

VENUE RENTALS



MonoVA



Museum of North Vancouver

ABOUT US

Both an award-winning museum and historic community archives, **MONOVA: Museum & Archives of North Vancouver** celebrates the people, cultures, and evolving local industries that continue to shape North Vancouver today.

Offering over 2,000 ft² of total rentable space, this innovative social hub is fully-equipped to host a variety of social celebrations, corporate meetings, weddings, gala events and more...

What to expect? The best of innovative design thinking in spaces that reflect MONOVA's philosophy of connecting with North Vancouver's present-day community.

| | RECEPTION | THEATRE | U-SHAPE | BOARDROOM |
|-------------------------|-----------|---------|---------|-----------|
| MONOVA 1 | 50 | 40 | 24 | 12 |
| MONOVA 1 & 2 | 180 | 100 | 30 | 40 |
| COURTYARD | 60 | 60 | - | - |
| BOARDROOM | - | - | 10 | 10 |
| ARCHIVES | 60 | 60 | 20 | 20 |

With flexible options to suit all budgets and occasions, speak to our Venue Rentals Liaison about your event today.

Please contact:

Rosie Aceves, Venue Rentals Liaison

e: acevesr@monova.ca

t: 604-990-3700 (ext. 8022)

RENTAL PACKAGE

As a non-profit, public institution, all revenue generated from venue rentals continues to fund MONOVA's innovative exhibits, educational programming, and Indigenous storytelling.

We take pride in making events memorable at MONOVA. Let us know how we can help!

The entire museum is available for exclusive rentals and/or buyouts as approved by our Director, starting at \$4,000 for weekday rentals, and can accommodate up to 300 guests.

With each rental, you will receive:

- Exclusive use of your rental space within a unique cultural venue
- On-site Liaison for the duration of your event to support set up & tear down
- Access to current exhibitions for your guests (based on time/availability)
- Complimentary Wi-Fi

ADDITIONAL AMENITIES

| | |
|--|--------|
| 6ft Banquet Tables (10) | \$10pp |
| Cocktail Tables (6) | \$8pp |
| White Banquet Chairs (100) | \$5pp |
| Jersey Linen (10) | \$5pp |
| <i>White or Black</i> | |
| 164" Screen & Laser Projector | \$200 |
| 55" HDTV Monitor | \$100 |
| Podium & Cordless Microphone | \$100 |
| White Board, Paper, Markers | \$50 |
| Raised Stage (2) | \$50pp |



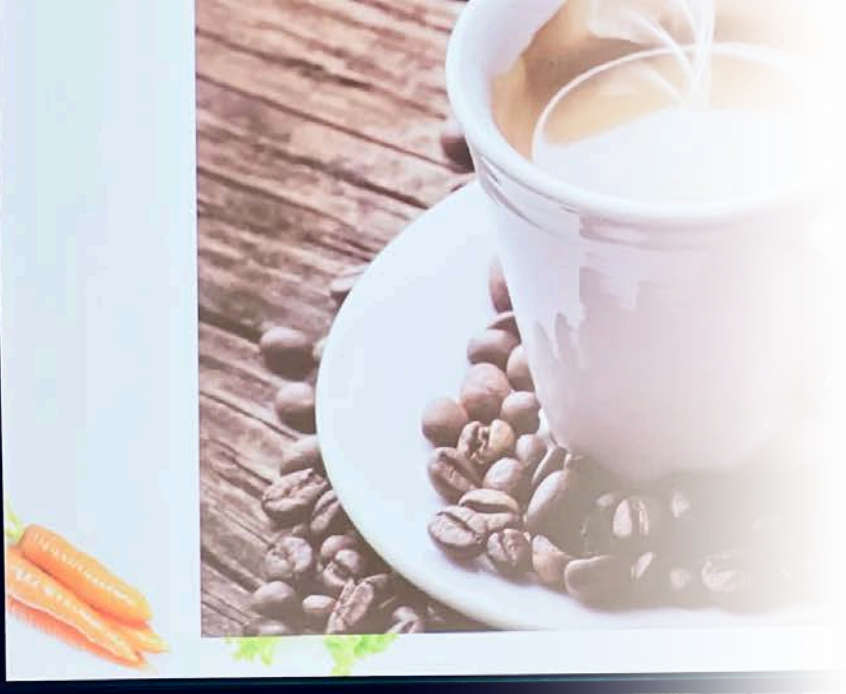
MONOVA 1 + 2

Located at 115 West Esplanade in the iconic Shipyards of North Vancouver, our museum brings powerful stories of North Vancouver and its communities to life.

