

# Glenayre Centre

492 Glencoe Drive



This facility is a self-contained building located in a quiet park setting.

- 100 people (sit down dinner)
- Full kitchen
- 6-foot rectangular tables
- Black chairs

## Rental Fees

\$38.00 per hour plus tax

Minimum 4-hour rental

Set-up/takedowns must be done during rental time.

**SOCAN** \$44.13 plus tax

## Insurance required:

General Liability Insurance

Host Liquor Liability Insurance

Special Events Permit (Liquor License)



## To Book Our Facilities:

\$500.00 damage deposit is required at time of booking and will be refunded after event, given Terms and Conditions are adhered to. Damage deposit will be refunded within thirty (30) days following the end of contract.

Renters are responsible for their own set-up and takedown during contract time frame.

## Insurance Coverage

**General Liability Insurance** and if serving liquor, **Host Liquor Liability Insurance** coverage are a requirement of the renter, with the City of Port Moody added to the policy as additional insured with the minimum rates below:

General Liability Insurance ONLY **\$2,000,000**

General Liability with Host Liquor Liability Insurance **\$5,000,000**

In addition to Liquor Liability Insurance for rentals where liquor will be on-site and/or consumed, a Special Events Permit (Liquor License) is required. This permit must be obtained no less than thirty (30) days prior to event date by the renter named on the contract.

## SOCAN

(Society of Composer, Authors and Music Publishers of Canada) must be purchased if you are having music/dancing.

For further information regarding any of these Port Moody facilities please contact us at:

### Facility Booking

604.469.4552

[facilitybooking@portmoody.ca](mailto:facilitybooking@portmoody.ca)

Monday-Friday | 9am-4pm



Old Orchard Hall

# Social Venues

January 1, 2019—December 31, 2020

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Monday-Friday | 9am-4pm

# Old Orchard Hall

646 Bentley Road



Old Orchard is our most popular venue overlooking the Port Moody Inlet.

- 125 people (sit down dinner)
- Round Tables (seats 8)
- Grey fold-up chairs
- Rectangular tables

## Rental Fees

**4-hour** \$562.20 plus tax

**Full day** \$925.00 plus tax 10:30am-1:30am

Set-up/takedowns must be done during rental time.

**SOCAN** \$63.49 plus tax

## Insurance required:

- General Liability Insurance
- Host Liquor Liability Insurance
- Special Events Permit (Liquor License)

View from outdoor 70ft.long, 8ft. Wide deck.



# Kyle Centre

125 Kyle Street



Kyle Centre located behind the Port Moody Arts Centre. The Dance Room has a wooden dance floor, large kitchen and air-conditioning.

- 125 people (sit down dinner)
- 6 foot rectangular tables
- Black chairs
- Outdoor patio

## Rental Fees

\$50.00 per hour plus tax

Minimum 4-hour rental

Set-up/takedowns must be done during rental time.

**SOCAN** \$63.49 plus tax

## Insurance required:

- General Liability Insurance
- Host Liquor Liability Insurance
- Special Events Permit (Liquor License)



# Wellness Room

300 loco Road (Recreation Complex)



The Wellness Room is located within the Port Moody Recreation Complex and is our largest rental facility with a kitchen and air conditioning.

- 225 people (sit down dinner)
- 6 foot rectangular tables
- White fold-up chairs

## Rental Fees

\$95.00 per hour plus tax

Minimum 4-hour rental

Set-up/takedowns must be done during rental time.

**SOCAN** \$63.49 plus tax

## Insurance required:

- General Liability Insurance
- Host Liquor Liability Insurance
- Special Events Permit (Liquor License)

