



Inlet Theatre Rental Terms and Conditions

Inlet Theatre Booking Procedures



Our Theatre Coordinator books all Inlet Theatre events on a first-come-first-served basis, and our booking calendar is open until the end of the next calendar year.

General enquiries on dates can be made online by filling in the [Inlet Theatre and Galleria Availability Request Form](#) at www.inlettheatre.ca under “Rentals and Weddings” or by phone, e-mail, or in person with the Theatre Coordinator during the Coordinators’ office hours at Port Moody City Hall.

We recommend scheduling site visits with the Theatre Coordinator before arriving to avoid disappointment.

1. Inlet Theatre holds your prospective event date for seven days. If a deposit is not made within seven days, the date is released without notice.
2. To confirm a booking, the Theatre Coordinator builds an initial rental contract based on a general overview of your event. Your rental is confirmed once you sign this initial rental contract and pay a security deposit. The security deposit is \$250 per day, up to a maximum of \$750. We accept Visa, MasterCard, American Express, cash or cheque.
3. After your booking is confirmed, theatre staff work with you to determine the specific details needed for a successful rental. Considerations that impact rental arrangements include lighting needs, sound, audio/video, staging needs, staffing schedules, set up and take down time, rehearsals and sound checks, projector & screen use, wireless microphone use, special equipment rentals, Galleria plans, promotion and box office services and any unique requirements for your event.

The Theatre Coordinator will adjust the rental contract based on staffing, equipment and set-up needs. Please note that the Theatre Coordinator and the Production Coordinator determine the final booking length and the number of staff required for an event.

4. Full payment and all insurance documents related to your contract must be provided no later than 30 days prior to the rental date.
5. You’ll receive a pre-event summary email from the Theatre Coordinator the week leading up to your event. This captures all of your event details, and confirms that you and Inlet Theatre staff are prepared for the event.
Note: if you have taken Inlet Theatre Box Office tickets out on consignment, any unsold tickets will need to be restocked directly with the Theatre Coordinator a minimum of 2 business days prior to your event. [Refer to page 6 & 7](#) for more information.
6. On the day(s) of your event, your group (including all service providers) gain access to the space at the specific start time stated on your contract. If your event is extended, time is charged to you accordingly. If your group or service provider(s) wish to come in early, your rental start time is adjusted.
7. After your event, your contract is adjusted to reflect the full amount of time dedicated to your rental. Please refer to [Venue Restoration](#) under the Terms and Conditions area of this document. Your security deposit is either applied to the outstanding balance or refunded.

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Primary Rental Contact

This individual is the primary person responsible for making rental arrangements with Inlet Theatre. The rental contract person must be on-site during the entire rental period and needs to be able to make decisions about the rental directly.

This individual is named on the rental agreement and is ultimately responsible for all damages to any part of the facility or equipment resulting from the actions of anyone brought onsite for the event. This includes all costs for damage repairs, and for replacing lost items belonging to Inlet Theatre / City of Port Moody. This individual is also responsible should there be any insurance claims placed as a result of the event.

This person must be at least 18 years old, and easily accessible by phone or email. If necessary, please make an English translator available.

Renters, their associates, and any third party companies must comply with all City of Port Moody bylaws, as well as all Inlet Theatre Terms and Conditions.

Length of Contract Time

The Theatre, Galleria, Bistro and Greenroom are kept in a neutral state when not in use. Any changes made to the venue for a rental must be undone before the rental is complete. Note that Inlet Theatre's "neutral state" is a bare stage with the original lighting plot (stage & lighting plots available upon request) and that the Galleria's "neutral state" is the entire area ready for daily City Hall operations.

The start and finish times of a rental are ultimately determined by the Inlet Theatre Coordinator and Inlet Theatre Production Coordinator. Staff reserve the right to adjust the number of technicians required for an event. For example, we require two technicians for an hour and a half to set up a concert in the theatre *prior* to a group's arrival and sound check.

At the end of the rental, this set-up is reversed.

Please note that leading up to the event, we work hard to provide an accurate cost estimate. However, if the event requires additional time or equipment, we adjust the rental contract after the event to properly capture actual charges. This adjustment may affect the amount returned from the security deposit and/or may require an additional payment after the rental has completed.

Insurance

All renters must have insurance as specified below. Directly send a copy of the insurance certificate to the Theatre Coordinator, no later than 30 days prior to the function. Please note that the insurance must indicate the maximum number of participants that could be on site as a result of your event. Furthermore, certificates that do not meet the specifications below will not be accepted. If insurance requirements are not met, renters and their affiliates may not access the facility.

