



# *Weddings at Inlet Theatre*

100 Newport Drive, Port Moody, BC • [theatre@portmoody.ca](mailto:theatre@portmoody.ca) • 604.469.4722



2022–2023

**PORT MOODY**  
CITY OF THE ARTS



Photo by Matt Kennedy

# Welcome

The Inlet Theatre and Galleria is a unique, intimate space located in the heart of Port Moody. Located across the way from urban Newport Village, it's easily accessible with a generous amount of free parking for guests. A civic centre by day, our staff transform the facility into a private venue for your special occasion.

Inlet Theatre is fully equipped with professional sound, lighting, and audio visual presentation equipment. We accommodate your wishes - have a musician play as you walk the aisle, or simply provide us with a CD. Bring in your own flowers and décor or leave the theatre as is - your guests will enjoy the comfortable chairs, great acoustic sound and warm maple interior. The theatre holds 208 guests, including eight wheelchairs, and every seat has great sightlines. Take advantage of our audio visual capabilities and show your personal story with a slideshow or home movie.

The Galleria is the grand entrance to the theatre, comfortably seating up to 225 of your friends and family. With its floor-to-ceiling windows, architectural detailing, tile flooring and warm west coast accents, the Galleria is the perfect place to celebrate. Have your caterer provide a full-service dining experience or set up an easy buffet. Our staff can provide microphones for toasts during dinner, play ambient music on the overhead speakers and screen a slideshow on the suspended Galleria TVs throughout the night.

Our Bistro is a perfect space to set up catering and bar service. It includes a coffee maker, dishwasher, a large fridge for platters or additional liquor, plenty of counter space, a sink and a microwave. Depending on your caterer's needs, we also have a large outdoor area where portable ovens or barbecues can be set up. Additional rooms are available for caterers who require extra space.

After dinner, transform the Galleria into a dance floor and have your band, DJ or iPod play through our professional sound system. With our pedestal tables and sleek black benches, this is the perfect place for guests to party and mingle.

Past clients are impressed. "We've received so many compliments on how great the wedding was," bride Lauren H. said. "Everyone was just blown away by the facility's contemporary style and beauty."

Haven't planned a detailed event before? We're happy to help. Booking with Inlet Theatre includes a tour and thorough consultation with our staff. We want your wedding to go as smoothly as possible, and we'll provide ongoing phone and email support as questions arise.

For more information or to book a tour, contact our Theatre Coordinator at [theatre@portmoody.ca](mailto:theatre@portmoody.ca). You can also take a look through our [online image gallery](#) at [www.inlettheatre.ca](http://www.inlettheatre.ca) - just click on "Inlet Theatre and Galleria Image Galleries".

# Inlet Theatre



- 🎵 Inlet Theatre has permanent seating for 159, with an additional 49 folding seats available. Up to eight wheelchairs can be accommodated depending on seating configuration.
- 🎵 The theatre is fully equipped with professional sound, lighting, and audio visual presentation equipment. Have a musician play during your ceremony or use a CD of your favorite songs. We can mic your officiate, adjust the lighting in the theatre, and even run a slideshow or home movie after the ceremony or later in the evening.

- 🎵 Couples love bringing in their own décor and props to make the space truly personal and unique.
- 🎵 Photographers love Inlet Theatre because our House Technician can easily control lighting levels.
- 🎵 For guests that are hard of hearing, an infrared system is available at no additional cost. There are nine receivers, six headphones and four induction loops that can be used with hearing aids.
- 🎵 Dressing rooms are located one floor below the stage; there are male and female dressing rooms with mirrors, washrooms, showers, and lockers.

