

# NATIONAL NIKKEI MUSEUM & HERITAGE CENTRE

## ROOM RENTAL



**6688 Southoaks Crescent, Burnaby BC V5E 4M7**  
**Tel: 604-777-7000 Fax: 604-777-7001**

Website: [www.Nikkeiplace.org](http://www.Nikkeiplace.org)  
E-mail: [info@nikkeiplace.org](mailto:info@nikkeiplace.org)

NNM&HC Operation Hours  
Tuesday – Friday: 9:30 am to 9:30 pm  
Saturday: 9:00 am to 5:00 pm  
Closed: Sunday, Monday & Holidays

## National Nikkei Museum & Heritage Centre Room Rental

Rental Rooms	Room Capacities			Room Rates			
	Sq. ft	Theater style	Classroom style	2 Hours Rate	4 Hours Rate	Hourly Rate (Over 2/4 hours)	Daily Rate (9:30 am to 5:00 pm)
<b>Special Event Hall</b>	4500 sq ft	400	250	N/A	\$585.00	\$146.00	\$1000.00
<b>2/3 Event Hall</b>	3000 sq ft	250	150	N/A	\$430.00	\$107.00	\$750.00
<b>1/3 Event Hall</b>	1500 sq ft	120	60	N/A	\$200.00	\$47.00	\$340.00
<b>Ellipse Lobby</b>	2700 sq ft	140	100	N/A	\$430.00	\$107.00	\$750.00
<b>Community Kitchen</b>		N/A	N/A	N/A	\$195.00	\$45.00	\$330.00
<b>Intergenerational Room (#105)</b>	700 sq ft	60	30	N/A	\$145.00	\$35.00	\$245.00
<b>Large Activity Room / Kaede (#210)</b>	670 sq ft	50	24	N/A	\$145.00	\$35.00	\$245.00
<b>Medium Activity Room / Sakura (#250)</b>	440 sq ft	40	20	\$50.00	\$95.00	\$23.00	\$160.00
<b>Medium Activity Room / Take (#255)</b>	440 sq ft	40	20	\$50.00	\$95.00	\$23.00	\$160.00
<b>Cooking &amp; Craft Room</b>	450 sq ft	40	16	\$65.00	\$125.00	\$30.00	\$210.00

- All bookings for Special Event Hall, Lobby, Intergenerational Room and Community Kitchen are a minimum of 4 hours
- All bookings for small meeting rooms are a minimum of 2 hours
- Special Event Hall & 2/3 Special Event Hall includes usage of Stage (1000 sq ft)
- Extra Staff fee at \$35.00 / hour will be charged for any booking outside of normal operating hours
- Cleaning Fee may apply
- SOCAN Fee may apply
- Non-Profit rates are available
- All prices are subject to applicable taxes
- Prices are subjected to change

## Equipment Rental Rate

\* Please note charges do not include taxes

Equipment	Up to 3 hours	4 - 6 hours	Daily rate
LCD Projector with Screen	\$60.00	\$70.00	\$100.00
LCD Projector	\$50.00	\$60.00	\$80.00
Screen (6ft x 6ft)	\$20.00	\$30.00	\$40.00
TV & VCR / DVD Player	\$30.00	\$50.00	\$80.00
Karaoke System & set up	\$50.00	\$80.00	\$100.00
Sound System Rental & set up (Amplifier + Speakers)	\$40.00	\$60.00	\$80.00
Microphone & set up	\$15.00	\$30.00	\$50.00
Portable Stereo System	\$20.00	\$40.00	\$60.00
Gray Portable Panel	\$5.00 per unit		
Large Urn	\$15.00	\$30.00	\$40.00
Small Urn / Coffee Percolator & Thermos	\$10.00	\$20.00	\$30.00
White Board	\$10.00	\$20.00	\$30.00
White Board Marker	\$5.00 / set		
Flipchart	\$15.00	\$30.00	\$40.00
Easel	\$10.00	\$15.00	\$20.00
Podium	\$15.00	\$20.00	\$30.00
Upright Piano (Tuning fee is not included)	\$40.00	\$50.00	\$60.00
Port a bar	\$30.00	\$50.00	\$100.00
Portable stage with skirt	\$20.00 per unit - 4x8 each unit		
Stair riser	\$20.00 per unit		

