

kamloops ART GALLERY



# FACILITY RENTALS

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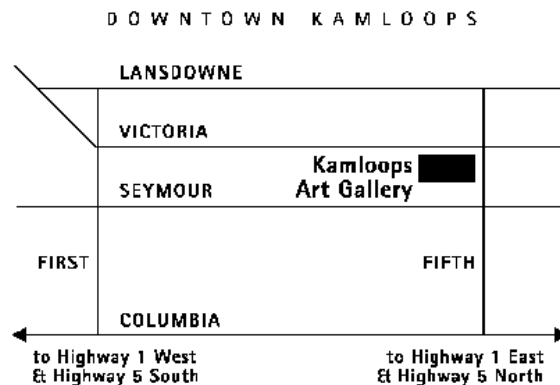


# The Building



The Kamloops Art Gallery is located in the Civic Building, designed by Vancouver architect Peter Cardew in collaboration with Nigel Baldwin Architects and opened in 1998. The building also houses the Kamloops Public Library and TNRD offices. The award winning building was designed to reflect the unique construction of Kamloops' local heritage buildings while providing a bold new architectural feature for the downtown landscape.

Located in the heart of downtown Kamloops the Civic Building is within walking distance of several major hotels, making it an ideal location for your next meeting or event.



# Rental Facilities

## Meeting Rooms

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### STUDIO 1

Sponsored by Ken Lepin

- Capacity: 30 people, auditorium-style seating
- 400 square feet
- Private Bathroom
- Sink and counter space
- Includes the use and set up of five 6' long rectangular banquet tables, with or without tablecloths and 30 padded chairs
- Wireless internet

### STUDIO 2

Sponsored by Tricia Sellmer

- Capacity: 30 people, auditorium-style seating each
- 400 square feet
- Private bathroom
- Sink and counter space
- Fridge
- Includes the use and set up of five 6' long rectangular banquet tables, with or without tablecloths and 30 padded chairs
- Wireless internet

### COMBINED STUDIOS

- The two studio spaces are separated by a folding wall and can be combined to create an 800 square foot space
- Capacity: 60 people, auditorium style seating.
- Two private bathrooms
- Two sinks with two counter areas
- Fridge
- Includes the use and set up of ten 6' long rectangular tables with tablecloths and 60 padded chairs
- Overhead LCD projector available
- Wireless Internet



# Rental Facilities

## Meeting Rooms, continued

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### BOARDROOM

Sponsored by Kamloops Indian Band

- Capacity: 12 people
- Table, padded chairs
- Television
- VCR/DVD player
- Wireless internet



# Rental Facilities

## Reception Spaces

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### ATRIUM

- Includes the use of the Tricia Sellmer and Ken Lepin studios
- Capacity: 150 people for stand-up reception, 60 people for seated dining
- Available only outside regular Gallery hours, therefore, any rental of this space includes the after-hours site supervision surcharge.
- Includes the use ten 6' long rectangle tables with tablecloths and 60 padded chairs
- Set-up not included.

### MAIN GALLERY

- Includes the use of the Atrium and Studios.
- Capacity: 250 people for stand-up reception, 140 people for seated dining
- Limited availability due to exhibition restrictions; please contact the KAG for further information.
- Available only outside regular Gallery hours, therefore, rental of this space includes after hours site-supervision surcharge.
- Includes the use of ten 6' long rectangle tables with tablecloths and 60 padded chairs.
- Set-up not included.



# Rental Guidelines

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## HOURS OF AVAILABILITY

Availability of rental spaces is dependant on current exhibition and program schedule. After hours events are charged for site supervision.

## FOOD AND BEVERAGE

Food and beverages are allowed on a limited basis in the main gallery space. Food Safe BC regulations apply to all food and beverage services arranged by the renter.

## SPECIAL EVENT LIQUOR LICENSE

The event host is responsible for obtaining a liquor license and having it on hand for the night of the event. The license must be presented to KAG prior to the beginning of the event. More information can be found at [www.bcliqorstores.com/en/customerservice/licences](http://www.bcliqorstores.com/en/customerservice/licences)

## INSURANCE

A certificate of insurance for a minimum \$2,000,000 liability, showing KAG as an additional insured party, must be presented to KAG prior to the event.

