EVERGREEN ARTS

RENTAL INFORMATION, POLICIES & CONDITIONS

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EVERGREEN ARTS RENTAL SPACES

Studio A

Studio A is a bright, upper-level flexible space ideal for meetings, classes, workshops, rehearsals, or small-scale events. Its versatile layout allows for seated or table arrangements and creative setups.

- **Space Size:** 1,248 sq ft
- **Default Capacity:** 80
- **Seated with Tables (approx.):** 60
- **Minimum Rental Period:** 2 hours (must include 30 min before and after event time for set-up and clean-up).
- **Additional Rental for built-in large-screen TV:** $50/day

Studio B / Studio D

Studio B and D are smaller flexible spaces perfect for intimate meetings, workshops, or small rehearsals.

- **Studio B Size:** 756 sq ft | **Studio D Size:** 800 sq ft
- **Default Capacity:** 48
- **Seated with Tables (approx.):** 30
- **Minimum Rental Period:** 2 hours (must include 30 min before and after event time for set-up and clean-up).
- **Additional Rental for built-in projector:** $50/day

Rehearsal Hall

The Rehearsal Hall is a spacious 1,500 sq ft area, equipped with mirrors, drapery, barres and sprung flooring, suitable for rehearsals, dance classes, workshops, small performances, or community events.

- **Space Size:** 30’ x 50’ (1,500 sq ft)
- **Audience with Chairs:** 100
- **Tables and Chairs (approx.):** 80
- **Minimum Rental Period:** 2 hours (must include 30 min before and after event time for set-up and clean-up).
- Basic sound and lighting equipment is available in the Rehearsal Hall.

Main Lobby

The Main Lobby is an ideal space for receptions, networking, trade shows, and small gatherings.

- **Capacity:** 100 people
- **Seated with Tables (approx.):** 50
- **Minimum Rental Period:** 2 hours (must include 30 min before and after event time for set-up and clean-up).

Studio Theatre

The Studio Theatre is a flexible, purpose-built performance space ideal for theatre, music, dance, comedy, film screenings, weddings, and special events. Featuring versatile seating configurations and professional-grade technical equipment, the Theatre can be adapted for productions of most sizes (small to mid-size).

- **Theatre Seating:**
    - **Maximum Seating Capacity:** 257 (with orchestra pit opened for + 3 rows of seating)
    - **Additional Seating Capacity Option**: 215 seats
        - Which seating capacity set-up is possible is based on the specifics of your production. For example: productions with large groups of dancers or productions with children can only be staged in the 215 capacity option. This can be discussed with the Technical Operations Manager
- **Flat-Floor Set-Up/Seating:**
    - **ALL flat-floor events require a fee of $200 to convert the room from theatre seating to flat floor and back again.**
    - **Flat Floor Options:**
        - **Flat-Floor "Trade-Show Style" Events**: Maximum 257 in the space at any one time; access control required.
        - **Flat-Floor Banquet Events:** Maximum 140
        - **Flat-Floor Banquet Events with performance/stage area:** Maximum 112
- **Stage Dimensions**: 55' wide x 24' deep (finished size with drapes: 33' wide x 23' deep)
- **Orchestra Pit**: 31'6" x 9'8" (spiral lift mechanism; adjustable height)
- **Flooring**: Sprung wood with black battleship linoleum finish
- **Lobby**: Main Lobby area included with any Studio Theatre rental
- **Green Room:** Green Room (includes small kitchen) is included with any Studio Theatre rental
- **Dressing Rooms:** Dressing Rooms are included with any Studio Theatre rental
- **Minimum Rental Period:** 4-hour minimum which must include 90 minutes pre-event for set-up and 30 minutes post-event for strike/clean-up.

RENTAL INCLUSIONS & INFORMATION

All **Studio Theatre** rentals include:

- Use of all in-house sound and lighting equipment (except for select rental-only items – see page 11 for details)
- A pre-event planning session and venue tour prior to the date of rental
- 1 Technical Supervisor (who cannot run lights/sound for your event)
- Dressing rooms and green room (which has a small basic kitchen)
- Use of lobbies as support/pass-through spaces
- Front of House services (our volunteers as ushers & coat check, etc.)
- For public events, our bar/concession will open at no charge to you. See page 7 for more details

LABOUR COSTS

Our professional staff are here to ensure your event runs smoothly from start to finish. Labour may include Technician(s), a Front of House (FOH) Supervisor, and Box Office Attendants, depending on your event needs.

