

The Hall at 1739 Venables Street and Commercial Drive

1739 Venables Street, Vancouver, BC V5L 2H3

Zoned: Community Centre
Capacity: 350 people
Hall Dimensions: 3000 square feet, plus two bathrooms and a cloakroom

Rental Charges (add \$75 janitorial restocking, plus \$250 refundable security/damage deposit)
Friday and Saturday nights \$400*-800
Sunday through Thursday nights \$200*-500
Monday through Sunday daytimes \$150*-300
Holiday nights \$400*-800
(*Sponsored groups with agreements with Britannia Centre may be eligible for the lower amounts)

Permits:
The Occupancy Permit for the building is held by Britannia Community Services Centre.

To serve alcohol, a liquor license must be obtained from LDB.
<http://www.pssg.gov.bc.ca/lclb/apply/index.htm>
<http://www.pssg.gov.bc.ca/lclb/apply/special/index.htm>
<http://www.bcliquorstores.com/special-occasion-licence>

To serve food, a temporary food services license must be obtained from Vancouver Coastal Health.
http://www.vch.ca/your_environment/food_safety/permits/

Please note that we are asking all event organizers to apply for a special event permits with the City of Vancouver. This process makes event organizers accountable to the City and to Britannia.
<http://internal.vancouver.ca/engsvcs/filmandevents/events/index.htm#>

See rental agreement/facility use permit for further guidelines for use.

Noise Bylaws:
To ensure good relations with our neighbours, please become familiar with and obey the City's noise bylaws.
<http://former.vancouver.ca/bylaws/6555c.PDF>

Also the City's bylaws regarding use of streets (page 36 pertaining to use of sidewalks)

Amenities Available:
Furniture: 165 chairs, 10 round tables, 5 rectangular tables
Wifi Network: astorinos, Password: community
Lighting: dimmer lights and fluorescent lights

Accessibility:
There is one gradient step up to the door of the venue. It is 2.5" at the lowest point and 6" at the highest. A removable ramp is available.
There are two toilet stalls with grab bars, one in each washroom; the doors to these stalls are 30" and the stalls are 42" wide.
The venue space itself is fully accessible to mobility devices.

Emergencies:
For emergencies call 911.
Any incidents please fill out incident report available in the Hall's office or Activity Coordinator's desk at Britannia Information Centre as soon as possible.

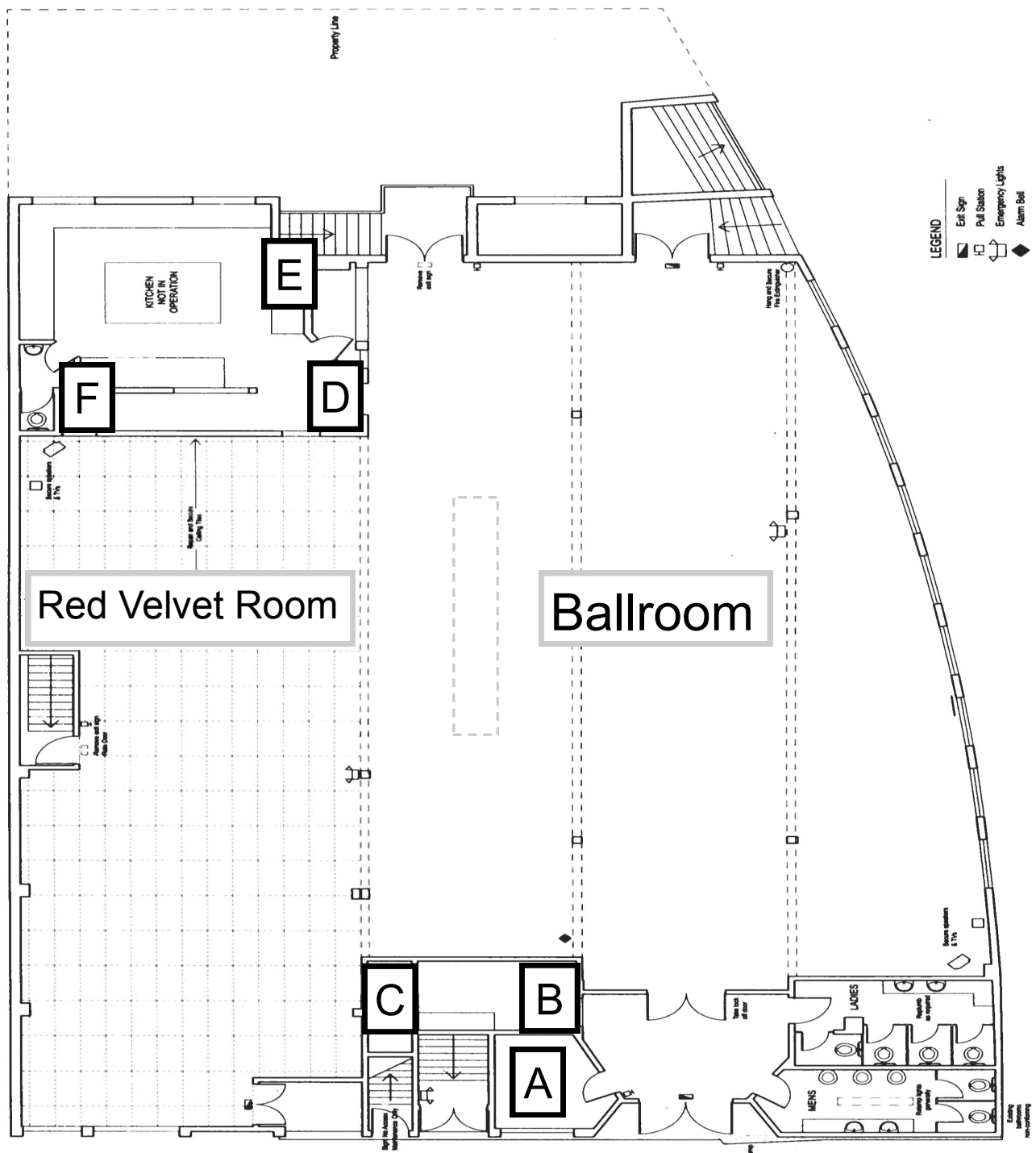
Contact Information:
For more information or to reserve the Hall for a particular date/event, contact either:

Helen Spaxman helen.spaxman@vancouver.ca tel: 604 257 3087

The alarm code this week is:

The return of your damage deposit is contingent upon the following being complete at the end of your event:
Remove garbage (there is no onsite disposal of garbage, please pack it out) use recycling bins for returnables
Clean the Hall (sweep and mop as needed)
Exit doors secured
Furnace turned off
Lights out
Alarm set
Door locked
Return keys to the Britannia Information Centre Activity Coordinator (prior arrangements)
Please also report any damage and file any incident reports (forms available in the office with the Activity Coordinator at the Brit Info Centre as you return the keys)

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Room A: office

Ballroom fluorescent lights
 Furnace control for Ballroom (do not adjust)
 Fan system

Room B: cloakroom

Alarm panel
 Dimmers for hanging lights for Ballroom
 Accessibility ramps : stored for use at events (front door use)

Room C: rear of cloakroom

Dimmers for hanging lights for Red Velvet room
 Ceiling fans for Red Velvet room
 Location breaker box #1 for Red Velvet room
 Furnace control panel for Red Velvet room (do not adjust)
 Fluorescent lights for Red Velvet room

Room D + E: kitchen

Ceiling fans for Ballroom
 Location breaker box #2

Room F: broom closet

Brooms, mops, sink, mop buckets and floor cleaner