Bathed in natural light and overlooking our thriving Coast Salish Garden, MONOVA 1 & 2 offers guests flexible options for large-scale parties or more bespoke intimate gatherings.

Our servery opens into MONOVA 1, making it perfect for catered events or bar service.

MONOVA 1 & 2 can both be booked individually, or when combined can accommodate a total of up to 180 guests.



| MONOVA 1 448 ft ² (16 x 28) | | MONOVA 2 656 ft ² (16 x 41) | | MONOVA 1 & 2 1,104 ft ² (16 x 69) | |
|--|----|--|----|--|-----|
| Reception | 50 | Reception | 80 | Reception | 180 |
| Theatre | 40 | Theatre | 60 | Theatre | 100 |
| Square of 8 | 32 | Square of 8 | 40 | Square of 8 | 72 |
| U-Shape | 24 | U-Shape | 24 | U-Shape | 30 |
| Boardroom | 12 | Boardroom | 28 | Boardroom | 40 |
| \$700 (4hrs) \$1,200 (8hrs) | | \$850 (4hrs) \$1,300 (8hrs) | | \$1500 (4hrs) \$2,500 (8hrs) | |



BOARDROOM

For more formal gatherings, consider our Boardroom, perfect for private meetings or off-site planning sessions, which can accommodate up to 10 guests.

Our Boardroom comes equipped with a 55" HD monitor and camera system, ideal for collaborative projects and video conference calls.



BOARDROOM

169 ft² (13 x 13)

U-Shape 10

Boardroom 10

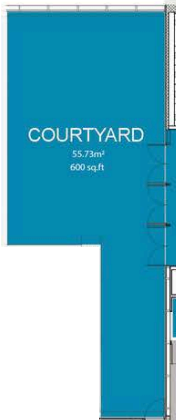
\$300 (4hrs)

\$500 (8hrs)



COURTYARD

Thriving with Indigenous plant life and adorned with sparkling string lights, our Courtyard provides the perfect setting for sizzling summer parties, wedding receptions and corporate team-building activities. This seasonal space is available May - Oct.



COURTYARD

600 ft² (20 x 30)

Reception 60

Theatre 60

\$500 (4hrs)

\$1,000 (8hrs)



ARCHIVES

Located at 3203 Institute Road in the heart of Lynn Valley, the MONOVA

Archives is home to a growing collection of over 100,000 local records, offering visitors a unique opportunity to connect with North Vancouver's extensive community history.

Based out of what was originally the third Lynn Valley Elementary School (1920 – 2004), our historic Archives offers generous space for meetings, conferences and workshops, and can accommodate up to 60 guests in a small reception.

All venue rental policies apply.

ARCHIVES

587 ft² (16 x 33)

Reception 60

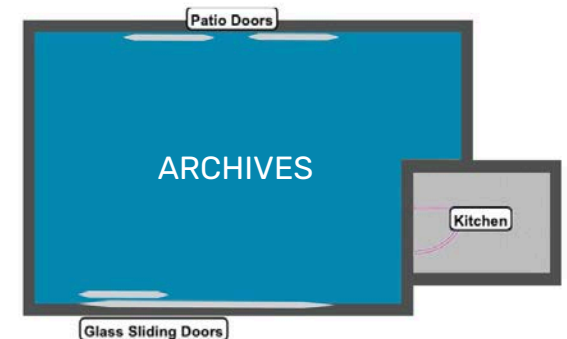
Theatre 60

U-Shape 20

Boardroom 20

\$300 (4hrs)

\$600 (8hrs)



PREFERRED VENDORS

No matter the size or scope of your event, our priority when booking any one of our spaces is to ensure we make your event memorable.

MONOVA has carefully selected the following vendors for their experience, reputation and quality of their services, as well as their knowledge of our guidelines, policies & procedures.