TECHNICAL STAFF

Our technicians operate all standard sound and lighting equipment for your event. They will open the theatre, prepare equipment, remain on site throughout your booking, and reset the space at the end of the night. If you have your own technicians who are qualified to run our sound or lighting equipment or act as stagehands, this can be discussed with our Technical Operations Manager.

- **ONE Technical Supervisor is included** in the base rental rate. This person supervises all events taking place simultaneously in the building and is not dedicated to your event only. They are there to open the doors, help prepare equipment, remain in the building throughout your booking, troubleshoot issues during the event, and reset the space at the end of the event.
- **ONE Dedicated Technician is required** for all theatre rentals. This person is assigned specifically to a role for your event and is available to operate lighting or sound equipment, or move equipment onstage. They can also assist your own volunteer or professional technicians in using our equipment.
- **Additional Dedicated Technicians** are available to operate lighting or sound equipment, or move equipment onstage, based on the needs of the event. The total number of Dedicated Technicians required will be determined by our Technical Operations Manager during your planning session.

RATES:

- $42/hr (minimum shift 4 hours, for the duration of your rental)

- Double time applies on any rentals that happen on statutory holidays
- For event rentals over 8 hours, time and a half will be charged for anything over 8 hours and under 12 hours. For any event rentals over 12 hours, double time will be charged. Evergreen Arts will endeavor to schedule staff to avoid overtime as much as possible.

FRONT OF HOUSE (FOH) STAFF

The FOH Supervisor oversees all lobby and audience areas. They coordinate with Box Office, Bar, and Technical staff to ensure smooth audience flow and timing and are responsible for building security at the end of the night. Any event in the Theatre that has public attendees requires a Front of House Supervisor.

- Any additional details and significant updates for your event need to be communicated to your point of contact or our Technical Operations Manager, so all our team can be aware of the information.

RATES:

- $32/hr (minimum shift 4 hours, will be longer if staff requires additional time for your event.
- Double time applies on any rentals that happen on statutory holidays

BOX OFFICE SERVICES & ATTENDANTS

Our Box Office staff will process advance and walk-up sales, handle customer service, and manage will-call lists. You are able to take some printed consignment tickets to give out or sell on your own; Box Office staff can provide further details.

SET-UP FEE: $40 per performance event (additional fees may apply for complex setups such as festivals, passes, or dynamic pricing)

- Additional ticketing changes or edits of the event after the initial set-up may be billed at an hourly rate (estimate available upon request).

RATES:

- $28/hr for Box Office Attendant (minimum 3hr shift)
- CAPITAL IMPROVEMENT FEE (CIF) SURCHARGE:
    - A one dollar and twenty-five cents ($1.25) per ticket Capital Improvement and replacement Fund levy will be included in all tickets charged for events in the theatre. The amount of the CIF included in the ticket revenue will be deducted by the Society and remitted to the Society in the final accounting of the event. The CIF levy on all non-ticketed events will be determined by a “head count” conducted by the Society and charged to the Licensee (rental client) in the final accounting.
    - When calculating your ticket prices, please keep this in mind: The listed ticket price that our Box Office charges to attendees INCLUDES the $1.25 CIF and GST included on the remainder. In the case of a $20 ticket, the remainder after CIF is $18.75. The GST on the rest is 89 cents. In your final invoice, we deduct the $1.25 and the .89 from the ticket

revenue. So, your revenue on a $20 ticket is actually $17.86. So to clear $20, the ticket price must be at least $22.25. Events in which no person is paid to perform will not be charged GST.

- There is a $3 service fee that is added on top of all of our tickets. The $3 service fee is not revenue to the event, but a Box Office charge paid by the ticket purchaser. This service charge is deducted on the sales report to get the net sales figure.
- Credit or Debit Card: 2.63% of all transactions
    - The Society will charge a fee of 2.63% of all ticket purchases made using credit or debit cards to cover bank fees charged to the Society. The Credit/Debit fees will be charged to the Licensee in the final accounting.

