



Burnaby Village Museum

Wedding Package 2019

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## Introduction

Nestled within our beautiful 1920s village and surrounded by gardens, the Church at Burnaby Village Museum is perfect for an intimate wedding, memorial or baptism. Hardwood floors, an upright piano, traditional stained glass windows and 14 authentic wooden pews are just a few of the special features awaiting you in this quaint 84 person venue. Following your service, beautiful gardens and heritage buildings await, providing the perfect backdrop for your photos. During our public hours, your guests are welcome to tour the site where costumed townsfolk welcome visitors into their picturesque shops and homes. During our Special Event weekends, the Village site may be altered or additional programming may take place within the vicinity of the Church.

# 2019 Fees & Rates

## Church

- Wedding (including a 1 hour evening rehearsal) \$624.65
- Rental Times Available:
  - 10:00am - 11:30am
  - 12:00pm - 1:30pm
  - 2:00pm - 3:30pm
  - 4:00pm - 5:30pm
  - 6:00pm - 7:30pm

## Ice Cream Parlour ☞ (Reception:60, Cocktail:75)

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



- ☞ 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 SOCAN, RE-SOUND fee.



# 2019 Fees & Rates

## Discovery Room (Reception: 80, Cocktail: 100)

- 8 Hour Rental \$1028.52
- 4 Hour Rental \$584.26
- Additional Hours \$211.46
- Refundable Damage Deposit \$300.00



Discovery Room

## Carousel Pavilion 🌀 (Capacity: 260)

- 4 Hour Rental \$1460.05  
(Includes 2 Carousel Operators)
- Additional Hours \$262.67
- Refundable Damage Deposit \$400.00



Carousel Activity Room

Carousel Activity Room  
Carousel Activity Room

🌀 Catering at this location is exclusive to [CityCatering](http://CityCatering.com) (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 SOCAN, RE-SOUND fee.

# 2019 Photo Sessions

## During our Public Hours

You are welcome to have your wedding pictures taken on our vintage 1912 C.W. Parker Carousel or amid the beauty of our gardens. Professional photographic equipment, video cameras, recording devices, tripods, monopods, lights and other such equipment are not permitted without prior booking and approval through the museum. Photography sessions must not block public access. Please contact our offices with any questions regarding photography during public hours. 604-297-4565

## Booked Session During our Public Hours

- Village Photo Session \$278.59
  - your assigned staff person will assist with the use of spaces in the Village including the Carousel Pavilion
  - on-site space is shared with the public

## Booked Session During our Non-Public Hours

- Village Photo Session \$278.59
  - your assigned staff person will assist with the use of spaces in the Village including the Carousel Pavilion
  - booked groups have exclusive use of space
- Village Photo Session with Carousel Rides \$566.51
  - your assigned staff will assist with the use of spaces in the Village and on the Carousel
  - Carousel safety regulations must be respected
  - booked groups have exclusive use of space
- Carousel Photo Session with Rides \$374.23
  - your assigned staff will assist with the use of the space
  - Carousel safety regulations must be respected
  - booked groups have exclusive use of space



Your Village Photo Session includes access to the Burnaby Village Museum for up to 3 hours. Our 10-acre site includes a charming gazebo, beautiful heritage-style gardens and picturesque shops and homes. All exhibits barriers must be respected.



- Rates do NOT include taxes or liability insurance.
- Hours and dates of operation are subject to change without notice.
- All rates are subject to change without notice.