Please contact vendors directly to discuss menus, quotes, availability and payment.

CATERING

A Moveable Feast Catering

amoveablefeastcafe.com

admin@amoveablefeastcafe.com

Bon Vivant Catering & Events

bonvivantcatering.ca

info@bonvivantcatering.ca

Cocktails & Canapés

cocktailsandcanapes.ca

info@cocktailsandcanapes.ca

Edge Catering

edgecatering.ca

info@edgecatering.ca

Served Catering

servedcatering.com

info@servedcatering.com

INDIGENOUS CUISINE

Friendship Catering

vafcs.org/friendship-catering

catering@vafcs.org

Tawnshi Charcuterie

tawnshi.com

hello@tawnshi.com

DECOR

Bespoke Décor

bespokedecor.ca

hello@bespokedecor.ca

Element Event Solutions

elementeventscanada.com

info.west@elementevents.com

Pedersen's Rentals

vancouver.pedersens.com

604-324-7368

EVENT PLANNERS

Clearwater Events

clearwaterevents.org

natasha@clearwaterevents.org

DreamGroup Weddings & Events

dreamgroup.ca

hello@dreamgroup.ca

Filosofi Event

filosofi.com

info@filosofi.com

Petit Pearl Events

petitepearlevents.com

form.jotform.com/213115531046039

Sweetheart Events

sweetheartevents.com

savethedate@sweetheartevents.ca

Together Creative

createtogether.ca

info@createtogether.ca

Umbrella Events

umbrellaevents.ca

hello@umbrellaevents.ca

ENTERTAINMENT

About Town Entertainment

abouttownentertainment.com

hello@abouttownentertainment.com

Musos Entertainment

musosent.com

musosent@gmail.com

DJ Niña Mendoza

ninamendoza.com

info@ninamendoza.com

DJ O'Show

djoshow.com

djoshow.com/contact

DJ Keganski

edwards.keagan88@gmail.com

AUDIO VISUAL

McHugh Productions

mchughproductions.com

val@mchughproductions.com

PHOTO BOOTH

Dang Good Booths

danggoodbooths.com

info@danggoodbooths.com

PHOTOGRAPHY

Alison Boulier

alisonboulier.com

aboulier316@gmail.com

Chris Chung

butterstudios.ca

info@butterstudios.ca

ACCOMODATION

Seaside Hotel

seasidehotelvancouver.com

info@seasidehotelvancouver.com

Pinnacle Hotel at the Pier

pinnaclepierhotel.com

fd@pinnacleatthepier.com

Lonsdale Quay Hotel

coasthotels.com

info@coasthotels.com

ADD-ON EXPERIENCES

Alongside your venue rental, **consider booking one of our engaging add-on experiences**, bringing the powerful stories of North Vancouver to life.

COAST SALISH WOOL WEAVING

Led by one of MONOVA's Indigenous Cultural Programmers, discover the importance of wool weaving in Coast Salish culture while producing a simple, yet beautiful bracelet.



RIDING WITH CHANGE, PLUS GUIDED GALLERY TOUR

Hop aboard MONOVA's beloved Streetcar 153 as we journey through time to reveal stories of the many passengers & communities it served during its 35-year service across North Vancouver.

This 30-min theatre-style experience is followed by a guided tour of MONOVA's award-winning Permanent Gallery.

WALKS WITH HISTORY

Experience the vibrant history of our local neighbourhood across one of two distinct walking tours that celebrate the place we call home. Select from... **Lower Lonsdale** or **Shipyards**.

Our summer walking tours are available for bookings between May - October.



PROGRAM PRICING

Discounted Rate, with Venue Rental \$15 per person (min. 10 guests) | **General Rate, without Venue Rental** \$25 per person (min. 10 guests)



ENHANCE YOUR EVENT

PRIVATE GALLERY TOUR

Led by MONOVA's expert gallery representatives, overflowing with historical anecdotes, our Private Gallery Tours are a unique opportunity for client hosting and team building, and offers guests an engaging cultural component to their event.

