



Burnaby Village Museum

Corporate Package 2020

Table of Contents

Directions	3
Rental Fees & Rates	4
Site Map	7
General Information	8
Floor Plans	9
Evacuation Map	16
Parking Map	17

Directions



BURNABY VILLAGE MUSEUM



Main Entrance & Parking Lot



Carousel & Gift Shop



Hart House Restaurant



Burnaby Arts Council Gallery



Shadbolt Centre for the Arts



Burnaby Art Gallery

TRANSIT:

Bus #144 SFU/Metrotown connects to Metrotown SkyTrain Station and Sperling SkyTrain Station, with stops at Burnaby Village Museum entrance on Deer Lake Avenue.

Bus #123 New West Stn/ Brentwood Stn/ Kootenay Loop connect to New Westminster Station and Brentwood Station, with stops at Burnaby Village Museum on Canada Way.

Bus #129 Edmonds Stn/ Metrotown Stn connects to Edmonds Station and Metrotown Station, with stops at Burnaby Village Museum on Canada Way.

Burnaby Village Museum

6501 Deer Lake Avenue, Burnaby
(Corner of Canada Way & Deer Lake Avenue)

2020 Fees & Rates (Picnic)

Meadow 🌀 (based on 4-hour event)

- 0-100 guests \$645.76
- 101-500 guests \$1101.96
- 501-1000 guests \$1613.16
- + Liability Insurance is determined by event
- + Rates quoted include rental & staff, additional staff may be required, estimate provided per event
- Carousel Rides (all ages) \$2.52

Hours of Operation

- Open Tuesday-Sunday plus holiday Mondays.
- May 2-September 7, 2019, 11:00am-4:30pm

🌀 Catering at this location is exclusive to [CityCatering](#) (phone: 604-205-3026)

- Taxes not included.
- Hours and dates of operation are subject to change without notice.
- All rates are subject to change without notice.
- Rates do NOT include: liability insurance, damage deposit, catering fees or Music Licensing fee.



Burnaby Village Museum is the perfect venue for a corporate or family picnic.



2020 Fees & Rates (Site Rental)

4 Hour Site Rental 🦋

• Up to 500 guests	\$3159.08
• 501 - 1000 guests	\$4066.26
• 1001 - 1500 guests	\$4066.83
• 1501 - 2000 guests	\$5924.17

Additional Room Options

• Ice Cream Parlour 🦋 (Reception: 60, Cocktail: 75)	\$331.68
• Discovery Room (Reception: 80, Cocktail: 100, Theatre: 100)	\$453.58

Example Additional Staffing Required

• Site Supervisor	\$331.04
• Custodial	\$281.76
• Event Liaison	\$305.28
• Interpretive Staff Member - optional (based on a 4 hour call-out)	\$164.84

+ Additional staff may be required, estimate provided per event

Equipment Rentals

• 10x10 tent	\$188.26
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A Site Rental can include use of most of the exhibits within our Village. Includes the use of the 1912 C.W. Parker Carousel for four hours with two operators and the Carousel Pavilion – costumed interpreters & program staff are provided for an additional cost. (capacity 260)



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- All rates are subject to change without notice.
- Rates do NOT include: liability insurance, damage deposit, catering fees or Music Licensing fee.

2020 Fees & Rates (Reception Facilities)

Rates quoted on this page include rental and staff charges.

Carousel Pavilion 🌀 (Capacity: 260)

- | | |
|---|-----------|
| • 4 Hour Rental (includes 2 carousel operators) | \$1486.00 |
| • Additional Hours | \$267.83 |
| • Refundable Damage Deposit | \$400.00 |

Ice Cream Parlour 🌀 (Reception:60, Cocktail:75)

- | | |
|-----------------------------|----------|
| • 4 Hour | \$331.68 |
| • Additional Hour | \$38.16 |
| • Refundable Damage Deposit | \$300.00 |

Discovery Room (Reception:80, Cocktail:100)

- | | |
|-----------------------------|-----------|
| • 8 Hour Rental | \$1048.96 |
| • 4 Hour Rental | \$594.46 |
| • Additional Hours | \$177.29 |
| • Refundable Damage Deposit | \$300.00 |

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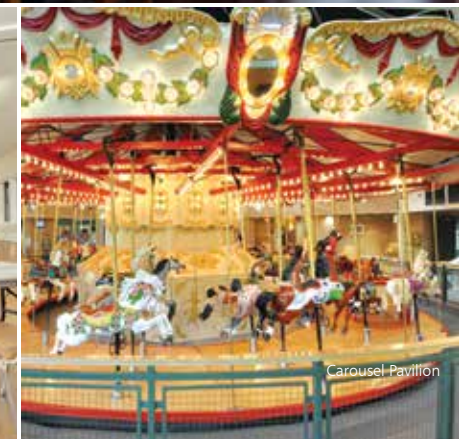
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- All rates are subject to change without notice.
- Rates do NOT include: liability insurance, damage deposit, catering fees or Music Licensing fee.