# Church Rental Information

In addition to the terms and conditions on the reverse of your contract, the following rules and regulations apply when renting the church at the Burnaby Village Museum:

- No vehicles are permitted on the Museum grounds.
- To respect the Museum site, no confetti, glitter, flower petals, rice or bird seed is permitted within the Museum grounds or parking lots.
- Only masking tape designed for painted surfaces is permitted for personal decorations to walls and doors. The use of thumbtacks and nails is strictly prohibited. All personal decorations must be removed promptly following your rental.
- Carousel rides are not included in the rental fee. We cannot close the Carousel to the public for your photo session.
- Parking for 74 cars and 5 buses is available in our main parking lot located at Deer Lake Avenue and Canada Way. Additional free parking is available at other nearby Deer Lake facilities. 2 Parking spots will be reserved for wedding vehicles. Parking may be a challenge during the open season. Refer to alternate parking map, attached at the end of document.
- To ensure that all ceremonies begin on time, it is imperative that your ceremony begins one half hour after your rental period begins and that you move your wedding party and guests away from the entrance of the church promptly following your ceremony.
- A one hour wedding rehearsal is included in your rental fee and may be booked, at no additional charge, Monday through Friday.
- Smokeless, drip less candles permitted for ceremonial purposes only, must be contained in fire proof container and fully extinguished.
- Church contents are artifacts, removal or moving location is not permitted. If you have any vases or sand containers, all surfaces must be protected from moisture and care taken to prevent spillage.
- No Carpet Runners permitted.

**Please Note:** The Museum's Main Gate will only remain open for the first 20 minutes of your rehearsal time due to Museum security. To contact maintenance staff after regular office hours please call 604.830.6070.

# 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.

## Set up

Your facility rental fee included 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 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

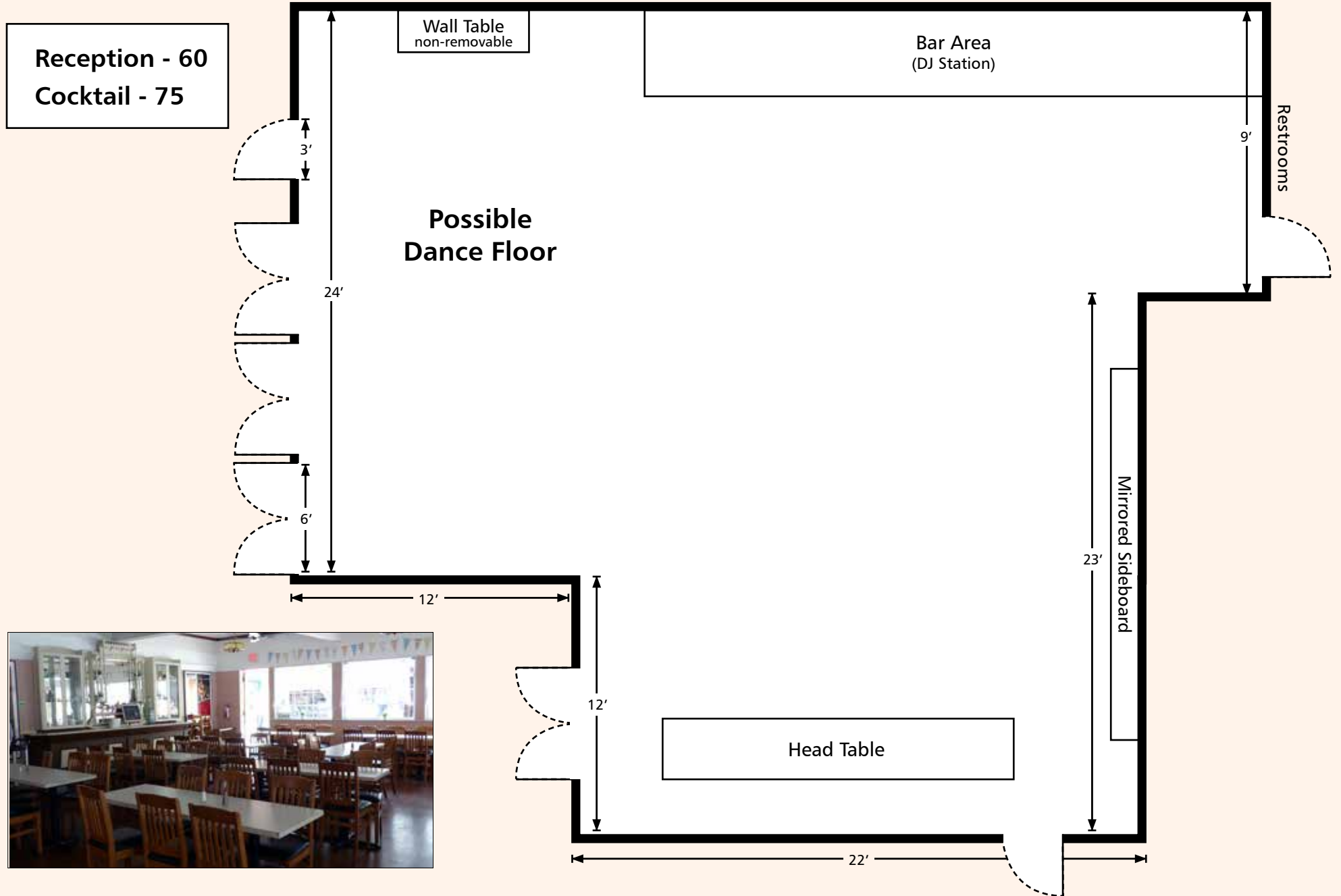
At all times, any music, noise etc. must be kept to a level that does not disturb the residents surrounding the facility. Burnaby Noise Bylaw #7332 restricts all outside sound to less than 45 decibels after 10:00pm. All music must cease one half hour prior to the end of your booking time.



