

# VANCOUVER URBAN WINERY

## *Venue Rental*

*Welcome to the Vancouver Urban Winery. It's a pretty cool place; but we happen to be biased, so we hope you enjoy it as much as we have enjoyed bringing it to life! The following document provides information about the venue and outlines the finer details. We are excited to assist you, so please contact us for more information or to answer any questions you may have.*

*Enjoy your visit!*

*Vancouver Urban Winery is the first of its kind in Vancouver. Located two blocks from Gastown in the historic heart of Vancouver, this 7700 square foot winery features 24 foot ceilings, with skylights providing plenty of natural light. The atmospheric space has large exposed wooden beams, a grand stone fireplace and a 12 foot high hand carved wooden doorway giving it unique character and warmth year round. The Winery also features a fully serviced 20 foot long reclaimed wood bar. This truly is a place like no other in the city.*



# Rental Opportunity

## MAIN FLOOR AREA

The Main Floor Area is comprised of the Main Room, Flex Room, Mezzanine, Storage 1 and Storage 2. This area also includes the bar and fireplace lounge. The space can accommodate a variety of events such as a private informal gathering, a romantic wine tasting, a festive corporate event or an elaborate wedding. The open floor plan allows the event to take on it's own shape, size and unique design while maintaining an intimate experience.

## CAPACITY:

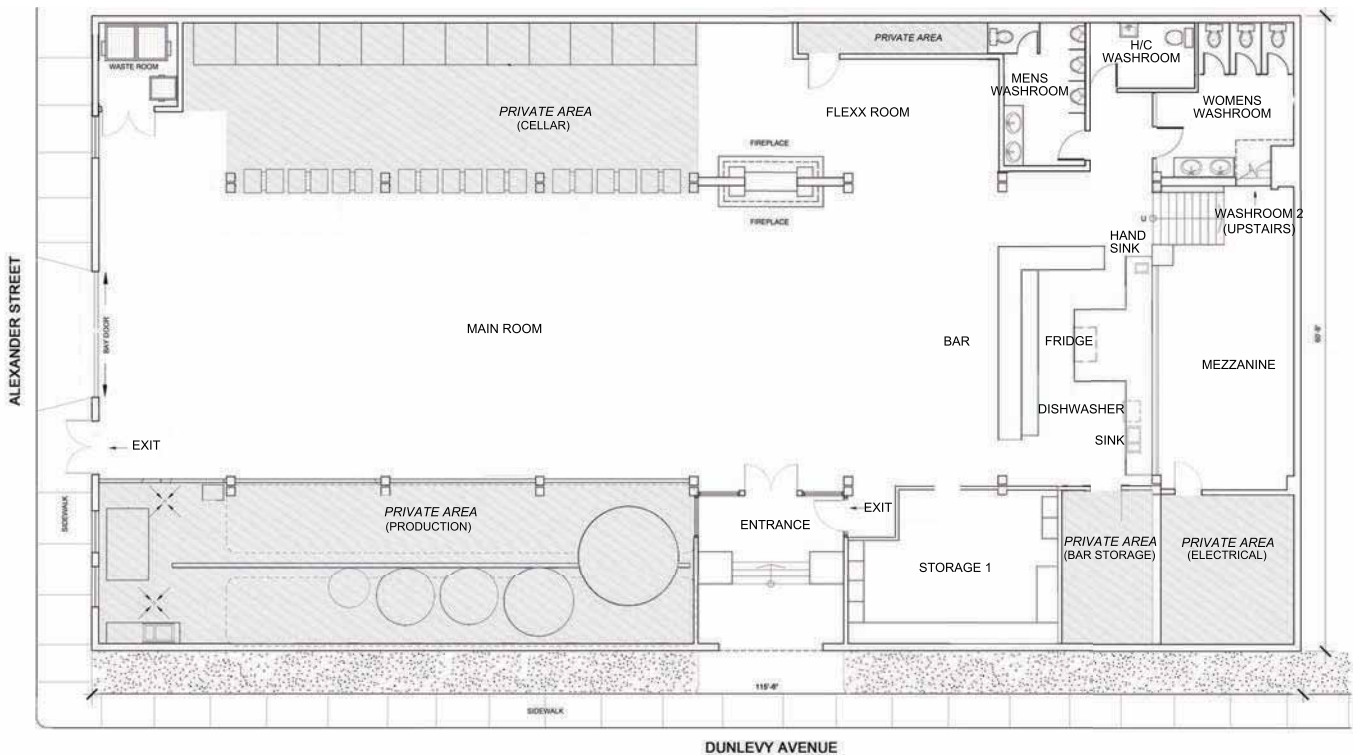
Standing cocktail party / reception .....200 People

