

Richmond Nature Park

Kinsmen Pavilion Rentals

Meetings



Meeting Rentals

11851 Westminster Highway, Richmond, BC

Meeting bookings are coordinated through Nature Park staff.

Call **604-238-6188** or email nature@richmond.ca for availability.

FACILITY HOURS

Sun–Sat: 10:00am – 10:00pm

Note: The rental time booked includes set-up and take-down. All guests, equipment and vehicles must leave the premises by the respective end times. Bookings can be made up to one year in advance from the first day of the month the renter intends to reserve.

Meeting Rental Fees

KINSMEN PAVILION

Fees subject to change. GST additional.

Two hour min. booking.....	\$60.00
Each additional hour	\$30.00

INSURANCE

Liability insurance of no less than \$5,000,000 is required. This needs to list the "City of Richmond" and the "Richmond Nature Park Society" as additional insured and cover all dates of rental. Proof of insurance is required no later than 14 days prior to the rental.

Rental space is provided inside the Kinsmen Pavilion, a cozy rectangular hall, situated near the entrance of the Richmond Nature Park. The use of this space is governed by regulations that help us ensure we maintain the building for the future.

The Richmond Nature Park Society or the City of Richmond, in its sole discretion reserves the right to deny access, or give notice of cancellation of the contract where said renter misrepresents the use of the facility, or could conceivably jeopardize the safety of building or its contents or the Nature Park grounds.

INCLUDED IN THE RENTAL

- Up to eight rectangular tables (6 ft. in length) and 45 black plastic folding chairs that are to be set-up and taken down by the renter. Any other supplies needed such as additional tables/chairs, chair coverings, linens, glassware, tableware, lighting, décor, etc. are not supplied. Please ensure all deliveries and pickups are within your rental timeframe.
- Wheelchair accessible mens and womens washroom.
- Kitchen, including sink, stove, microwave, kettle and fridge/freezer.
- Serving area, including sink.
- Garbage and recycling receptacles.
- A projection screen. Renter is responsible for the projector and device.
- Wi-Fi for guests.
- No reserved parking available. All attendees must park in the public parking lot.

PAYMENT

Full payment is required at the time of booking.

CANCELLATIONS

- Full refund given if cancelled more than one week before the rental date.
- 50% given if cancelled less than one week before the rental date.
- No refund given if cancelled less than 24 hour before the rental date.

CAPACITY

- Maximum 60 standing, 45 seated, parking spaces for 30 (shared with the public). The facility is wheelchair accessible. Due to the BC Fire Code, these occupancy limits must be strictly followed.

IMPORTANT RESTRICTIONS AND CAUTIONS

- Smoking or vaping is not permitted in the park.
- The Richmond Nature Park Society must approve all decorations. Absolutely no tacks, staples or other means of fastening that will mark the building's finish are permitted. Use masking tape and strings to hook points as required. Confetti, glitter, rice, birdseed, petals, etc. are not permitted in the Pavilion or on the grounds.
- The kitchen can be used for warming and serving food only. No food preparation is allowed on the premises. Portable gas or propane appliances are not permitted.
- Any persons, groups or organizations not named in the contract are not permitted to occupy the premises without the Richmond Nature Park Society's and City of Richmond's written consent.
- The Richmond Nature Park Society and the City of Richmond are not responsible for lost or stolen items.
- This hall is located in the Nature Park, so park activities may be occurring outside at the same time as your event. Please be prepared to share the parking lot.
- The electronic fireplace is decorative only.
- Alcoholic beverages are not permitted on the premises.

MAIN HALL



SERVING AREA



KITCHEN

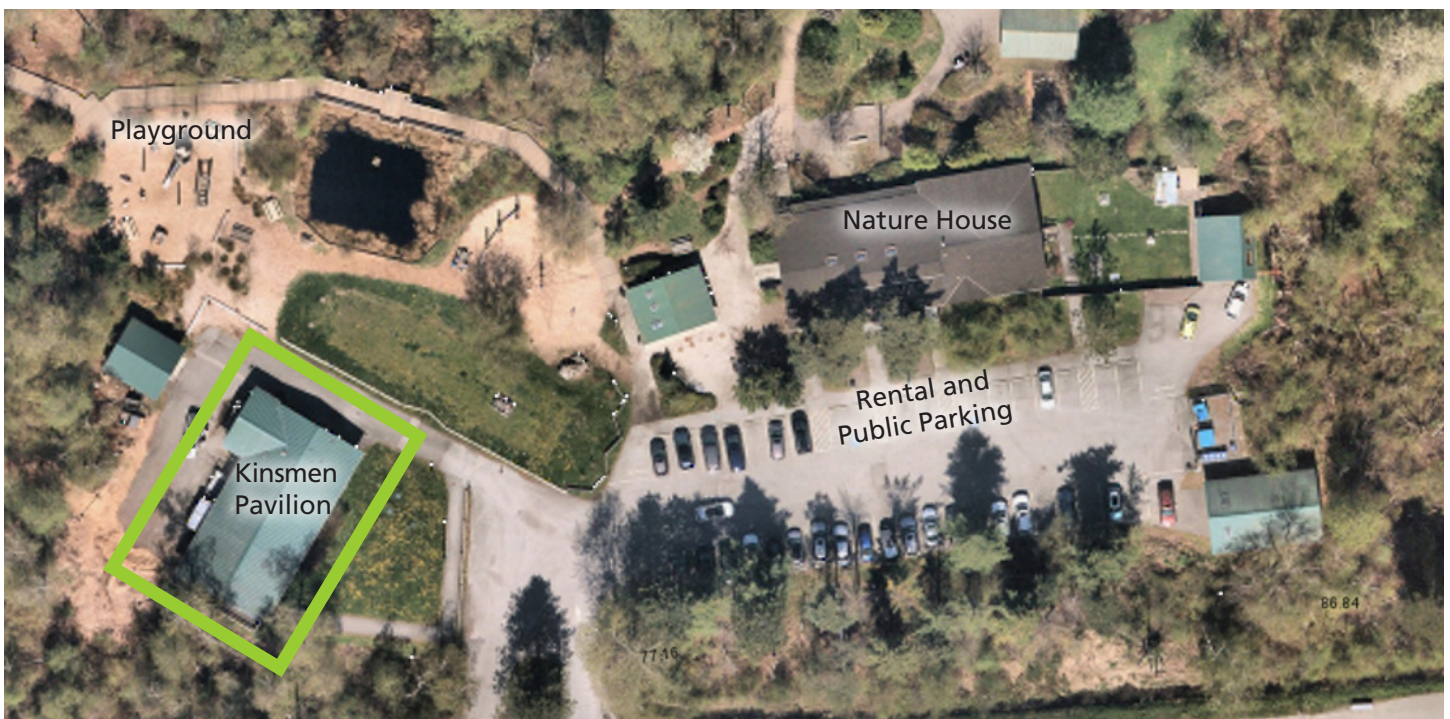


CLEAN-UP

All clean-up must be done by the renter. The renter is responsible for clearing and putting away all tables and chairs—please do not drag tables across the floor. The Pavilion, including the serving area, kitchen and washrooms, are to be left clean and tidy. Failure to do an adequate clean-up will result in additional charges. Trash must be tied up in garbage bags and left inside the building. Please ensure the doors to the facility are closed and locked upon leaving the premises.

LOCK BOX

Keys to the facility can be accessed through the lock box by the south double doors. Please ensure the key is returned to this box at the end of your rental. Lost keys may result in an additional fee.



Floor Plan