For rentals that do not include liquor:

Commercial general liability insurance is required with a minimum of \$2,000,000 coverage. The City of Port Moody is to be added to the policy as an additional insured and the name of the policy holder must match the individual or organization named on the rental contract.

For rentals that do include liquor:

Commercial general liability insurance is required with a minimum of \$5,000,000 coverage and Host Liquor Liability inclusion must be clearly indicated on the document. The City of Port Moody is to be added to the policy as an additional insured and the name of the policy holder must match the individual or organization named on the rental contract. See page 9 for further details regarding Special Event Permit requirements.

Insurance may be purchased at the company of your choice or from the following list:

Online: bc.events.insure (the certificate is automatically emailed to the Theatre Coordinator)

Port Moody Insurance Agencies: (the certificate will need to be emailed / dropped off / faxed to the Theatre Coordinator by the rental client)

- Leaders Insurance,
#106 3003 St. Johns St. (604.469.1799)
- Port Moody Insurance Services,
#390 221 loco Rd. (604.469.1142)
- Suter Brook Insurance Services,
162 Brew St. (604.469.9355)

Production Meeting

Each rental includes a complimentary pre-event meeting. Every renter is encouraged to take advantage of this meeting, and to come prepared with any questions. During this time, details about the event requirements, production schedule, and special arrangements or requests must be made and discussed, with any follow up occurring by email or by phone.

Inlet Theatre reserves the right to charge rental clients the hourly Technician rate for additional meetings or repeated visits to the venue (scheduled or unscheduled) which involve the Production Coordinator and/ or Inlet Theatre Coordinator to be present.

Minimum Booking Length

Inlet Theatre is rented by the hour and has minimum booking lengths in place. Please note that most rentals run longer than the minimum booking lengths established. For example, concerts and variety shows (without receptions) usually require 7 to 8 hours from the time set up begins until the time that the final venue restoration is completed.

If a booking has two time blocks in the same day, any break lasting more than two hours between time blocks constitutes two individual rental periods. The minimum rental times must be met for both blocks of time.

For example, if a community group

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has a six hour rental from 8am to 2pm (meeting the minimum 5 hour booking for a community & cultural group), then leaves the theatre and returns at 6pm for another show, they must book for an additional five hour minimum block of time because more than 2 hours passed between time periods.

Scheduling Requirements for all Rentals over Five Hours

Theatre staff are required to take a one hour meal break every five hours. This time is not billed to the renter, but it must be worked into the event schedule. During this time renters do not have access to Inlet Theatre. The Greenroom is available, and with prior arrangements, the Bistro and Galleria may be available.

If no meal break is provided after five hours, a missed meal surcharge is applied for each break missed, per staff member. The missed meal surcharge is calculated at twice the technician rate for one hour.

Inlet Theatre Staffing

One technician is automatically included in the rental of the venue. Additional technicians are required for all concerts, large performances, variety shows and bookings that require a lot of set up or have big production needs. Overtime is charged after 10 hours of work. Refer to the Inlet Theatre Rental rates for current hourly charges.

For all public events, an Inlet Theatre Front of House staff member is required on site to provide customer service to the public. When the Bistro is opened by the Front of House staff member, there is no charge to the rental client for this staff member. If the rental clients requests that the bistro is not opened and/or if the event is based in the Galleria and is expected to require additional Front of House staff support ([refer to Bistro Usage on page 5](#)), then the cost of the Front of House staff member will be added to the rental contract for a minimum of 4 hours. Refer to the [Inlet Theatre Rates Chart](#) for current hourly charges.

For private and corporate events, an Inlet Theatre Front of House staff member may be brought in for a minimum of 4 hours to assist in working with event attendees, at the current hourly rate. Refer to the Inlet Theatre Rental rates for current hourly charges.

Public Event Promotion

For all public events, the rental client must provide 4–6 printed posters (with English translation if the poster is in another language), a digital poster, and box office contact information no less than 30 days before the event. We use this information to promote the event locally to residents, and may include it in a digital e-flyer to our subscribers, a printed flyer, an online event listing at www.inlettheatre.ca and our digital signs in the galleria, and time permitting, on our twitter feed (@pomoculture).

