



HR MACMILLAN SPACE CENTRE FACILITY RENTAL PACKAGE

Thank you very much for your interest in the HR MacMillan Space Centre Facility Rental Department. Our unique venue provides a perfect location when you are planning your next special event, seminar, reception, or dinner.

As promised, please find enclosed our Facility Rental Package, which contains general information. I hope it will assist you in planning any future events.

THINGS TO CONSIDER WHEN PLANNING YOUR SPECIAL EVENT:

In order to make an event as memorable as possible, there are a few things you should think about beforehand:


- How many people will attend?
- What are your food and beverage requirements?
- What is the time line for your event?
- Is it an elegant reception, casual afternoon barbeque or a formal dinner?
- If your event is outdoors, what will happen if it rains?
- Do you require specialty staff such as hosts or coat check?
- What are your goals for the event?

For further information regarding our Facility Rental Department, you may want to reference our website at: www.spacecentre.ca. Should you have any questions or would like to view the facility, please call the Facility Rental Department at 604-738-7827, Local 233; or e-mail treinkens@hrmacmillanspacecentre.com.

Best Regards

Tanja Reinkens
Rentals Coordinator

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Rental Application Package

Please read and complete all of the appropriate sections of this form and return it to the H.R. MacMillan Space Centre Rentals office. Please note, by filling out and submitting this application you do not have a confirmed booking. Bookings are only confirmed when a rental contract and invoice have been sent out.

Renter Information:

Name of Organization, Company or Individual Renting:	
Address:	
Work Phone:	Fax Number:
Main Contact Name:	
E-mail Address:	
Home Phone:	Cell Phone:

Event Information:

Date of event:	
Title of event:	
Event start time: (not the rental start time)	Public () Private ()
Where can tickets be obtained?	
Admission cost:	Expected attendance:
Number of tables required:	Number of chairs required:
Specific set up request:	
Kitchen use required (Lounge rental only): Yes () No ()	
Will there be alcohol at this event? Yes () No ()	
Catered by:	Caterer contact name:
Do you require a tech run prior to your event date? Yes () No ()	
Do you require a Rental Technician during your event? Yes () No ()	
Other requirements:	

Facility Requirements: Please note, your rental times must include your set up and tear down time.
A minimum 4 hour rental is required. **Indicates that a Technician is required

Facility being Rented	Capacity			Rate per hour	Date Required	Time in	Time out
	Reception	Theatre	Dinner				
Auditorium Theatre	-	209	-	\$100			
Ray Whittick Lounge	70	60	50	\$60			
Patio	100	-	100	\$50			
Planetarium Theatre**	-	230	-	\$200			
Star Deck	200	-	-	\$100			
GroundStation Canada Theatre**	-	87	-	\$100			
GS Observatory Classroom	45	35	-	\$40			
Cosmic Courtyard		-	-	\$125			
Virtual Voyage Motion Simulator	-	30	-	\$300			
Main Lobby	150	100	80	\$100			
Lower Foyer	40	-	-	\$50			
Entire Facility	-	-	-	N/A			

Equipment Requirements:

Equipment	Rental Rate	Yes	No
LCD Projector XGA 1024x768 resolution	\$150/4 hours, \$200/8 hours (Rental Tech. included)		
Use of the A/V booth (Auditorium rental only) (DVD, VCR, CD, use in Auditorium Theatre)	\$150/4 hours, \$200/8 hours (Rental Tech. included)		
Video Conferencing Equipment	Call for Pricing		
Extapro 35mm Slide Projector	\$25/day		
Overhead Projector	\$10/day		
Portable Projection Screen 70" x 70"	\$20/day		
TV - VCR (VHS) – DVD Unit	\$30/day		
Power Distribution Box	\$75/day		
Internet Hook-Up	\$25/day		
Easels	Free – Based on availability		
Poster Stands	Free – Based on availability		
Flip chart with Paper and Markers	\$15/day		
Portable CD Player/Stereo	\$15/day		
Wired Handheld Microphone	\$30/day		
Wireless Handheld Microphone	\$30/day		
Wireless Lavalier Microphone	\$30/day		
Podium and Microphone	Free – Based on availability		

Staffing Costs (minimum 4 hours required)	Rate Per Hour
Guest Services Supervisor Staff	\$35
Guest Services Staff	\$25
Technician Specialty Staff	\$50

Rates are subject to change without notice. Staffing costs are extra and dependant on the type of event and other event details.

Venue Information:

For a virtual tour of the H.R. MacMillan Space Centre visit us at www.spacecentre.ca and click seevirtual360.com on our front page.

Auditorium

With a 7' x 10' wide screen, video projection (DVD/VHS) and internet access, the 209 seat auditorium is ideal for seminars, slide shows and PowerPoint presentations. There is an elevated stage at the front with a podium, fixed microphone and a 14-channel mixer. Video conferencing is also available in the Auditorium. The sloped floor allows for comfortable viewing from any angle in this venue.