PUTTING YOUR EVENT ON SALE:

Once the Rental Agreement is signed, and the deposit is paid, we will connect you to our Box Office Manager to set-up the tickets.

To put your event on sale, and to add your event to our Rentals Event Calendar on our website, the Box Office requires the following details:

- **Event title**
- **Date & time** of performance(s)
    - The date and time must match the details outlined in the Rental Agreement
- **Ticket price(s)**
- **Event description** (short; can be adjusted later)
- **Image** (any size is acceptable; recommended size available upon request)
- **Any special seating holds** (e.g., for cameras, guest lists, accessibility)
- **Consignment ticket requests** (if applicable)
- **Notes:**
    - Providing images and descriptions early helps ensure your event is listed accurately and quickly.
    - Each rental is unique - any special requirements should be discussed with the Box Office in advance.
    - All ticketing information **must** be provided a minimum of 14 days before you want your tickets to go on sale.

BAR/CONCESSION SERVICES

For all public events in the Theatre, Evergreen Arts will operate our bar and concession. There is no charge for this service. If No Bar/Concession Service at all is requested for a public event, a charge of $200 per performance/event will apply for potential lost revenue. If No Alcohol is requested for our Bar/Concession for a public event, a charge of $150 per performance/event will apply for potential lost revenue.

For **private events in the Theatre or Main Lobby** you have the option of **bar service for a set-up fee of $50.00.**

For all our rentals, no-one is allowed to bring in, serve or sell alcohol for consumption except Evergreen Arts staff and volunteers.

For all events in the **Rehearsal Hall or one of our Studios,** the **bar service set-up fee is $25.00 plus $32/hour (4 hour minimum) for the FOH staff to provide the service.**

A Host Bar for your event is possible, and the total amount would be added to your final invoice.

For private events, you can also request a **"coffee and tea service"** that is self-service and includes 1 carafe of coffee, 1 carafe of hot water, cream/milk, sugar, stir sticks, mugs and tea for **$20.** Each additional carafe of coffee is $15.

Please note: Alcohol sales and service is *only* available through the Evergreen Cultural Centre Society's (Evergreen Arts) liquor license and can only be consumed in licensed areas. No outside alcohol is allowed in the venue.

- The backstage, green room and dressing room areas are not licensed and are strictly alcohol-free areas.

FOOD/CATERING

- If you plan to provide food as part of your event, please let us know well ahead of time so our team can prepare.
    - Drinks and snacks are allowed in the theatre. Food that requires a plate is allowed in the theatre only when the room is set up in flat-floor banquet seating.
- For public events, **all food must be <u>professionally</u> prepared and packaged**. This can mean hiring professional caterers, or purchasing prepared trays of food (ie: deli trays of meats, cheeses, fruits, sandwiches, bakery items, etc.) from the grocery store.
- Evergreen Arts does not provide catering services, but we are happy to support any professional caterers you choose for your event.
- For events in the Theatre or Lobby, our Green Room - with consumer-grade kitchen appliances - is available for caterers to use as a prep area.
- The Rehearsal Hall or Studios (A, B or D) do not have access to a kitchen or refrigeration. Please plan carefully when bringing food that needs to be kept hot or cold.
- We are not authorized to allow food trucks in our parking lot. If you would like a food truck for your event, please contact the City of Coquitlam (General Phone #: 604-927-3000).

BOOKING PROCESS

If you are interested in booking one of our spaces or have further questions about our spaces or questions about your event, please reach out to us via the form on our Rent Our Spaces page on our website.