\$250 (max. 30 guests)

AFTER HOURS SHOPPING EXPERIENCE

Supporting local makers, artists & authors from North Vancouver and beyond, MONOVA is your one-stop shop for cultural gifts and treats. Enhance your event and find yourself something truly special with an exclusive after hours shopping experience hosted by MONOVA's knowledgeable retail staff.

\$120 (includes 10% discount on products)



CORPORATE GIFTS & SWAG BAGS

Whether you're celebrating a stand-out staff member or sending the whole team home happy, our hand-picked swag bags provide the perfect finishing touch for corporate bookings. No matter the size or scope of your event, speak to us about gift options today.

Please inquire for pricing



POLICIES

ACCESS

- Museum is open to the public Wed, Fri – Sun from 10AM – 5PM, and Thu from 10AM – 8PM.
- Events on Mondays and/or Tuesdays, when our Museum is closed to the public, are most easily accommodated. Please get in touch should you need to discuss alternate options.
- Evening events on Mondays or Tuesdays may start set-up at 2PM.
- MONOVA may move or alter exhibits, artwork, flooring, wall or ceiling furnishings without notice during the rental period.

BOOKINGS

- To ensure the best possible experience for you and your guests, events larger than 100 people are encouraged to make use of an event planner – see rental package for preferred vendors.
- Daytime events are available on days the museum is closed to the public (Mon & Tue), unless otherwise approved by the Director (advance notice required, charges may apply).
- A one-hour rehearsal can be arranged during business hours with advance notice, based on space availability.

OUTSIDE CATERING

- We encourage the use of our Preferred Caterers for all events at MONOVA. Please note that use of non-Preferred Caterers requires prior approval, and is subject to a \$500 fee. A pre-event site visit and a food liability waiver is also required.

DECOR

- For health & safety purposes, open flames are not permitted. We instead recommend use of flameless candles, or similar battery-operated alternatives.
- Any attachments/coverings to wall areas are not permitted.
- Items that may need to hang from the ceiling will be subject to weight limitations and are permitted only in areas where hooks are pre-installed.
- Flower petals, rice, glitter or confetti are not permitted.
- For fire safety, sparklers and fog machines are also not permitted.
- Rental includes in stock tables and chairs only.
- We cannot accommodate scissor lifts within our spaces, though we are able to provide ceiling height ladders if required, used in alignment with MONOVA's health and safety protocols.

DELIVERY AND PICK UP

- Rented items, such as florals and decor, glassware, service china and furniture should be removed from the rental space on completion of your event. Pick-up can be arranged for the following day between 10AM – 5PM, time and space permitting. Any additional charges for delivery and pick up reside solely with the client.
- MONOVA's loading bay is located on the R1 level of the parkade (just off Rogers Avenue). Delivery trucks are not allowed to be left unattended, and reservation of the loading bay is strongly recommended.
- Museum Muse can also be used for loading, without blocking access to the surrounding businesses or pedestrian walkway. An external elevator is available with side door access to our Museum, as supervised by MONOVA staff.

FILMING & PHOTOSHOOTS

- We welcome professional filming and commercial photoshoots within our spaces. If content is published on social media, we kindly ask that this be tagged and shared via [@visitMONOVA](#).

SMOKING AND VAPING

- Smoking, including use of e-cigarettes and recreational drugs, is not permitted on-site or within 7.5 meters of the entry ways.
- Smoke (from cigarettes or fog machines) is likely to set off MONOVA's sprinkler system, causing damage to both the building and our collections.
- A fine of \$20,000 will apply to the company and/or organizer if any members of their party are found smoking on-site, in addition to immediate cancellation of the event.

PAYMENTS

- A 50% deposit is required to hold any of MONOVA's rental spaces at the time of signing a contract.
- Final payment is due 5 business days following receipt of 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.

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 is required for events of 100 people or more.
- SOCAN Music Royalty & RE-SOUND fees apply to events that include music and dancing. Fees are based on the number of guests in attendance, and will be added to your estimate bill and final invoice if applicable.
- There is a \$5 fee for linen laundry service.
- Bar service must be arranged directly with your caterer. MONOVA does not hold a primary liquor license.
- MONOVA offers a limited selection of in-house audio visual equipment for a nominal fee. A preferred audio-visual company is also available.
- Unreserved underground pay parking is available, as managed by the City of North Vancouver.

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.