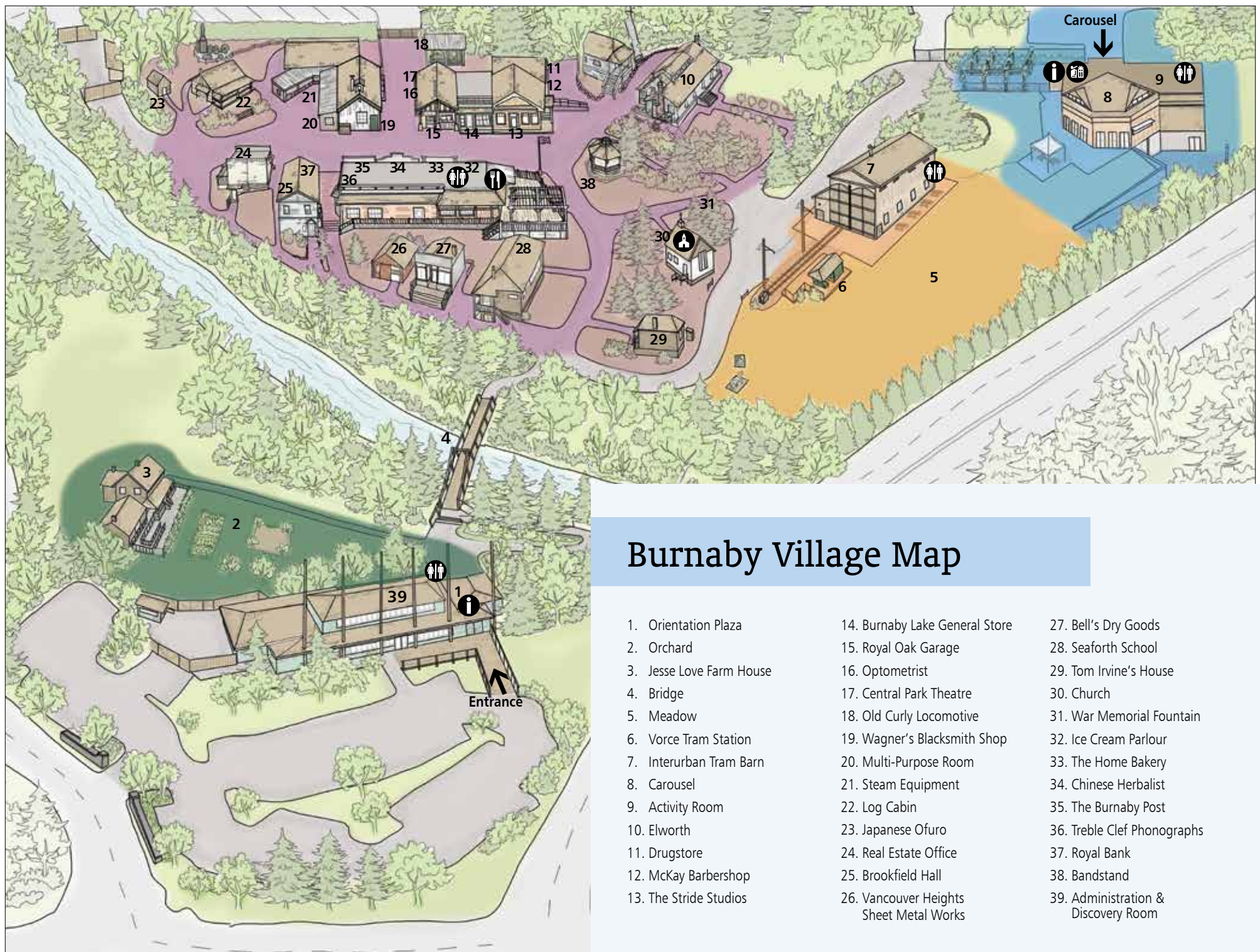
Ice Cream Parlour



Discovery Room



Carousel Pavilion



Burnaby Village Map

- | | | |
|--------------------------|---|-------------------------------------|
| 1. Orientation Plaza | 14. Burnaby Lake General Store | 27. Bell's Dry Goods |
| 2. Orchard | 15. Royal Oak Garage | 28. Seaforth School |
| 3. Jesse Love Farm House | 16. Optometrist | 29. Tom Irvine's House |
| 4. Bridge | 17. Central Park Theatre | 30. Church |
| 5. Meadow | 18. Old Curly Locomotive | 31. War Memorial Fountain |
| 6. Vorce Tram Station | 19. Wagner's Blacksmith Shop | 32. Ice Cream Parlour |
| 7. Interurban Tram Barn | 20. Multi-Purpose Room | 33. The Home Bakery |
| 8. Carousel | 21. Steam Equipment | 34. Chinese Herbalist |
| 9. Activity Room | 22. Log Cabin | 35. The Burnaby Post |
| 10. Elworth | 23. Japanese Ofuro | 36. Treble Clef Phonographs |
| 11. Drugstore | 24. Real Estate Office | 37. Royal Bank |
| 12. McKay Barbershop | 25. Brookfield Hall | 38. Bandstand |
| 13. The Stride Studios | 26. Vancouver Heights Sheet Metal Works | 39. Administration & Discovery Room |

General Information

Parking

Parking for 74 cars and 5 buses is available in our main parking lot (corner of Canada Way and Deer Lake Avenue). There is also parking available along Deer Lake Avenue and at the Shadbolt Centre for the Arts. See Parking Map.