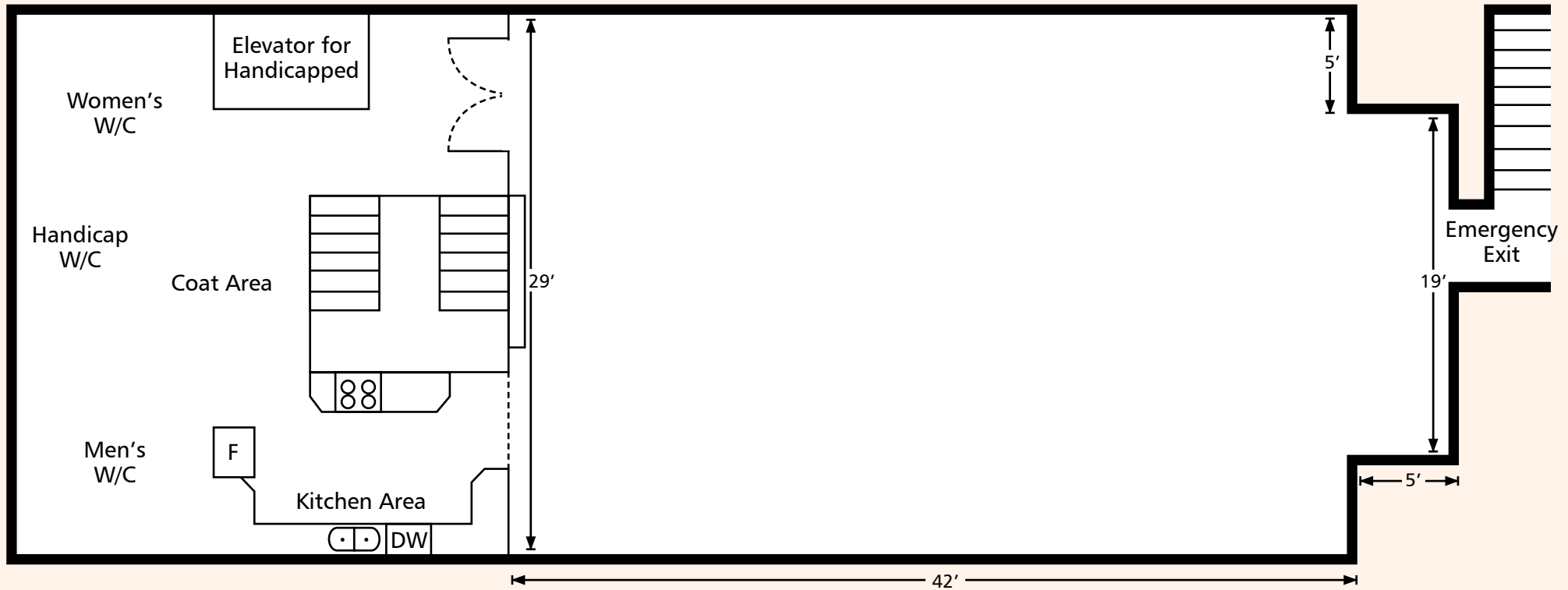
## Floor Plans

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

# Ice Cream Parlour



# Discovery Room (2<sup>nd</sup> floor of