# Galleria



Photo by Matt Kennedy

- 🎪 The Galleria can hold up to 400 people for stand-up functions and 225 for sit-down dinners.
- 🎪 21' floor-to-ceiling windows, tile flooring and sleek black benches subtly accent your decor of choice.
- 🎪 Our built-in sound system is ideal for background music and speeches. An additional sound system is available for dancing and live music.
- 🎪 We have 19 six-foot rectangular tables, 225 plastic folding chairs and eight 2.5' round black pedestal tables that can be set at cocktail or dining height available for your use.
- 🎪 A limited number of table skirts and throws are also available for rent.
- 🎪 Our technician can install black pipe & drape across the galleria to enclose the area to make the venue more private. We also install drapes over the offices on the first floor of the building if needed. Clients interested in using our pipe & drape for aesthetic purposes in the reception area can add this to the rental for an addition fee of \$60. *(Please note that the half drapes shown in the image above were brought in by the rental client, and are not part of the venue's inventory).*

# Amphitheatre & Green Space



- 🎪 The Amphitheatre and green space located at the rear of the Port Moody Civic Complex is ideal for an outdoor ceremony.
- 🎪 Easy access to Rocky Point Park, the Shoreline Trail and Old Orchard Park provide a number of options for your photographs.

- 🎪 Plan your outdoor ceremony, and if the weather turns grey know that Inlet Theatre is available for your use at no additional cost.

**Please note:** When booking the venue, please check with the Theatre Coordinator to see if the outdoor area behind the venue will be accessible on the day of your event.

# Bistro & Private Rooms



- 🍷 The Bistro, adjacent to Inlet Theatre, is equipped with a coffee maker, dishwasher, a microwave and a large fridge.
- 🍷 Use the space as a food preparation & plating area. Please note that there is no stove or freezer in the Bistro, and it is not a certified food safe space.

- 🍷 We also have two additional private rooms available for rent. If your caterer needs additional space for food preparation, or you're looking to do a small pre-event reception, renting an additional room is ideal.

# Questions?

## **Can I rent Inlet Theatre for just the ceremony or just the reception?**

Absolutely. Many brides choose to have their ceremony off-site, but host their reception in the Galleria and vice versa! The City of Port Moody is home to a number of potential venues; ask our Theatre Coordinator about some of the unique places you can tie the knot.

## **Can I rent just the Galleria, without the theatre?**

Every rental includes the Theatre, Galleria and Amphitheatre. There is no reduced rate for using just one part of the venue.

## **Can I hold my ceremony outside?**

Yes. Take a look at our amphitheatre and green space at the back of the Civic Centre. Please note that the venue does not have chairs that can be used outdoors.

## **Can I hold a wedding rehearsal on site before the ceremony date?**

Yes. Please note that there is a minimum rental charge for a rehearsal - our Theatre Coordinator is happy to discuss rates and availability.

## **Am I able to take a tour of the space?**

We'd love to walk you through our venue. Call 604.469.4722 to set up a time.

## **Can I serve food and beverage inside Inlet Theatre?**

You are more than welcome to serve food and drinks in the Galleria, and outdoors in our Amphitheatre. However no food or beverage is permitted inside the theatre. License your Galleria event by taking out a Special Event Permit.

## **Can I decorate the venue?**

Definitely – we encourage wedding parties to make the space their own. We have a few core policies that need to be observed when considering décor:

- Open flames or candles are not permitted inside of the building, however enclosed flames are allowed in the Galleria.
- Overhead hanging items such as banners, lamps, or additional décor must be installed by our technician and will need to be discussed in advance.
- Only removable painters tape or sticky putty is permitted as an adhesive by renters.
- All décor must be taken down by the end of the rental times.

## **Do you have a Theatre or Galleria floor plan?**

Yes. Ask the Theatre Coordinator for a copy.

## **Do you have photos of the venue?**

Yes. Take a look through our online image galleries at [www.inlettheatre.ca](http://www.inlettheatre.ca).

## **Is there flexibility with the Galleria lighting in the evening?**

Absolutely! We have a selection of coloured gels that we can affix to the architectural up-lights to transform the space beautifully. For an additional cost, you can also custom order your own gobos. Speak with theatre staff for details.

## *Contact our Theatre Coordinator*

100 Newport Drive, Port Moody, V3H 5C3

Tuesday - Friday: 9am to 5pm

604.469.4722 • [theatre@portmoody.ca](mailto:theatre@portmoody.ca)

*We are currently booking up until the end of the next calendar year*



# Rental Rates

## Indoor Ceremony with Reception

### Seating capacity

Up to 208 people. Note that maximum seating for Galleria when dance floor in use is 180 people.

