

mcnva

Museum of
North Vancouver

2024

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 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, unless otherwise approved by our Director and/or Curator.

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 and approved by the Director.

EVENT SPACE

MONOVA Rooms 1 & 2 can host up to a 180 guests reception style when combined. Equipped with a 55" Sony Display TV and ceiling-mounted 164" screen and projector (charges apply), and private access to our Courtyard — just the perfect setting for a corporate meeting or a social celebration.

Our Boardroom is perfect for small 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 80 guests – an event planner is required and food and beverages must be provided by one of our preferred vendors.
- For events larger than 100 guests we require liability event insurance.



VENUE RENTALS 2024

MONOVA

	Dimensions (Sq.Ft.)		Reception	Theater	Square Table	U-Shape	Boardroom	Rental 4hrs	Rental 8hrs
Streetcar 153 Lobby	20 x 20	400	50	-	-	-	-	\$ 800	\$1500
Monova 1	16 x 28	448	50	40	32	24	12	\$ 600	\$1100
Monova 2	16 x 41	656	70	60	40	30	20	\$ 800	\$1100
Monova 1 & 2	16 x 69	1104	180	100	80	-	40	\$1300	\$2300
Courtyard	20 x 30	600	60	-	-	-	-	\$ 500	\$1000
Boardroom	13 x 13	169	-	-	-	10	10	\$ 300	\$ 500
All Event Space	-	2104	300	-	-	-	-	-	\$3500



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.

ARCHIVES

	Dimensions (Sq.Ft.)		Reception	Theater	Square Table	U-Shape	Boardroom	Rental 4hrs	Rental 8hrs
Conference Room	16 x 33	587	60	40	-	20	20	\$ 250	\$500



AMENITIES

Monova 1	Ceiling-mounted 164” Electric Screen & LCD laser Lumen Projector	\$ 200
	55” Sony Bravia Display	\$ 100
	Kitchenette	
	Collapsing Wall + Monova 1 & 2 Combined	
Monova 2	Blackout Shades or Natural Light	
Boardroom	55” Sony Bravia 4K Display	
Available for Rent	Podium	\$50
	Cordless or Lapel Microphones	\$50
	Portable White Board with paper and markers	\$50
	Large 6’x4’ White Board	\$50
	Riser (2 pieces of 8’x4’)	\$50 p/piece
Complimentary	Wi-Fi	

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). 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 \$800 to the licensee.

Please contact them directly to arrange menus, quotes, availability and payment.

CATERING

- Served Catering <https://servedcatering.com>
- A Moveable Feast Catering <https://amoveablefeastcafe.com>
- Boy with a Knife <https://boywithaknife.ca>
- Cocktails & Canapés <https://cocktailsandcanapes.ca>
- Edge Catering <https://www.edgecatering.ca>

EVENT PLANNERS

- 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>

DECOR

- Bespoke Décor <https://bespokedecor.ca>
- Loungeworks <https://loungeworks.ca>
- A&B Party Time <https://www.abpartytime.com>
- 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>
- DJ Niña Mendoza <http://linktr.ee/ninamendoza>
- DJ O'Show <https://djoshow.com>

AUDIO VISUAL

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

PHOTOGRAPHY

- Alison Boulier <https://www.alisonboulier.com>
- Chris Chung <https://www.butterstudios.ca>

ACCOMMODATIONS

- Seaside Hotel <https://seasidehotelvancouver.com>
- 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 80 people, corporate or social, will require an experienced event planner.
- Daytime events are only allowed on the days that the museum is closed to the public or otherwise approved in advance. (Charges may apply)
- Rehearsals are permitted during business hours and only for one hour, based on availability and booked in advance.

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.
- Real flower petals, rice, glitter, confetti, sparklers and smoke machines are not allowed.
- Rental includes in stock tables and chairs only.
- 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 at the end of your event. Otherwise, pick up can take place between 10:00 am -12:00 pm the next day. 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 45 mins for drop off and pick up only. Reservation of the loading bay is strongly recommended.
- Museum Muse Alleyway can be use as an alternative without blocking access to the other businesses and the pedestrian areas, using the outside elevator with the supervision of Monova staff only.

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 for events of 100 people or more.
- 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 if applicable.
- There is a \$5 charge for linen to cover laundry charge.

- Morning or Afternoon set up for an evening event (previously approved) and charges may apply.
- Bar Service is based on consumption and a liquor license is required as the museum does not have a primary liquor license.
- Host Bar or Cash Bar license cost may vary.
- Cashier Staff at \$35 per hour - minimum of 4hrs.
- Audio visual in-house or preferred audio visual company for extra equipment.
- Museum memberships or yearly pass can be purchased as gifts.
- Underground pay parking for you and your guests.

ACCESS

- Museum is open to the public Wednesday to Sunday from 10:00am-5:00pm and until 8:00pm on Thursdays.
- Events on Monday or Tuesday are preferred.
- Evening events on Monday or Tuesday can start set up at 12:00 noon. (opening days and hours may change without notice).
- 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.

If photos are published on social media please tag us.

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 from the day you receive the final invoice.
- 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:

- Custom made Swag Bags available.
- Private Shopping Experience after hours
\$150 / for up to 4 hrs & 15% discount
- Private Exhibits Tours
\$250 per tour (max. 30 guests for approx. 1hr.)
- Activation of current Programs
Please inquire for prices and details.

INVENTORY AVAILABLE TO RENT

- | | |
|---|--------------|
| • Banquet 6ft. tables (10) | \$10.00 each |
| • Cocktail tables (6) | \$ 8.00 each |
| • White banquet chairs (100) | \$ 5.00 each |
| • Jersey linen
(white or black-10 max of each) | \$ 5.00 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 Skwxwú7mesh (Squamish), and Səlilwətał (Tsleil-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.