Administration)

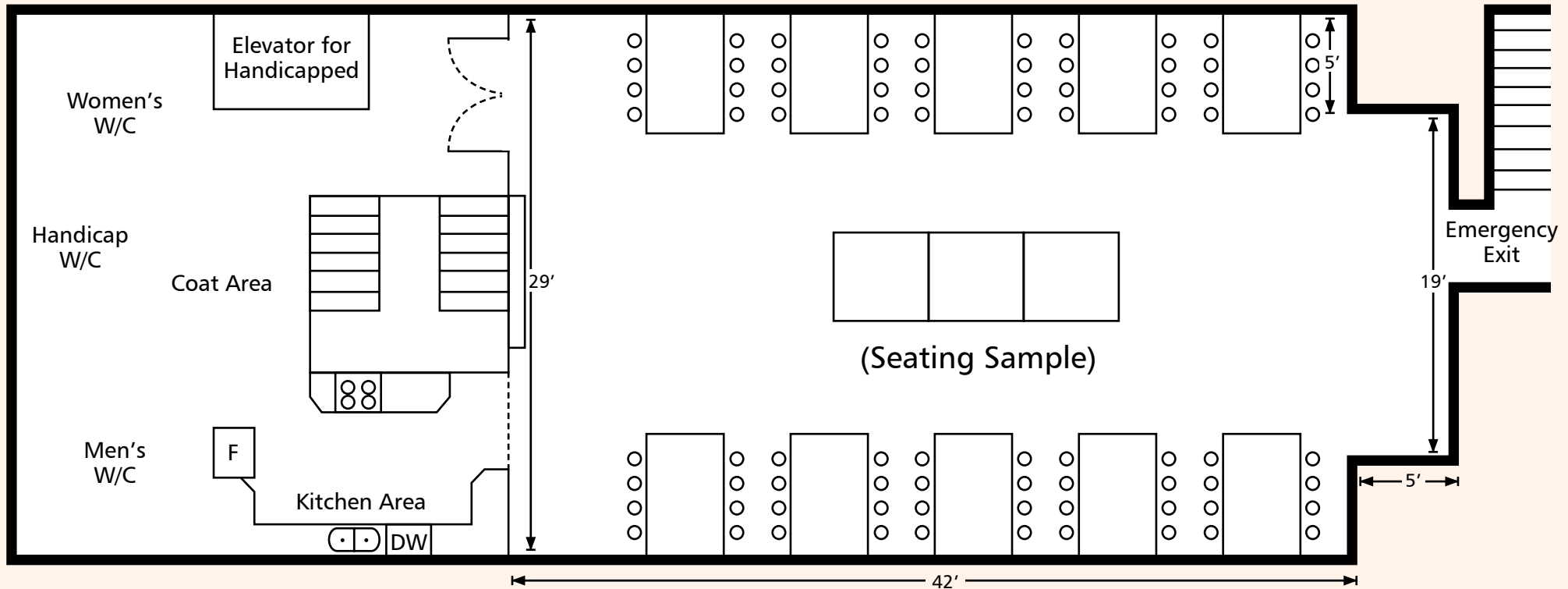


- We set up tables and chairs for you.
- Room is approx. 1500 square feet.
- Exact set up will depend on number of guests.

