



Venue Rental
Package

mcnva Museum of
North Vancouver

VENUE RENTALS AT THE MUSEUM OF NORTH VANCOUVER



Located in the heart of The Shipyards in North Vancouver, MONOVA: Museum of North Vancouver is a dynamic and innovative hub where the stories of North Vancouver's people, places and past come to life.

MONOVA is a short, 15 minute Seabus ride from downtown Vancouver. Modern style and versatile design allows for large spaces with lots of natural light.

Anchored by Streetcar 153, our Museum lobby is an incredibly unique setting for a private reception —guest can take a streetcar ride through the past as well as touring MONOVA's Permanent and Feature Exhibit Galleries.

MONOVA offers over 2,000 sq.ft. of meeting and event space available for hosting social celebrations, corporate meetings, weddings, and gala events.

We are a non-profit, public institution and venue rental revenue directly funds MONOVA'S exhibits and programs. Our venue rental policy prohibits the use of the space for publicly ticketed events, art exhibitions or auctions.

Exhibit requests should be directed to our Curatorial department and must fit the mandate, style and purpose of the Museum. The entire Museum is available for exclusive rental on specific days. Blackout dates apply.

BANQUET SPACE

MONOVA Rooms 1 & 2 can host up to a 100 guests reception when combined. They are equipped with a 55" Sony Display TV and ceiling-mounted 164" screen and projector (charges apply), and offer access to our Courtyard — just the perfect setting for a corporate meeting or a social celebration.

Our Boardroom is perfect for private meetings, and can accommodate up to 10 guests. Start or finish your day with a tour of the Museum.

- The maximum rental period is 8 hours, which includes vendor deliveries, set up, event time and tear down. Additional hours may be available upon request and fees may apply.
- Maximum capacity of the entire Museum is 300 guests.
- For events larger than 50 guests – an event planner is required and food and beverages must be provided by one of our preferred vendors.
- Covid-19 Protocols will be followed and will be updated according to the PHO guidelines:
<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions#pho-order>



VENUE RENTALS									
	Dimensions (ft.)	Sq. Ft.	Reception	Theater	Rounds of 8	U-Shape	Boardroom	4 Hours Rental	8 Hours Rental
Streetcar 153 Lobby	20 x 20	400	50	50	-	-	-	\$750	\$1500
Monova 1	16 x 28	448	40	40	32	16	12	\$500	\$1000
Monova 2	16 x 41	656	-	60	48	24	20	\$700	\$1000
Monova 1 & 2	16 x 69	1104	100	100	80	40	32	\$1200	\$2000
Courtyard	20 x 30	600	60	80	-	-	-	\$500	\$1000
Boardroom	13 x 13	169	-	-	-	10	10	\$250	\$500
Entire Museum	-	6800	300	-	-	-	-	\$3000	\$5000

AMENITIES		
Monova 1	Ceiling-mounted D-Lite Cosmopolitan Electrol 164" Diagonal 16:10 Electric Screen Ceiling-mounted LCD Laser Lumen Projector 55" Sony Bravia 4K Display Kitchenette Access to Courtyard (with rental of Monova rooms)	\$250 \$100 \$250
Monova 2	Blackout shades or Natural Light Collapsing Air Wall	
Boardroom	55" Sony Bravia 4K Display Conference Phone (long distance charges apply)	
	Podium Riser (6 pieces of 4x4ft. each)	\$100 \$25 p/piece
Complimentary	WiFi, White Board, Easel	





BOARDROOM



COARTYARD

ARCHIVES CONFERENCE ROOM

Located at 3203 Institute Road, North Vancouver, was home to Lynn Valley Elementary School from 1920 to 2004. Having provided eighty-four years of service through the Depression Era, and the Second World War, it is particularly fitting that it now houses the North Vancouver Museum and Archives Commission, the custodians of North Vancouver's past and stories.

Our conference room is the perfect fit for private meetings or workshops, can accommodate up to 20 guests in a u-shape setting or a small reception, all venue rental policies apply.

