



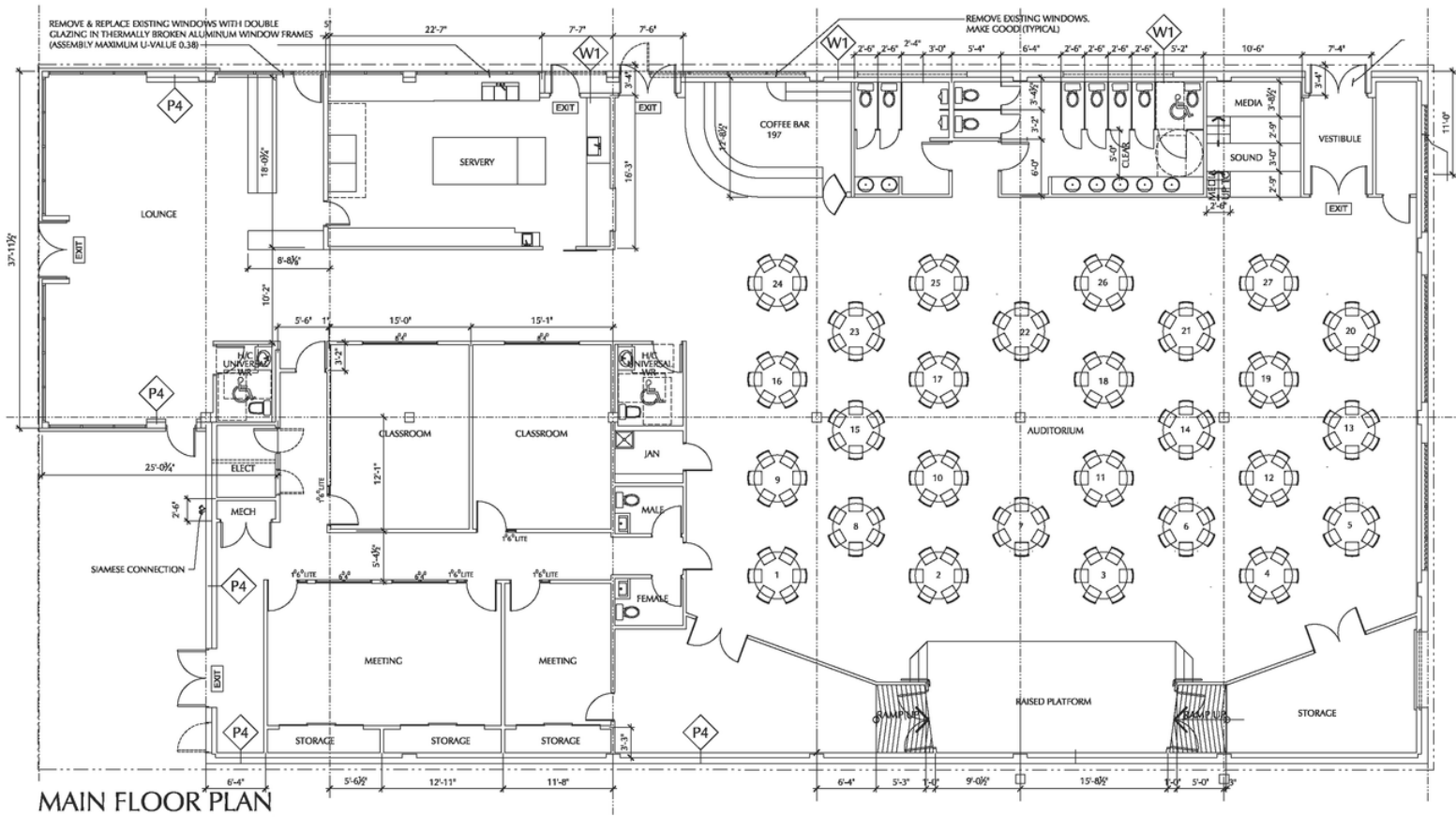
event rental package

1265 Ellis Street, Kelowna BC

www.metrohub.ca

layout

Metro Hub rental revenues will support the resources and services Metro makes available to those experiencing profound material poverty, including homelessness.





INCLUDED IN RENTAL

SPACE

Large Auditorium- 52' deep x 85' wide

Bar Area - 12' deep x 24' wide

Foyer- 30' deep x 37' wide

Corridor between spaces - 30' deep x 9' wide

On-site washrooms

Wheelchair Accessible

KITCHEN

60" Gas Range

36" Griddle

Convection Oven

Reach-in Refrigerator

Reach-in Freezer

Commercial Dishwasher

Failure to adequately clean up will result in the hiring cleaners at your expense.

AVAILABLE FOR RENT

250 black padded chairs \$1.50 each

100 blue padded chairs \$1.50 each

30 round tables (5' wide) \$10.00 each

5 rectangle table (6' x 2.5') \$10.00 each

10 standup tables \$10.00 each

MAXIMUM CAPACITY

350 for stand-up / seated events

250 for sit-down banquet events

Metro Hub is a new and modern event venue located in the heart of the **CULTURAL DISTRICT** in Downtown Kelowna.