- **Tentative Holds –** If the venue is available, we can place a temporary hold on your requested date(s).
  - If you are booking the Theatre, a Rental Agreement must be in place no later than 3 months before the rental date.
  - Any other space, there must be a Rental Agreement in place no later than 1 month prior to the rental date.
- **First Right of Refusal –** If another party requests the same date during your hold, you'll have 2 weeks to confirm with a signed Rental Agreement payment or release the date.
- **Rental Agreement**
  - In order to create a Rental Agreement, we need:
    - Contact Name (and Company/Organization Name, if applicable) email address, phone number and physical mailing address.
    - Title/Name of Event.
    - Date(s) of rental.
    - Exact start and end time of show or event.
    - Exact start and end time of rental.
    - Any additional rentals (piano, projector)
- **Confirmation**
  - A rental is confirmed once we have:
    - A signed Rental Agreement
    - Payment of your deposit (we'll send you an invoice)
  - From there:
    - We need a certificate of liability insurance for the date of your rental (more information on page 10).
    - You'll be connected to our Box Office staff to set up ticketing (if applicable).
    - You'll be connected to our Technical Operations Manager for technical set-up discussions (if applicable)

ADDITIONAL RENTAL FEES

ENTANDEM ROYALTIES

If the rental is a musical event, the renter shall be responsible for reporting and paying all tariffs or royalties imposed by ENTANDEM (formerly SOCAN and RE:SOUND) or any other performing rights society or body in respect of this license.

FILM SCREENINGS

Renters are required to obtain formal licenses and permissions for any event screening a film. To get started please visit Feature Film Public Performance Rights: Entertainment - Criterion | British Columbia Electronic Library Network (bceln.ca).

INSURANCE

All rentals will also need to obtain and provide liability insurance coverage for the day(s) of the event. If you or your organization have annual coverage (must be minimum $2 million in overall liability insurance), you can provide a certificate from your insurer showing coverage at our location on the day of the event – this is usually free of charge.

If you don't have that coverage, you will need to apply for event insurance for your event. Most companies can provide that, but we can recommend a company that specializes in this kind of coverage. Their application process is all online and can usually be obtained within a day or two.

In either case, you will need the certificate to identify Evergreen Cultural Centre Society (1205 Pinetree Way, Coquitlam BC V3B 7Y3) and the City of Coquitlam (3000 Guildford Way, Coquitlam BC V3B 7N3) as an Added Insureds. Also, make sure that the event coverage includes alcohol being served if our concession/bar is open for the event.

- **If No Alcohol is requested for our Bar/Concession for a public event, a charge of $150 per performance/event will apply for potential lost revenue.**

MERCHANDISE SALES

Renters of the Studio Theatre may sell merchandise, such as CD's, etc. in the Main Lobby. Evergreen Arts will provide a table, POS system, and volunteer seller. Evergreen Arts will take a commission of 15% of all such sales. Please note that as of January 1, 2026 Evergreen Arts is fully cashless, and will only be providing a POS system for merchandise sales. After applying the 15% commission, your amount will be added directly to your final rental invoice (often the simplest option) or paid out via e-transfer or EFT, if preferred.

- If the renter does plan to sell merchandise, Evergreen Arts needs to know at least a month in advance. Otherwise, a volunteer seller may not be able to be provided.

DAMAGES DURING AN EVENT

If damages occur during a rental, the renter is responsible for paying repair costs. This includes carpet stains, seat cleaning, wall repairs, green room repairs, and any other damages arising from negligent actions of the rental group and/or their service providers.

ADDITIONAL EQUIPMENT

We offer certain equipment for rent beyond the in-house inventory included with your booking. Please see the next page for details.

- **DISCOUNT:** Any combination of a piano and projector or two pianos comes at a 15% discount off the combined individual rental fees. Discounted rental rates also apply for multiple-day rentals of this equipment. Discounted rates will be applied by Evergreen Arts staff at the time of contracting.

MARKETING PACKAGES FOR RENTAL EVENTS

For rental events we offer marketing packages that can provide additional visibility through our social media, website, print materials, and more—designed to help renters reach wider audiences while maintaining brand and platform standards. Marketing packages are optional for rentals and are available on a first-come, first-served basis. Renters may choose from pre-set packages or request individual services à la carte, based on availability.

For further information on marketing support options, please inquire directly through our rental inquiries form.