Set up

Your facility rental fee includes chairs and tables set up according to your selected floor plan. Floor plans must be finalized at least one week prior to your booking. Please note that you are not permitted to come in and begin your personal set-up prior to your booking time and the Museum cannot provide dollies or additional labour to assist you.

Decorations

Only masking tape designed for painted surfaces is permitted for personal decorations to walls and doors. The use of confetti, glitter, staples, thumbtacks and nails is strictly prohibited. All personal decorations must be removed promptly following your rental.

Liability Insurance

All groups and individuals that rent Burnaby Parks, Recreation & Cultural Services facilities are required to provide one of the following:

- 1) A current liability insurance policy that indemnifies the City of Burnaby to a minimum of \$5,000,000 per occurrence.
- 2) Payment to ensure coverage under the City of Burnaby's User Group blanket policy that has a liability of \$5,000,000 per occurrence.

Capacity

Fire department regulations, stating the maximum occupant load for each facility, are posted. The renter is responsible for ensuring this regulation is enforced at all times.

Clean up

All personal equipment, dishes, etc. must be taken away at the end of your rental period. Renters are responsible for leaving the facility the way they found it. All garbage, empty bottles, etc. must be thrown into the available bins and all spills should be wiped up immediately for safety. Museum staff will wash the floors and put the tables and chairs away following your function.

Liquor Permit

If liquor is to be served, a copy of the liquor permit must be forwarded to the booking clerk one week prior to your rental and the original permit must be posted for the duration of your event. The service of alcohol must cease one hour prior to the end of the event. Please note that government liquor regulations do not permit the serving of home-brewed beverages (i.e. home-made beer or wine).

Smoking

Burnaby Bylaw #10417 restricts smoking in any building and within 3 metres of any doorway or opening. The bylaws provides, on conviction, a maximum \$2,000 fine.

