



**Britannia Shipyards NHS**  
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## City of Richmond-Britannia Shipyards National Historic Site Chinese Bunkhouse-Rental Information 2020

Bookings such as meetings, workshops, corporate events, fundraisers, celebrations of life, birthday celebrations and wedding ceremonies are coordinated through Britannia's Visitor Services Associate. Please call 604-238-8037 or email [britannia@richmond.ca](mailto:britannia@richmond.ca)

Rental space at Britannia is provided inside heritage buildings. These spaces are unique waterfront facilities, full of history and character that will enhance your event experience. Because of the often fragile nature of heritage buildings, the use of these spaces are governed by regulations that help us ensure we conserve these important heritage assets for the future. Please read the following descriptions, fees and regulations, and feel free to call us if you have any additional questions.

### Chinese Bunkhouse History:

The Chinese Bunkhouse is one of the last surviving bunkhouses on the Pacific Northwest Coast. The building was originally located in Knight Inlet and was relocated to Britannia Shipyards by BC Packers. This bunkhouse was once home to 75-100 Chinese cannery workers who were employed through Chinese contractors. The ground floor is available for rentals; the upper floor features exhibit space which is closed for the duration of a rental.



## Capacity:

The capacity of the Chinese Bunkhouse is 100 standing, 100 seated in rows or 65 seated at tables. Due to the BC Fire Code, these occupancy limits **must** be strictly followed.

## Availability:

- Meetings: Exclusive use of the Chinese Bunkhouse is available before or after our operational hours (Oct 1-April 30 12:00-5:00pm, May 1-September 30 10:00am-5:00pm). During operational hours, rentals may be possible, but may be interrupted by visitors upstairs in the exhibit.
- Social events (weddings, parties, celebration of life): Exclusive use of the Chinese Bunkhouse is available before or after our operational hours (Oct 1-April 30 12:00-5:00pm, May 1-September 30 10:00am-5:00pm) and for a limited number of rentals during operational hours.
  - o Fridays and Saturdays: 9:00am – 11:30pm with music off by 11:00pm. All guests, equipment and vehicles must leave the premises by 11:30pm.
  - o Sunday to Thursday: 9:00am - 10:30pm with music off by 10:00pm. All guests, equipment and vehicles must leave the premises by 10:30pm.
- Bookings can be made up to one year in advance on the first of the month that the renter is intending to reserve in. For example, if you are hoping to book August 20<sup>th</sup> 2020, you may call as of August 1<sup>st</sup> 2019 to reserve.

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

Chinese Bunkhouse Rental Fees for Social Events	
First 4 hours	\$500.00
Additional Hour	\$100.00/hr
Day Before Set-Up	\$500.00/4hrs
Day After Take-Down	\$100.00/hr
After Hours Staff Time	\$35.00/hr
SOCAN Music Only	\$20.56
SOCAN Music and Dancing	\$41.13
Re:Sound Music Only	\$9.25
Re:Sound Music and Dancing	\$18.51
Meeting Rentals	\$35/hr

- Please note the rental time booked is inclusive of time needed for set-up and take down. If you require more time than what is scheduled on the day of the event for set-up or rental pick-ups etc., please ensure to book day before set-up time (would be scheduled after operational hours) or day after take-down time (would be scheduled prior to operational hours).
- All fees are subject to change.

## **Licences and Insurance:**

- Meetings:
  - o Depending on the nature of your meeting, insurance may be required.
- Social Events
  - o A liquor license must be obtained if serving alcohol. This liquor license is specific to the building applied for only – no alcohol will be permitted in other buildings or in any outdoor park spaces.
  - o Liability insurance of no less than \$2,000,000 must be obtained. This must include Host Liquor Liability insurance if serving alcohol. This needs to list the City of Richmond as additional insured and cover all dates of rental (including set up and take down dates, if needed)

## **Payment**

- Meetings:
  - o The payment balance is due 30 days prior to your rental
- Social Events:
  - o Upon booking, a 50% deposit and \$500 damage deposit must be paid to secure your rental.
  - o The payment balance is due 30 days prior to your rental.
  - o The damage deposit will be returned in the method it was paid (eg. Visa to Visa), within one week after your rental if there is no damage.

## **Cancelation Policy**

- You may cancel anytime up to 30 days before the time of the event for a refund of your deposit. If the event is cancelled less than 30 days before, a portion of your rental fee will not be refunded, based on the cancellation timeframe.

## **Included in the rental:**

- Up to 14 rectangular tables (6 x 2 ½ feet), 8 round tables (5 ft diameter) and up to 100 chairs\*. These are to be set up and taken down by the renter.
- Projector and projection screen with speakers (meeting-level sound). Instructions are posted in the kitchen, along with the remote control and cords to borrow (if you are bringing a Mac, you will need to bring a VGA adaptor). Please ensure you follow the user instructions and return all items at the end of the rental.
- Two bathrooms and a kitchen. Kitchen includes sink, fridge/freezer, 2 microwaves.
- Garbage and recycling receptacles.
- Non-exclusive parking use. Parking is prohibited on grass or wooden boardwalk.
- The fire lane can be used for supply drop off and pick up. You must move your vehicle off of the gravel area once drop off is complete

- 1 staff member to supervise safety and security of the exhibits and the building. This staff person will also review the building upon the renter's initial arrival, and an end of the night cleanup checklist with the renter prior to leaving the site. Please respect the staff and volunteers who will be present on site to enforce our regulations.

\*Any additional supplies needed such as additional tables/chairs, chair coverings, linens, glassware, tableware, microphones, décor, lighting or DJ quality speakers are the responsibility of the renters, not the site. Please ensure all deliveries and pickups are within your rental timeframe and removed at the end of the rental.

### **Important Restrictions and Cautions:**

- Smoking is not permitted on our site
- Exhibits and artifacts along the walls and Contractor's Desk are permanent installations and cannot be moved, folded or have anything attached. Tables, chairs or other items may not lean up against the exhibits. Please note exhibits and displays are subject to change without notice.
- Renters are welcome to decorate the space, however there is to be no use of nails, screws, mac tac or tape to affix objects within this historic building. Any set up, décor and lighting plans as well as plans for catering, DJ, bartender and photographer must be listed on a provided template, submitted to the Visitor Services Associate and reviewed by the Heritage Coordinator. Items not approved will not be permitted at your rental. A walkthrough of your event with your detailed plans must be done at least 30 days prior to your event. The building must remain unchanged.
- All electrical cords are to be covered by cord covers or mats. Tape, fabric tape, or gaffer's tape is not allowed as it damages our floors.
- No open flame is permitted. Flameless candles may be used as an alternative. There is to be no use of propane inside the building, with exception of minimal use of sterno/ethanol gel to fuel chafing dishes. BBQs (propane or natural gas only) must be placed no closer than 10 feet from the building exterior. During Fire Bans, regulations must be adhered to.
- No bubbles, glitter, confetti, rice, sparklers or real flower petals are permitted. Fake flower petals are permitted inside but must be swept up afterwards.
- Renters are expected to sweep floors, bag garbage, flatten boxes and clean up any spills including food, drink and guest accidents. Garbage bags must remain in bins as leaks damage our floors. Staff will transport garbage to the site bin. No flowers, dirty dishes, food, drink, spill residue or other perishables can be left in the building overnight. Spills must be cleaned with provided cleaning products (ask City of Richmond staff member on site).
- Set up and take down of the event is the responsibility of the renter. Please respect site regulations and the interiors of the site's fragile heritage buildings.
- During the summer months a painted piano may be on the south deck against the building. It cannot be moved during rentals but can be locked.

Floor Plan:

