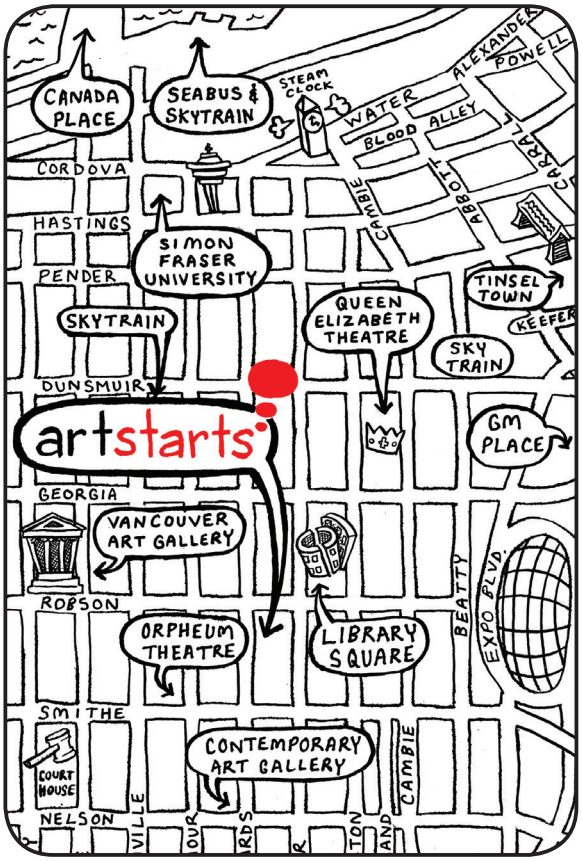
ArtStarts Gallery and Resource Centre

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 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 for more information
- Suggested caterers include:
  - Meinhardt (meinhardtfinefoods.com)
  - Dirty Apron (dirtyapron.com)
  - Nuba (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 workings 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 ***(Lab only)***	BenQ DLP technology, with speakers	1
Conference phone ***(Boardrooom and Lab)***	Polycom SoundStation VTX1000 for group communication	1
Rolling Whiteboard ***(Lab & Boardroom only)***	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)

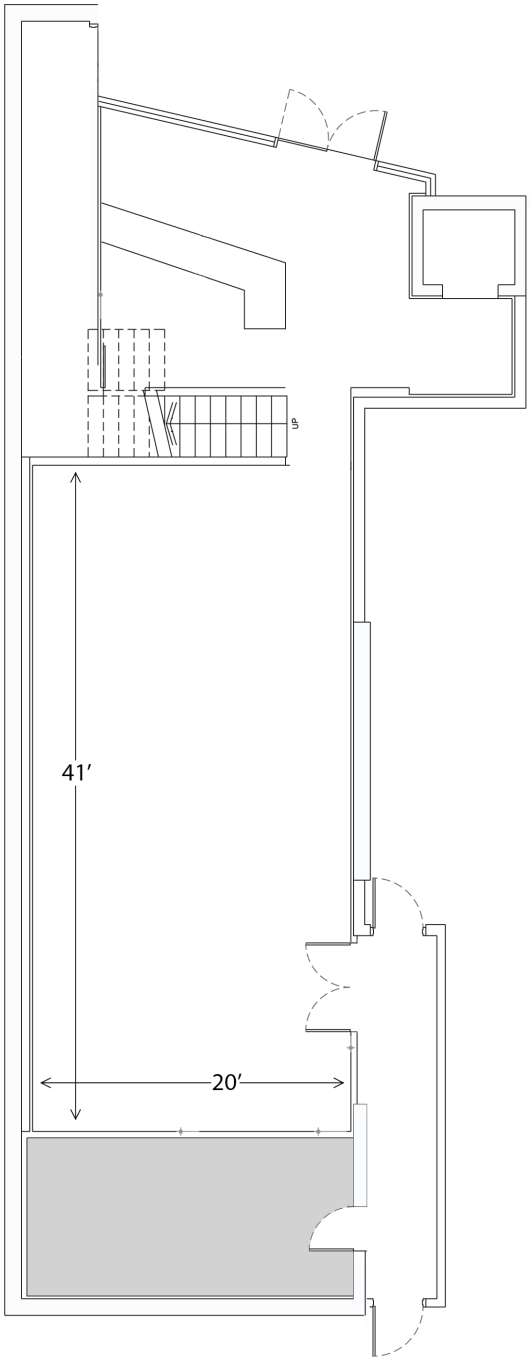
Regular	Weekdays	Weekend
9am–5pm	$75/hr	$100/hr
5pm–10pm	$100/hr	$100/hr

