

# VJLS-JH Facility Rental



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

Room	Approx. Size	Capacity	Equipment	Rates *Daily rate for over 8 hours Includes 1 Staff Fee
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	\$100/hour \$800/day* Deposit \$400
Large Classroom (Room 416)	950 sq. ft.	35 - 40 (seats & tables) 50 - 70 (seats only)	HVAC (Heat/Cool), Whiteboard, Projector Screen, TV	\$60/hour \$480/day* Deposit \$240
Small Classrooms	400 sq. ft. (Average)	10-20 (seats & tables) 20-30 (seats only)	HVAC (Heat/Cool), Blackboard, TV (most small classrooms)	\$48/hour \$384/day* Deposit \$192
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	\$60/hour \$480/day* Deposit \$240
5F Rooftop (weather dependent)	3500 sq. ft. (Floor)			\$60/hour \$480/day* Deposit \$240
3F Library	1362 sq. ft. (Floor)		HVAC (Heat/Cool)	\$48/hour \$384/day* Deposit \$192

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



2F Board Room	330 sq. ft.	5-12 (seats & tables)	HVAC (Heat/Cool), Whiteboard, TV	\$48/hour \$384/day* Deposit \$192
1F Family Room	518 sq. ft.	15-25 (seats & tables) 25-35 (seats only)	HVAC (Heat)	\$48/hour \$384/day* Deposit \$192
1F Kitchen (without access to kitchen application)	750 sq. ft.		Microwave, Electric kettle	\$48/hour \$384/day* Deposit \$192
1F Kitchen (access to kitchen application)	750 sq. ft.		Stove, Oven, Rice Cookers	\$60/hour \$480/day* Deposit \$240

## 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.
- Additional staff may be required depending on number of participants and the purpose of event. No staff fee required if a key holder is volunteered to be on-site. Base rates include Staff Fee for events under 100 participants.
- **Extra Staff Fee of \$30.00/hour may be applied depending on scale and the type of event with a higher Staff Fee of \$45.00/hour applied to a facility rental outside of regular office hours, 9:00 am to 5:00 pm Monday to Friday.**
- **Extra cleaning charge may apply if additional cleaning is required.** We kindly ask our renters to restore the rental area back to the initial setting and original cleanliness after the rental.



## Payment Requirements

- **Rental deposit in the amount equal to 50% of the regular daily space rate is required as prepayment at the time of reservation.** A hold can be put on the credit card, or a deposit cheque held.
- **Rent is payable BEFORE the event at least seven (7) days in advance. Credit cards are preferred.** 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.
- **No e-transfer.** Cheque payments are accepted; credit will be given in case the event is cancelled.
- Registered Charities and organizations with primary activity related to Japanese Language, History, or Culture might be eligible for discounted rates. Please contact our Facility Manger Luke to check if you are eligible [lchuang@vjls-jh.com](mailto:lchuang@vjls-jh.com).
- 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 other payment methods, please contact our accounting coordinator at [kkaneko@vjls-jh.com](mailto:kkaneko@vjls-jh.com).

## Open Door Event

- Minimum 1 security staff / guard is required at each area where is open access to the public.
- Minimum 1 security staff / guard is required to do a regular routine of the area in use including washrooms and door opening.
- For an invite-only open-door event, 1 minimum 1 staff / security staff need to be present at the entrance to check individual’s admission.
- Perform a building sweep with a VJLS-JH staff after the doors are locked to ensure no participant stay behind.

## 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.

## Zero-tolerance on Substance Usage

- **Zero-tolerance on the substance usage inside the facility.** An individual who conducts a substance consumption will be asked to leave the facility immediately.
- No substance usage is allowed around the facility.
- An intoxicated individual won't be allowed to come in the facility.

### Equipment Fees

Kitchen without cooking (Hall only)	\$30 flat rate
Kitchen with cooking (Hall only)	\$60 flat rate
LCD projector	\$15
Tables (Hall only)	\$50
Chairs (Hall only)	\$50
Mats	\$25



## 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

To serve alcohol, renter must obtain a special event permit and a Serve-it-Right certificate 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 [lchuang@vjls-jh.com](mailto:lchuang@vjls-jh.com).

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

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