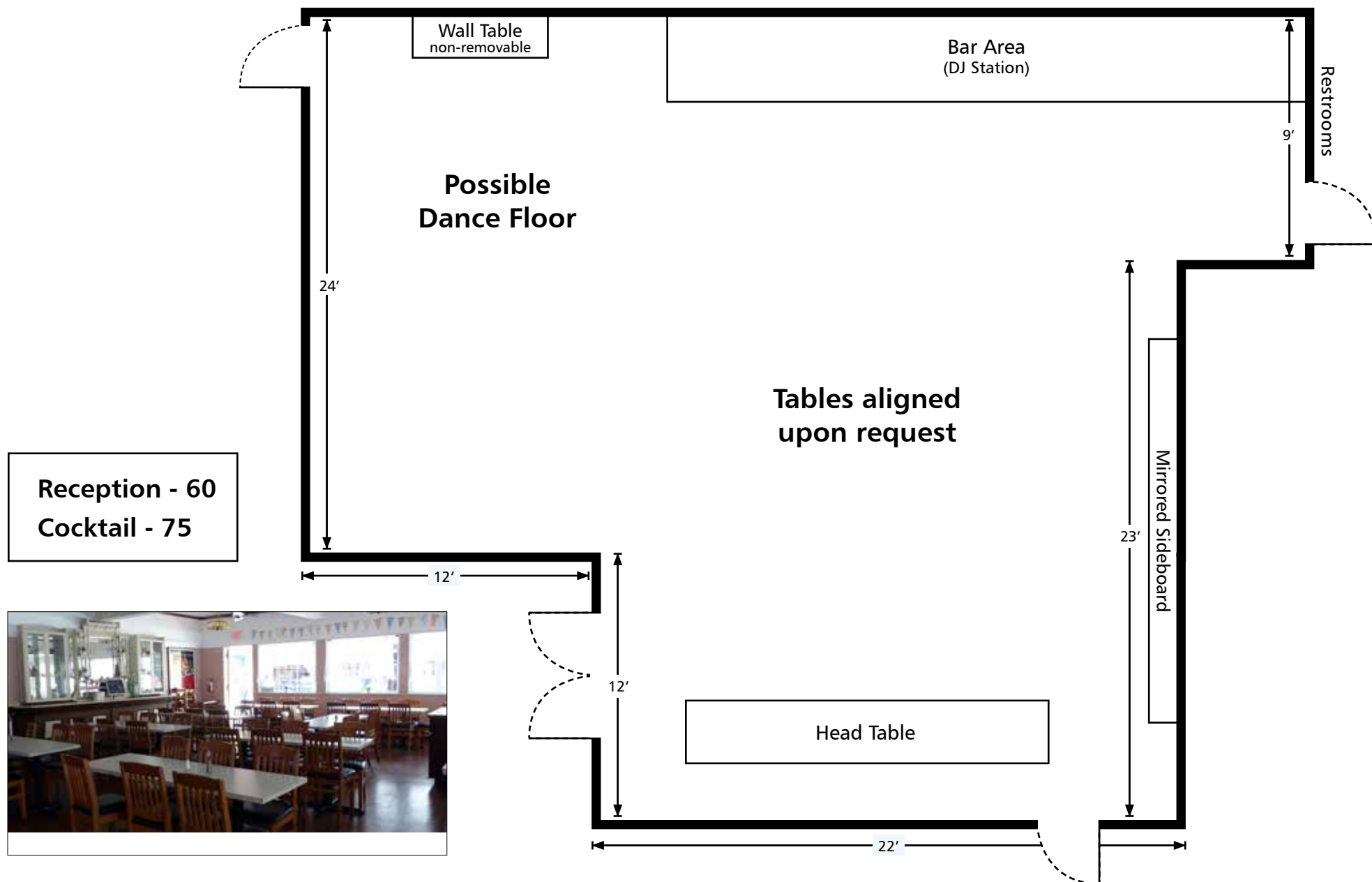
Sound

Any music, noise etc. must be kept to a level at all times that does not disturb the residents surrounding the facility. Burnaby Noise Bylaw #7332 restricts all outside sound to less than 45 decibels after 10:00pm. All music must cease one half hour prior to the end of your booking time.

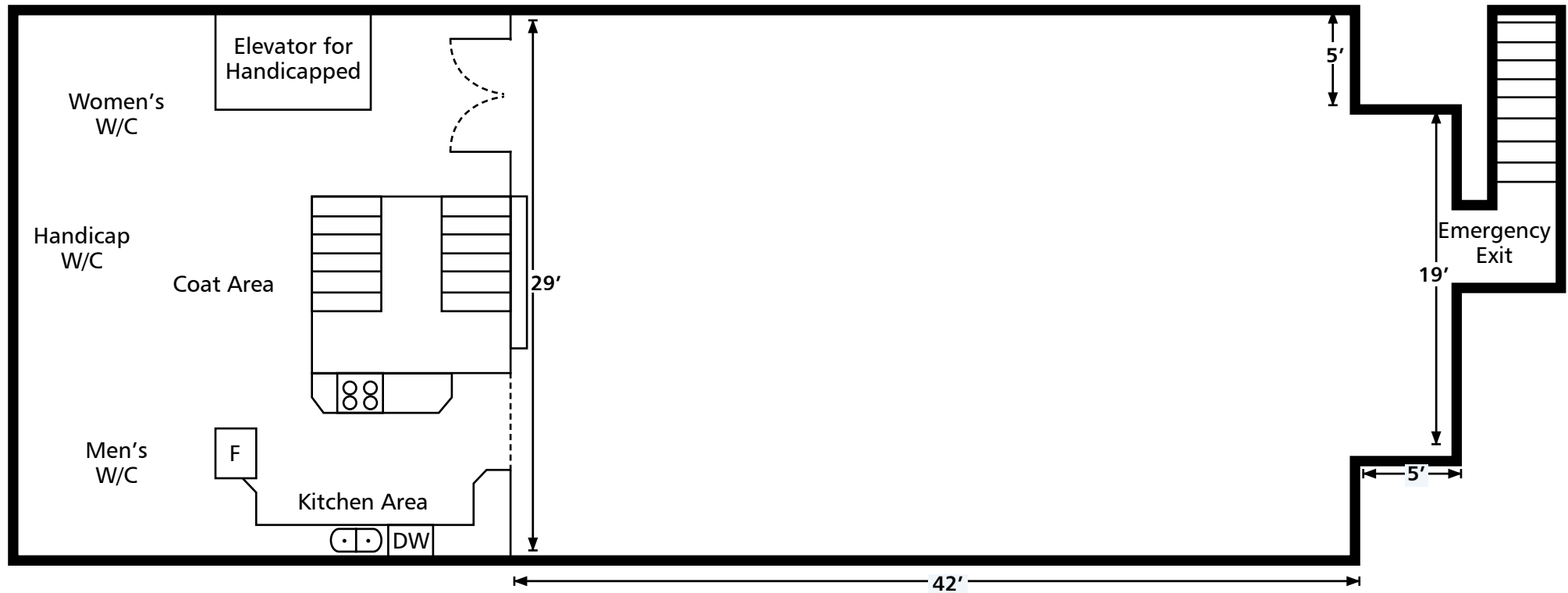
Floor Plans

- Ice Cream Parlour
- Administration Building
(*Discovery Room 2nd Floor*)
 - Seating Chart
- Carousel Activity Room
 - Seating Chart
- Church

Ice Cream Parlour



Discovery Room (2nd floor of Administration)



