



FACILITY RENTALS





Facility Rentals at the Kelowna Art Gallery

The Kelowna Art Gallery is a 15,758-square-foot (1,464.0 m²) facility that meets national standards for secure, climate-controlled storage and exhibition of works of art. The Gallery opened in 1996 and is divided into a number of exhibition galleries, classrooms, and meeting spaces. The building was constructed and is owned by the City of Kelowna.

Spacious, bright, and modern, the Kelowna Art Gallery is a unique venue in which to hold special events. Centrally located in the heart of Kelowna's Cultural District, the Gallery is near major hotels, and is just steps from some of the most sought-after wedding photo locations in the city's parks and along the shores of Lake Okanagan.

We are pleased to work with some of the Okanagan Valley's finest caterers and event professionals. Our event staff are courteous, accommodating, and professional, and our goal is to assist you in creating a successful and memorable meeting or special event.

The Kelowna Art Gallery is located at 1315 Water Street in downtown Kelowna.



To hold your event at the Kelowna Art Gallery, contact:

Joshua Desnoyers
Marketing and Events
Coordinator
250.762.2226 ext. 305
events@kelownaartgallery.com

Rental Spaces



The Front Project Space
 Comprised of the Hiram Walker Classroom
 & Kiwanis Hall

- 1350 sq. feet
- Folding walls to create two break-out rooms and/or to enclose the space
- Direct access to North Terrace
- Built-in projector screen
- Counter space & sink
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
110	50	150	70



Hiram Walker Classroom

- 600 sq. feet
- Direct access to North Terrace
- Built-in projector screen
- Counter space & sink
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
30	16	40	20



Kiwanis Hall

- 750 sq. feet
- Striking floor to ceiling windows
- Direct access to North Terrace
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
60	30	75	40

Rental Spaces



Scotiabank Studio

- 360 sq. feet
- Private, intimate space
- Counter space & sink
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
25	16	30	N/A



Boardroom

- 2nd floor of the Gallery; stair access only
- Ideal for small meetings of up to 16 people
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
N/A	16	N/A	N/A



North Terrace

- Outdoor patio directly adjacent to *The Front* Project Space on the north side of the building
- For use May through October only

Capacities:

Theatre	Classroom	Reception	Banquet
N/A	N/A	75	N/A

Facility Use Policy

UPDATED January 2015

SUGGESTED MAXIMUM CAPACITIES

- Adherence to fire regulations is the law. The rental coordinator will work with you to determine occupancy levels for each space based on the style of setup. Below are some guidelines:

Rental Spaces & Capacities

Style of set-up:	Theatre	Classroom	Reception	Banquet
<i>The Front</i> Project Space (Hiram Walker & Kiwanis Combined)	110	50	150	70
Hiram Walker Classroom	30	16	40	20
Kiwanis Hall	60	30	85	70
Scotiabank Studio	25	16	30	N/A
Boardroom (*16 person capacity, 2nd Floor: stair access only)	N/A	16*	N/A	N/A
North Terrace (outdoor patio; May-October only)	N/A	N/A	75	N/A

HOURS OF AVAILABILITY

- Availability of rental spaces is dependant on public program schedule.
- The classrooms may be rented only at times when no education programs are scheduled.
- The Gallery building is open to the public 10:00 am to 5:00 pm Tuesday through Saturday, Thursday evenings until 9:00 pm, and Sundays from 1:00 to 4:00 pm. Arrangements may be made for rentals both during or outside these times.
- Rental duration includes set-up and take-down.
- All rentals must conclude by no later than 11:00 pm, allowing one hour for clean-up. Events with more difficult clean-up may be subject to earlier conclusion times. All persons, including guests, the Client, and Kelowna Art Gallery staff, must leave the premises by 11:59 pm. If not already activated, the facility’s security system auto-alarms at 12:00 am.
- Events that occur outside of regular Gallery operating hours require hiring additional Gallery staff.

STAFFING/SECURITY

- Kelowna Art Gallery staff will be present during all rentals to ensure security. The staffing cost is calculated and is additional to the cost of the space rental. Gallery policy requires a minimum of **two** staff after regular operating hours.
- More staff may be required for a given event, at the discretion of the Kelowna Art Gallery.
- Gallery security staff will be responsible for the set up and take down of Gallery equipment **only**.
- Gallery security staff are authorized by senior personnel to implement this facility use policy.

INSURANCE

- The Kelowna Art Gallery building is owned by the City of Kelowna. A client's certificate of insurance for a minimum of \$2,000,000 liability, listing the City of Kelowna and the Kelowna Art Gallery as additional insured parties, must be presented prior to the event.
- In lieu of obtaining this insurance, the Client must add their event to the City of Kelowna's All Sport user group policy for most events that take place on or in City facilities. The fee is dependent on the activity or event.
- The City of Kelowna's All Sport user group policy application form is available from the Kelowna Art Gallery.

