



EXHIBITION HALL TERMS OF USE

DESCRIPTION OF EXHIBITION HALL

Originally a repair shed for train engines, the Exhibition Hall retains much of the original post and beam architecture, and even some railway tracks which remain embedded in its polished concrete floor. Natural light, high ceilings and the floor-to-ceiling windows provide a dramatic space, well-suited for large gatherings, parties, exhibitions, trade shows, conferences, performances and weddings. The outside doors provide access to the turntable plaza. Moveable art walls allow for versatile use of this space. Due to the logistics of moving these walls, they must only be moved by RHCC staff before the room can be opened to the public or for event set up. In the default set-up, one fifth of the Exhibition Hall is reserved as lobby space for the adjacent Performance Centre.

CAPACITIES

Additional items such as a stage, dance floor, or display equipment will reduce total available area and capacity and final capacity will be determined by the Technical Director.

(With the PC lobby area included; approximately 7,800 ft² is available. See ground plan.)

Standing.....	400
Theatre.....	400
Seated reception.....	Max 300

DÉCOR AND DISPLAY

Wooden Posts

The wooden posts in the hall are part of the original heritage structure of the Roundhouse, and therefore screwing and nailing into the posts is not permitted. String and rope are the only means by which décor may be attached to the posts.

Display Walls

Masking tape, push pins and small (1"-2") finishing nails are the only means by which décor may be attached to the moveable display walls.

ABSOLUTELY no screws or wall anchors are to be used without permission of the Roundhouse Technical Staff.

Any holes or marks made in the walls will be filled and painted by RHCC staff after the event, with the cost paid by the renter. If you wish to paint any of the display walls, the same will apply. Costs of materials and staff time will be factored into the rental fees. Please note that the red safety legs attached to the walls are not removable.

All other adhesives and fasteners are prohibited. You are responsible for removing any tape, pins or nails at the end of the event.

Perimeter Walls

The perimeter walls of the room may not be painted or defaced in any way. Only the picture rail along the east wall may be used to attach hanging décor. Lightweight materials may be affixed with masking tape.

STAFFING

The guidelines below are minimum requirements. Additional staff may be required as per discussion with the TD and based on RHCC staffing policies. These staff will be provided at an additional charge over and above the base room rental rate. Staff are responsible for public safety and ensuring emergency procedures are followed. Professional security is required for some events, at the discretion of the Production Team.

The following staff are the minimum required during your set up, function, and take down, and will be charged to your event, depending on specific requirements.

All events.....At least 2 RH staff members

Events with alcohol.....At least 2 RH staff members plus at least 1 security guard

Any event after RHCC hours..... At least 2 RH staff members plus 1 Front desk staff

*Set-up and take-down of staging and display walls requires 2 RH staff. In most situations these staff will also be available to assist with other aspects of event set-up.

*RH staff must be paid for a minimum 4 hour shift.

*These staffing levels assume that the set-up and takedown of tables, chairs etc. is the responsibility of the client.

*Staff shifts exceeding 5 hours must include at least a half hour unpaid meal break.

*If the staff are required to work through their scheduled breaks, they will be paid at the overtime rate for the duration of that break.

*Changes to the scheduled hours of work must be approved in advance by the TD.

*Staffing on statutory holidays and between the hours of 12-8am will be paid at the overtime rate.

STUDIO SPACES

The RHCC pottery and woodworking studios are adjacent to the Exhibition Hall along one wall. Access to these spaces must be maintained when these rooms are in use. Please be aware that there may be noise from these rooms that can affect your event.

GENERAL GUIDELINES

All events must be completed by 12:00am, with all guests/audience members cleared from the building by 12:30am.

No objects or materials that could set off the motion detectors are permitted overnight in any part of the facility (i.e. balloons, streamers, etc.). Helium balloons, glitter and confetti are not permitted in the facility.

The use of live wood products is not permitted in the facility as they are a danger to the 130+ year old wood beams.

The RHCC is not responsible for lost or stolen items.

USE OF TOOLS AND EQUIPMENT

Equipment provided or arranged by the renter must be approved by the TD in advance.

You are expected to provide any specific tools that may be required for your event. In an emergency, the RHCC has a basic kit of general tools and supplies.

All RHCC equipment must be operated by RHCC staff only unless otherwise arranged in advance. This includes the sound and lighting equipment, blinds, exhibition display walls, staging risers, and scissor lift.

FIRE AND SAFETY

Emergency exits must remain easily accessible (minimum 4' pathways) and under no circumstances can they be blocked by tables, chairs, walls, stages, people etc.

No gas or propane equipment may be used inside the facility. Any such material used outside of the facility must adhere to CSA approval standards.