Ticketing for Events

Rental clients can choose to sell tickets on their own, or can go through the Inlet Theatre Box Office service (refer to page 6 for more details about this service). If rental clients sell their own tickets and opt to use an online service provider (such as Eventbrite or Brownpapertickets), the rental client must provide their own volunteer to work with our Front of House at the theatre doors to validate digital tickets, both when the theatre doors open and during intermission.

Rental clients who allow digital tickets for entry to their event may want to implement a paper ticket system or hand stamp at the doors for ease of identifying ticket holders coming and going from the theatre for the duration of the event.

Theatre Capacity

The number of tickets or registrations available for an event must not exceed the number of seats set for the event. Standing is not allowed during any event due to fire and safety regulations. Note that Inlet Theatre reserves the right to retain two house seats for promotional purposes for all public performances.

Fire and Safety

Emergency exits throughout the venue must remain clear of obstructions at all times. Obstructions include tables, chairs, props, costumes, tripods, cables, equipment, displays, boxes, umbrellas and people.

This includes all doorways as well as all aisles inside the theatre. 4 feet is the minimum pathway that must be maintained at all exit doors & access ways.

Dark Days

This fee is charged when a client books the venue for multiple days in a row and wishes to skip a day of work but still have their property/set or technical settings remain set up. Inlet Theatre will charge the client a Dark Day fee for each day that the venue cannot be rented out in its original condition to other rental groups.

Smoking

All City of Port Moody owned and operated buildings are designated 100% smoke free. Smoking Control Bylaw 1987, No. 1875 Smoking is only permitted 7.5 meters away from any door, window or air intake. Smoking is not permitted in the underground parkade.

Venue Extension

In some cases it is beneficial to physically extend the venue space to include an enclosed area outside of the Galleria. Discussions with theatre staff are required to determine the feasibility and regulations relating to a specific event. Once approved, a client may make arrangements for temporary tall fencing to be installed outside of the usual Galleria space during agreed upon times and at the client's cost.

Please note that this arrangement impacts the cost of insurance as well as the Special Occasion License fees (if liquor is part of the event). It will also impact the length of the booking time to give the client time to set up and take down the fencing. Furthermore, smoking is not permitted within the fenced area of the extended venue.

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Lost, Stolen or Damaged Property

The City of Port Moody assumes no responsibility for lost or stolen property, property damage or injuries during the activities authorized by the rental agreement.

Lost and Found

Items left behind by patrons of an event will be brought over to the Port Moody Public Library and left for pick up. Items left behind by a rental group will be held by the Production Coordinator for one month after the event.

Special Staging

Rigging, pyrotechnics and electrical work require a licensed operator and the approval of the Theatre Technician and/or the Port Moody Fire Department. The Theatre Technician must rig any overhead objects. This must be discussed in advance of the rental. Extra time to install and uninstall items for an event are billed to the renter.

Sets, 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.

Scotch tape, double sided tape and packing tape are not permitted anywhere in the venue. Please speak with theatre staff about what kinds of adhesives may be used on site.

Bistro Usage

For all public events, Inlet Theatre schedules a Front of House staff member to operate the Bistro (coffee, tea, water, juice, pop, and snack sales), the Box Office ([refer to page 6 and 7 for Box Office service arrangements](#)), and to sell event related merchandise where applicable ([refer to Merchandise Sales below](#)). The Bistro cannot be used by renters to generate revenue on items other than liquor sales.

For all private rentals, the rental client is welcome to use the bistro to provide liquor and catering services to their guests.

The Theatre Coordinator must be notified in advance of the rental if access to the Bistro is required. On private events with a reception followed by an activity in the theatre, a Front of House staff member will be added to the rental for a minimum of 4 hours (Refer to 'Food & Beverage' below). Find the current hourly rate for this staff member in the [Inlet Theatre Rates chart](#).

Merchandise Sales

Groups may sell their own merchandise (t-shirts, CD's, etc.) with no commission due to Inlet Theatre. If desired, Inlet Theatre is able to manage and process merchandise sales for a 15% commission if arrangements are made with the Theatre Coordinator in advance.

Food & Beverage

No food or beverage is allowed inside Inlet Theatre, with the exception of bottled water. This policy is in effect at all times, including during set up and rehearsal times. ([Refer to "Damages During an Event"](#)). When food and beverage is served in the Galleria, the inner theatre doors will remain closed.

