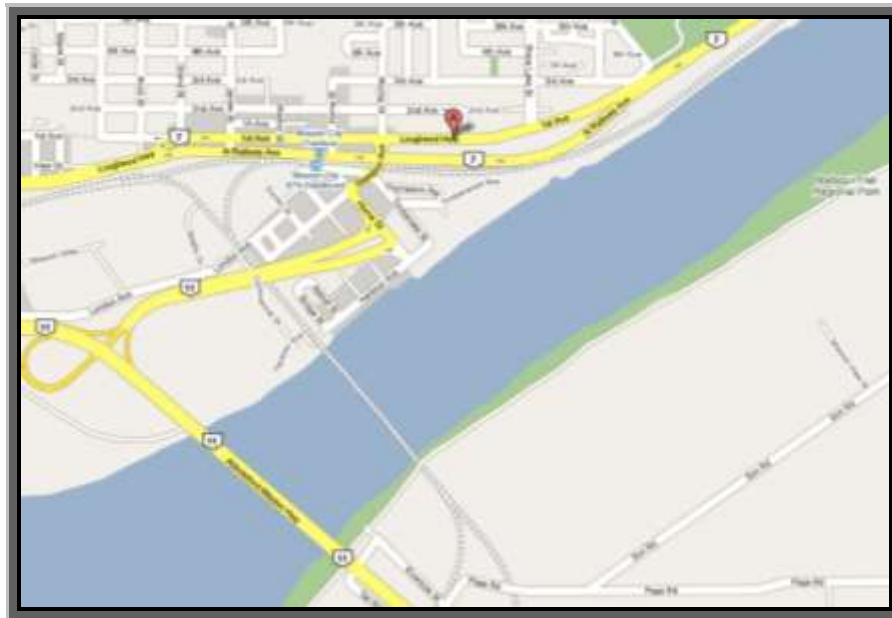


Mission Arts Centre

33529 First Avenue
(At corner of First and Catherwood)
Mission, BC, Canada, V2V 1H1

Phone: 604-826-0029

Email: Executive Director at macart@shaw.ca



www.missionartscouncil.ca

Visa, Mastercard and Debit Card payments accepted.

Mission Arts Centre



Facility Rental Information



Mission Arts Center – Facilities and Rental Fees*

Meeting Details		Cost of Meeting Spaces for Rent		
Meeting Time	Organization Type	Gallery Room Only	Tea Room and Kitchen Only	Multi Purpose Room Only
3 hour block	Non-profit**	\$36.00**	\$28.00	\$24.00
	Commercial	\$45.00	\$37.00	\$40.00
6 hour block	Non-profit	\$72.00	\$37.00	\$40.00
	Commercial	\$90.00	\$75.00	\$52.00
Additional hours	Non-profit	\$20.00/hour	\$10.50/hour	\$10.50/hour
	Commercial	\$40.00/hour	\$22.00/hour	\$22.00/hour
- All events must be booked at least 45 days in advance. - Please note that the Mission Art Gallery is open to the public Tuesday to Sunday, from noon to 4 pm, October to April and from noon to 5pm April to October.				
Meeting Details		Cost of Facility Spaces for Rent		
Meeting Time	Organization Type	Gallery , Tea Room, Kitchen (indoors)	Outside grounds only - back patio -lawn & garden	Gallery, tea room, kitchen, & outside grounds
6 hour block	Non-profit	\$200.00	\$150.00	\$350.00
	Commercial	\$300.00	\$250.00	\$550.00
10 hour block	Non-profit	\$300.00	\$200.00	\$500.00
	Commercial	\$500.00	\$375.00	\$875.00
Additional hours	Non-profit	\$30.00/hour	\$20.00/hour	\$30.00/hour
	Commercial	\$45.00/hour	\$30.00/hour	\$45.00/hour

For 6 hour bookings, rental client is responsible for set up and take down of tables and chairs. A Mission Arts Council representative will be on site for supervision only. Rental client is also responsible for kitchen clean up.

For 10 hour bookings ONLY, fee includes set up and take down of tables and chairs for up to 60 guests, as well as event supervision by a Mission Arts Council representative. The rental client is responsible for floor and kitchen clean up.

White garden chairs are available to rent at .75 each

***GST extra**

**** Non-Profit Societies must show proof of registration.**

Mission Arts Center – Facility Rental Guidelines

Capacity:

- The Mission Arts Center *Gallery* can host small intimate wedding ceremonies, meetings, seminars and business lunches inside for up to 45 people.
- The *Multi Purpose Room* is available for meetings/events for up to 16 people. The room is available 7 days a week during the day, and some evenings.
- The *Lawn and Garden* area is available for larger weddings/ceremonies of up to 100 guests from May 1st to October 1st.

Catering:

- A list of local, security cleared caterers, which offer a wide menu selection to suit every budget and taste, is available upon request. Outside caterers are not permitted.
- Food, bar service, flowers, music and waste removal are the rental clients' and caterer's responsibility. All food must be removed from the gallery, kitchen, and premises immediately following an event.
- The set up and removal of other materials such as decorations and flowers must be pre-arranged with MAC staff.
- Food can be prepared, warmed, and served from the kitchen, but cooking of food is not permitted at the Mission Art Center. Please plan ahead for this requirement.
- Bar service is permitted. Rental clients are permitted to operate their own bar service. A special occasion license is available from BC liquor stores and must be approved by the RCMP. License must be posted in the serving area.
- Liquor for your event must be purchased at a BC Liquor store. No home made products please. Bartenders are required to hold a valid "Serving It Right" certificate.

Flammables:

- Smoking is NOT permitted on the premises. Dripless/smokeless candles are permitted.
- Candles, propane, natural gas or any other flammables are not permitted.
- BBQ's are permitted outside on the grass only

Decorations:

- Confetti and glitter are not permitted.
- Decorations cannot be attached to walls or any fixture.
- Art work in the gallery cannot be touched, draped over, or removed. Damage that may occur to the exhibition and the artists work will be charged to the rental client.

Payment:

- A 25% deposit is required to confirm a booking.
- The balance of the payment, including a \$500.00 damage deposit, is due 60 days prior to the event.

Other:

- A liability insurance fee of \$5.00 - \$15.00 (depending on event size) will be required for all events.
- And administrative and processing fee (\$30.00 flat fee) for any type of event that requires a Liquor Permit.
- COMPLETE RENTAL AGREEMENT MUST BE FILED and APPROVED