

Richmond Nature Park

# Kinsmen Pavilion Rentals

## Social Events



## Social Event Rentals

**11851 Westminster Highway, Richmond, BC**

Bookings such as corporate events, fundraisers, celebrations of life, birthday celebrations and wedding ceremonies are coordinated through Nature Park staff.

Call **604-238-6188** or email [nature@richmond.ca](mailto: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.

# Social Event Rental Fees

## KINSMEN PAVILION

*Fees subject to change. GST additional.*

Four hour min. booking .....	\$200.00
Each additional hour .....	\$50.00
Damage deposit (refundable) .....	\$500.00
SOCAN music only .....	\$22.06
SOCAN music and dancing .....	\$44.13
Re:Sound music only .....	\$9.25
Re:Sound music and dancing .....	\$18.51

## 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

The damage deposit and 50% of the rental fee is required at time of booking for the Kinsmen Pavilion. The remaining balance and copy of insurance certificate is due 14 days before the rental date. The deposit will be refunded in the method it was paid, within one week after the rental, if there are no damages, overtime, etc. Note: if paid by cheque, the refund process takes multiple weeks.

## 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 occur 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

