

## Branscombe House Rental Information 2015

This document provides rental information for the Branscombe House, including pricing, capacity, payment procedures and restrictions inherent to the use of heritage buildings. Please note that all fees are subject to increase in 2016.

Bookings are coordinated through the Rentals Office. Please contact 604-233-3304 or email [Rentals@richmond.ca](mailto:Rentals@richmond.ca)



## Branscombe House

One of the earliest homes built in Steveston, the house is significant for its historical association to the development of Steveston, both as a residential building and through its connection to the Branscombe family's general store located in downtown Steveston. It reflects the pattern of commercial and related residential development that occurred early in Steveston's history. Aesthetically, the Branscombe house is important as a very good example of the Edwardian Builder style that recalls the historic character of residential Steveston and for its location on a prominent corner lot reflecting the importance of the owners.

The ground floor is available for rentals; the upper floor features a live/work space which is not open to the public. The rental space includes a catering kitchen (equipped with a fridge, convection microwave, sink and counter space) and two washrooms.

### Capacity:

The capacity of Branscombe House is 30 people. Due to the BC Fire Code, this occupancy limit **must** be strictly followed.

### Availability:

- Branscombe House is available daily, all-year round
- Due to City of Richmond noise by-laws, rentals must be finished by 10:30pm, Sunday to Thursday, and 11:30pm Friday and Saturday. Music must be turned off by 11:00pm.
- Bookings for the Branscombe House can be made up to one year in advance.

**Rental Fees (GST will be added to all fees):**

- The rental fee is \$250.00 for up to 4 hours, and \$70.00 for each additional hour (please note this is inclusive of delivery, set up and take down time).
- Any deliveries that are outside of the rental time may be done from 3:00pm-5:00pm the previous day and picked up from 10:00am-12:00pm the following day (dependent on other rentals booked). There will be a charge of \$70.00 for each of these additional booking times.
- Rentals using music must obtain a SOCAN license and will be subject to additional SOCAN fees (\$20.56 for music, \$41.13 for music and dancing).
- A liquor license must be obtained if serving alcohol. Proof of this license must be submitted with your rental agreement.
- Liability insurance of \$2,000,000, including Host Liquor Liability insurance must be obtained if serving alcohol. If rented items are being dropped off the day before the event, or picked up the day after, the insurance needs to extend to the day before/after.

**Payment**

- Upon booking, a 50% deposit must be paid.
- The payment balance is due 30 days prior to your rental.
- If the event is cancelled more than 30 days before your rental, your deposit will be returned.
- If the event is cancelled less than 30 days before, your deposit will not be returned.
- Upon signing the rental agreement, a \$500 damage deposit must be provided.

**Décor:**

- Renters are welcome to bring streamers, tulle, string lights, etc. for added décor, however there is to be no use of nails, screws, mac tac or tape to affix objects within this historic building.
- No open flame is permitted. Flameless candles are permitted.
- No bubbles, glitter or confetti are permitted in the house. Fake flower petals are permitted but must be swept up afterwards.

### **Additional Information:**

Your rental fee for Branscombe House includes the following:

- Up to 4 rectangular tables (24" x 72") and up to 24 chairs\*. These are to be set up and taken down by the renter.
- Garbage and recycling receptacles. Renters are expected to sweep floors, bag garbage and clean up any spills including food, drink and guest accidents. Staff will transport garbage to the site bin. No food, drink or spill residue can be left in the building overnight.
- 1 staff member to supervise safety and security of the building. This staff person will also review the building upon the renter's initial arrival, and an end of the night clean up checklist with the renter prior to leaving the site.
- No smoking in the house or park – guests should be asked to smoke on the road or parking area only.

\*Any additional supplies needed such as additional tables/chairs, chair coverings, linens, glassware, tableware, microphones, lighting or DJ quality speakers are the responsibility of the renters, not the site. Please ensure all deliveries and pick ups are within your rental timeframe and removed at the end of the rental. Any items dropped off or picked up outside of the rental time is subject to an additional fee.

FLOOR PLAN