EQUIPMENT RENTAL RATES

EQUIPMENT	PRIVATE/COMMERCIAL	ARTS	NON-PROFIT
Laser projector rental (Studio Theatre only)	$150/day	$150/day	$150/day
LCD Projector	$50/day	$50/day	$50/day
Built-In Studio B Projector (Studio B only)	$50/day	$50/day	$50/day
3-Camera Video Recording System (Studio Theatre only)	$150/day	$125/day	$100/day
Hazer rental	$100/day	$100/day	$100/day
Steinway Grand Piano (Studio Theatre or Rehearsal Hall)	$150/day	$150/day	$125/day
Yamaha Baby Grand (Studio Theatre or Rehearsal Hall)	$125/day	$125/day	$110/day
Basic Upright Piano	$75/day	$75/day	$75/day
Portable Flat-Screen TV (any space)	$50/day	$50/day	$50/day
Black Tablecloths (any space)	$5/tablecloth	$5/tablecloth	$5/tablecloth

PARKING

- **Pay Parking:** $1/hr (max 4 hrs) Mon–Sat 8am–6pm; free evenings & Sundays.
- We can provide up to 10 parking passes to direct members of your team only (no patrons or audience members)
- The closest lot is the **Guildford Park & Ride**, located on the southeast corner of Pinetree and Guildford. Paid parking is in effect until 6pm, after which it is free, and is also free on Sundays and statutory holidays.

- Paid parking is available at **Douglas College's surface lot** (south side of campus) evenings (after 5:30PM) and weekends.
- Use the Impark Hang Tag app or QR code signage to pay using a smart phone.

Evergreen Arts – Rentals FAQ

How far in advance should I book?
For short events (1–3 days), contact us at least 2–3 months ahead. For larger/multi-day events, 6+ months is recommended. Late requests may be accepted at the discretion of Evergreen Arts staff.

I'm not sure what my event needs. Can I book a tour or consultation?
Yes! Submit the rental inquiry form on our website and we'll schedule a tour/consultation.

When can I access my rented space?
Your rental period must include set-up, rehearsal, event, and clean-up time. Early access is not permitted. See **Policies: Booking & Deposits.**

Is the venue wheelchair accessible?
Yes, all public spaces are accessible.

Can I book outside by Lafarge Lake?
No. Outdoor areas are managed by the City of Coquitlam — contact them directly.

- Note: The City of Coquitlam does not allow rentals of the outside area around Lafarge Lake for weddings or private events of that nature.

What is the minimum rental period?
Theatre: 4-hour minimum, including 90 minutes pre-event and 30 minutes post-event.
All other spaces: 2-hour minimum (must include 30 min before and after event time for set-up and clean-up).
See **Rental Spaces Overview.**

Can I serve alcohol or host a reception?
Yes, but only through Evergreen Arts staff. Bar set-up and staff fees apply. **See Rental Information: Bar/Concession Services.**

Can I bring food or catering?
Yes, catering is allowed (Theatre and/or Main Lobby rentals have access to the green room for prep). For public events, food must be professionally prepared/packaged. Studio Theatre or Main Lobby rentals have

access to our green room, which has a very basic kitchen in it that can be used as a prep space. **See Rental Information: Food & Catering.**

Is insurance required?

Yes. Minimum $2M liability insurance is required, naming Evergreen Cultural Centre Society and the City of Coquitlam as an Additional Insured. **See Booking Process Overview, Additional Rental Fees: Insurance.**

Can I sell tickets through Evergreen Arts?

Yes. Our Box Office supports online, phone, in-person sales and at-door sales and will-call at the time of the event. **See Rental Information: Box Office Service & Attendants *and* See Rental Policies: Revenue & Sales**

What staff will I need?

Evergreen Arts provides one Technical Supervisor with each rental. Additional technicians, Front of House staff, or Box Office staff may be required. **See Rental Information: Labour Costs.**

What if my event runs long?

Extra hours for staff/equipment will be billed at hourly rates. **See Rental Information: Labour Costs.**

Are there noise or curfew restrictions?

Yes. Events must follow municipal bylaws and safety regulations. Generally, all of our rentals take place between 8AM and 2AM, at the very latest.

Can I bring my own equipment?

Yes, with approval from the Technical Operations Manager. Renter is responsible for all outside equipment.

What if I need to cancel or postpone?

Cancellations made over 90 days in advance of event can have the deposit refunded. If cancellation is made within 90 days of the event, the deposit is non-refundable. Postponements may be rescheduled at Evergreen Arts discretion. **See Policies: Booking & Deposits.**

Are there additional fees aside from the hourly rental rate?