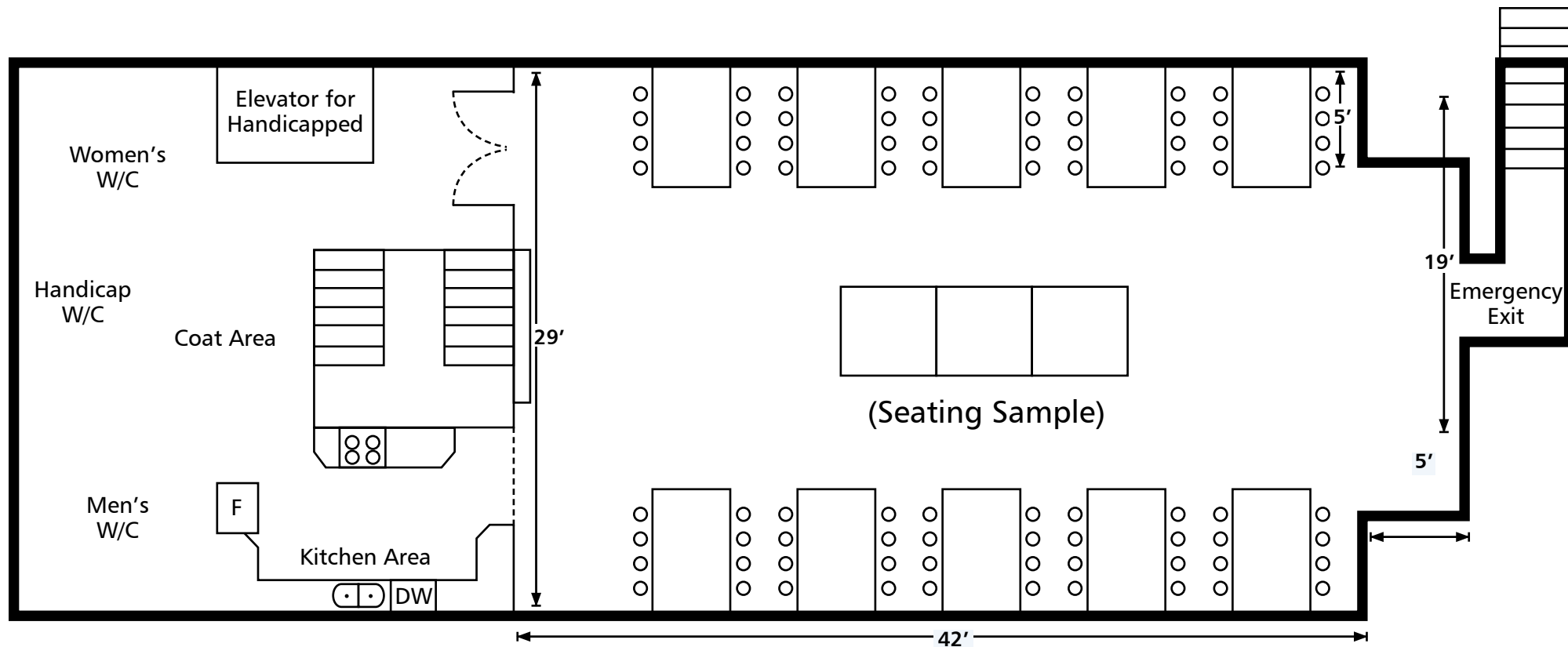
- We set up tables and chairs for you.
- Room is approx. 1500 square feet.
- Exact set up will depend on number of guests.

Please note: Floor plan is not to scale, but is intended to be used as a guide.

6501 Deer Lake Avenue, Burnaby, BC (Corner of Canada Way & Deer Lake Avenue)



Discovery Room (2nd floor of Administration)



- We set up tables and chairs for you.
- Room is approx. 1500 square feet.
- Exact set up will depend on number of guests.

