



Inlet Theatre Rental Guide 2022-23

100 Newport Drive, Port Moody, BC
604.469.4722 • theatre@portmoody.ca



INLET THEATRE
COUNCIL CHAMBERS

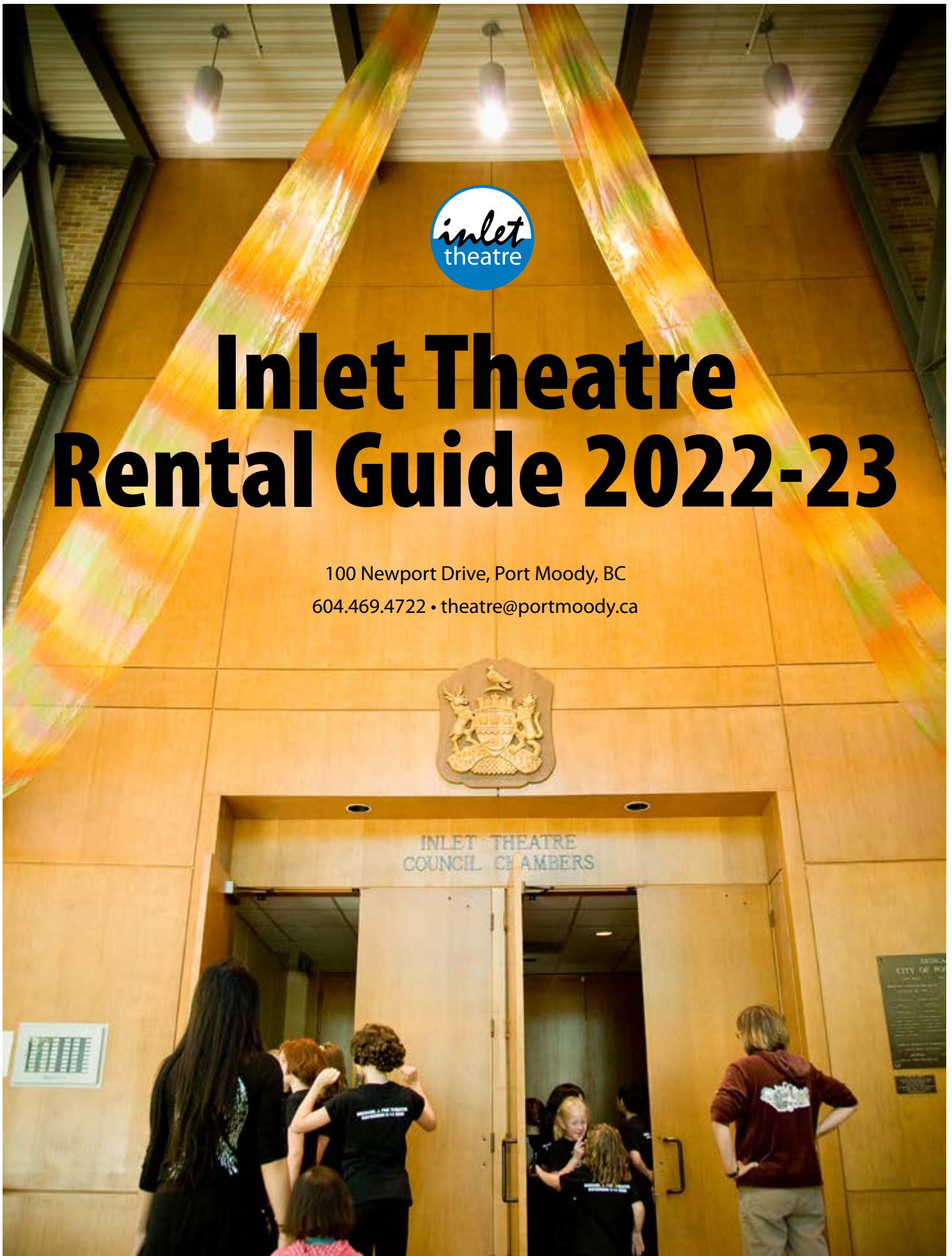
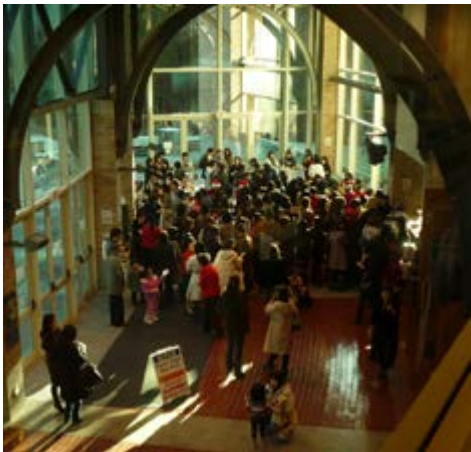