All food preparation and service must meet the food safety guidelines of the Fraser Health Authority. Find further information at www.fraserhealth.ca, or speak with the Theatre Coordinator to receive an Application for Approval of Temporary Food Premises, which must be sent along to the Fraser Health Authority prior to your event. Applications for Approval of Temporary Food Premises must be submitted to Fraser Health no later than 14 days prior to the event.

Please note that all events with food or beverage that take place in any of our carpeted areas (Theatre Light Lock area, Parkview Room, Brovold Room) require floor covering. Most caterers have floor covers for this purpose.

Service Providers & Deliveries

All secondary service providers related to a rental (eg: caterers, piano delivery & 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.

SOCAN

For all events that play music, Inlet Theatre collects and submits funds to SOCAN: Society of Composers, Authors and Music Publishers of Canada. Rates are set by SOCAN and are subject to change without notice. Visit www.socan.ca for more information.

Film Screenings

Renters are required to obtain formal licenses and permissions for any event screening a film (for instance, a screening license through www.acf-film.com). At this time, a SOCAN license is not required for music in films, as Inlet Theatre currently holds an annual license covering this.

Venue Restoration

At the end of the contract time, the venue must be ready for the next rental to begin. With the exception of emptying receptacles, restocking consumable items, and basic cleaning of floors, rental clients are responsible for the final tidy up of the areas used for their event. Here are some tips to avoid a cleaning charge-back:

- *Theatre*: No food or beverage is permitted inside of the theatre, except for water in plastic bottles. This policy is in place during set up, rehearsal, and show times. Renters are required to remove all other items brought in for their event.
- *Galleria*: Renters are required to clean all tables prior to putting them away, and are further required to remove all remnants of signage and décor used on site.

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- *Bistro cleaning:* Renters are required to clean all surfaces that have food or drink residue remaining from their event (counters, backsplash, sink, fridge, microwaves, cupboards, handles/knobs). Note that the Bistro has disinfecting surface wipes underneath the sink.
- *Greenroom cleaning:* Renters are required to put garbage and recycling in proper receptacles, ensure fridge is empty, remove any signs put up for their event, clean any surfaces that are left dirty from the event.
- *Tape on site:* It is essential that only removable painters tape is used within the venue and that nothing is attached or adhered to the Galleria floors. Please address this in a proactive manner if you have vendors on site. Removable tape is available from the technician if needed.

If additional time is required for cleaning after the rental group has departed, the client will be charged a cleaning fee following the rental. Please note that theatre technical staff are responsible for restoring theatre technical equipment.

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.

Cancellations

Deposits are non-refundable if an event is cancelled for any reason less than 90 days from the event start day. For this reason, we highly recommend that renters presenting or sponsoring non-local or international performers confirm approved documentation to perform in Canada prior to booking the venue.

Unexpected Venue Closure

In extremely rare circumstances, the City may need to close Inlet Theatre and/or the Galleria due to a safety or emergency issue. In these rare cases, staff will notify a renter as soon as it appears their event may be impacted, and will suggest other suitable City facilities to hold the event. Should no other suitable City facility be available, staff will suggest other possible venues in the area for the client's consideration and follow-up. The client's contract will be amended accordingly, which may include a partial or full refund of rental fees for the Inlet Theatre and/or Galleria and the addition of rental fees for any other selected City facilities.

Inlet Theatre Box Office

Inlet Theatre is pleased to offer the Inlet Theatre Box Office service option for rental clients hosting public events at the Inlet Theatre and Galleria. Patrons can purchase tickets online leading up to the event day, and (if not sold out) at the box office run by theatre staff on event day. There is an administration charge of \$30.00 (+tax) per performance for this service, which is added to the rental contract.

Overview:

1. In addition to the per-show administration fee that the rental client pays, patrons buying tickets pay a per-ticket service fee on each ticket (refer to page 7 for further details).
2. Once set up, tickets are sold online at www.inlettheatre.ca leading up to the event day. The theatre offers either General Admission or Reserved seating. Visa and Mastercard payments are accepted online in advance of the event. **Please note that we are unable to provide box office sales over the phone.**
 - Tickets are posted online with the service fee already included. For example, a \$15.00 ticket will be posted online as \$17.50 so that patrons know the full cost of the ticket from the very beginning of the transaction.
3. On event day, online ticket sales automatically stop 2 hours before the start of the event. Inlet Theatre staff set up the on-site box office an hour prior to show time. Staff sell the remaining tickets to walk up patrons (Visa, Mastercard, debit or cash accepted), and provide Will Call service to those who purchased online.
4. The week after the show, the Theatre Coordinator confirms ticket revenue received through the Inlet Theatre Box Office and starts the revenue payment process. If direct deposit was set up in advance, ticket revenue is deposited into the clients' bank account 1-2 weeks following the event. If direct deposit was not set up initially, a ticket revenue cheque can take up to 4 weeks to receive.