Ray Whittick Lounge

The Lounge is a flexible, L-shaped room of approximately 800 square feet. It can hold 60 people for a sit-down dinner, 70 people theatre style and 80 at a stand-up reception. With internet access, it is suitable for smaller-scale meetings, team building exercises, workshops, lectures, and presentations. Kitchenette facilities adjoin the Lounge (no stove), as well as an outside patio which offers a picturesque view of Vanier Park and English Bay.

H.R. MacMillan Planetarium Theatre

Wrap-around panoramas, special projector/laser effects, high resolution video projection, internet access, an elevated stage and a circular seating arrangement makes the Star Theatre a truly unique multi-media venue space. It is ideal for high-tech corporate shows, live performances, or product launches. The capacity of this theatre is 230. **Technician required with all rentals.**

(Multi-media programming is available at an additional cost as determined by client's requirements.)

Star Deck

With a spectacular panoramic view of the North Shore Mountains, English Bay and Downtown Vancouver, this foyer area to the Star Theatre can accommodate 200 individuals and is perfect for stand-up receptions.

GroundStation Canada Theatre

One of the highlights of the H.R. MacMillan Space Centre is the 87-seat multi-media GroundStation Canada theatre. Its capability of slide and video projection, internet link-up, and other multi-media tools makes this sleek theatre an excellent choice for product launches, press conferences and technology-related presentations. **Technician required with all rentals.**

Observatory Meeting Room

The Gordon MacMillan Southam Observatory has a lecture hall which can accommodate up to 45 people standing or 35 people theatre style. This room is perfect for smaller more intimate meetings or workshops.

Cosmic Courtyard

Discover a whole new universe as you explore our current exhibit, the solar system and other worlds in this interactive gallery space. Visit the International Space Station, dock the shuttle, touch a real moon rock, launch a rocket, morph yourself into an alien and much more! Capacity in this area is 200.

Virtual Voyages™ Simulator (Rented in conjunction with the Cosmic Courtyard)

Climb aboard British Columbia's first full motion simulator! Fasten your seatbelt and you can blast off on a pulse-pounding flight to save a Martian colony in *Mars*, or experience another one of our exciting rides currently playing! 30-sit passenger capacity. (Ask for details.)

Main Lobby

Restored to its original state, the Main Lobby is a bright, airy space to hold a stand-up reception or dinner. The area can comfortably accommodate 150 persons at a cocktail reception or 80 at a sit-down dinner.

ADDITIONAL REQUIREMENTS:

Insurance is necessary for special events. A letter specifying the coverage requirements may be obtained upon confirmation of the booking.

PAYMENT:

Full payment is due two weeks prior to event date. Should full payment not be received by this date, the H.R. MacMillan Space Centre reserves the right to resell the space. Cancellations received after this date will not be granted a refund. Payments can be directed to our accounting department at 604-738-7827 ext 225 or via e-mail at mjordao@hrmacmillanspacecentre.com.

LIMITATIONS ON UTILIZATION:

- All catering and set up plans must be approved by the H.R. MacMillan Space Centre two weeks prior to the event. When using chafing dishes, fire retardant tablecloths must be used on the tables and a fire extinguisher must be present at each table using the chafing dishes.
- Please note, rental times must include all set up and tear down times. Should you exceed these times, you will be charged \$350 per hour which you are over.
- Fire Marshall regulations prohibit any obstruction of exits or aisles in any rental room.
- City Bylaws prohibit smoking in the building.
- Candles and open flames are not permitted in the building.
- Cooking is not permitted on the site, with the exception of barbequing on the terrace. Permission for barbequing must be granted by the Space Centre two weeks prior to the event.
- Propane and heaters are not to be left on the premises overnight.
- Helium balloons are not permitted.
- Outside tenting is not to remain on the premises overnight. Tents must be removed at the end of the function.
- Alcoholic beverages are not permitted on the premises except by license. If we grant approval for you to serve alcohol on the premises, you must apply for a Special Occasion License from the liquor licensing board. For further information on Licenses, please contact your local liquor store.
- SOCAN (Society of Composers, Authors and Music Publishers of Canada) requires that the users of music obtain a SOCAN music license to perform, or authorize others to perform, copyright music in public. To ensure that the appropriate license is, in fact, in place, the policy of the H.R. MacMillan Space Centre Society is to collect and remit this required license fee to SOCAN. Please note that the use of copyright music in public without a valid SOCAN license may lead to legal action for copyright infringement under the Copyright Act of Canada.
- Repairs or replacement costs for damaged property will be billed to the client. The client is responsible for leaving the Space Centre in its original condition.