Image Gallery





[See more images at www.inlettheatre.ca](http://www.inlettheatre.ca)

Frequently Asked Questions



Rental and Contacts

How much does it cost to rent Inlet Theatre?

Rates are determined based on the nature of the event and the organization/individual presenting. [Find a full rate chart online at www.inlettheatre.ca](http://www.inlettheatre.ca).

[View 2022–23 Inlet Theatre Rates](#)

Can I rent just the Galleria, without the theatre?

Every rental includes the galleria and theatre automatically. There is no reduced rate for using just one part of the venue.

I want to take a tour of the venue, do I need to schedule this?

Yes, call 604.469.4722 to set up a tour.

Can I have an event that takes place during a weekday in the Galleria?

Yes. However there are a few restrictions, as the Galleria is also the Port Moody Civic Centre. City business operations cannot be interrupted or affected by a group renting the theatre during business hours. Speak with the Theatre Coordinator about your plans before committing to them.

What is included in my rental?

All rentals include one technician and we offer a range of standard theatre options for sound, lighting, curtains, and screens. [Refer to page 3](#) for additional details on tables and chairs available on site.

How is my contract determined?

Contracts are determined by the type of event and the requirements for the event. After determining what the event will entail, we determine how much time will be needed for set-up and take-down, as well as whether additional staff will be required, and if there are any additional fees (see next page). Once these details are discussed in depth we update the contract to include the specifics of your event.

What extra fees may be added to my contract?

- Additional technicians (one technician is automatically included with the rental)
- Front of House staff member if applicable
- Projector & screen inside the theatre
- Galleria projector & screen
- Wireless microphones
- SOCAN and Re:Sound fees
- Aesthetic pipe & drape in the reception area
- Any theatre equipment or special order items that we bring in for an event that is not already on site
- Additional time for set up or clean up

What is the theatre's capacity?

159 seats, 200 seats or 208 seats including two spaces for wheel chairs are our standard configurations. Depending on the event, not all seating arrangements may be possible.

Does my deposit apply towards my rental payment?

No. The deposit is taken and returned after the event, minus any additional fees or damage repair costs.

Frequently Asked Questions



Can insurance be added to my rental contract?

No. Insurance is required for all rentals and all insurance arrangements must be made by the rental client. A copy of the insurance must be provided to the Theatre Coordinator a month prior to the event. Please refer to the [Inlet Theatre Rental Terms and Conditions](#) for more details on insurance requirements. The Theatre Coordinator can provide some guidance on the process if needed.

Can we build our set on-site?

No. Sets must be pre-constructed and ready to be installed upon load in. We do not allow set construction or painting anywhere on the property. Some minor touch ups and assembly are expected.

Will there be bar sales during my event?

We do not license the Bistro. However a renter may license the Bistro and provide liquor sales during their rental period. Please refer to the Serving Liquor page of this guide for details.

What are my concession and catering options?

For public events, Inlet Theatre opens up the Bistro and offers sales on water, coffee, tea, pop and snacks.

For closed or private events, renters may bring in their own caterer. Please see notes on food safety in this guide if you are planning to provide food to patrons.

Can I prepare my own food for my event?

Yes, however the Fraser Health Authority must be alerted to your plans in advance. [Please contact Fraser Health](#) for an "Application to use kitchen / concession" form. Please ensure that a copy of your application is provided to the Theatre Coordinator.