## DECORATIONS

All decorations must be pre-approved by KAG before installation. No flammable materials are permitted in the main galleries.

## MUSIC

Use of music during an event is subject to SOCAN tariffs, and any applicable tariffs are included on the facility rental invoice. More information available at [www.socan.ca/jsp/en/resources/tariffs.jsp](http://www.socan.ca/jsp/en/resources/tariffs.jsp)

## PHOTOGRAPHY

Due to copyright restrictions, all photography within the facility must be pre-approved by KAG.

## LOST OR STOLEN ARTICLES

The renter is responsible for all lost or stolen items.

## USE OF GALLERY SPACE

Fundraising events or events promoting political or religious beliefs are not permitted

## AUDIO VISUAL EQUIPMENT

KAG offers use of in-house audiovisual equipment for events. Rental for this equipment is subject to current pricing. All damage is the responsibility of the renter. Any third party equipment must be approved by KAG and be CSA compliant.

## SUPPLIES

Any additional supplies for the event are the responsibility of the renter.

# Additional Information

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## EXHIBITION TOURS

Access to the current exhibition and/or private guided exhibition tours during the event can be pre-arranged through the rental coordinator. Pricing is subject to current rates.

## RECOGNITION OF SUPPORT

Kamloops Art Gallery is a not-for-profit arts organization dedicated to bringing a greater understanding of the arts to the communities we serve and showcasing our regional talent to the rest of Canada. Donations are always gratefully accepted in support of Kamloops Art Gallery activities.

## NOT FOR PROFIT RATES

Not for profit groups should contact KAG for current rate discounts.



Main gallery. Photo by Kim Clark

# Catering

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## PREFERRED CATERER

At Your Service Catering  
Shawn Harnett  
250.554.2123  
<http://www.atyourservicecatering.ca/>

### CATERER'S INSTRUCTIONS

Food, bar service, and waste removal are the caterer's responsibility. All food and other materials must be removed from the Gallery immediately following an event.

Standard set up time for Atrium and Main Gallery are after 5:00 pm Monday, Tuesday, Wednesday, Friday and Saturday, 9:00 pm on Thursday, by arrangement on Sunday. There is a possibility of arranging earlier set up times in the studio spaces if there is no prior rental. Earlier set up times must be approved and coordinated with the KAG Rental Coordinator.

Smoking is not permitted on the premises.

Candles, propane, natural gas, sterno burners or any other open flames are not permitted, with the exception of small sternos for food warming. All food preparation is confined to the studios.

For safety reasons, please ensure that any electrical equipment used is in good working order. Use is subject to the site supervisor's approval.

Arrangements for time of food and equipment delivery must be made in advance of the event.

Prior to and during the event, all requests should be directed to the site supervisor.

# Rate Sheet 2010

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## MEETING ROOMS

### BOARD ROOM

- \$30 per hour to a maximum of \$75 per day

### SINGLE STUDIO

- \$30 per hour to a maximum of \$75 per day

### COMBINED STUDIOS

- \$60 per hour to a maximum of \$150 per day

## RECEPTION SPACES

### ATRIUM (Includes the use of the combined studios)

- \$200 per day

### MAIN GALLERY (includes the use of the atrium and combined studios)

- \$350 per day

## ADDITIONAL RATES

### SITE SUPERVISION (mandatory for all after-hours events)

- \$40 per hour

### JANITORIAL SERVICES

- \$50 per hour (if required)

## AUDIO VISUAL EQUIPMENT (includes set up)

TV and DVD player	\$ 20 per day
Projection screen (10' x 9')	\$ 20 per day
Dell Laptop	\$ 25 per day
2 Klipsch speakers w/ stands	\$ 20 per day
Microphone with stand	\$ 10 per day
Peavey RQ200 mixing board	\$ 25 per day
Podium	\$ 5 per day
CD or iPod Player	\$ 5 per day

**10% non-refundable deposit is required at the time of reservation for all facility rentals.**