## RENTAL POLICY

- ◆ Tables and chairs only are included in the cost of the room rental
- ◆ All additional equipment must be rented or supplied by the renter
- ◆ No linens, dishes or catering equipment is available to rent from NNM&HC
- ◆ No storage of decoration, catering or other materials or equipment is available at NNM&HC
- ◆ Access to the facility is only within the times shown on your contract
- ◆ Set-up and Take down times within contract times ONLY
- ◆ No items are to be left on the premises after the Event times or additional charges will be incurred
- ◆ Strictly “**No Smoking**” in the NNMHC as per Workers Compensation Act regulations. Renter will not permit any person attending or participating in the Event to smoke. Smoking area available at west exit
- ◆ Liability Insurance is required

## CATERING

Renters wanting to have catering provided at the Event must have prior approval of the NNMHC and must use a fully licensed caterer. In some cases, a permit may be required from the Fraser Health Environmental Health Services Department.

Tables are rounds of 5 ft (seat 8 capacities) in diameter, and need to be covered by not less than an 81 x 81 tablecloths or round cover.

- ◆ No Cooking permitted on site
- ◆ Load in & Load out times within contract times ONLY

## MUSIC

SOCAN (Society of Composers and Music Publishers of Canada) collects royalties on recorded music. The fees range from \$41.13-\$59.17

All prices are subject to applicable taxes

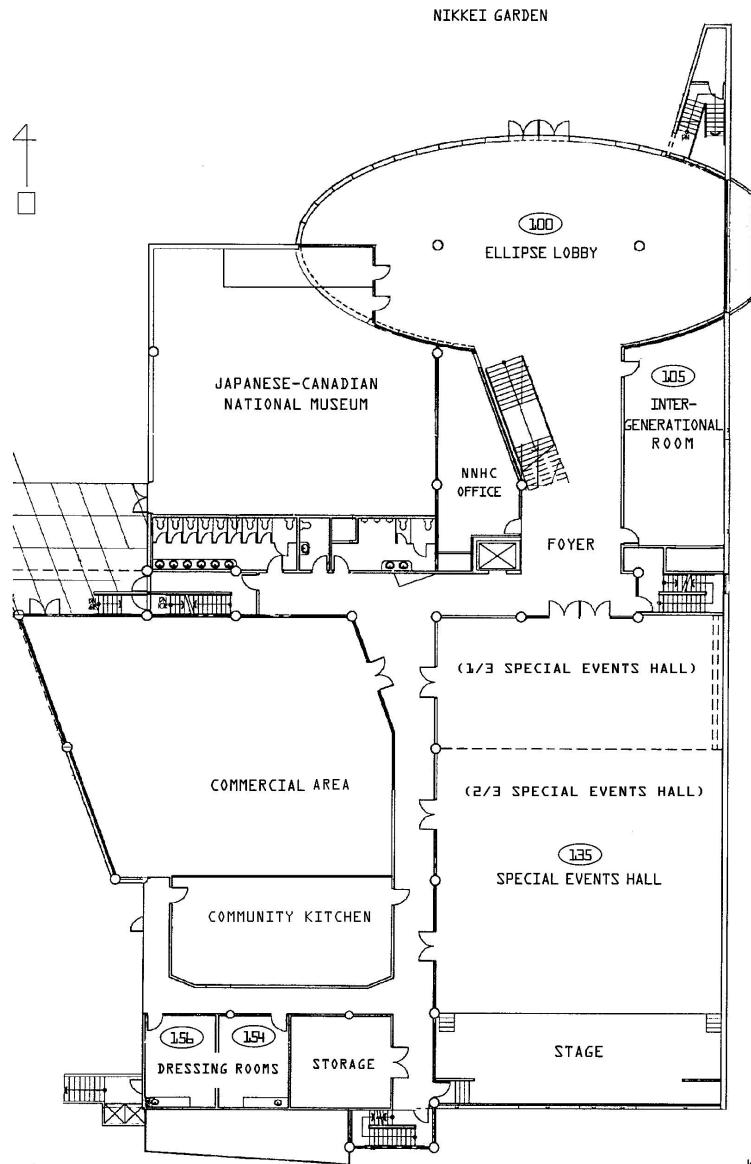
## CLEANING

Cleaning fee will apply for the rent of special event

All prices are subject to applicable taxes

# of people	Light Refreshment	Self/Professionally Catered
51-150	\$80.00	\$120.00
151+	\$120.00	\$200.00

NATIONAL NIKKEI HERITAGE CENTRE - FIRST FLOOR (23,000 s.f.)



July 7, 2000

NATIONAL NIKKEI HERITAGE CENTRE - SECOND FLOOR (11,000 s.f.)