	Dimensions (ft.)	Sq. Ft.	Reception	Theater	Rounds of 8	U-Shape	Boardroom	4 Hours Rental	8 Hours Rental
Conference Room	16 x 33	587	60	30	-	20	18	\$250	\$500



PREFERRED VENDORS

MONOVA's priority is to create an amazing experience for you and your guests, while respecting the Museum's environment and preserving the value of its collections. We carefully selected the following caterers for their experience, reputation and the quality of their food and service as well as their knowledge of the Museum's catering guidelines, policies and procedures.

Please note that other caterers must be approved by MONOVA with a mandatory pre-event site visit and tasting, and a \$800 fee for non-preferred caterers.

No outside food and/or alcohol is permitted (including donated product or home-brew). Personal flasks are not allowed. Plastic straws are prohibited. No alcohol service or consumption will be allowed in any of the Exhibit areas and/or outside the Museum. Last call is 11:00 pm, guests must have vacated the building by 12:30 am. Exceeding these time limitations will result in a penalty fee of \$500 to the licensee.

Please contact them directly for menus, quotes and availability.

CATERING

- Cocktails & Canapés <https://cocktailsandcanapes.ca>
- Railtown Catering <https://railtowncatering.ca>
- Louis Gervais Fine Foods <https://www.louisgervaiscatering.com>
- Served Catering <https://servedcatering.com>
- Truffles Fine Foods <https://trufflesfinefoods.com>
- Moveable Feast Catering <https://amoveablefeastcafe.com>
- Savoury Chef <https://www.savourychef.com>
- Edge Catering <https://www.edgecatering.ca>

BAR

- Lavish Liquid <http://www.lavishliquid.com>

EVENT PLANNERS

- Smitten Events <http://www.smittenevents.ca>
- Clearwater Events <https://www.clearwaterevents.org>
- Petit Pearl Events <http://petitepearlevents.com>
- Sweetheart Events <https://sweetheartevents.com>
- Filosophi Events <https://www.filosophi.com>
- Umbrella Events <https://umbrellaevents.ca>
- Above & Beyond <https://aboveandbeyondeventplanning.ca>

DECOR

- Bespoke Décor <https://bespokedecor.ca>
- A&B Party Time <https://www.abpartytime.com>
- Loungeworks <https://loungeworks.ca>
- Pedersen's Rentals <https://vancouver.pedersens.com>
- Bold Creative Events <https://boldeventcreative.com/>

ENTERTAINMENT

- Musos Entertainment <https://www.musosent.com>
- About Town Entertainment <https://www.abouttownentertainment.com>

AUDIO VISUAL

- McHugh Productions <https://www.mchughproductions.com>

ACCOMMODATIONS

- Seaside Hotel <https://seasidehotelvancouver.com/rooms>
- Pinnacle Hotel at the Pier <https://www.pinnaclepierhotel.com>
- Lonsdale Quay Hotel <https://www.lonsdalequayhotel.com>

POLICIES

BOOKINGS

- To ensure that your events are the best possible experience for you and your guests, all events larger than 50 people, corporate or social, will require an experienced event or wedding planner.
- Daytime events are only allowed on the days that the museum is closed or otherwise approved in advance.
- Rehearsals are permitted during business hours only and only for one hour, based on availability.

OUTSIDE CATERING

We understand you may have a preferred caterer, but please note that outside caterers must be approved by the Museum prior to the event and there is a \$500 fee for non preferred caterers along with a mandatory pre-event site visit of the Museum.

DECOR

- No open flame of any kind will be allowed in any areas of the Museum.
- Nothing can be attached, taped or pinned to any of the walls of any of the areas of the Museum.
- Such items that need to hang from the ceiling will be limited by weight and allowed only in the areas where hooks are already installed.
- Live flower petals, confetti, sparkles and smoke machines are not allowed.
- Rental items are not included in your room rental.
- Scissor lifts inside the Museum are not allowed.