Yes. Additional fees may apply for equipment, technical staff, FOH, box office, concession/bar services, or CIF levies. **See Booking Process Overview: Additional Rental Fees.**

Who is responsible for safety and house rules?

Renters must ensure attendees follow Evergreen Arts' safety protocols. **See Policies: Safety & Compliance.**

Is there a minimum age to rent the venue?

The main contact for any rental must be an adult. Adequate adult supervision must be provided for any events involving children and youth.

Will my rental event receive any kind of marketing support?

All rental events can be listed on the Event Calendar on our website. We also offer marketing packages available for purchase for rental events/shows, subject to availability and capacity.

Rentals Policies

BOOKING & DEPOSITS

- Bookings are **not confirmed** until a **50% deposit** of estimated rental fees is received no later than 90 days prior to the event for Studio Theatre rentals. An invoice for the deposit will be sent to you once the rental agreement has been signed.
- Remaining fees are due upon receipt of the **final invoice** after the event.
- Deposits are **non-refundable** if the event is cancelled less than 90 days before the rental date.
- In cases of **postponement** due to illness, or unavoidable circumstances, deposits may be applied to a new date within **12 months**, at the discretion of the Performing Arts Manager and availability of the venue.

INSURANCE

- Liability insurance of **$2,000,000 minimum** is required for all events.
- Certificate must name the Evergreen Cultural Centre Society and the City of Coquitlam as **Additional Insureds**.
- Temporary event insurance must be obtained if your organization does not have coverage.

REVENUE & SALES

- Evergreen Arts is entitled to **15% of gross sales** from ancillary revenue generated during events (merchandise or promotional items).
- A **$1.25 per ticket Capital Improvement and replacement Fund (CIF) levy** applies to all Theatre ticketed events
    - Non-ticketed events' levy is based on a **head count** conducted by Evergreen Arts.
- GST is also included in the posted ticket price and is also deducted from the ticket revenue in the final reconciliation.
- When calculating your ticket prices, please keep this in mind:
    - The listed ticket price that our Box Office charges to attendees INCLUDES the $1.25 CIF and GST included on the remainder. In the case of a $20 ticket, the remainder after CIF is $18.75. The GST on the rest is 89 cents. In your final invoice, we deduct the $1.25 and the .89 from the ticket

revenue, so your revenue on a $20 ticket is actually $17.86. So, for example, to clear $20, the ticket price must be $22.25.

SAFETY & COMPLIANCE

- The renter must provide a competent adult to ensure attendees follow **house rules and safety protocols**.
- Compliance with municipal regulations and provincial requirements for **auctions or draws** is the renter's responsibility.
- For public events any food brought in must be professionally prepared and packaged. Nothing cooked and prepared at home is allowed for public events.
- The backstage area of the Studio Theatre, as well as the dressing rooms and Green Room are a strict no-alcohol zone.
- Renter must report and pay **royalties or tariffs** to performing rights organizations (e.g., ENTANDEM/SOCAN/Re:Sound).
- All activities must comply with Evergreen Arts **Communicable Disease Safety plans**.

DAMAGE & LIABILITY

- The renter is responsible for any damage to Evergreen Cultural Centre Society's property or equipment.
- All equipment, displays, and goods brought in are the **renter's responsibility**.
- Renter agrees to **indemnify and hold harmless** Evergreen Cultural Centre Society and the City of Coquitlam for claims, liabilities, or costs arising from use of the facilities.

SET, PROPS & DECOR

- Set painting and/or construction is not permitted on location or on City property. Sets must be pre-constructed and pre-painted prior to arriving on site (some assembly is expected).
- Paint touch ups are permitted providing that a drop cloth is used and that necessary precautions have been taken to prevent spills on site.
- Using adhesive tape to attach materials to walls, windows, or furniture is not permitted anywhere in the venue. Please ask venue staff for assistance with posters and other displays.
- Renter will not bring in glitter of any kind into the space(s).

SERVICE PROVIDERS AND DELIVERIES

- All secondary service providers related to a rental (eg: caterers, piano delivery and tuning, decorators etc) must arrive during the rental period. Deliveries and pickups outside of the rental period must be arranged and approved by theatre staff prior to the event.