



Britannia Shipyards NHS
5180 Westwater Drive
Richmond BC, V7E 6P3
Telephone: (604) 238-8050
Fax: (604) 238-8040
www.richmond.ca/britannia

City of Richmond-Britannia Shipyards National Historic Site Seine Net Loft-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.

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.

The Seine Net Loft:

The Seine Net Loft was originally constructed by the Anglo British Columbia Packing Company to provide storage for large commercial fishing nets. Completed in 1955 and restored in 2013, the Seine Net Loft has over 13,000 square feet of exhibit, program and event space. Exhibit space occupies 45% of the building and exhibit components will not be relocated, altered or shifted for rentals. The Seine Net Loft is not climate controlled; guests must dress for the weather. The building does not have kitchen facilities.



Capacity:

The capacity of the Seine Net Loft is 250 people standing and 200 seated at tables. Due to the BC Fire Code, these occupancy limits **must** be strictly followed.

Availability:

- We offer limited rentals of the Seine Net Loft. Rental times are:
 - o Friday & Saturday – 10:00am to 11:00pm with music off by 10:00pm; take down from 10:00pm to 11:00pm. All guests, equipment and vehicles must leave the premises by 11:00pm.
 - o Sunday to Thursday – 10:00am to 10:00pm with music off by 9:00pm; take down from 9:00pm to 10:00pm. All guests, equipment and vehicles must leave the premises by 10:00pm.
- 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 20th 2020, you may call as of August 1st 2019 to reserve

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

SNL Rental Fees	
Full Day Rental	\$3,500.00
Partial Day Rental (4hrs)	\$1,000.00
Additional Hour	\$300.00
Day Before Set Up	\$500.00/4hrs
Day After Take-Down	\$150.00/hr
After Hours Staff Time	\$35.00/hr
SOCAN Music Only	\$29.56
SOCAN Music and Dancing	\$59.17
Re:Sound Music Only	\$13.30
Re:Sound Music and Dancing	\$26.63

- Please note that 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

- 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.
- Liability insurance of no less than \$2,000,000 must be obtained. This must include Host Liquor Liability 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

- Upon booking, a 50% deposit and \$1000 damage deposit must be paid to secure your rental.
- The payment balance is due 30 days prior to your rental.
- 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.

Cancellation 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 your Rental:

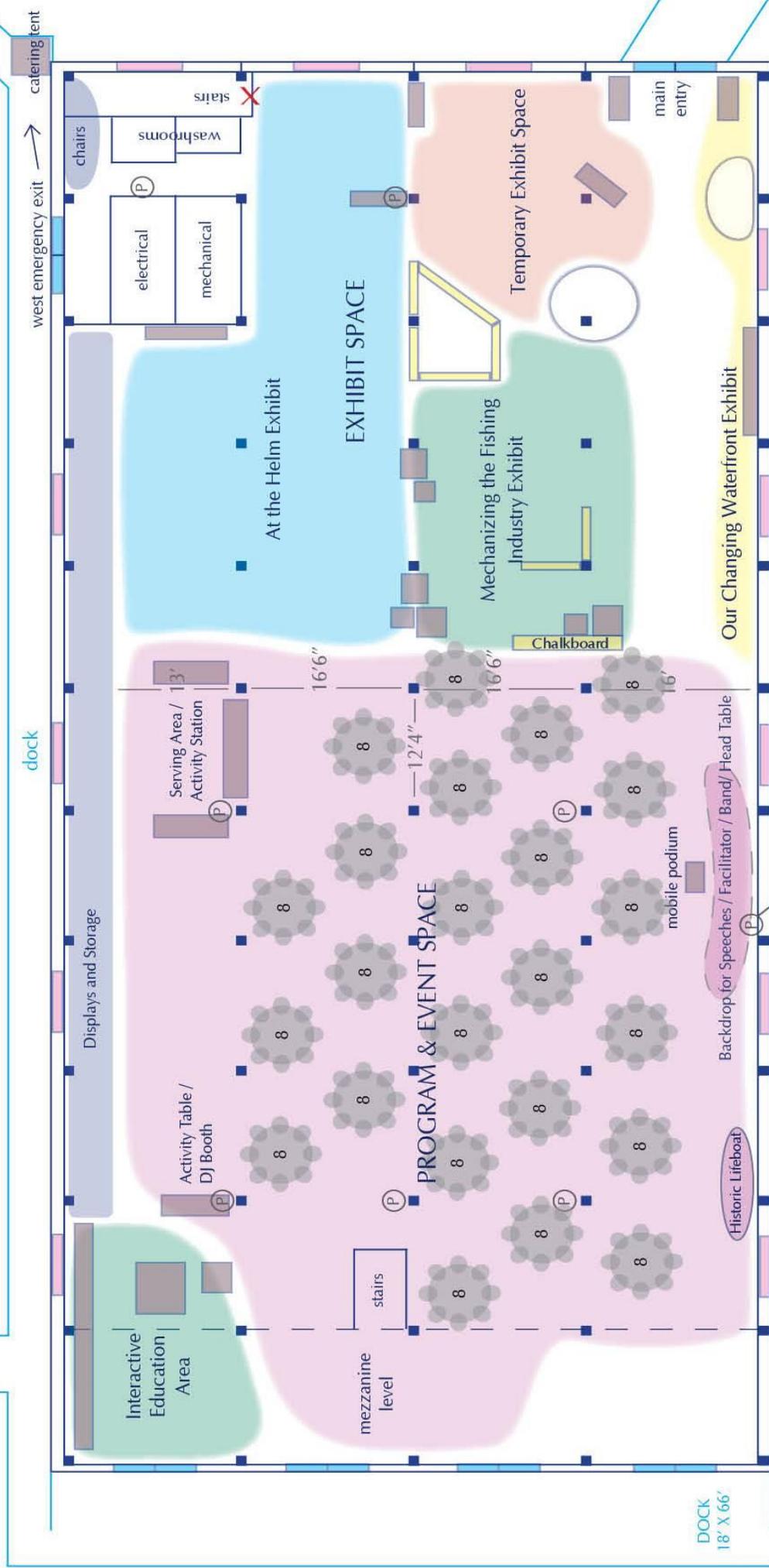
- Up to 24 round tables (5 feet diameter), 4 rectangular tables (8 feet in length) and 200 deluxe white plastic folding chairs*. These are to be set up and taken down by the renter.
- Two universal bathrooms (one is wheelchair accessible). If additional bathrooms are required, the Murakami park bathrooms will be opened for your event and wayfinding signage set up
- Projector screen, movable podium
- One 10x10 tent for catering needs, if required
- Certain surfaces have been permitted for event use, but must be discussed with the Visitor Services Associate and must be protected from spills and damage with a plastic cover.
- Garbage and recycling receptacles.
- Non-exclusive parking use. Parking is prohibited on grass or wooden boardwalk. Our paved parking lot has '3 hour time limit' signs posted. This will be waived on the day of the rental.
- There is **no access** down the ramps to the floats on the water during rentals.
- Set up time can be arranged at an additional fee. One hour of take down time the morning after the rental is included in the rental fee. This will be scheduled prior to site operational hours. Additional take down time can be arranged at an additional fee.
- 2 to 3 staff (depending on size of rental) to supervise safety and security of the exhibits and the building. This staff person will also review the building upon the renter's arrival, and an end-of-the-night cleanup checklist with the renter. Please respect the staff and volunteers who will be present on site to enforce our regulations.
- *Any other supplies needed such as additional tables/chairs, chair coverings, linens, glassware, tableware, lighting, DJ quality speakers or decor are not supplied by the site. Please ensure all deliveries and pickups are within your rental timeframe.

Important Restrictions and Cautions:

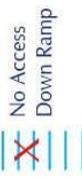
- Smoking is not permitted in the park.
- The Seine Net Loft contains a unique collection of industrial artifacts on display. These artifacts may not be moved and may not be altered or used as tabletop surfaces. The renter is not permitted to move exhibits or handle artifacts. As this is an exhibit space, exhibits and location of exhibits are subject to change without notice. Exhibits may change monthly.
- Renters are welcome to bring decorations, however there is to be no use of nails, screws, tape, fabric tape, Gaffer's tape or mac tac to affix objects. 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.
- All electrical cords are to be covered by cord covers or mats. Nails, screws, tape, fabric tape, gaffer's tape or mac tac 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) must be placed no closer than 10 feet from the building exterior. During Fire Bans, regulations must be adhered to.
- No helium balloons, bubbles, glitter, confetti, rice, sparklers or real flower petals are permitted. Fake flower petals are permitted but must be swept up afterwards. Real flower petals are permitted on the south deck only.
- Renters are expected to sweep floors, bag garbage 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 or spill residue can be left in the building overnight. All liquids must be disposed of into a wet bucket (supplied by renter) and then into toilets. 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.
- The large chalk wall may be used by renters with chalk. No chalk markers permitted. Please note that this is a wooden surface. This surface must be cleaned off by renters.

Seine Net Loft - Layout

Suggested layout for seated dinner events to accommodate 200 guests. Round tables can fit 8-10 people, but 8 comfortably with a full dinner setting. Support surfaces such as serving area/bar and DJ table are permanent furnishings that must be covered with protective plastic if used. Museum exhibit components can not be utilized or relocated.



DOCK
18' X 66'



Current Power Locations (14)