

VJLS-JH Facility Rental



The following introduces specific rooms and spaces which are available for rental.

Room	Approx. Size	Capacity	Equipment	Rates <small>*Daily rate applies for rental over 8 hours</small>
Japanese Hall (Auditorium)	4030 sq. ft. (Floor) 1000 sq. ft. (Stage)	420 (seats & tables) 530 (seats only)	HVAC (Heat/Cool), Stage, PA system, Accessible Tables and Chairs, Public Wi-Fi	\$65/hour \$520/day*
Large Classroom (Room 416)	950 sq. ft.	35 - 40 (seats & tables) 50 - 70 (seats only)	HVAC (Heat/Cool), Whiteboard, Projector Screen, TV	\$35/hour \$280/day*
Small Classrooms	400 sq. ft. (Average)	10-20 (seats & tables) 20-30 (seats only)	HVAC (Heat/Cool), Blackboard, TV (most small classrooms)	\$25/hour \$200/day*
5F Tatami Room with view	660 sq. ft. (Room) 3000 sq. ft. (Patio)	25 (seats and tables) 50 (seats only)	HVAC (Heat/Cool), Spectacular 360 view of Port Vancouver and downtown, Rooftop Patios	\$30/hour \$240/day*
2F Board Room	330 sq. ft.	5-12 (seats & tables)	HVAC (Heat/Cool), Whiteboard, TV	\$25/hour \$200/day*
1F Family Room	518 sq. ft.	15-25 (seats & tables) 25-35 (seats only)	HVAC (Heat)	\$25/hour \$200/day*

***Please see next page for additional fees & payment information.

Additional Fees



- **Liability Insurance** is required on top of the for every group or individual to obtain a liability insurance for the events in VJLS-JH. The minimum requirement is \$2M and VJLS-JH is listed as an additional insured. An alternative option is joining the facility insurance program. **The fee depends on the number of expected participants and purpose of an event.** Please contact VJLS-JH rental staff for more information.
- **Extra STAFF FEE of \$25.00/hour applies to the facility rentals before 9:00 am and after 5:00 pm Mon to Fri.** Additional staff fee may be required depending on number of participants and the nature of event. No staff fee required if key holder is volunteered to be on-site.
- **Extra cleaning charge may apply if additional cleaning is required.** Quoted by MBM. We kindly ask our renters to restore the rental area back to the initial setting and original cleanliness after the rental.

Payment Requirements

- **Rent is payable AFTER the event. Credit cards are preferred.**
- Cheque payments are accepted; credit will be given in case the event is cancelled.
- **No e-transfer.**
- Cheques must be made payable to “Vancouver Japanese Language School and Japanese Hall” with invoice number (INxxxxxx) written on it. We may refuse cheque that is 1) addressed to “VJLS-JH”, 2) missing invoice number, or 3) missing dates or signature.
- **For rental reservations over \$400.00, half of the payment is required as prepayment at the time of reservation.** The prepayment is non-refundable in case the event is canceled. Rescheduling is allowed with a processing fee of \$20. We will provide a full refund for any cancellation caused by VJLS-JH, extreme weather conditions, or pandemics such as COVID 19.
- For other payment methods, please contact our accounting coordinator at kou@vjls-jh.com.

No Smoking Policy

- **No smoking inside or in front of the facility.** VJLS-JH reserves the right to refuse renters that fail to respect our school environment.

- The Tobacco and Vapor Products Control Regulation sets a six-meter zone around all doorways, air intakes and open windows to any public and workplaces in B.C. Please stay at LEAST 6 meters away from these entries if you are smoking.



Auditorium (Japanese Hall)

Spacious hall with full-curtain stage, light and sound system. Seating capacity up to 530 can be used for theatrical performances/concerts (rehearsals); banquets; conventions/conferences; tradeshow.



Classrooms

Conduct meetings, workshops, seminars and or classes with a view of the Northshore mountains and stunning great west. Multiple size rooms are available.

5th Floor Tatami Room and Rooftop

Tatami room overlook the rooftop patio with panoramic 360 degree view of downtown Vancouver, Port Vancouver, Northshore mountains and East Vancouver. Perfect for private functions such as small parties or martial arts and cultural classes. During and after a full day of business indoors, take in the expansive view and sunlight. Additional cost may apply for the main rooftop access.

Permits

In order to serve alcohol, renter must obtain proper liquor license and certificates through applicable institution and display the permit in conspicuous area.

The law requires Society of Composers, Authors and Music Publishers of Canada (SOCAN) fees to be collected for renters playing or performing copyrighted music. No smoking is allowed.

For more information, please contact our facility manger Luke at l.chuang@vjls-jh.com.

We would be happy to give you a tour of the facilities and consult with you about your specific needs.
