KELOWNA ART GALLERY

FACILITY RENTALS

Information Package

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 & Events Coordinator
(250) 762-2226 ext. 305
events@kelownaartgallery.com

Rental Spaces

The Front Project Space

Comprised of the Kiwanis Hall & Hiram Walker Classroom

- 1350 sq. feet
- Striking floor to ceiling windows
- Direct access to *North Terrace (conditions apply)
- Built-in projector screen
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
90	60	140	60

Kiwanis Hall

- 750 sq. feet
- Striking floor to ceiling windows
- Direct access to *North Terrace (conditions apply)
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
50	30	75	N/A

Hiram Walker Classroom

- 600 sq. feet
- Built-in projector screen
- Counter space & sink
- Wireless internet available

Capacities:

Theatre	Classroom	Reception	Banquet
30	16	N/A	N/A

Rental Spaces

***North Terrace**

- Outdoor patio directly adjacent to *The Front* Project Space on the north side of the building
- For use May through October only dependent on approval (conditions apply)

Capacities:

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

Various setups in spaces

Facility Use Policy

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
The Front Project Space (Hiram Walker & Kiwanis Combined)	90	60	140	60
Hiram Walker Classroom	30	16	N/A	N/A
Kiwanis Hall	50	30	75	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 12:00 to 4:00 pm. Arrangements may be made outside these times or within gallery hours (upon approval).
- 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.

STAFFING/SECURITY

- Kelowna Art Gallery staff are required to be present during all rentals to ensure security. The staffing cost is in addition 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.

CLEANING FEES

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

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.

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 EVENT PERMIT

- For events at which alcohol will be served, the Client is responsible for obtaining a Special Event Permit. The Special Event Permit 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 www.specialevents.bcldb.com

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 (subject to approval).
- **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

- 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

Rental Spaces & Associated Fees

	2 HRS	4 HRS	8 HRS
The Front Project Space (Kiwanis Hall & Hiram Walker Classroom)	$200	$400	$700
Kiwanis Hall	$150	$275	$425
Hiram Walker Classroom	$100	$175	$250
North Terrace (subject to approval)	$100	$175	$225
Wedding Surcharge			$150

Non-Profit Groups receive a 20% Discount on Venue Rental

Note: 2 hr. minimum rental; rental times must include 1 hr. for setup and 1 hr. for take-down.

Rental Equipment & Fees	**Cost per Unit**
Chairs (90 max)	$2.00
8’ Table (10 max) 96” x 30”	$6.00
6’ Table (4 max) 72” x 30”	$5.00
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)	$8.00
(120” round; white only; 4 max)	$12.00
Full Sound System (incl. Podium, Mic & Speakers)	$45.00
Projector*	$50.00

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

Other Fees

Facility Rental Staff | $20.00/hr | Min. 4 hours
Most rentals will require 2 x staff for the duration of the rental.

Cleaning Fees | $70.00 to $150
Cleaning fees may apply depending on type of rental and date of rental; fees may vary.

Insurance | $15.00 to $150.00
Rental clients must provide proof of their own insurance, or secure adequate insurance through All Sport insurance through the City of Kelowna. Fees vary depending on type of rental, inclusion of alcohol, and number of guests.

Special Event Partners & Suppliers

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

Caterering Services

Waterfront Catering
101-2245 Abbott St
Kelowna, BC V1Y 1E2
(250) 878-9890
info@waterfrontcatering.ca
www.waterfrontcatering.ca

Relvas Catering
1632 Dickson Ave
Kelowna, BC V1Y 7T2
(250) 681-0801
relvascatering@gmail.com
www.relvascatering.com

Refreshments

Mission Hill Family Estate
1730 Mission Hill Rd.
West Kelowna, BC V4T 2E4
(250) 768-6423
info@missionhillwinery.com
www.missionhillwinery.com

BNA Brewing Co. & Eatery
1250 Ellis St, Kelowna, BC V1Y 1Z4
(236) 420-0025
info@bnabrewing.com
www.bnabrewing.com

Floral Services

Creations by Mom & Me
111-2365 Gordon Drive
Kelowna, BC V1W 3C2
(250) 860-8165
manager@momandmeflowers.com
http://www.momandmeflowers.com

Equipment Rental & Décor

Avalon Event Rentals
2-1660 Powick Road
Kelowna, BC V1X 7G5
(250) 861-1575
sales@avalonrents.com
www.avalonrents.com