Walk through the entrance into the beautiful foyer of Kelowna's newest, industrial chic, tech-savvy venue.

Metro Hub is within walking distance to the waterfront and close to numerous accommodations, activities and amenities.

Metro Hub offers various products and services for customers wanting to incorporate state-of-the-art audio, video and lighting into their special events.

We will work with you to accommodate your needs from a simple mic'd PA system to live streaming, multi-screen projection, and full sound audio.

Sound / Lighting Technician (min 3 hrs)
\$50 per hour

Video Technical for Projection (min 3 hrs)
\$50 per hour

Streaming
Rates available upon request



rates



Monday to Thursday - \$1,300
(9am to 3pm)

Friday / Saturday - \$1,800
(9am to 3pm)

Monday to Thursday - \$1,450
(3pm to 11pm)

Friday / Saturday / Sunday - \$1,800
(3pm to 11pm)

Monday to Thursday - \$2,750
(9am to 11pm)

Friday / Saturday - \$3,600
(9am to 11pm)

Sunday rentals may be accommodated upon request.

Registered Charities can apply for a 30% discount.

***Time frames include deliveries,
set-up and take-down time.***



FAQ

What is needed to reserve my date?

A signed, dated and countersigned contract as well as a deposit equal to 50% of the total rental fee.

What else is needed?

- 3rd party Liability Insurance
- Special Occasion License, if any alcohol will be served
- Final payment is due 1 business day prior to your event

When can I get into the rental space to start setting up?

Entry for you and for your service providers will be the start time written into your contract

What can we do about decorations?

Tables and chairs can be decorated; as well, free-standing decorations can be used. Draperies, wall-hangings, lights and additional furniture can be added to your décor. No duct tape, scotch tape, pins, nails, or other materials are to be affixed to the space, and lights should remain in position

Can we have candles?

Yes, as long as they are enclosed in glass and not on the window sills, in the bathrooms, or near flammable fabric.

Can we have music?

Yes, live music, DJ, or use of Spotify music is fine. We have our own professional sound and technical capabilities. For additional needs, we are pleased to have a partnership with New Horizon Productions Ltd. Their website can be found at <https://nhpav.com>

Am I responsible for my guests and service providers?

Yes

Is alcohol permitted?

Yes, you are welcome to bring in alcohol and arrange for service according to BCLCB laws, however, NO HARD ALCOHOL is permitted. You will need to file a Special Occasions License and ensure that your bartenders have a Serving it Right registration number

Can we bring in our own caterer/bartender?

Yes. We are happy to recommend J's Cafe. Please visit their website at jscafe.ca

When do we have to be out of the building?

Guests must leave one hour before the end time stated in your contract. The last hour is for clean-up, ending in lock-up by Metro Staff, depending on time

Is there parking?

Yes, there is metered street parking as well as pay lots





EVENT NAME:

EVENT DATE(S):

OF GUESTS:

RENTER(S):

EMAIL:

BOOKING DATE:

ALTERNATE CONTACT:

This contract for the rental of METRO HUB is made this day, _____, by and between _____, (Metro Hub Representative) hereafter referred to as the METRO HUB, and _____, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of METRO HUB, located at 1265 Ellis Street, Kelowna BC.

Whereas, METRO HUB agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay METRO HUB the sum of \$_____ no later than _____ (at the time of signing of this contract). Of this amount, \$_____ is a non-refundable deposit that will be applied to rental charges upon final settlement of accounts.
2. The Renter shall have access to and use of METRO HUB from _____ on _____, to _____ on _____, for the purpose of hosting the Renter's event.
3. The full rental fee (which includes taxes) for the use of the venue described in (2) above shall be \$_____. The balance of the rental fee due, less the deposit described in (1) above, shall be payable to METRO HUB described in (2) above. Total amount due \$_____ one business day prior to the rental period.

METRO HUB accepts **E-transfer** payable to **Finance@metrocommunity.ca**, **credit/debit**, or **cheque** which can be dropped off or mailed to our offices at 1262 St. Paul St, Kelowna BC, V1Y 2C9.



4. Renter shall remove all personal property and other items that were not present in the venue when Renter took control of it as well as prepare trash for removal (METRO HUB staff will remove trash).

5. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 10% per year until it is paid. Renter shall also be liable to METRO HUB for any legal fees, court costs, and other expenses associated with collection.

6. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that METRO HUB may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless METRO HUB against any and all legal actions which may arise from Renter's use of the venue.

7. Any disputes arising under this contract shall be adjudicated in the local jurisdiction of Kelowna, BC.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Name (Printed)

Metro Hub Representative Name (printed)

Date

/ /

Date

/ /

Signature

Signature

Renter's Name (Printed)

Date

/ /

Signature