Seated dining reception .....200 People

## AVAILABILITY:

Mon-Thurs after 5pm (set-up may start at 4pm). Earlier set-up available upon request

Fri-Sun separate day & evening bookings



MAIN FLOOR AREA Scale 1/8" = 18.66"

Main Room	3268 SF
Flex Room	384 SF
Mezzanine	396 SF
Storage 1	296 SF

## PARKING

Street Parking - 1 hr (9am - 6pm) Mon - Sat  
All Day - Sun

Pay Lot - Across the street at Railway and Dunlevy.

# *Inclusions*

*The Winery rental is based on a 200 person guest capacity and includes the following:*

- Use of the venue*
- Winery Event Coordination Team*
- Bartending staff and bussers*
- Bar supplies*
- Bar serving insurance*
- Sound system + 1 wireless mic*
- Event security*
- Gratuity for all staff*
- Post event cleaning*

## *Features & Amenities*

- 4,000 sq ft open space rectangular floor plan*
- Bar - Cooler, storage, wine-on-tap by FreshTAP*
- Storage 1 - Uses: coat check, ticket sales, photobooth, guest book, gift table, etc.*
- Flex Room - Uses: catering prep area, seating, lounge, etc*
- Washrooms - Full facilities with wheelchair accessibility*
- Power - Dedicated sound & lighting power outlets*
- Access - 12 ft high grade level loading bay, vehicles are able to enter*
- Parking - Free evening street parking, pay lot on Dunlevy Ave across the street*
- Valet Services available upon request*
- 24 ft ceilings, original wood beams and surrounding windows for natural light*
- 12 ft hand carved wooden entrance, grand stone fireplace, skylights*
- Wireless internet connection available*

### *FLEX AREA*

*The Flex area allows caterers to handle on site prep as well as set stations for larger preparation and service. All cooking and warming equipment required.*

### *BAR*

*The Bar is equipped with a hand washing station, large sink, 2 door lower cooler system, dry storage, ice well, adequate space for glassware, and wine-on-tap system provided by FreshTAP, wine sold separately.*

### *LIGHTING*

*The Main Floor Area lighting are all on dimmers to allow for customized warmth and glow. Please see rental Add-Ons for more information on custom lighting.*

# Rental Guidelines

## HOURS OF AVAILABILITY

The Main Floor Area is available seven (7) days per week. Monday thru Friday evening booking set-up may start at 4pm, events from 5pm-1am. Monday thru Friday day bookings are available by request only. Saturdays and Sundays are open for day and evening bookings. Day bookings are from 9am-3pm, and evening bookings are from 4pm-2am. Separate fees are required for both as well as full day and evening bookings. Any requests for times outside these hours are welcomed, subject to approval, and may require additional fees.

## SPECIAL EVENT LIQUOR LICENSES

An SOL (special occasions license) must be obtained by the clients and presented to the Event Coordination Team seven (7) business days prior to the event. It is illegal to serve alcohol on the premises without this license. Further information can be obtained at [www.servingitright.com](http://www.servingitright.com) or 604.633.9798. We are happy to assist if you have further questions.