Information required to begin selling through Inlet Theatre Box Office:

The Theatre Coordinator requires the following details before online ticket sales can begin:

- a. Ticket Price
- b. Digital poster (listing the ticket price that includes the applicable service charge.)
- c. A descriptive paragraph about the event
- d. Seating: General Admission or Reserved
- e. Optional: a YouTube website link for your event

- f. Optional: if you have arranged for Consignment tickets, the contact information for the alternate Box Office is required
- g. If direct deposit is preferred, let the Theatre Coordinator know to begin setting up this process.

Frequently Asked Questions

Do I have to use the Inlet Theatre box office service?

No. The Inlet Theatre Box office is a service that clients may choose to use if they like. Please refer to [Public Event Promotion & Staffing on page 4](#) for additional information.

What is the maximum number of tickets that can be sold?

The maximum number of tickets available for an event must match the seating capacity for the event. The seating capacity is determined by the Inlet Theatre staff based on the event set up plans.

I want to use the Inlet Theatre Box Office service but I also would like to sell some tickets in person in advance of the event. Do you offer an option for this?

Yes. Please refer to the Consignment Ticket Option on page 7.

Can you sell tickets that I print and provide to you?

No. Inlet Theatre will only sell tickets that are produced by the Inlet Theatre Box Office. This is to ensure that we maintain control over the number of tickets available for an event that we oversee.

Groups who want to use their own tickets must make their own box office arrangements and manage any patron concerns that arise should the show be oversold. Note that our maximum seating capacities are not flexible should a group accidentally oversell the venue.

If I want to have two events on the same day, can I just sell one ticket and let patrons choose which show they wish to go to?

No. Whether you use the Inlet Theatre Box Office or make your own arrangements to sell tickets, every event must have a distinct set of tickets that clearly indicates the date and time of the event directly on the ticket. The quantity of tickets made available for each event must match the number of seats available for each event.

What is the earliest that tickets can go on sale through the Inlet Theatre Box Office for my event?

We can begin online ticket sales as early as 3 months in advance of your event.

Inlet Theatre Box Office Service

Ticket Revenue Payment Options

The Inlet Theatre Box Office offers ticket revenue in two forms:

- A cheque (takes up to 4 weeks to receive following the event)
- Direct deposit (takes 1 to 2 weeks to receive following the event). Direct deposit must be arranged when setting up online tickets sales.

With direct deposit, clients can arrange to receive some of the ticket sale revenue before their event happens. Speak with the Theatre Coordinator if you are interested in this option. If you are a repeat renter, we recommend setting up direct deposit (you only have to set it up once with us).

Complimentary Tickets Option

Complimentary tickets, or “comps”, are easy to arrange with us, as long as your show has not sold out.

1. Send an email to the Theatre Coordinator with the number of comp tickets you'd like available at the door no less than 2 business days before the event.
2. We will remove those tickets from the available online inventory so they are available for free the day of the show.
3. On the day of the show, Front of House staff will need a list of names of anyone receiving Comp Tickets.

Inlet Theatre Box Office Service Fee Overview

The service fee directly covers our processing costs to provide the box office service. The amount charged to patrons is determined by the ticket price set by rental clients.

- \$0 to \$15.00 ticket: \$2.50 service fee
- \$15.01 to \$35.00 ticket: \$3.00 service fee
- \$35.01 to \$55.00 ticket: \$3.50 service fee
- \$55.01 to \$80.00 ticket: \$4.00 service fee
- \$80.01 and up: \$4.50 service fee

Please note that service fee charges are subject to change without notice.

Consignment Ticket Option

We understand that some groups may want to use the Inlet Theatre Box Office service and also sell tickets themselves in advance of the show to friends, family, and group members. For this reason, we have created a consignment ticket option. Please note that there is a fee of \$25.00 (+ tax) per show for this option **in addition** to the \$30.00 (+tax) per show box office administration cost. Both fees will be added to the rental contract.