CLEANING FEES

- Every rental event is subject to a fee to cover the cost of cleaning the rental spaces unless otherwise advised.

STANDARD POLICIES & CLIENT RESPONSIBILITIES

- The Client is responsible for the conduct of their guests.
- The Client will be held responsible for any damage incurred to Gallery equipment or to the facility. Damage must be reported immediately. Repair or replacement costs resulting from damage are the responsibility of the Client.
- Gallery exhibitions are subject to change and are in no way guaranteed to be on view at the time of event rental.
- Please note that there is **no open flame** allowed in the Gallery at any time. This includes
candles, propane, natural gas, sterno burners or any other open flame.
- While the Client *may* receive certain set-up and tear-down services included in the rental fee, all other set-up and tear-down will be the responsibility of the Client and their sub-contractors.
- Rental spaces are to be left in the same condition in which they were found.

ACCESS, LOADING & UNLOADING

- The client, their guests, and the client's sub-contractors are not allowed access to restricted areas at the Kelowna Art Gallery.
- **The loading bay may not be used parking by rental clients, suppliers or their guests.**
- **Loading and unloading for events will be done through the front entrance.**
- Loading and unloading will not impede regular Gallery business.

FOOD AND BEVERAGE

- It is the responsibility of the Client to organize all food and beverages for the event.
- Food Safe BC regulations apply to all food and beverage services arranged by the Client.
- Food and beverages are to be confined to the rental spaces and are not permitted in the exhibition spaces at any time.

SPECIAL OCCASION LICENSE

- For events at which alcohol will be served, the Client is responsible for obtaining a Special Occasion License. The Special Occasion License must be presented to Kelowna Art Gallery event staff prior to the beginning of the event. The license must be displayed for the duration of the event. ***It is illegal to serve alcohol on premises without this license.*** Alcohol will be consumed only in areas as indicated on the Special Occasion License.
- More information can be found at <http://www.bcliquorstores.com/special-occasion-licence>.

SMOKING

- The Kelowna Art Gallery is a smoke-free facility. Smoking is not permitted inside the building, nor is it permitted outdoors within 3 metres of the building.

CATERING & SUB-CONTRACTOR GUIDELINES

- Food, bar service, floral, décor, music, and waste removal are the responsibility of the caterer and/or sub-contractor and must be removed at the close of the event.
- Standard set-up time for evening events is 5:00 pm; arrangements can be made for earlier set-up if there is no prior rental or public programming. Earlier set-up times must be approved and coordinated with the Marketing & Events Coordinator.
- Rental equipment may be left for pick-up no later than 10:00 am the following day in a designated location that will not interfere with Gallery operations.
- **There are no kitchen facilities available.**
- **Candles, propane, natural gas, sterno burners or any other open flame are not permitted.**
- All food preparation must be confined to the Scotiabank Studio, unless otherwise approved.
- For safety reasons, please ensure that electrical equipment used for food preparation is in good working order.
- Arrangements for deliveries of food and equipment must be made well in advance of the event and are not to conflict with regular Gallery operations.

RUBBISH DISPOSAL & REMOVAL

- The Kelowna Art Gallery is happy to supply rubbish receptacles for special events. However, it is the responsibility of the Client and/or their sub-contractor/s to remove all waste (including bottles, cans, food waste, and rubbish) created from the event at the end of the event. The Kelowna Art Gallery does not have disposal facilities for these items.

PHOTOGRAPHY

- All photography within the exhibition galleries must receive prior approval. However, photography is permitted in the rental spaces at private events.

LOST, STOLEN, OR DAMAGED ARTICLES

- The Gallery is not responsible for loss or damage of any property belonging to the Client.
- Goods and supplies belonging to the Client shall not be stored on the premises.

EQUIPMENT RENTAL

- All equipment must be reserved at least seven days in advance of the booking.
- Charges for use of Gallery equipment will apply.
- All damage to Gallery equipment is the responsibility of the Client.
- Third-party equipment must be approved by the Kelowna Art Gallery.

DECORATIONS & SIGNAGE

- The Client shall not interfere with exhibitions or displays the Gallery has installed.
- Nothing shall be affixed to the walls unless prior approval from the Marketing and Events Coordinator has been received by the client.

DESIGN & PROMOTIONAL MATERIAL

- Any design and promotional material that incorporates recognition of the Kelowna Art Gallery requires prior approval.

