



NIKKEI NATIONAL MUSEUM & CULTURAL CENTRE

RENTAL PROCEDURE

Contact our Rentals Team at 604.777.7000 (general phone line: Weddings: ext. 110, Regular Rentals: ext. 101, Programs and Community Events: ext. 102)

STEPS TO FOLLOW

1. **Rental Request** – please fill out one of our online request form
 - a. Weddings - <http://centre.nikkeiplace.org/wedding-inquiry-form/>
 - b. Birthday parties - <http://centre.nikkeiplace.org/birthday-inquiry-form/>
 - c. All other inquiries - <http://centre.nikkeiplace.org/rental-inquiry-form/>
2. *Your request will be reviewed by the Rentals Team for space availability and someone will be in contact with you to follow-up on your requirements within four business days.*

3. Booking Confirmation, Security/Damage Deposit

Once space availability is confirmed, a Security/Damage Deposit and a signed booking agreement are required to secure your booking. Security/Damage Deposits can range from \$100 - \$1500 depending on the space booked. Payment can be made by Visa, MasterCard, Cheque, Debit Card or Cash. We often have multiple requests for the same date so if there is no deposit on file for a tentative date, you risk losing your booking. This deposit is 100% refundable if you cancel 30 days prior to your event and forfeited if cancelled within 30 days of your event, unless otherwise approved by management.

4. Event Requirements

Once your deposit has been received and processed, a Rentals Manager or Coordinator will meet with you to discuss the details of your event and determine staff and equipments needs. You are responsible to provide all relevant technical information for your event including room layout, scheduling of your event (including set up and take down), equipment needs (will require prior testing at our facility to ensure that your event runs smoothly), special requests, etc. No later than 30 days, prior to the event setup. We cannot guarantee changes made after this time.

5. Your Cost Estimate

You will receive an estimate of your costs for review. This will include a breakdown of total estimated costs of your event including room rates, labour costs, equipment if applicable, cleaning fees, and any other additional charges. Any adjustments resulting in additional costs or savings will be reflected in the final invoice.

6. Rental Agreement/Payment Schedule

A signed agreement and full payment of the estimated costs in addition to the damage deposit must be received no later than 3 weeks prior to the event set-up start date. If these funds are not received the NNMCC reserves the right to cancel the booking and any obligations, implied or in writing, that have been made. Payment may be made through Visa, MasterCard, Cheque, Debit Card or Cash (up to \$500 for cash. Amounts above that must be made on a valid Credit Card or by Cheque). (Please ensure that all cheque payments have your current address, name and phone number in the upper left corner).

7. Event Follow-up

You will receive a final invoice within 30 days after your event. Final costs for space and services provided will be based on actual expenses incurred through the course of the event and payable upon receipt of the invoice. Any monies owing to the Renter will be paid out by the NNMCC within 30 days of event completion.

CANCELLATIONS

Deposits and paid estimates are fully refunded if the NNMCC is notified within 30 days prior to the event date. Events booked for 3 calendar days or longer require 60 days notice of cancellation or date changes.

Security/Damage Deposits are forfeited for events cancelled or changed within 30 days of the event date but any paid estimated expenses will be fully refunded.

Events cancelled or significantly changed less than 72 hours prior to event start date will be liable for all estimated costs.

Costs for any damages or additional expenses will be deducted from the damage deposit. If said costs exceed the damage deposit, the outstanding balance will be billed on your final invoice and payable immediately.

In case of discrepancies between the Rental Procedures listed herein and the bookings contract, the bookings contract shall prevail.

PARKING

Up to 65 parking stalls are available for free underground (entrance is off of Southoaks Crescent). The parkade gate is closed to entry from 9pm – 9:30am during which time it is only accessible from inside the building. Cars can exit after 9pm but cannot re-enter until 9:30am (Tuesday through Sunday). Free street parking is available along Beresford behind the building.

LOADING ACCESS/DELIVERIES

Delivery and pick-up times must be pre-arranged with NNMCC staff. Loading area is accessed from Southoaks Crescent. We share the area with Nikkei Home and Hi Genki restaurant, so access is not always available. There is one block in-between the Westside of Nikkei Home and the Westside of the NNMCC where no parking is allowed other than for emergency vehicles. Please be forewarned that towing companies keep strict watch on that small strip of street.

DISABLED ACCESS

The NNMCC is a fully accessible facility.

