

KELOWNA ART GALLERY



ART

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 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:

Joe Lanaway
Buildings & Operations Coordinator
(250) 762-2226 ext. 302
joe@kelownaartgallery.com

Rental Spaces



THE FRONT Project Space

(Kiwanis Hall & Hiram Walker Classroom combined)

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

Suggested Capacities:

Standing Reception	Theatre (seated)	Banquet (seated)	Classroom (varies)
120	80	70	60



Kiwanis Hall

- 750 sq. feet
- Striking floor to ceiling windows
- Wireless internet available

Suggested Capacities:

Standing Reception	Theatre (seated)	Banquet (seated)	Classroom (varies)
50	50	40	30



Hiram Walker Classroom

- 600 sq. feet
- Counter space & sink
- Wireless internet available

Suggested Capacities:

Standing Reception	Theatre (seated)	Banquet (seated)	Classroom (varies)
n/a	30	n/a	16

Rental Spaces



*North Terrace

(outdoor patio; May-October only)

- 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)

Suggested Capacities:

Standing Reception	Theatre (seated)	Banquet (seated)	Classroom (varies)
60	n/a	n/a	n/a

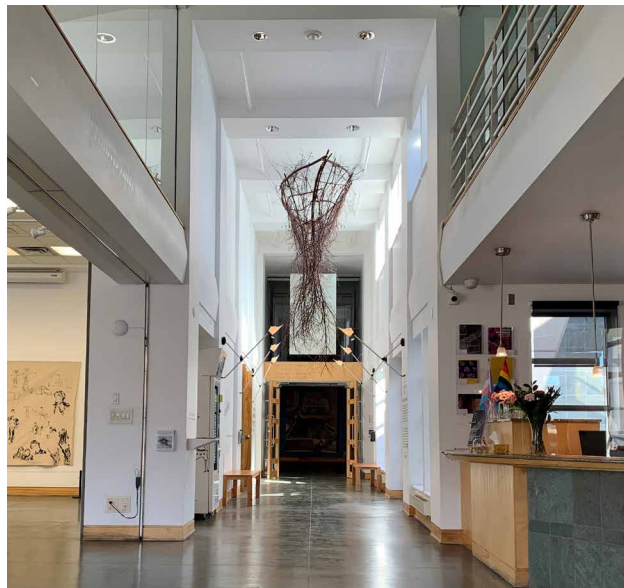


Rate Sheet

Rental Spaces & Associated Fees

Total Rental Time* Event Time	4 HOURS 2 HOUR EVENT	8 HOURS 6 HOUR EVENT
<i>The Front</i> Project Space (Kiwanis Hall & Hiram Walker Classroom)	\$500	\$800
Kiwanis Hall	\$300	\$500
The Art Lab	included with <i>The Front</i>	included with <i>The Front</i>
Hiram Walker Classroom	\$250	\$350
North Terrace (subject to approval)	\$200	\$200

- * Rental times must include 1 hr. for setup and 1 hr. for take-down.
- * Non-profit groups are eligible for a discount on venue rentals.
- * Weddings and related events are subject to a Wedding Surcharge of \$150



Rental Equipment & Fees	Cost per Unit
Chairs (90 max)	\$2.00
8' Table (4 max) 96" x 30"	\$8.00
6' Table (4 max) 72" x 30"	\$6.00
4' Table (4 max) 48" x 24"	\$5.00
30" Round Table (2 max)	\$5.00
30" Round Cocktail Table (4 max)	\$8.00
Linens	
(54" x 120"; white only; 10 max)	\$10.00
(120" round; white only; 4 max)	\$15.00
Portable Sound System	\$50.00
(incl. Podium, Microphone & Speakers on stands)	
Projector*	\$50.00
*NOTE: Client will be responsible for ensuring A/V compatibility with their laptop/equipment.	

Other Fees

Facility Rental Staff | \$21.00/hr | Min. 4 hours

Most rentals will require 2 x gallery staff for the duration of the rental.

Cleaning Fees | \$70.00 to \$150.00

Cleaning fees may apply depending on the type of rental, date, and call-in time for cleaning professionals.