All Occassions Party Rentals
3 - 3316 Appalossa Rd.
Kelowna, BC V1V 2W5
(250) 763-8687
info@alloccasionsparty.ca
www.alloccasionspartyrent.com

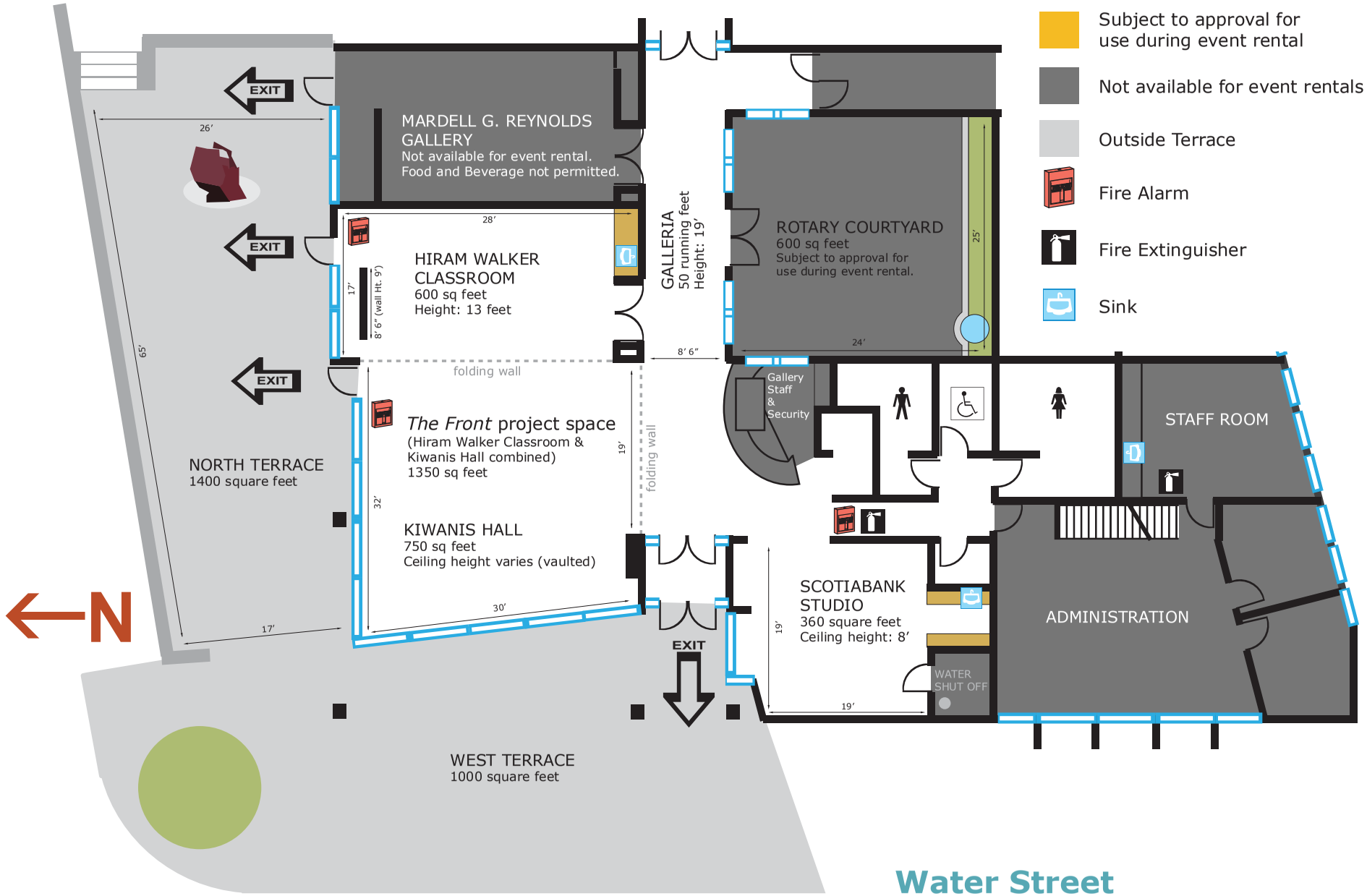
Audio Visual Services

New Horizon Productions
1 - 911 Borden Ave.
Kelowna, BC V1Y 6A5
(250) 762-6775
info@nhpav.com
www.nhpav.com

SW Audio Visual Event Services
1250 Ellis St
Kelowna, BC V1Y 1Z4
(250) 868-3333
bfisher@sw-online.com
www.sw-online.com