### Sample schedule:

#### Galleria and Theatre Set up & Rehearsal Times:

Friday: 5pm to 9pm

#### Indoor Ceremony & Reception:

A sample timeline for a Saturday wedding:

2:30pm: Your group arrives on site

3:00pm: Your guests arrive

3:30pm: Ceremony in theatre

4:30pm: Wedding party photographs; media presentation in theatre for guests

5:00pm: Theatre closes. Beverages and appetizers in Galleria begin; media presentation re-broadcasted onto Galleria TV's

6:00pm: Dinner & speeches

7:00pm: Dessert & dancing

12:15am: Event wraps up

1:30am: Clean up completed

**Please note: This is a sample schedule only. We are pleased to accommodate your unique requests.**

### 2023 costs for sample schedule above:

Four hour set-up/rehearsal time: \$328

11 hour rental: \$1,963.00

Socan: \$63.49\*

Re:Sound: \$26.63\*\*

Grand total = \$2,381.12 (plus tax)

### Organized by renter:

- \$5 Million Commercial General Liability and Host Liquor Liability Insurance\*\*\*
- Special Event Permit & Liquor service\*\*\*
- Tables, chairs, décor and linens rental
- DJ/band/iPod
- Catering
- Photography

### Items available at no additional charge:

- 225 black plastic folding chairs for use in the Galleria
- 19 six foot rectangular tables
- 8 2.5' round cocktail height pedestal tables
- 6 black leather benches
- Mic & podium in Galleria
- Use of Galleria sound system
- Additional speakers for dance floor
- Up to ten easels for signage
- Use of screen and projector for video or slideshow in the Galleria
- Use of Galleria digital signs for slideshow (no sound)
- Use of the bistro area for liquor service and food plating
- Use of coffee machines & mugs (must load and run dishwasher)
- Use of stage lighting during ceremony if desired, as well as a few variations on background choices inside Inlet Theatre
- Technician can run music for ceremony
- Wireless mic for commissioner during theatre ceremony

\* The Society of Composers, Authors and Music Publishers of Canada (SOCAN) collects royalties on all events that play music. Fees vary according to event details.

\*\* Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for the performance rights. Speak to the Theatre Coordinator for further information.

\*\*\* Our Theatre Coordinator must receive a copy of a clients' insurance and Special Event Permit no less than one month prior to the rental. Please refer to the Inlet Theatre Terms and Conditions at [www.inlettheatre.ca](http://www.inlettheatre.ca).

# Rental Rates

## Outdoor Ceremony with Reception

### Seating capacity

No set capacity for number of guests for the outside ceremony, however please note that the maximum seating capacity for the Galleria with a dance floor planned is 180 people.

### Sample schedule:

#### Indoor Set up & Rehearsal Times:

Friday: 5pm to 9pm

#### Outdoor Ceremony & Reception:

A sample timeline for a Saturday wedding:

10am: Group and service providers arrive to set up the outdoor area

1pm: Outdoor set up completed, finish indoor set up

2pm: Guests begin arriving on site

2:30: Ceremony begins

3pm: Ceremony ends, photographs outside

3:30: Galleria après & toast (remove /relocate outdoor décor)

4:30: Guests arrive for dinner

5pm: Dinner & speeches

7pm: Dessert & Dancing

12am: Last call

12:30: Begin venue clean up

1:30: Venue fully restored, group out, theatre staff out

***Please note: This is a sample schedule only. We are pleased to accommodate your unique requests.***

### 2023 costs for sample schedule above:

Four hour set-up/rehearsal time on Friday: \$328.00

15.5 hour rental: \$2,966.50

Socan: \$63.49\*

Re:Sound: \$26.63\*\*

Grand total = \$3,384.62 (plus tax)

### Organized by renter:

- \$5 Million Commercial General Liability and Host Liquor Liability Insurance\*\*\*
- Special Event Permit & Liquor service\*\*\*
- Tables, chairs, décor and linens rental
- DJ/band/iPod
- Catering
- Photography

### Items available at no additional charge:

- 225 black plastic folding chairs for use in the Galleria
- 19 six foot rectangular tables
- 8 2.5' round cocktail height pedestal tables
- 6 black leather benches
- Mic & podium in Galleria
- Use of Galleria sound system
- Additional speakers for dance floor
- Up to ten easels for signage
- Use of screen and projector for video or slideshow in the Galleria
- Use of Galleria digital signs for slideshow (no sound)
- Use of the bistro area for liquor service and food plating
- Use of coffee machines & mugs (must load and run dishwasher)

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# Rental Rates

## Reception Only

### Seating capacity

Up to 230 people, with tables and chairs. Note that maximum seating for Galleria when dance floor in use is 180 people.