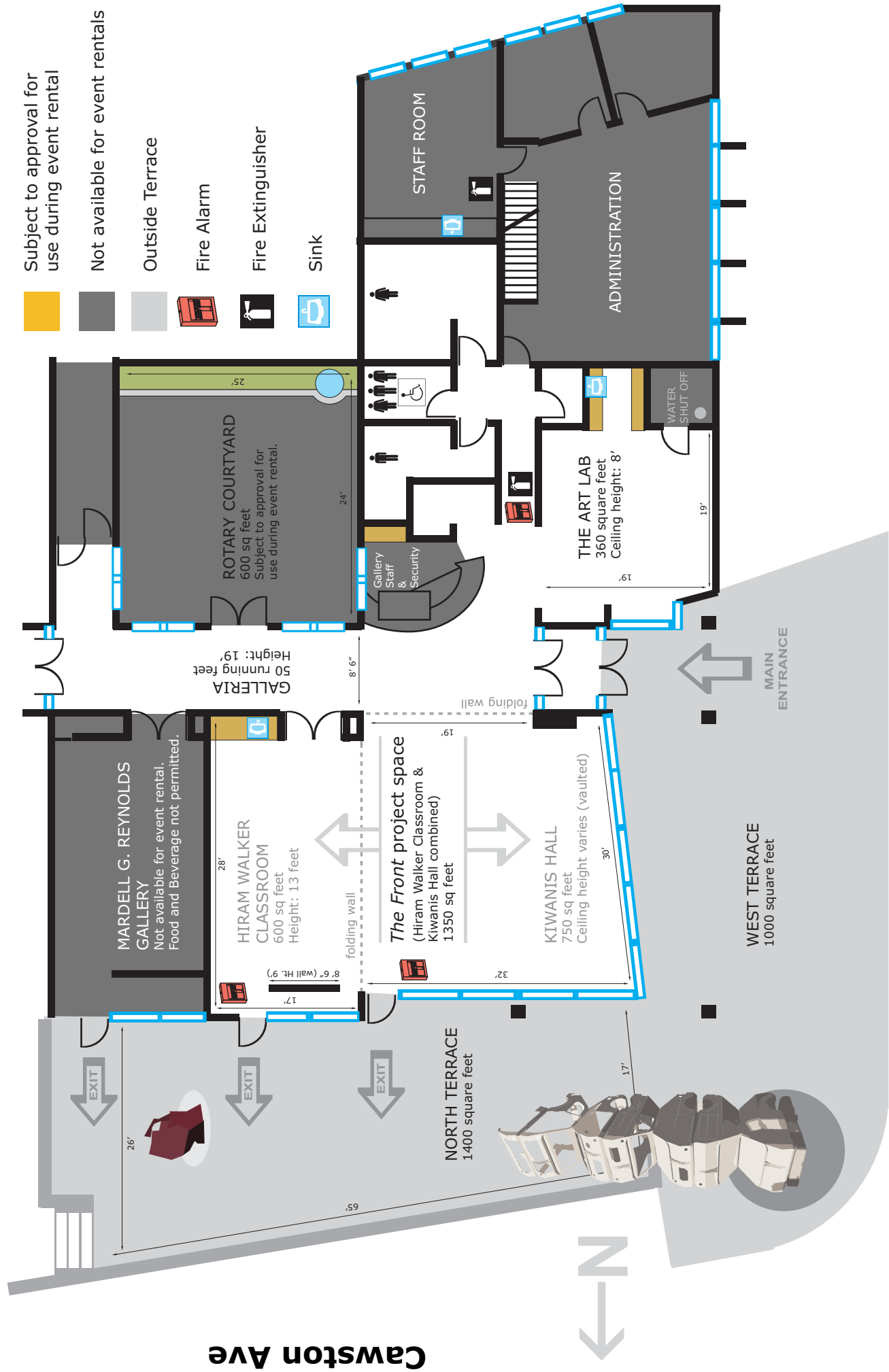
Insurance | \$15.00 to \$150.00

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, whether or not alcohol will be served, and the total number of guests. (see page 6)

Special Event Liquor Permit | Cost varies

This must be obtained directly from the BC Liquor and Cannabis Licensing website. (see page 5)

VENUE RENTAL FLOOR PLAN



Cawston Ave



Water Street

Facility Use Policy

MAXIMUM CAPACITIES

- Based on the various set-ups required for different event types, the recommended maximum occupancy for each space is as follows:

RENTAL SPACES & CAPACITIES

Style of set-up:	Standing Reception	Theatre (seated)	Banquet (seated)	Classroom (varies)
The Front Project Space (Hiram Walker & Kiwanis Hall Combined)	120	80	70	60
Kiwanis Hall	50	50	40	30
Hiram Walker Classroom	n/a	30	n/a	16
North Terrace (outdoor patio; May-October only)	60	n/a	n/a	n/a
The Art Lab (used as a work space for catering and staging events out of)	n/a	n/a	n/a	n/a

HOURS OF AVAILABILITY

- Availability of rental spaces is dependant on hours of operation and public program schedule.
- The Gallery building is open to the public 10:00 am to 8:00 pm on Tuesday and Thursday evenings; 10:00 am to 5:00 pm on Wednesday, Friday, and Saturday; and Sundays from 12:00 to 4:00 pm.
- *Rental Time* duration includes set-up and take-down.
- All rentals must conclude by no later than 11:00 pm, allowing a minimum of 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 will be present during all rentals to ensure security. The staffing cost is calculated and 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.

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 cannot be 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.

EQUIPMENT RENTAL

- All equipment must be reserved at least fourteen (14) 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.