**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 (2<sup>nd</sup> floor of Administration)

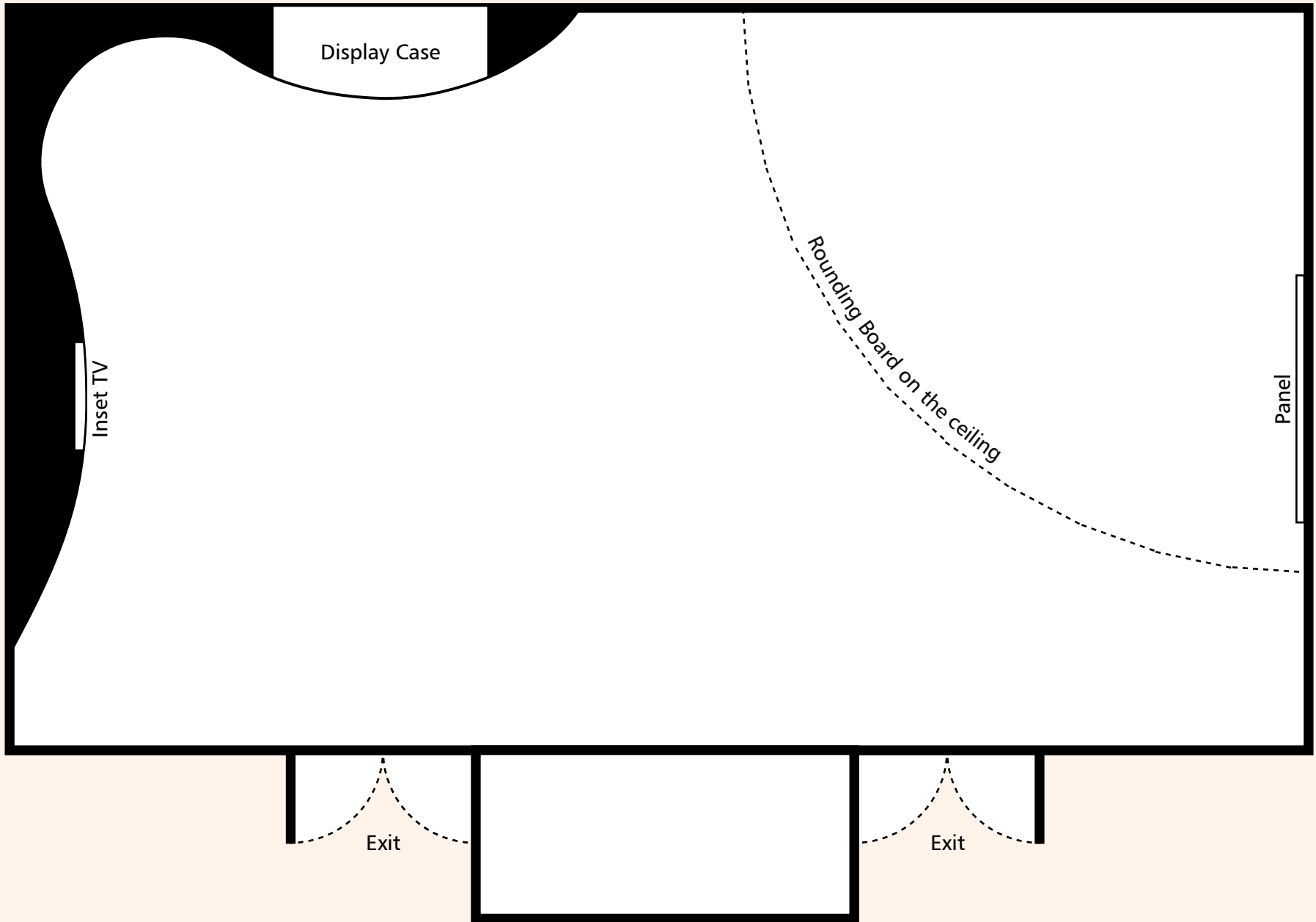


- We set up tables and chairs for you.
- Room is approx. 1500 square feet.
- Exact set up will depend on number of guests.