Seated - 80

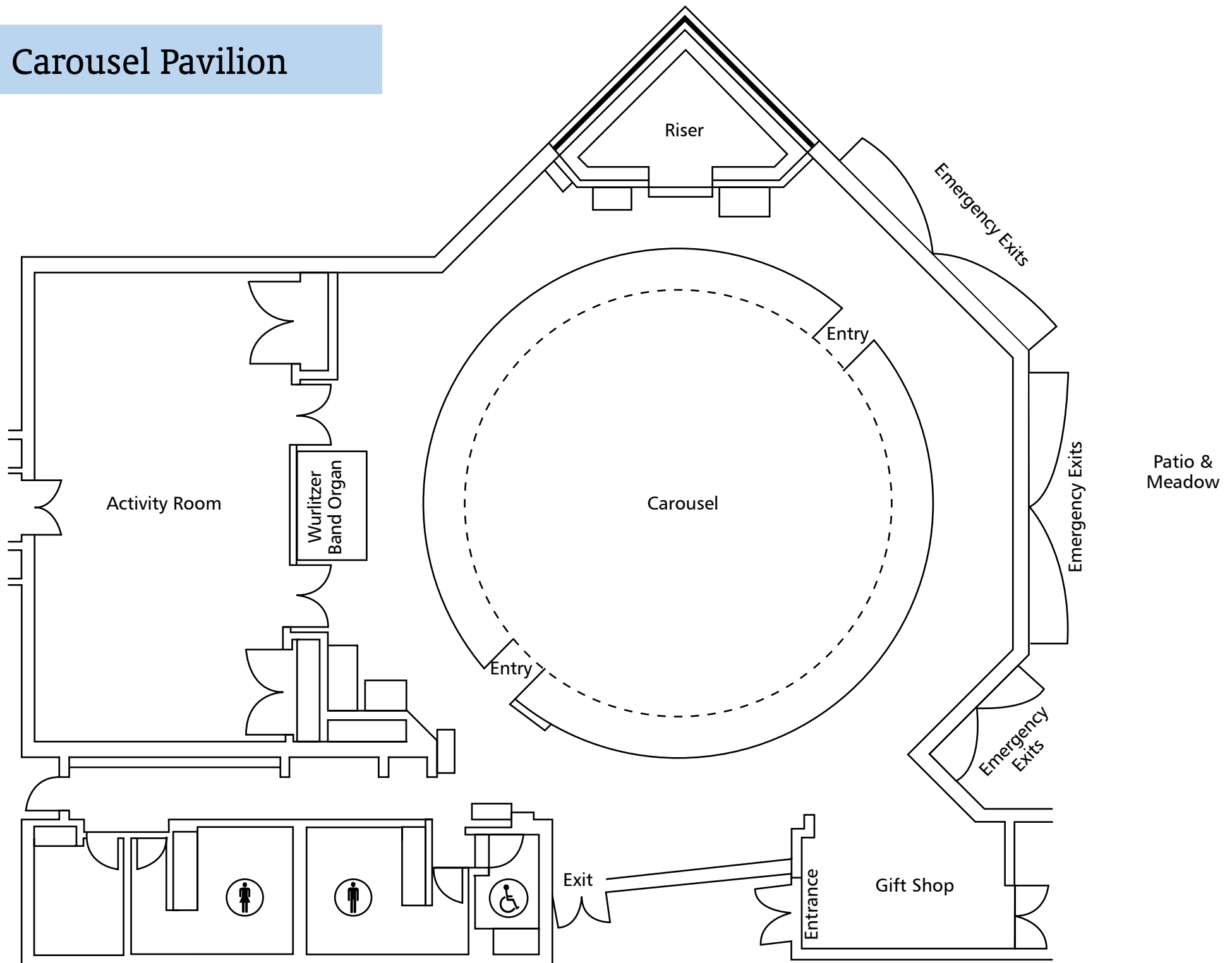
Cocktail - 100

* Tables can be realigned upon request.

