



FACILITY RENTAL & BOOKING INFORMATION



The Port Moody Arts Centre Society operates a not-for-profit Arts Centre in the historic Old City Hall and Appleyard House, in the heart of Port Moody. We are committed to bringing positive arts experiences to the community through the classes we offer, the art exhibitions we host, and events that we deliver.

In addition to our programs and services, the Arts Centre boasts a variety of unique rental spaces suitable for a wide range of events including meetings, workshops, rehearsals, recitals, performances, award ceremonies and corporate functions.

2425 St Johns Street
Port Moody, BC V3H 2B2
pomoarts.ca/rentals
rentals@pomoarts.ca
604.931.2008

Business hours vary throughout the year depending on the season. Please see our current hours at pomoarts.ca

BOOKING OUR FACILITIES

- Wi-Fi available.
- Folding chairs and tables available to use.
- Renters are responsible for their own set up and takedown during contract time frame.
- Additional fees may apply for piano and keyboard rental and/or tuning.
- A surcharge of \$30 per hour of staff time will be added for any after hour bookings.
- To secure a booking date, a \$200.00 (or \$500.00 if liquor served), damage deposit is required and will be refunded after event, given the Rental Terms and Conditions are adhered to.

Insurance Coverage

General Liability Insurance coverage and if serving liquor, HOST Liquor Liability Insurance coverage are required for any rental and must be provided by renter. Online quotes can be obtained here: <https://bc.events.insure/> Minimum liability amounts and further details including local agencies are listed in our Rental Terms and Conditions on our website.

Serving Liquor?

In cases where liquor will be brought in and/or consumed, a provincial Special Occasion Liquor License (SOL) is required. This can be obtained by the renter named on the contract from <https://specialevents.bcldb.com/>

SOCAN

A Society of Composers, Authors and Music Publishers of Canada (SOCAN) fee is required for all renters where music and/or dancing is present. License fee without dancing \$20.56 (plus tax); with dancing \$41.13 (plus tax).

FACILITY RENTAL PRICING

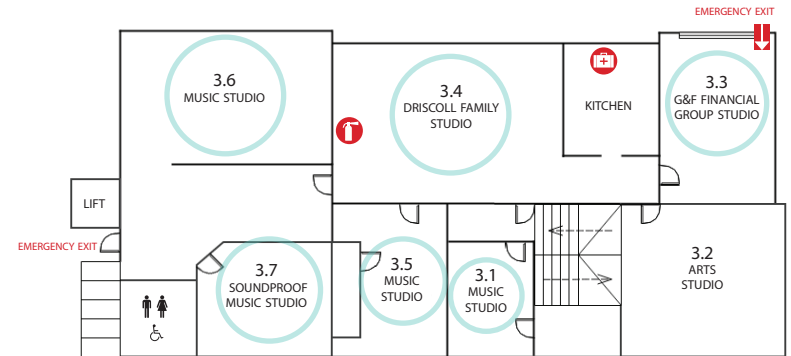
Room No.	Room	Rental Rate	Guest Capacity	Room Area	Room Meas.	Amenities
1.2	PCT Studio	\$50.00	48 - Theatre 60 - Standing 24 - At tables	850 sqft	31' x 23' + 17' x 9'	AV projector & screen Sinks & washrooms
1.3	Scotiabank Studio	\$25.00	24 - Theatre 30 - Standing 12 - At tables	450 sqft	21' x 22'	
2.1	Appleyard Parlour	\$50.00	48 - Theatre 60 - Standing 24 - At tables	740 sqft	23' x 28' + 14' x 7'	AV projector & screen Sink & microwave
2.2	Young Artists Gallery	\$25.00	24 - Theatre 30 - Standing 12 - At tables	330 sqft	20' x 17'	Screen Bar sink & microwave
2.3	Gallery Music Studio	\$20.00	Up to 6	100 sqft	13' x 8'	Upright piano
3.1	Music Studio	\$20.00	Up to 6	100 sqft	9' x 12'	Keyboard
3.3	G&F Financial Group Studio	\$25.00	24 - Theatre 30 - Standing 12 - At tables	370 sqft	18' x 21'	
3.4	Driscoll Family Studio	\$20.00	24 - Theatre 40 - Standing 12 - At tables	420 sqft	22' x 20'	
3.5	Music Studio	\$20.00	Up to 6	100 sqft	8' x 13'	
3.6	Music Studio	\$25.00	Up to 15	220 sqft	18' x 13'	Grand & upright piano
3.7	Music Studio	\$25.00	Up to 8	140 sqft	13' x 11'	Upright piano & keyboard Soundproof

Note:

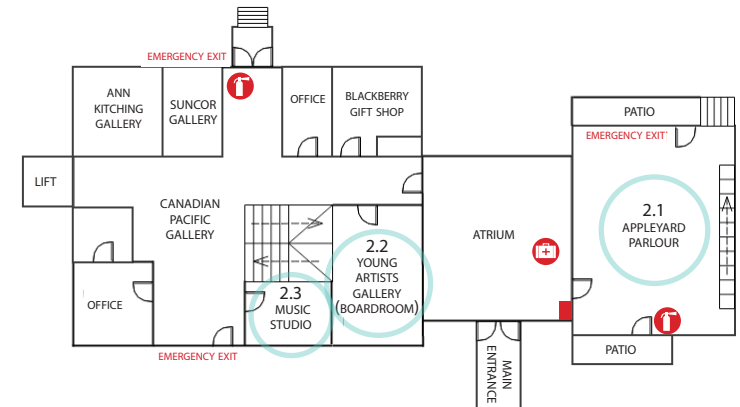
- Discounted rates for members
- All measurements are approximate
- Additional fees may apply for pianos & keyboards

FLOOR PLAN

UPPER FLOOR



MAIN FLOOR



LOWER FLOOR