DELIVERY AND PICK UP

- If the space is booked the following day your rentals, decor and florals should be picked up on the day of your event. Otherwise, pick up can take place between 9:00 am -12:00 pm the day after your event. Any additional charges for delivery and pick up apply to each client, not the Museum.
- Loading Bay is located on the R1 level. A fob will need to be picked up prior to the event and returned the same day. The entrance is on Rogers Avenue. Delivery trucks are not allowed to park longer than one hour for drop off and pick up only. Reservation of the loading bay is strongly recommended.

ADDITIONAL FEES

- General Liability Insurance of \$5 million dollars listed under the Museum of North Vancouver, City of North Vancouver and District of North Vancouver.
- Socan Music Royalty and Re-Sound fees are based on the number of guests in attendance and if there is dancing. We will add this to your estimate of cost and added to your final invoice.
- Morning or Afternoon set up for an evening event (previously approved)
- Bar Service is based on consumption.

- Audio visual in-house or preferred audio visual company for extra equipment.
- Museum memberships as gifts.
- Museum Shop with a 10% discount for events of more than 100 people.
- Outside Catering fee \$500.
- Underground parking for you and your guests.

ACCESS

- Museum is open to the public Thursday to Sunday from 10:00am-5:00pm. A fee applies if your event requires extended set up and will have to be approved by the director of the Museum.
- Evening events on Monday to Wednesday can start set up at 12:00 pm at no extra charge.
- The Museum is a public space and is available "as is". We reserve the right to move or alter exhibits, artwork, flooring, wall or ceiling colour, or any other elements of the Museum without notice during the rental period.

SMOKING AND VAPING

- Smoking of any kind including e-cigarettes and recreational drugs is not allowed in the Museum and within 7.5 meters of the main doors.
- Smoke (from cigarettes or fog machines) is likely to set off the Museum's sprinkler system, and is damaging to both the building and our collections.
- A fine of \$2000 will apply to the licensee if any members of their party are found smoking on the premises, in addition to immediate cancellation of the event.

FILMING & PHOTO SHOOTS

We welcome professional filming and commercial photo shoots on site.

PAYMENTS

- A \$500 deposit is required to hold any space at the time of signing a contract.
- Second deposit payment is due 30 days prior to the event.
- Final payment is due 5 business days prior to the event.
- All deposits and payments are non-refundable.
- Payments can be made by credit card, certified cheque or wire transfer in Canadian dollars only.

TAXES

Room rental, Socan and Re-Sound charges are subject to 5% Goods & Services Tax (GST), Audio Visual is subject to 7% Provincial Sales Tax (PST) 5% Goods & Services Tax (GST), Service Charges are subject to 5% Goods & Services Tax (GST).

Subject to change without notice.



GIFT SHOP

MONOVA Gift Shop merchandise will complement the exhibit experience and support the Museum's exhibits and educational programming.

You will find a unique selection of finely-crafted, thoughtful and relevant gifts sourced from local and Northwest Coast artist, including jewellery, accessories, clothing, games and toys, plus a curated collection of books.

ADD-ONS

If you book an event with us you can add:

- Client Gifts for swag bags
- Gift wrapped and 15% discount
- Private Shopping Experience after hours
\$120 / for up to 4 hrs & 10% discount
- Private Exhibits Tour
\$150 per hour for up to 4 hrs

INVENTORY AVAILABLE IN-HOUSE

- Banquet 6ft. tables \$10.00 each
- Round 5ft. tables \$10.00 each
- Cocktail tables \$ 8.00 each
- White banquet chairs \$ 5.00 each
- Jersey linen (white or black) \$ 3.00 each

For more information and availability, please contact:

Rosie Aceves
Marketing Coordinator - Venue Rentals
AcevesR@monova.ca
604-990-3700 ext. 8022



115 West Esplanade, North Vancouver, BC V7M 0G7

We respectfully acknowledge that MONOVA: Museum and Archives of North Vancouver is located on the traditional lands of the Sḵw̱x̱w̱ú7mesh (Squamish), and Səl̓ílwətał (Tseil-Waututh) First Nations, whose ancestors have lived here for countless generations. We are grateful for the opportunity to live, work and learn with them on unceded Coast Salish Territory.