



2022–2023 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 "Rent the Inlet Theatre and Galleria" 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 plans 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.
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: maibc.eventpolicy.ca (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)

Booking requests made less than 30 days

For booking inquiries made less than 30 days from a prospective event, confirmation of the booking will depend on theatre staff availability.

Should theatre staff be available to work the date requested, the deposit, full rental payment, insurance and promotional material (required for public events only), will all be required immediately upon receiving a confirmed contract from the Theatre Coordinator.

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.

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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 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.

Ticketing for Events

Rental clients can choose to sell tickets on their own, or can go through the Inlet Theatre Box Office service (speak with the Theatre Coordinator 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 Brown Paper Tickets), 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. Please also refer to Promotional Opportunities & Requirements for Public Events.

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 Regulation Bylaw (BL2773-C). 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.

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Please note that this arrangement impacts the cost of insurance as well as the Special Event Permit 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.

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), 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](#).

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.

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 and Re:Sound

For all events that play music, Inlet Theatre collects and submits funds to SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re:Sound (Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies). Rates are set by SOCAN and Re:Sound and are subject to change without notice. Visit www.socan.ca and www.resound.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, SOCAN and Re:Sound licenses are not required for music in films, as Inlet Theatre currently holds an annual license covering this.

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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.
- *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

Unexpected Venue Closure In extremely rare circumstances, the City may need to close Inlet Theatre and/or the Galleria due to a health and 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.

Promotional Opportunities & Requirements for Public Events

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

- 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, speak with the Theatre Coordinator for more details).

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:

- Inlet Theatre rental clients may choose to promote their event on the public sign board 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.

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 at [Responsible Service BC](#).
- 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](#)

Technical Sheet

Lighting

- ETC ION 1000
- DS pipe 8 ETC Colorsource Par / 5 Strand 6" Fresnel o/w
- US pipe 7 ETC Colorsource Par / 4 Strand 6" Fresnel o/w
- 2 FOH Washes (warm, cool) (Source Four Leko)
- 10 Specials (Source Four)
- 12 ETC Selador Vivid cyc light fixtures
- 4 Chauvet Rogue 3 spot
- 2 Elation Platinum Spot III (MS PIPE)

Power

- Stage left: 1- 80 amp 3 phase, 120/208V
- Stage right: 1- 200 amp 3 phase, 120/208V (camlock connectors)
- Several 15 amp circuits located around stage and in floor pockets.

Audio

- Allen & Heath SQ-6 Digital Console DX168 i/o Expander
- Normalized audio patch bay
- Variety of instrument & condenser mics
- 8 DI boxes (2 active 6 passive)
- 2 Mono Iso boxes
- 2 channels Shure QLXD (2 hand helds, 2 lapels and 1 headset)
- 2 Marantz PMD 331 CD player
- MAC MINI Running QLab
- DBX DriveRack Venu360
- 2 EV Evid 4.2 rear flown
- 2 EAW MK2196 flown FOH
- 4 EAW JF650z
- 2 EAW SB528z
- 2 EAW SB180
- 8 EAW LA212
- 12 music stands
- Loudspeakers (Powered by QSC PLX series amplifiers)

Audio/Visual

- Christie DHD700-GS (focused on US wall motorized projection screen)
- Christie L2K1000 High definition projector (focused on DS curtain motorized projection screen)
- Christie DHD599-GS (focused on back wall for confidence monitor)
- A/V patch bay
- Kramer Universal Presentation Switcher (10x2)
- Kramer HDBT Matrix Switcher (4x4)
- Denon DN-A7100 7.1 Dolby Surround Processor
- 2 Denon DBP-2012UDCI Blu-ray/DVD playback
- Sony DVD recorder
- Computer with remote for powerpoint

Projection Screens:

- 12'1" x 21' front projection ceiling mounted upstage
- 15' x 20' front projection ceiling mounted downstage
- 6'7" x 11'8" front projection ceiling mounted confidence (above doors)
- 10 1/2' x 14' front or rear projection- free standing
- 4' x 6' front projection- free standing

Stage Stained sprung maple floor

Main performance area is 36' 10" W x 17' 6" D and extends from the edge of the apron to the down stage edge of the pillars. Area upstage of the pillars can be used as a crossover when either the cyc or back traveler are in place. Wing space is very limited. The only backstage access to the stage is from down stage left. No drilling or screwing into the stage is permitted.

Drapes

- Main curtain- grey
- 4 black legs
- Back traveler- black (located DS of pillars)
- Cyclorama- White (located DS of pillars)

Rigging

- Lighting and draperies are dead hung.
- 2 flying pipes DS of pillars each suitable for suspending banners or other light weight objects/material.

Staging

- 27 4' x 8' decks from 18" to 56" in height
- 1 4' x 4' deck
- Staging is available for stage risers or as a standalone stage
- Use of staging requires a minimum of 2 technicians for assembly and pack-up

Dressing Rooms/Green Room

Dressing rooms and a green room are located below the stage in the basement. There are two full dressing rooms, each equipped with tables, full length mirrors, showers and washroom facilities. Each dressing room can accommodate up to 5 performers.

Available On-Site

- 19 "self-serve" six foot folding tables
- 225 "self-serve" plastic folding chairs
- Eight 2.5 foot round black pedestal tables (can be set at seated height with chairs or 42" tall cocktail height)

Please note: Additional technical equipment may be brought in at a cost. Please speak with theatre staff for details.

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