Here is how the consignment ticket option works:

1. When setting up ticket sales, the Theatre Coordinator and client will determine the number of tickets that will be sold on consignment. Note: Inlet Theatre Box Office must retain a minimum of 50 tickets for each show.
2. Clients pick up tickets from the Theatre Coordinator and sign a “Consignment Ticket Tracking Form”. The client can sell consignment tickets at whatever price they wish.
3. Clients return unsold consignment tickets to the Theatre Coordinator no less than two business days before the event. Upon restocking consignment tickets, the Theatre Coordinator and client will update and sign the “Consignment Ticket Tracking Form”. The returned tickets will be re-entered into the Inlet Theatre Box Office ticket inventory and made available for sale on the day of the event.

Important Terms and Conditions For Consignment Tickets

- When the Inlet Theatre Box Office has been utilized for an event, it is the only place that tickets may be picked up or purchased on the show day.
- All tickets that the client has taken on consignment must be fully paid for and distributed prior to the event. **Clients are not permitted to distribute any tickets on site on the day of the event.** This is strictly enforced to avoid confusion with multiple box offices and to avoid the possibility of overselling the venue. *Note:* Pre-paid Consignment tickets may be left at the Inlet Theatre Box Office for pick up on event day provided that each ticket or group of tickets is sealed inside their own envelope with the patron name and quantity of tickets clearly labelled on the envelope.
- Only authorized Inlet Theatre tickets will be accepted at the door, unless special arrangements have been made with the Theatre Coordinator.
- Front of House staff do not have the ability to alter ticket stock, re-stock extra tickets or create complimentary tickets on the day of the event. The Theatre Coordinator is the only person who can make changes to the ticket inventory. Any changes must be done no less than 2 business days prior to the event.

Serving Liquor



Want to serve liquor at your event? Please note that the facility is not licensed for liquor service. Renters may choose to license the Galleria during their rental times by obtaining a Special Event Permit and the required insurance as outlined on page 3 of this document.

In cases where liquor is consumed, the renter must purchase a Special Event Permit (SEP). A copy of the approved SEP must be provided to the Theatre Coordinator no later than 30 days before the event.

Important note: The SEP must be taken out by the individual named on the rental contract with the City of Port Moody and the number of people indicated on the SEP application form as consuming alcohol must match the maximum number of patrons attending the event. Any variations of these two terms will result in the client having to update their application prior to the event and may result in the cancellation of the SEP. The SEP only applies to the Galleria reception area, and does not permit alcohol consumption in the green room.

Good to Know:

- All individuals hosting or serving liquor at a Special Event Permit event – including family events - are required to complete a Responsible Beverage Service (RBS) training program:
 - If there are less than 500 guests a Special Event Server (SES) certificate is required.
 - If there are more than 500 guests a Serving it Right (SIR) certificate is required.
- Find more information on getting the appropriate certificate and permit for serving liquor on the Government of British Columbia's website under the [Liquor and Cannabis Regulation Branch \(LCRB\)](#)
- Groups must bring their own glassware for liquor service.

- Bring your own booze type events are not permitted.
- On events that are open to the public, the Front of House staff are able to share half of the bistro counter so that groups may sell liquor from the other half of the bistro counter if desired. On events that are invitation-only, the full bistro counter will be available for use. Many groups provide liquor service from tables in the Galleria as well.
- There is a white board in the bistro where beverage prices can be posted. Dry erase markers are available on site for use.
- Groups are responsible for bringing their own float for bar sales.
- Groups are responsible for posting their SEP at the event.
- If needed, groups should bring their own coolers, buckets and ice. Note that there is no long term ice storage space in the bistro and ice must be removed at the end of the event.
- The bistro must be clean at the end of the rental. If hiring a third party service provider, remember to clean up after them at the end of the event. There are cleaning supplies for counters and cupboards in the bistro.
- Empty bottles and cans need to be removed at the end of the event.
- Alcohol that is part of a gift basket or draw prize cannot be opened on site; ensure these types of prizes are distributed at the very end of the event so patrons take them home before opening.
- Liquor Inspectors and Police may enter the event at any point to confirm that all liquor related policies are being followed.

[To apply for your Special Event Permit, go to the Liquor and Cannabis Regulation Branch webpage](#)

Contact Us



Inlet Theatre Coordinator Contact Information



100 Newport Drive, Port Moody, V3H 5C3
Tuesday–Friday: 9am to 5pm
604.469.4722 • theatre@portmoody.ca