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 (LIQUOR SERVICE)

- 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 Event Permit.
- More information can be found at <https://justice.gov.bc.ca/lcrb/sep>

CATERING & SUB-CONTRACTOR GUIDELINES

- **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 Art Lab, unless otherwise approved.
- 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.
- Food, bar service, floral, décor, equipment, and recycling removal are the responsibility of the caterer and/or sub-contractor and must be removed at the close of the event.
- 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.

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.

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 may secure insurance through the City of Kelowna's All Sport user group policy. The fee is dependent on the activity or event. An application form is available from the Kelowna Art Gallery.

CLEANING FEES

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

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.

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.

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.

DESIGN & PROMOTIONAL MATERIAL

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

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.

Special Event Partners & Suppliers

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

Caterering Services

Relvas Catering

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

Beer and Wine Suppliers

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.

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

All Occassions Party Rentals

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

Avalon Event Rentals

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

Audio Visual Services

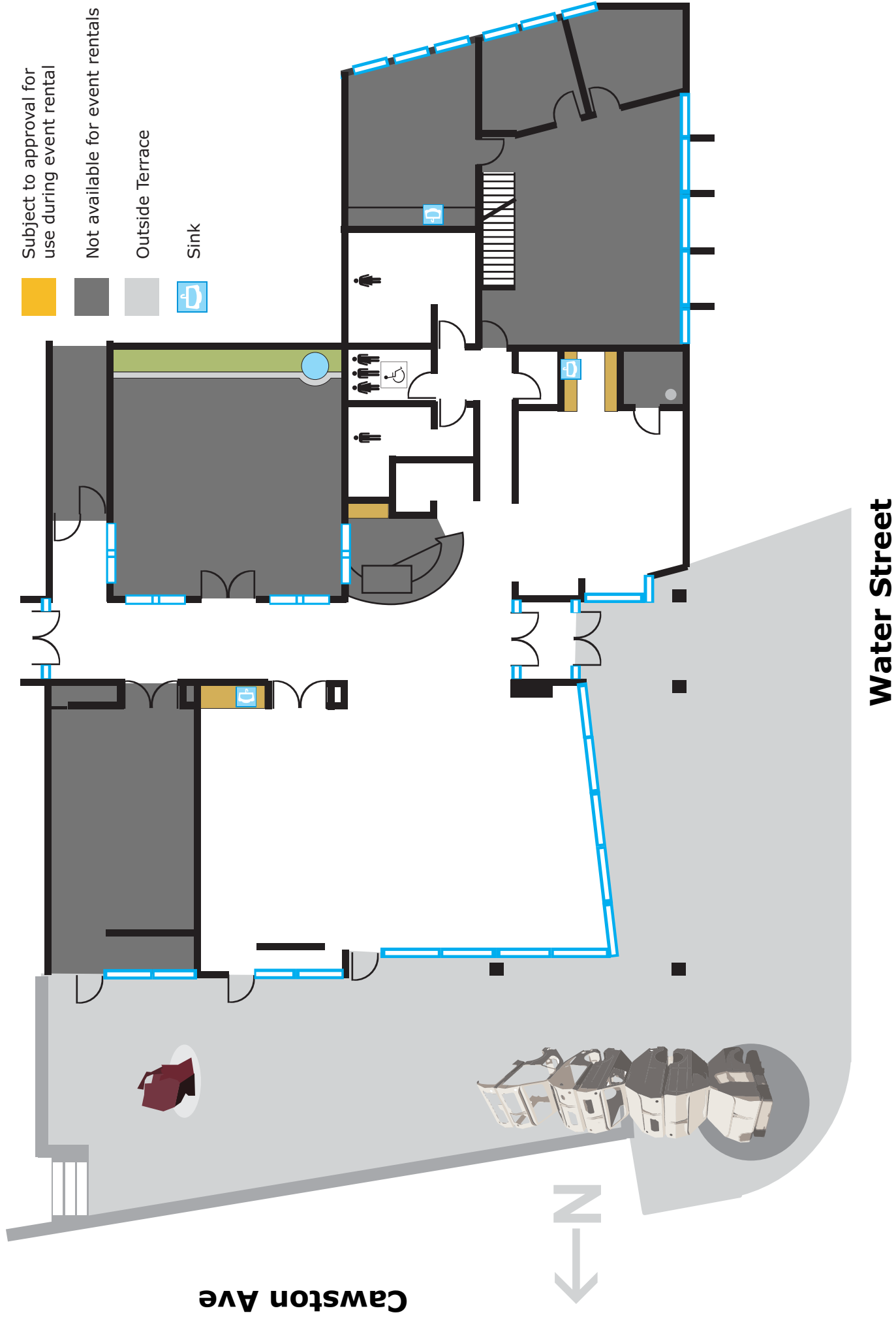
New Horizon Productions

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

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