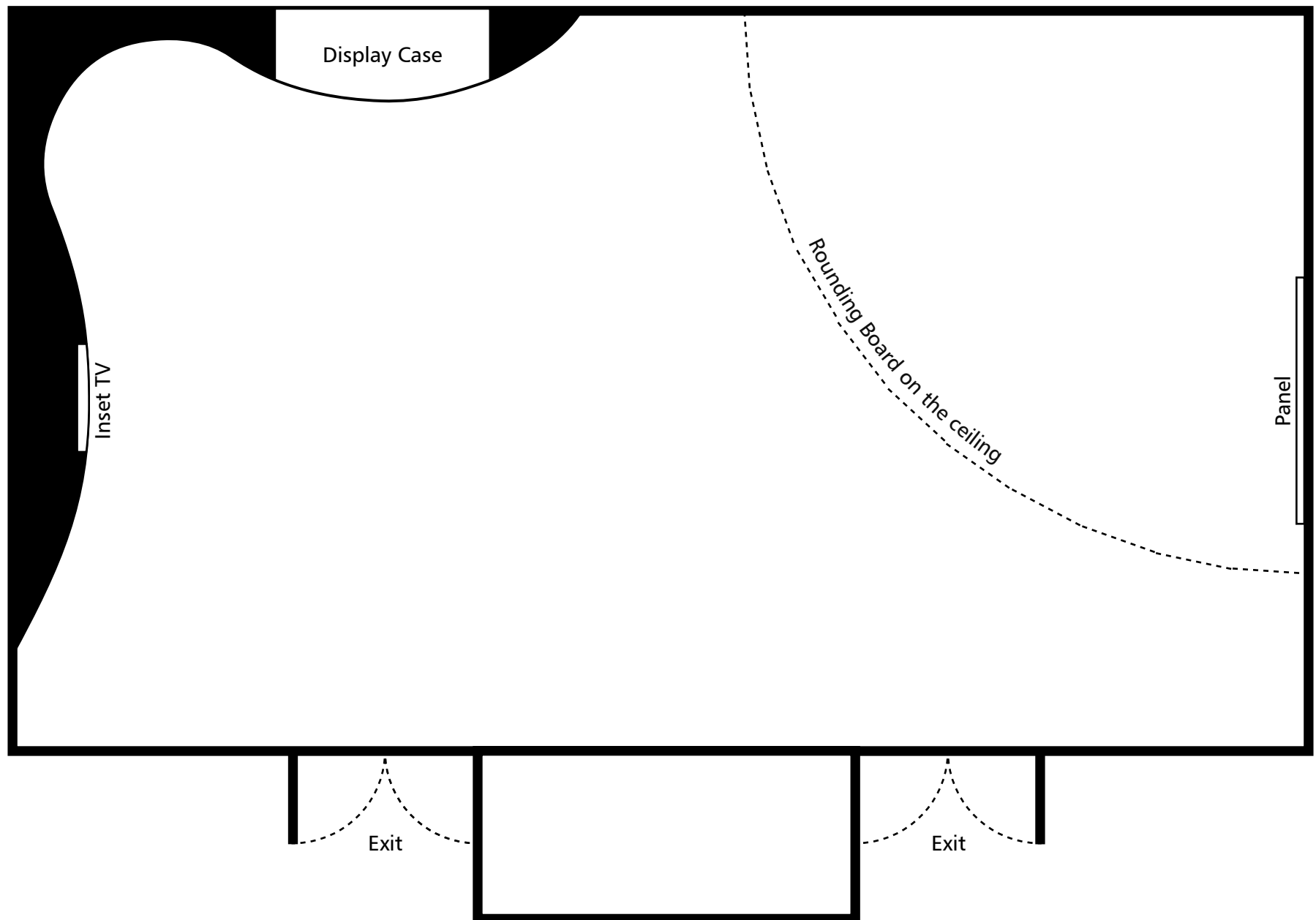
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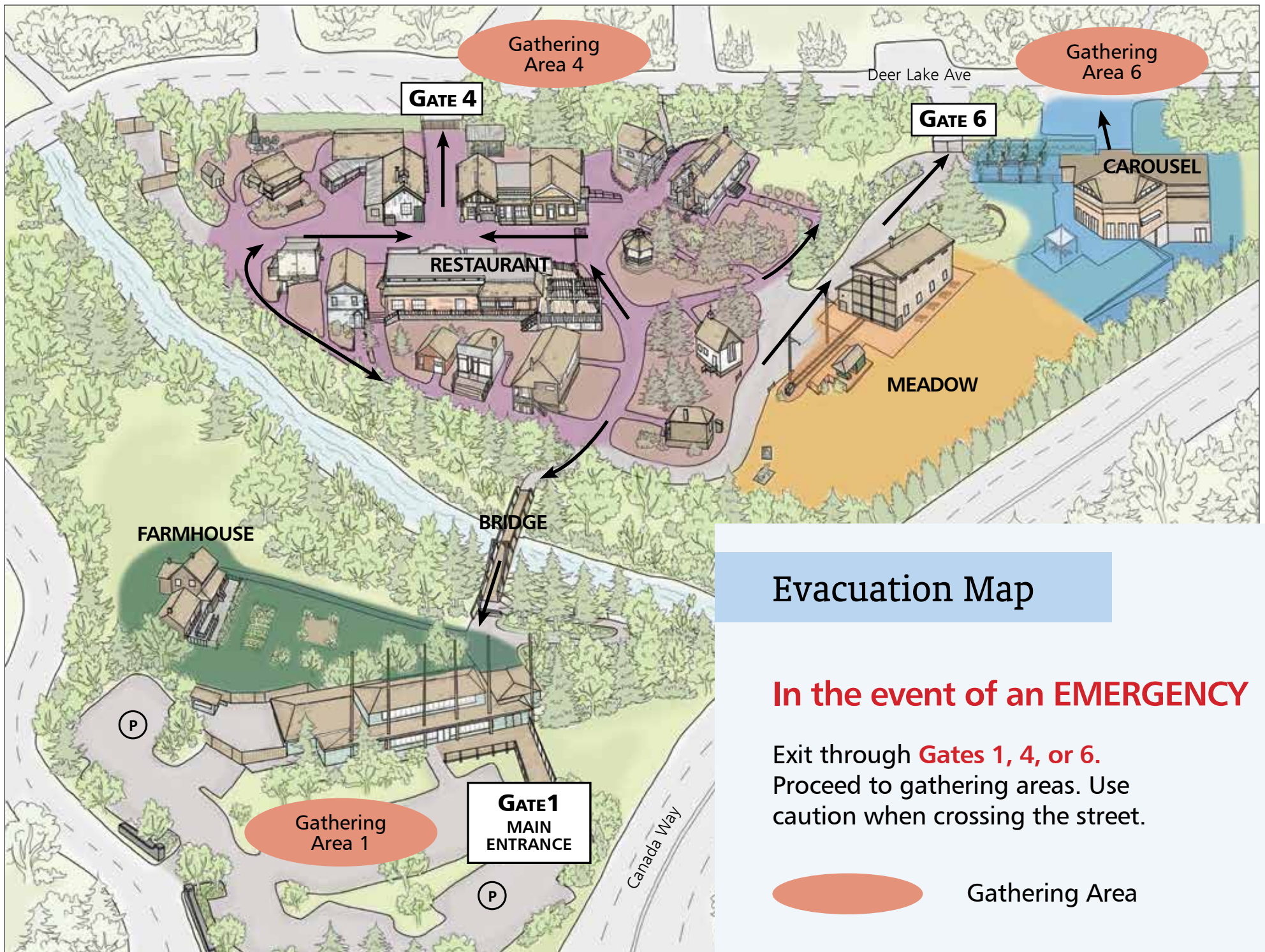
6501 Deer Lake Avenue, Burnaby, BC (Corner of Canada Way & Deer Lake Avenue)