The renter is required to conform to all Workers' Compensation Board safety regulations. All seating aisles must remain clear of all obstructions whenever audience is present. This includes people, cables, tripods, equipment etc.

No fire element (candles/torches/butane burners/pyrotechnics) is permitted, unless discussed beforehand with the TD. A proper fire safety orientation must take place with an RHCC staff member. As well, a Fire Safety sheet must be signed. This may happen on the day of the event.

Any overhead suspension of objects must be installed by an RHCC staff person.

GARBAGE

The RHCC is a Zero Waste facility and all patrons are required to sort their waste into appropriate containers. All cardboard must be broken down and flattened, containers rinsed of debris.

The renter is responsible for removing all equipment and supplies at the end of the event, and for general clean-up of debris, garbage and food waste to ensure that the venue is in reasonable condition for the next user. Additional cleaning and storage charges will be applied if items or waste are left behind. Please see below under "Receptions Serving Food and Beverages" for information about garbage disposal for events with food.

STORAGE

Please be aware that the RHCC has very limited storage facilities. Arrangements for storage of equipment or supplies before, during, or after your event must be made with the TD in advance. Additional storage charges may be applied if items are left behind, or if the RHCC must accommodate unexpected items.

INSURANCE

Adequate public liability and property damage insurance is required, minimum \$2,000,000. Please see contract for more details.

Note that three parties need to be listed as additionally insured:

- City of Vancouver
- Vancouver Board of Parks and Recreation
- Roundhouse Community Arts & Recreation Society

PUBLICITY AND BOX OFFICE

All publicity and box office duties are the responsibility of the renter.

Event information can be included on the www.roundhouse.ca Events page. Please contact the Rental Coordinator for details.

A limited number of posters and handbills can be displayed on our community bulletin board, subject to approval.

RECEPTIONS SERVING FOOD AND BEVERAGES

Kitchen

The kitchen is a commercial-grade facility, available for rental for events being held at the RHCC. The kitchen includes a 6-burner gas stove with 2 ovens (1 conventional, 1 convection) and 1 grill, a double sink, a food sink, a hand-washing sink, dishwasher, limited refrigerator and freezer space, and ample counter space.

On the day of your event, an RHCC staff person will conduct a Kitchen Orientation to familiarize you (or your caterer) with our facilities and to ensure proper equipment usage. The room rate for the kitchen includes one staff person for up to 8 hours, who will be available to assist other RHCC staff in the main event rooms as schedule permits. In some circumstances, this person may be able to replace one of the other staff on your event, as determined in consultation with the TD.

Alcohol

There is no food or drinks allowed in the Performance Centre when the seats are in use. In order to provide alcohol at your event, **you must obtain an appropriate Special Event Permit (liquor license)** which indicates the room/area, times and date of service. See <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit> for more information.

A copy of the liquor license must be submitted to RHCC staff no later than 48 hours prior to event. Failure to do so may result in loss of liquor privileges. Incorrect or incomplete liquor licenses will not be granted liquor service. The original license must be posted in the area of service. A liquor server with a valid "Serving It Right" or "Special Event Server" Certificate must be present at all times alcohol is being served. A photocopy of certification is required to be submitted with the liquor license prior to the event. See

<https://www.responsibleservicebc.gov.bc.ca/serving-it-right-course> for more information.

Alcohol is not permitted outside the rental space listed on the liquor license. Failure to comply will result in loss of liquor privileges.

Food/Catering

All food preparation and service must meet the FoodSafe guidelines of the Vancouver Coastal Health Authority. See www.foodsafe.ca for more information. If food/beverages are being handled in an unsanitary fashion, the RHCC staff reserve the right to take appropriate action and you may be denied further food service.

Storage space and refrigeration space is limited in the kitchen and may or may not be available. This can be confirmed through consultation with the TD.

You are free to engage the services of any caterer of your choosing. When using a catering service, the renter must provide the name and contact number of the caterer. You (or your caterer) must provide their own equipment (i.e. pots, utensils, serving dishes, etc.). You (or your caterer) must leave the kitchen in the condition found. Otherwise, cleaning charges may be applied and deducted from the damage deposit and/or invoiced.

LATE NIGHT EVENTS

All rentals that take place outside regular operating hours of the centre must pay building staff costs to open the building and monitor the event. Regular operating times are Monday to Friday 9:00am-10:00pm and Saturday/Sunday 9:00am-5:00pm. Refer to the *Staffing* section for additional staff requirements.

NOISE BYLAWS

Noise levels (including live/recorded music) must be below 65 dBA (as registered outside of the building) after 10:00pm and below 70 dBA during daytime hours, as per the relevant COV Noise By-Law. All events must be completed by 12 midnight.