Does the venue allow single-use plastics?

Rental clients are responsible for ensuring that their event and any service providers related to their event operate in accordance with the City of Port Moody Single-Use Plastic Bylaw (BL3301), prohibiting the use of single-use plastic bags, foam containers, plastic drinking straws or plastic stir sticks. The full bylaw can be found on the City of Port Moody website under Bylaws.

Can I sell my event related merchandise on site?

Yes you can. Just like selling your own event tickets, you are responsible for all cash handling and payment processing. Alternatively, we can sell event merchandise on your behalf, we collect a 15% commission. Please inquire with the Theatre Coordinator for further information about this option.

Can I provide food for free at my event even if the bistro is going to be opened by the Front of House coordinator?

Groups may provide free food at their event when liquor is consumed or if the primary function of the event is to sample food and drink. Please discuss these arrangements with the Theatre Coordinator in advance of your event.

What additional services are available?

- Wireless Internet throughout the facility

Promotional Opportunities & Requirements for Public Events



We are happy to provide the following opportunities to promote your public event free of charge:

Overview:

- Event posters installed at the venue.
- Inclusion on our online Shows & Tickets online events listing at www.inlettheatre.ca
- Inclusion on our galleria digital signs, which run a slide show promo loop during business hours
- Posters on site at the Port Moody Civic Centre.
- If provided by you, we can put out take-away rack/post cards at the venue.
- A tweet that shares your poster and link to your event on Twitter (@pomoculture) and possible retweets if you tag us in your own event promo on Twitter.
- A potential share of your event poster on the City's Facebook Page (please note: this option is not guaranteed as it depends on multiple factors beyond Inlet Theatre's control).

In order for us to provide these free opportunities, we require the following information no later than 60 days before your event:

- A JPEG file of your poster
- A descriptive paragraph about the event.
- A JPEG slide in 16:9 dimension for the galleria digital sign loop
- 4 Printed copies of your event poster (any standard size)
- (Optional) 20-30 Printed rack/post cards promoting your event

Poster requirements:

- Show title.
- Show date(s).
- Start time(s).
- Ticket price(s) (including applicable service fee).
- Direct contact info: for box office related questions (event related phone and/or email).
- Website: where tickets can be bought and more info can be found about the show.
- Location: Inlet Theatre, 100 Newport Drive, Port Moody BC.
- *If the event is in a language other than English:* posters must be in English, but include a comment that indicates the language of the event or show. I.e: "This performance will be presented in Polish".

Some promotional tips to consider:

- Rental clients who use the Inlet Theatre Box Office are encouraged to add a direct link to ticket sales on their website.
- Inlet Theatre rental clients may choose to promote their event on the public sign boards located at the intersection of loco & Newport Drive. Contact the Theatre Coordinator for more information about this option.
- The Inlet Theatre Coordinator has a self-serve promotional contact sheet that lists additional opportunities for rental clients to promote their event around the Lower Mainland.
- Create an "event" on Facebook and share it with your contacts.

Front of House



On all public events a Front of House coordinator is included with the rental to provide the following services on behalf of the venue:

- Open the Inlet Theatre Bistro to sell our food and beverages to patrons.
- Handle merchandise sales on behalf of rental clients through the bistro (arrangements must be made in advance with the Theatre Coordinator).
- Take physical tickets and distribute print materials at the door.
- Answer patron and rental client questions regarding the front of house.
- Help ensure that no food or drinks are taken inside of the theatre.

- Coordinate Inlet Theatre's volunteers to assist with Front of House duties as needed.
- As time permits our Front of House staff are available to assist the rental client with last minute details.

Please note that our Front of House coordinators are not able to provide services related to checking digital tickets, coat check services, overseeing liquor sales in any way, or providing change to rental clients.

Inlet Theatre Coordinator Contact Information



100 Newport Drive, Port Moody, V3H 5C3
Tuesday–Friday: 9:00am to 5:00pm
604.469.4722 • theatre@portmoody.ca

Contact Us



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