### Sample schedule:

A sample timeline for a Saturday or Sunday reception:

2:30pm: Your group arrives on site to set up

5:30pm: Your guests arrive

6:30pm: Dinner & speeches

7:00pm: Dessert & dancing

11:00pm: Event wraps up

12:30am: Clean up completed

*Please note: This is a sample schedule only. We are pleased to accommodate your unique requests.*

### 2023 costs for sample schedule above:

10 hour rental: \$1,740.00

Socan: \$63.49\*

Re:Sound: \$26.63\*\*

Grand total: \$1,830.12 (plus tax)

### Optional additional charges:

Four hour set-up/rehearsal time: \$328.00 (plus tax)

### Organized by renter:

- \$5 Million Commercial General Liability and Host Liquor Liability Insurance\*\*\*
- Special Event Permit & Liquor service\*\*\*
- Tables, chairs, décor and linens rental
- DJ/band/iPod
- Catering
- Photography

### Items available at no additional charge:

- 225 black plastic folding chairs for indoor use
- 19 six foot rectangular tables
- 8 2.5' round cocktail height pedestal tables
- 6 black leather benches
- Mic & podium in Galleria
- Use of Galleria sound system
- Additional speakers for dance floor
- Up to ten easels for signage
- Use of screen and projector for video or slideshow in the Galleria
- Use of Galleria digital signs for slideshow (no sound)
- Use of the bistro area for liquor service and food plating
- Use of coffee machines & mugs (must load and run dishwasher)

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# Rental Rates

## Ceremony Only

### Seating capacity

Up to 208 people.

### Sample schedule:

A sample timeline for a Saturday or Sunday wedding:

12:30pm: Your group arrives on site to set up

2:00pm: Your guests arrive

2:30pm: Ceremony in Inlet Theatre or Amphitheatre

3:00pm: Ceremony completed, wedding party photographs

3:00pm to 3:30pm: Media presentation in theatre for guests (30 minutes)

3:30pm to 4:00pm: Theatre closes and light food & beverage served in Galleria

4:00pm: Event wraps up, clean up begins

5:00pm: Group out

*Please note: This is a sample schedule only. We are pleased to accommodate your unique requests.*

### 2023 costs for sample schedule above:

Four and a half hour rental: \$954.00

Socan: \$63.49\*

Re:Sound: \$26.63\*\*

Grand Total: \$1,044.12 (plus tax)

### Optional additional charges:

Four hour set-up/rehearsal time: \$328.00 (plus tax)

### Organized by renter:

- \$5 Million Commercial General Liability and Host Liquor Liability Insurance\*\*\*
- Special Event Permit & Liquor service\*\*\*
- Tables, chairs, décor and linens rental
- DJ/band/iPod
- Catering
- Photography

### Items available at no additional charge:

- 225 black plastic folding chairs for indoor use
- 19 six foot rectangular tables
- 8 2.5' round cocktail height pedestal tables
- 6 black leather benches
- Mic & podium in Galleria
- Use of Galleria sound system
- Up to ten easels for signage
- Use of screen and projector for video or slideshow in the Galleria
- Use of Galleria digital signs for slideshow (no sound)
- Use of the bistro area for liquor service and food plating
- Use of coffee machines & mugs (must load and run dishwasher)
- Use of stage lighting during ceremony if desired, as well as a few variations on background choices inside Inlet Theatre
- Technician can run music for ceremony
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# Contact Us



## Contact the Inlet Theatre Coordinator



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Tuesday–Friday: 9am to 5pm  
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