SMOKING RESTRICTIONS

The NNMCC, surrounding garden, and neighbouring Nikkei Home are non-smoking. There is a fine of (roughly \$250 - \$2000), for contravention of non-smoking by-laws. ***Updated as of December 14, 2016***

National Nikkei Museum & Cultural Centre

Room Rental

** Please note charges do not include taxes*

Rooms	ROOM CAPACITIES					RATES	
	Ft²	Standing	Theatre	Banquet	Classroom	Hourly Rate	Tuesday to Friday (9:30 am - 5:00 pm)
Ground Level Rooms							
Ellipse Lobby	2700	145	140	100		\$132.00	\$926.00
Intergenerational Room 105 .∴	700	65	60	30		\$53.00	\$371.00
Special Event Hall	4500	450	400	320	250	\$176.00	\$1,234.00
1/3 Event Hall	1500	125	120	60		\$88.00	\$617.00
2/3 Event Hall	3000	300	250	150		\$132.00	\$926.00
Community Kitchen						\$60.00	\$426.00
Second Level Rooms							
Matsu Room 201 .∴	620	55	50	25		\$55.00	\$389.00
Tsubaki Room 200	620	65	40	30		\$55.00	\$389.00
Kaede 210	670	55	50	40	24	\$53.00	\$371.00
Fuji Room 212 Board Room	340	20	15	Boardroom		\$55.00	\$389.00
Sakura 250	440	45	40	20		\$48.00	\$336.00

∴ Room with Kitchen space

- All bookings for Special Event Hall, and Lobby are a minimum of 4 hours
- All bookings for other rooms are a minimum of 2 hours
- Special Event Hall & 2/3 Special Event Hall includes usage of Stage (1000 sq ft)
- All Events..... At least one staff member/ Events with alcohol.... one security guard and two staff members/ any event during centre after hour operations....2 staff are required. Our staff cost is \$47.00 per hour plus taxes. Security staff (please ask)
- Cleaning Fees apply to all bookings (please note prices are not included in above quotes)
- SOCAN Fee and ReSound fee for all music played or danced to will apply
- Non-Profit rates are available with presentation of not-for profit rates and or charity number only
- All prices are subject to applicable taxes
- Please provide us with your start and finish time. (This will include your set up and take down times for all events)
- Technical Assistance with your event will be an additional cost of \$45.00 per hour.
- **Prices are subjected to change**

Equipment	Up to 3 hours	4 - 6 hours	Daily rate
LCD Projector with Screen	\$60.00	\$70.00	\$100.00
LCD Projector	\$50.00	\$60.00	\$80.00
Screen (6ft x 6ft)	\$20.00	\$30.00	\$40.00
Screen (stage screen)	\$30.00	\$40.00	\$80.00
TV & VCR / DVD Player	\$30.00	\$50.00	\$80.00
Karaoke System & set up	\$50.00	\$80.00	\$100.00
Sound System Rental & set up (Amplifier + Speakers)	\$40.00	\$60.00	\$80.00
Microphone & set up	\$15.00	\$30.00	\$50.00
Portable Stereo System	\$20.00	\$40.00	\$60.00
Gray Portable Panel	\$5.00 per unit		
Large Urn	\$15.00	\$30.00	\$40.00
Small Urn / Coffee Percolator & Thermos	\$10.00	\$20.00	\$30.00
White Board	\$10.00	\$20.00	\$30.00
White Board Marker	\$5.00 / set		
Flipchart	\$15.00	\$30.00	\$40.00
Easel	\$10.00	\$15.00	\$20.00
Podium	\$15.00	\$20.00	\$30.00
Port a bar	\$30.00	\$50.00	\$100.00
Portable stage with skirt	\$20.00 per unit - 4x8 each unit		
Stair riser	\$20.00 per unit		
Follow Spot Light	\$100 per unit		

Equipment Rental Rate * Please note charges do not include taxes

RENTAL POLICY

- ◆ Tables and chairs only are included in the cost of the room rental
- ◆ All additional equipment must be rented or supplied by the renter
- ◆ No linens, dishes or catering equipment is available to rent from NNM&CC
- ◆ No storage of decoration, catering or other materials or equipment is available at NNM&CC.
- ◆ Access to the facility is only within the times shown on your contract
- ◆ Set-up and Take down times within contract times ONLY
- ◆ No items are to be left on the premises after the Event times or additional charges will be incurred
- ◆ Strictly “**No Smoking**” in the NNMCC as per Workers Compensation Act regulations. Renter will not permit any person attending or participating in the Event to smoke. Smoking area available at west exit. There is a fine of between \$250 and \$2000 for contravention of the by-law.
- ◆ Liability Insurance is required.

CATERING

Renters wanting to have catering provided at the Event must have prior approval of the NNMCC and must use a fully licensed caterer. In some cases, a permit may be required from the Fraser Health Environmental Health Services Department. See www.foodsafe.ca for more information. Storage space and refrigeration space is limited to the Community Kitchen and is available when requested as a part of a reservation with us.

Tables are rounds of 5 ft (seat 8 capacities) in diameter, and need to be covered by not less than a 90 x 90 table cloth or round cover.

- ◆ No Cooking permitted on site
- ◆ Load in & Load out times within contract times ONLY

MUSIC

SOCAN (Society of Composers and Music Publishers of Canada; www.socan.ca) and Re: Sound collects royalties on recorded music. SOCAN fees range from \$41.13-\$59.17. Re: Sound fee (www.resound.ca) ranges from \$9.25 – 78.66. All prices are subject to applicable taxes.

# of people	Light Refreshment	Self/Professionally Catered
0 -51	Prices may	Vary depending on event
51-150	\$80.00	\$120.00
151+	\$120.00	\$200.00

CLEANING: Cleaning fee will apply for all rentals and is mandatory

All prices are subject to applicable taxes