KELOWNA Art GALLERY

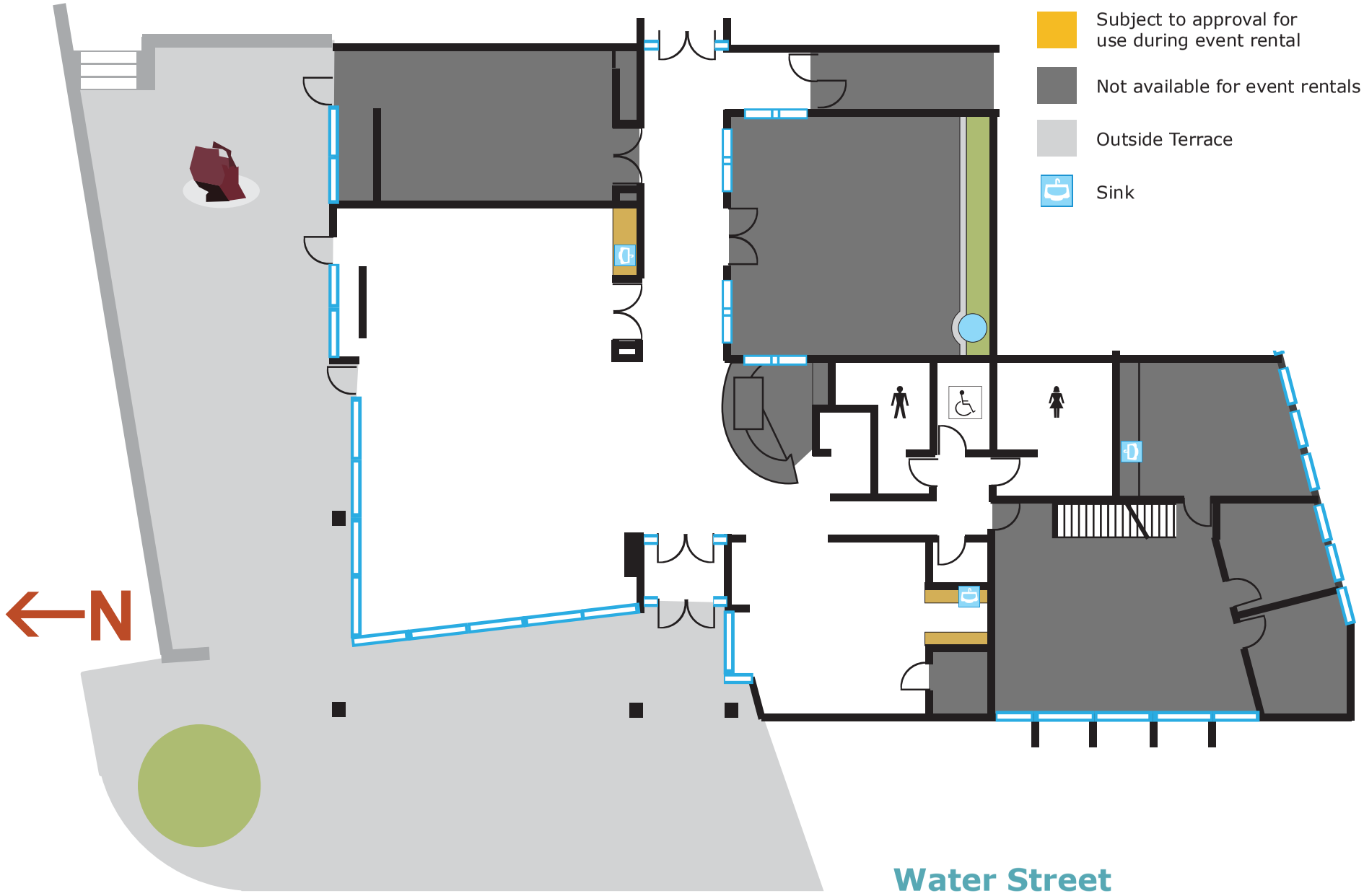
VENUE RENTAL FLOOR PLAN



1315 Water Street, Kelowna, BC V1Y 9R3 | 250-762-2226 | www.kelownaartgallery.com

KELOWNA Art GALLERY

VENUE RENTAL FLOOR PLAN



1315 Water Street, Kelowna, BC V1Y 9R3 | 250-762-2226 | www.kelownaartgallery.com