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	40
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)

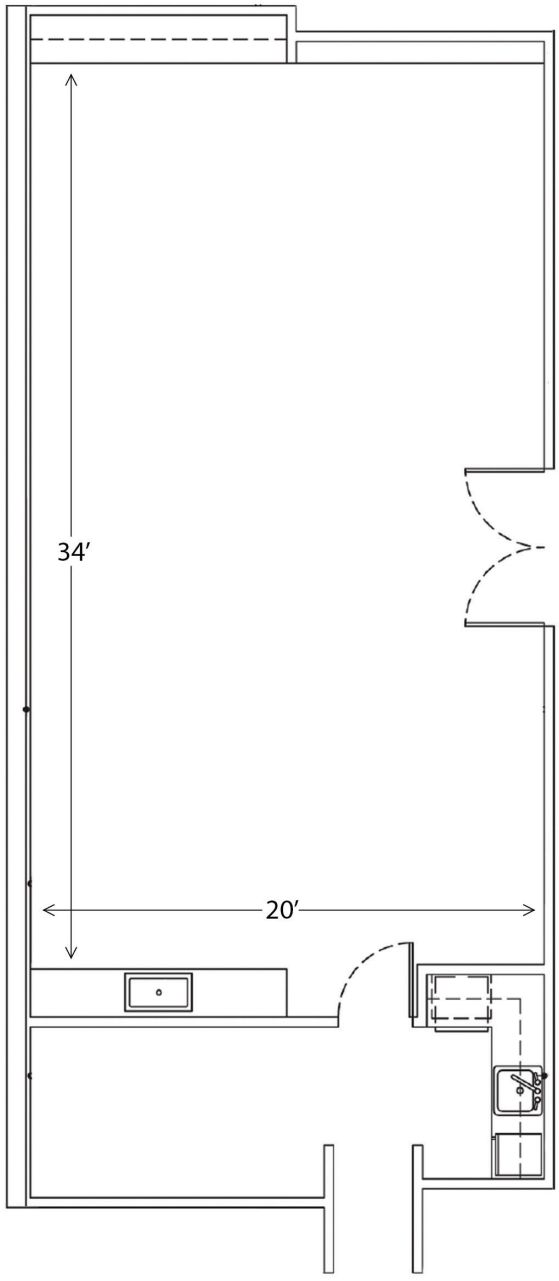
Regular	Weekdays	Weekend
9am–5pm	$50/hr	$75/hr
5pm–10pm	$75/hr	$75/hr