**\*\*Vancouver Urban Winery has the right to cancel the event if the liquor license is not provided within seven (7) business days of the event\*\***

## INSURANCE

Requirements (1) minimum liability coverage of five million dollars (\$5,000,000) per occurrence for bodily injury and/or property damage (2) FreshTAP Pour System Inc is required to be added to your event insurance policy. This policy must be presented to the Event Coordination Team seven (7) business days prior to the event. Contact Jim Richmond, [jim@pr-insurance.ca](mailto:jim@pr-insurance.ca), 604-831-3250, for assistance.

**\*\*Vancouver Urban Winery has the right to cancel the event if proof of Insurance is not made seven (7) days before the event.\*\***

## VENDOR ARRANGEMENTS

Outside Vendors are welcome in the Winery. All plant products must be treated with a pesticide before their arrival. Outside rentals must be removed by 12pm the following day of the event. Requests outside this time may be subject to additional fees. All production and rental items must be dismantled and put aside for transport immediately after the event. All labor with must be completed by insured staff.

**\*\*Vancouver Urban Winery must approve all Vendors prior to the event date. If the Client contracts without approval, the Winery takes no responsibility for charges that may incur to cancel that vendor.**

## MUSICAL PERFORMANCES

Musical Performances and DJs may be arranged in the Main Room or Mezzanine. Sound by-laws are in effect at the Winery. See details in the rental agreement.

**\*\*Any closures resulting from sound violations are not the responsibility of Vancouver Urban Winery and no refunds will be provided due to early closure\*\***

## PHOTOGRAPHY / FILM / PROMOTIONAL MATERIALS

The use of all photography, film and promotional material must receive approval from Vancouver Urban Winery. The Winery has the right to use any and all photos and film taken in the space. Any design and promotional material that incorporates recognition or location of the Vancouver Urban Winery requires approval prior to use.

## LOST OR STOLEN ARTICLES

All lost or stolen articles are the responsibility of the clients.

# *Production*

*The Vancouver Urban Winery offers creative and unique technical production support to events of any size. Our in-house Event Coordination Team can conceptualize and execute any event you dream up! Our industry leading culinary and production partners will provide the tools and service to execute a spectacular event that will be talked about for years to come. It is a very unique and special place, and our team can certainly make sure your event is exactly that.*

*Please contact our Event Coordination Team for more information.*

## *Rental Prices*

### *PAYMENT TERMS*

*Rental of the Vancouver Urban Winery is confirmed upon receipt of a non-refundable deposit and signed rental agreement.*

### *RATES*

*Please contact the Event Coordination Team for detailed rental rates.*

### *RENTALS*

*Vancouver Urban Winery handles all rentals in the Winery. Any outside rentals are subject to approval by the Event Coordination Team prior to booking.*

*Available upon request:*

*Furniture, lounge and bar*

*Glassware*

*Pipe & drape (variety of colors)*

*Tables (square, rectangle, round, cocktail)*

*Chairs (banquet, chiavari, ghost)*

*Chair covers, linens, overlays, runners, napkins*

*Vases, candles, flowers and other décor items*

*Ice sculptures*

*Vancouver Urban Winery Event Coordination Team can help you design and customize everything you need for your event.*

# Rental Prices Cont

## ADD-ON RATES:

FreshTAP wine-on-tap system.....	\$TBA
Coat check.....	\$25.00 per hour + \$50 for racks/hanger/tags
Added security.....	\$30.00 per hour per security guard
Valet.....	\$30.00 per hour per staff (additional \$100 insurance fee applies)
Extra serving staff.....	\$30.00 per hour per staff
LED package.....	\$1200.00
16 x LED color wash fixtures	
1 x LED controller	
Shimmer / disco ball package.....	\$800.00
1 x 20" disco ball	
2 x LED pinspots	
12 x LED shimmers	
Shure wired mic SM58.....	\$10.00
Mic stand.....	\$5.00
Video projector.....	\$200.00
Screenworks roll-up screen 6' x 8'.....	\$80.00/each
LED package & shimmer / disco ball package....	\$200 set up (\$50 per hour additional hours)

