



# THE VIEW

## ON LONSDALE

### Booking Information

#### 2018/2019 RENTAL RATES - subject to change

PEAK SEASON	Saturday & Stat Holiday Weekend Sundays			
	Thursday	Friday	Sunday	Sunday
June 1- Sep 30				
Full Room	\$2000	\$4000	\$4500	\$3000
2 Portions of Room <i>(Mountain &amp; Sky View or Ocean &amp; Sky View)</i>	\$1500	\$3500	\$4000	\$2500
1 Portion of Room <i>(Mountain or Ocean View)</i>	\$1000	N/A	N/A	\$1000
LOW SEASON	Saturday & Stat Holiday Weekend Sundays			
	Thursday	Friday	Sunday	Sunday
Oct 1- May 31				
Full Room	\$1500	\$2000	\$3000	\$1750
2 Portions of Room <i>(Mountain &amp; Sky View or Ocean &amp; Sky View)</i>	\$1000	\$1500	\$2500	\$1250
1 Portion of Room <i>(Mountain or Ocean View)</i>	\$500	\$1000	\$1000	\$500

\* Additional hours exceeding the 12 hour booking window are charged at \$100 per hour. These charges also apply to event set-up on the day prior to your event (based on availability).

#### Available Rental Days

Private Rentals available during the following times:

**Thursdays:** 1:00 pm onwards

**Fridays:** 1:00 pm onwards

**Saturdays:** all day

**Sundays:** all day

For all enquiries outside of the private rental hours, please contact the North Vancouver School District at [604.903.3444](tel:604.903.3444) or [info@sd44.ca](mailto:info@sd44.ca).

#### Included in venue rental fee

The following items are included in the rental rate:

- tables (round tables, rectangular tables and cocktail tables)
- chairs
- parking (up to 100 stalls) after 5:00 PM weekdays and on weekends
- audio visual equipment including 2 wireless microphones, projector/screen, 2 large TV monitors, access to the house sound system
- access to the kitchen
- use of the 1200 square foot patio
- coat racks
- set-up and tear down of the venue's chairs and tables
- building manager/attendant onsite for the duration of your event

#### Not included in venue rental fee.

Catering, beverage, music, SOCAN fee, ReSound fee, and all equipment rentals including dance floors, linens, china, cutlery and glassware.

#### Building Services Fee

A mandatory \$500.00 Building Services Fee will be charged to cover security and custodial services for the duration of your event.

## Capacity

For groups exceeding 160 guests, a tent may be required for the patio in order to ensure enough set-up space. The cost of the tent will be at the renters expense. Please talk to your Rental Manager for further details and a list of approved tent rental companies.

Maximum of 200 people for a sit-down dinner with dancing.

Maximum of 245 people for a reception style event or theatre style seating.

The View can be divided into 3 rooms for smaller events- please contact the Rental Manager for further details.

## Viewing our Venue

If you are interested in viewing our venue please contact the Rental Manager directly to schedule a site inspection. Viewings typically take place on Thursday or Friday by appointment only.

## Rental Hours

Rental hours are generally from 1:00 pm - 12:00 am, however set-up times may vary depending on our booking schedule. Shut down time is 12:00 am which means that bar service and music must cease. All guests must be departed by 12:30 am. All vendors must have all of their equipment removed by 1:00 am to allow staff to secure the building; otherwise overtime charges of \$275/hour will apply.

## Event Insurance

All renters holding events at The View must have their own event liability insurance for the protection of themselves and their guests.

This policy shall be in the amount of a minimum of two million dollars and must be in effect from the beginning of the event, including set-up time, until everyone, including your vendors, has finished pack-up & clean-up and has vacated the premises.

Renters, guests, vendors and anyone associated with an event are responsible for their own property. The View on Lonsdale, School District 44 and Forage Outside Catering are not responsible for any property lost, stolen or damaged, through any means.

## Deposit

A \$1000.00 non-refundable deposit will be required upon booking to secure your event date. The deposit will be applied towards the final bill.

## Smoking

Smoking is not permitted inside our venue, on the patio, on the lobby plaza or in the underground parkade.

## Decorations

You may decorate The View on Lonsdale only after getting approval from the Rental Manager. The use of nails, staples, glue or any like material is not permitted on any walls, doors, posts, ceilings or any like objects. Decorations must come down the same day as the event. Nothing may be left overnight unless it is approved by our Rental Manager. The View on Lonsdale is not responsible for any item.

## Catering

Forage Catering is The View on Lonsdale's exclusive catering partner. Forage offers the services of one of the city's most innovative and celebrated chefs (Chef Chris Whittaker) along with a team of event catering professionals.

Please visit Forage Catering's website to learn more about their food philosophy and to view their sample menus:

<http://www.foragecatering.com/>

## Event Staff

All of Forage Catering's staff are professionally trained, attentive and detail-oriented but what really sets them apart is that they are friendly, enthusiastic and fun! All labour charges are calculated hourly at a minimum of four (4) hours per employee.

## Event Staffing Rates (Hourly)

Supervisors \$35	Bartenders \$25
Chefs \$35	Service Staff \$25
Cooks \$30	

## Alcohol

You are permitted to bring in your own alcohol for your event with approval from the building. Forage Catering will be responsible for staffing and securing the bar. You are permitted to provide your own alcohol, but private bartenders are not permitted. A special occasion liquor license must be obtained by the event holder and submitted to the Rental Manager at least one day prior to the event. It is illegal to serve alcohol on the premises without this license.

Further information may be obtained by calling [1-866-209-2111](tel:1-866-209-2111).

Or visit the BC Liquor Store information page:

<https://specialevents.bcldb.com/>



*For additional information, please contact:*

### Allison Westbridge

*The View on Lonsdale Rental Manager/Forage Catering Manager*

ph: [604.661.1416](tel:604.661.1416)

[allison@foragecatering.com](mailto:allison@foragecatering.com)