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

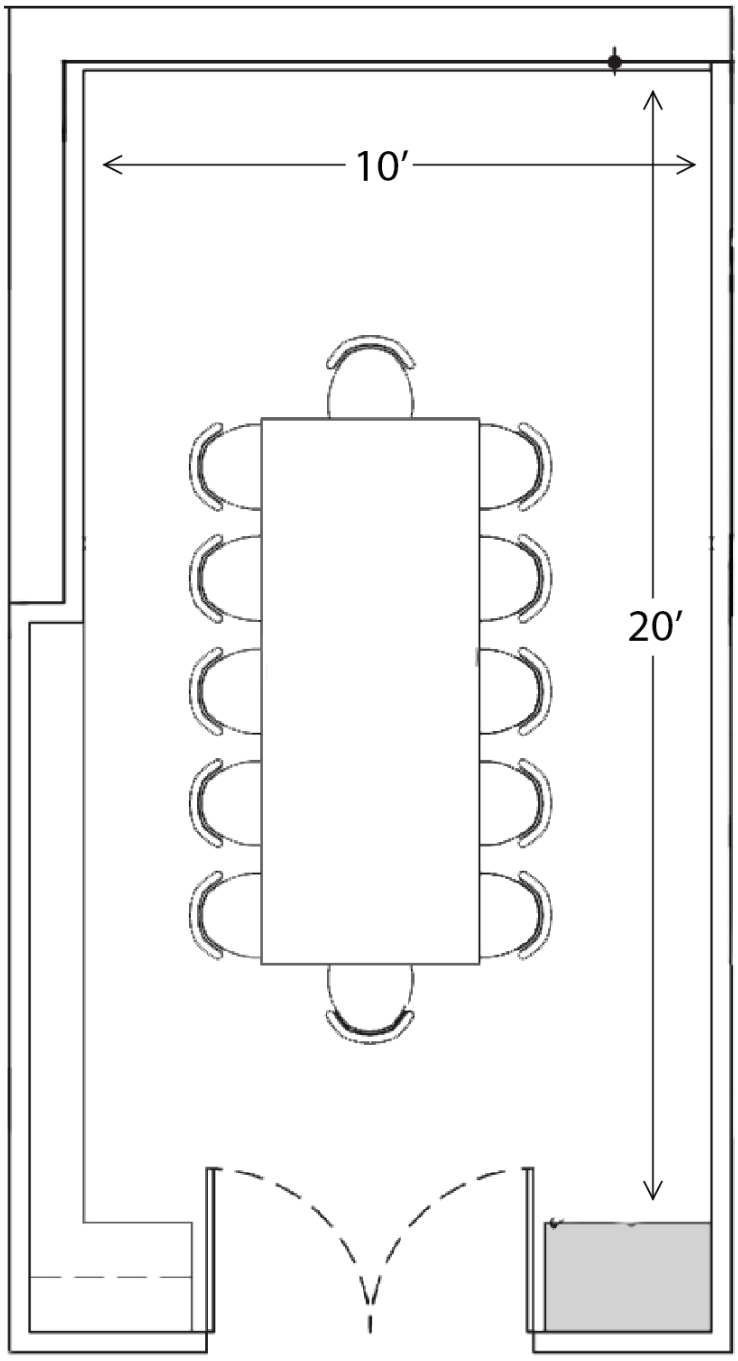
Regular	Weekdays	Weekend
9am–5pm	$30/hr	$55/hr
5pm–10pm	$55/hr	$55/hr

Non-Profit	Weekdays	Weekend
9am–5pm	$25/hr	$50/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 caters.

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 ***(Lab only)***	BenQ DLP technology, with cables for PC and Mac hookup	1	
Conference phone ***(Boardrooom and Lab)***	Polycom SoundStation VTX1000 for group communication	1	
Rolling Whiteboard ***(Lab & Boardroom)***	4′ 2″ x 6′ 3″	1	
Kitchen	Oven, range, microwave	-	
List any additional requirements:			

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 workings 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 herin;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT, in consideration of the mutual convenants 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. 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: _____

3. 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"**).

4. 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.

5. 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) ArtStarts shall be entitled to charge the User the cost of cleaning and/or repairing any Damages to the Reserved Area.

6. Credit Card Required For Damage Deposit/Cancellation:
(a) The User must provide a Visa or MasterCard credit card number upon booking in order to secure the use of the Reserved Area during the Term.

(b) The User's credit card will only be charged:

(i) to cover the cost of Damages;
(ii) in the event this User Agreement is forfeited by the User; or
(iii) in the event the User cancels this User Agreement within five business days of start of the Term.

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 enure full compliance with all of the above.*

USER	
Name / Signature	Date