PUBLIC EVENTS

- Clients staging events that are open to the public are required to provide signage identifying their event. This sign will be placed at the entrance of the room(s) booked.

EXHIBITION TOURS

- Access to the current exhibitions and/or private guided tours during the events can be pre-arranged. Pricing is subject to current admission rates on a per-person basis.

NOT-FOR-PROFIT RATES

- Not-for-profit groups should ask about current discounts available.

RECOGNITION OF SUPPORT

- The Kelowna Art Gallery is a not-for-profit arts organization dedicated to bringing a greater understanding of the visual arts to the Central Okanagan through providing public programming and by showcasing works by contemporary Canadian artists from across Canada and from within our region. Donations are always gratefully accepted in support of the Kelowna Art Gallery's programs.

Rate Sheet 2015

Rental Spaces & Associated Fees

	2 HRS	4 HRS	8 HRS	
<i>The Front</i> Project Space (Hiram Walker & Kiwanis Combined)	\$200	\$400	\$700	Non-Profit Groups receive a 20% Discount on Venue Rental
Hiram Walker Classroom	\$100	\$175	\$250	
Kiwanis Hall	\$150	\$275	\$425	2 hr. minimum rental; rental times must include 1 hr. for setup and 1 hr. for take-down.
Scotiabank Studio	\$50	\$100	\$150	
Boardroom (*16 person capacity, 2nd Floor: stair access only)	\$50	\$75	\$125	
North Terrace ONLY	\$200	\$350	\$650	
North Terrace Add-On	\$100	\$175	\$225	
Wedding Surcharge			\$150	



Rental Equipment & Fees	Cost per Unit
Chairs (120 max)	\$2.00
8' Table (12 max) 96" x 30"	\$6.00
4' Table (6 max) 48" x 24"	\$4.00
30" Round Table (4 max)	\$4.00
30" Round Hi-Top Table (4 max)	\$8.00
Linens (54" x 120"; white only; 12 max) (120" round; white only; 4 max)	\$8.00
LCD Projector*	\$25.00
Overhead Projector	\$25.00
Projection Screen	\$25.00
Podium & Mic only	\$25.00
Full Sound System (incl. Podium, Mic & Speakers)	\$45.00

*NOTE: Client will be responsible for ensuring A/V compatibility with their laptop/equipment.

Other Fees

Event Staff | \$20.00/hr | Min. 4 hours

Some rentals may require min. 2 x staff depending on rental day depending on whether or not the Gallery is open late or open at all.

Cleaning Fees | \$70.00 to \$150; additional charges of \$20/hr

Cleaning fees may apply depending on type of rental and date of rental; fees may vary. Extra time for cleaning an event will be verified prior to billing and billed at \$20.00/hr.

Insurance | \$15.00 to \$150.00

Rental clients must provide their own insurance or pay an insurance fee to be named on our All Sport insurance through the City of Kelowna. Fees vary depending on type of rental, inclusion of alcohol, and number of guests

Various setups in spaces



The Front Project Space looking towards Hiram Walker Classroom



North Terrace



The Front Project Space looking towards Hiram Walker Classroom



The Front Project Space, Kiwanis Hall entrance



The Front Project Space

Special Event Partners & Suppliers

The Kelowna Art Gallery recommends the following businesses for assistance with your event.

Caterers

Details Catering

270 Dougall Rd N
Kelowna, BC V1X 3K5
Contact: Sarah Wallace
Tel: 250-878-9890
Email: catering@detailscatering.ca
Web: <http://www.detailscatering.ca>

Refreshments



Mission Hill Family Estate

1730 Mission Hill Rd.
West Kelowna, BC V4T 2E4
Tel: 250-768-6423
Email: info@missionhillwinery.com
Web: www.missionhillwinery.com
Official Gallery Wine Partner



Tree Brewing Co.

1083 Richter Street
Kelowna, BC V1Y 2K6
Tel: 250-717-1091
Email: info@treebeer.com
Web: www.treebeer.com
Official Gallery Brewery Partner

Equipment Rental & Décor

All Occasions

2 - 360 Spedding Court
Kelowna, BC V1X 7K9
Contact: Dwayne Ranson
Tel: 250-763-8687
Email: info@alloccasionsparty.ca
Web: <http://www.alloccasionspartyrent.com>

Avalon Event Rentals

2-1660 Powick Road
Kelowna, BC V1X 7G5
Contact: Brad Buchanan
Tel: 250-861-1575
Email: sales@avalonrents.com
Web: <http://www.avalonrents.com>

Florist

Creations by Mom & Me

111-2365 Gordon Drive
Kelowna, BC V1W 3C2
Contact: Edith Ross
Tel: 250-860-8165
Email: manager@momandmeflowers.com
Web: <http://www.momandmeflowers.com>