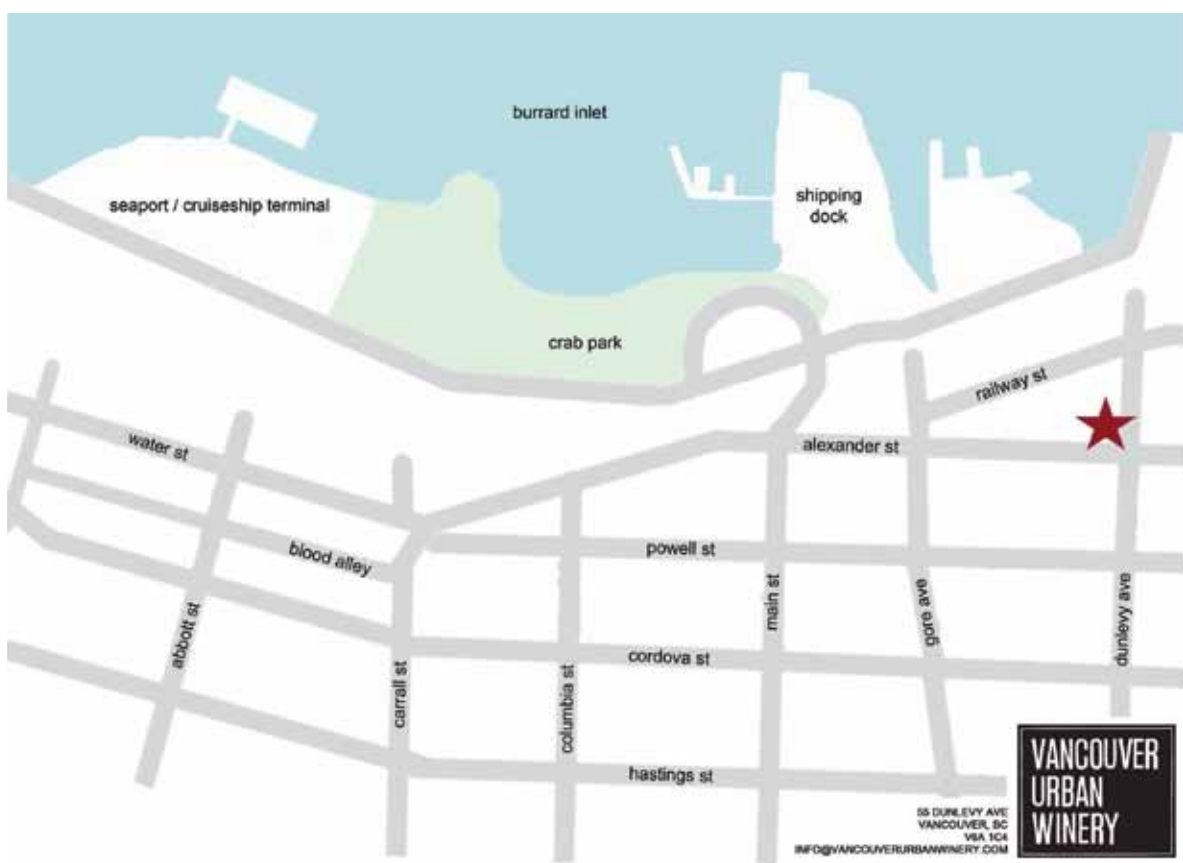
# Contact

*Thank you for your interest in Vancouver Urban Winery. We look forward to helping you design and execute the perfect event. For more information please contact our Event Coordination Team, or stop by the Winery.*

*Sincerely,  
The Vancouver Urban Winery*

*Event Coordination Team  
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*Information  
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# Images