Carousel Pavilion



Carousel Activity Room




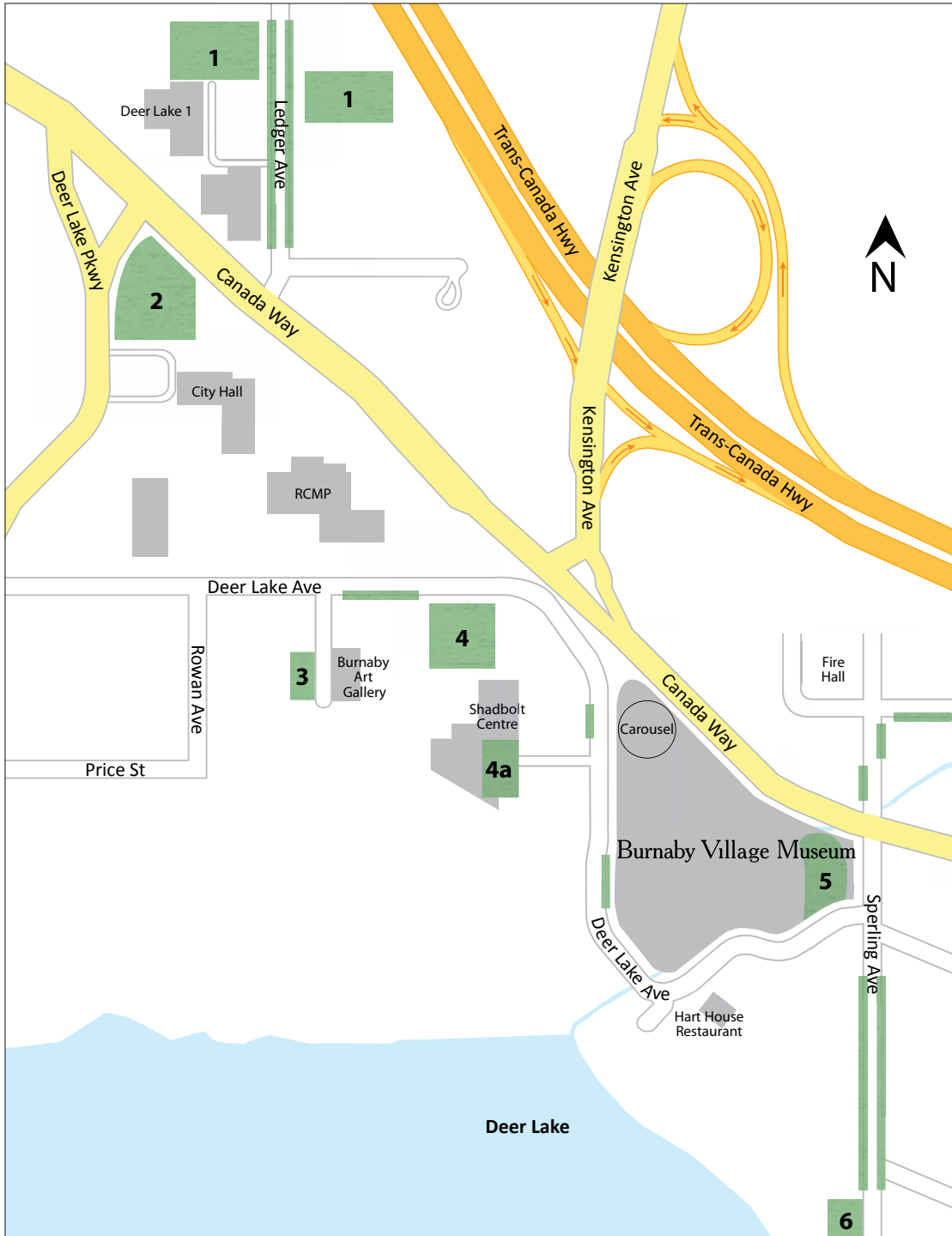


Evacuation Map


In the event of an EMERGENCY

Exit through **Gates 1, 4, or 6**.
Proceed to gathering areas. Use
caution when crossing the street.

 Gathering Area



Parking Map

- P** Parking Lot
-  Limited Street Parking
- 1** Deer Lake 1 (Paid Parking)
- 2** Burnaby City Hall
- 3** Burnaby Art Gallery
- 4** Shadbolt Centre for the Arts
- 4A** Shadbolt Underground Parking
- 5** Burnaby Village Museum
- 6** Deer Lake Park Parking

Burnaby Village Museum

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