Audio Visual Services

SW Audio Visual Event Services

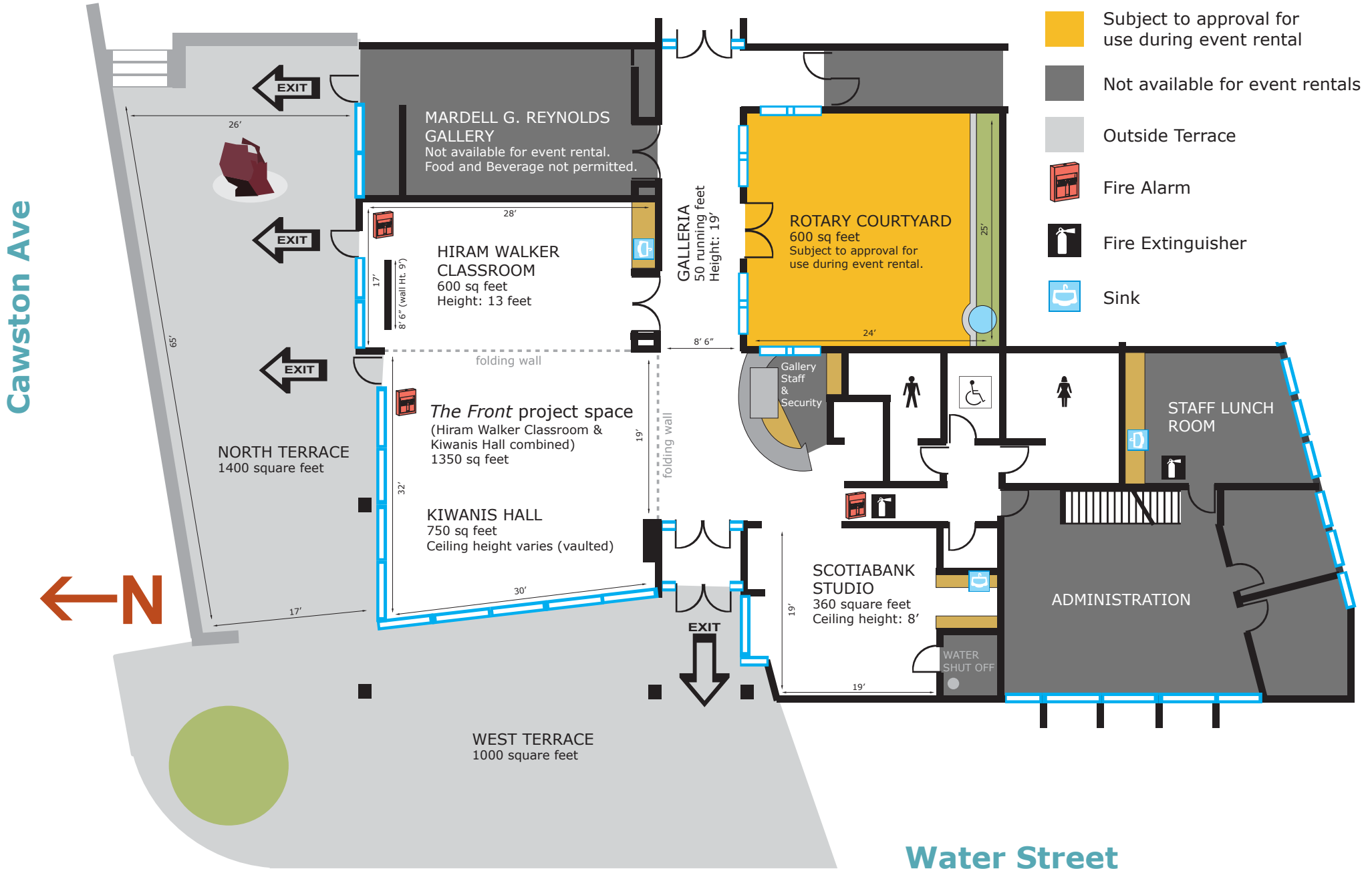
1250 Ellis St
Kelowna, BC V1Y 1Z4
Contact: Barry Fisher
Email: bfisher@sw-online.com
Tel: 250-868-3333
Web: <http://sw-online.com>

New Horizon Productions

1 - 911 Borden Ave.
Kelowna, BC V1Y 6A5
Contact: Scott Melnyk
Email: scott@nhpav.com
Tel: 250-762-6775

VENUE RENTAL SPACE FLOOR PLAN

as of January 2015



VENUE RENTAL SPACE FLOOR PLAN

as of January 2015