**Seated - 80      Cocktail - 100**  
 \* Tables can be realigned upon request.

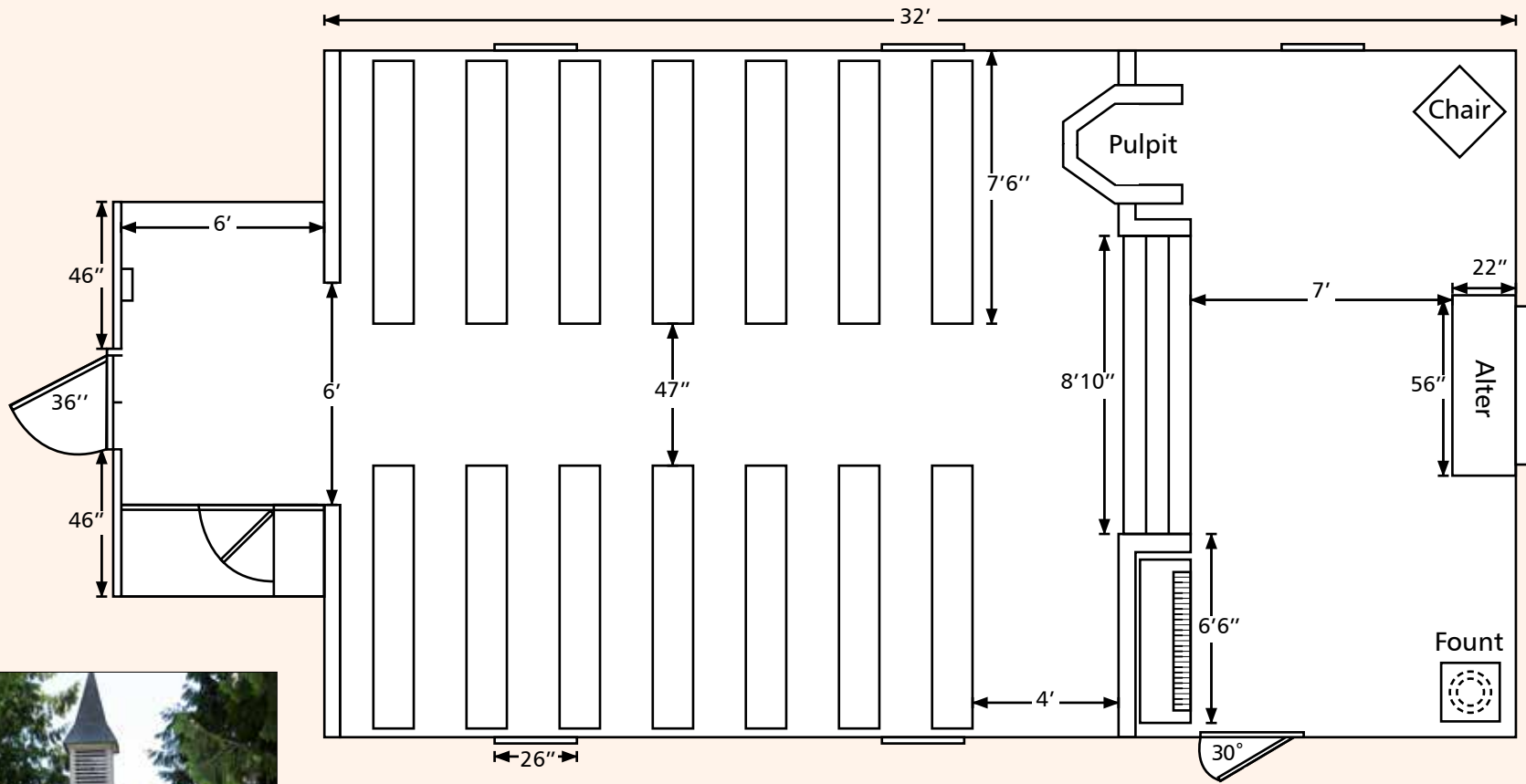
**Please note:** Floor plan is not to scale, but is intended to be used as a guide.  
 6501 Deer Lake Avenue, Burnaby, BC (Corner of Canada Way & Deer Lake Avenue)

# Carousel Activity Room



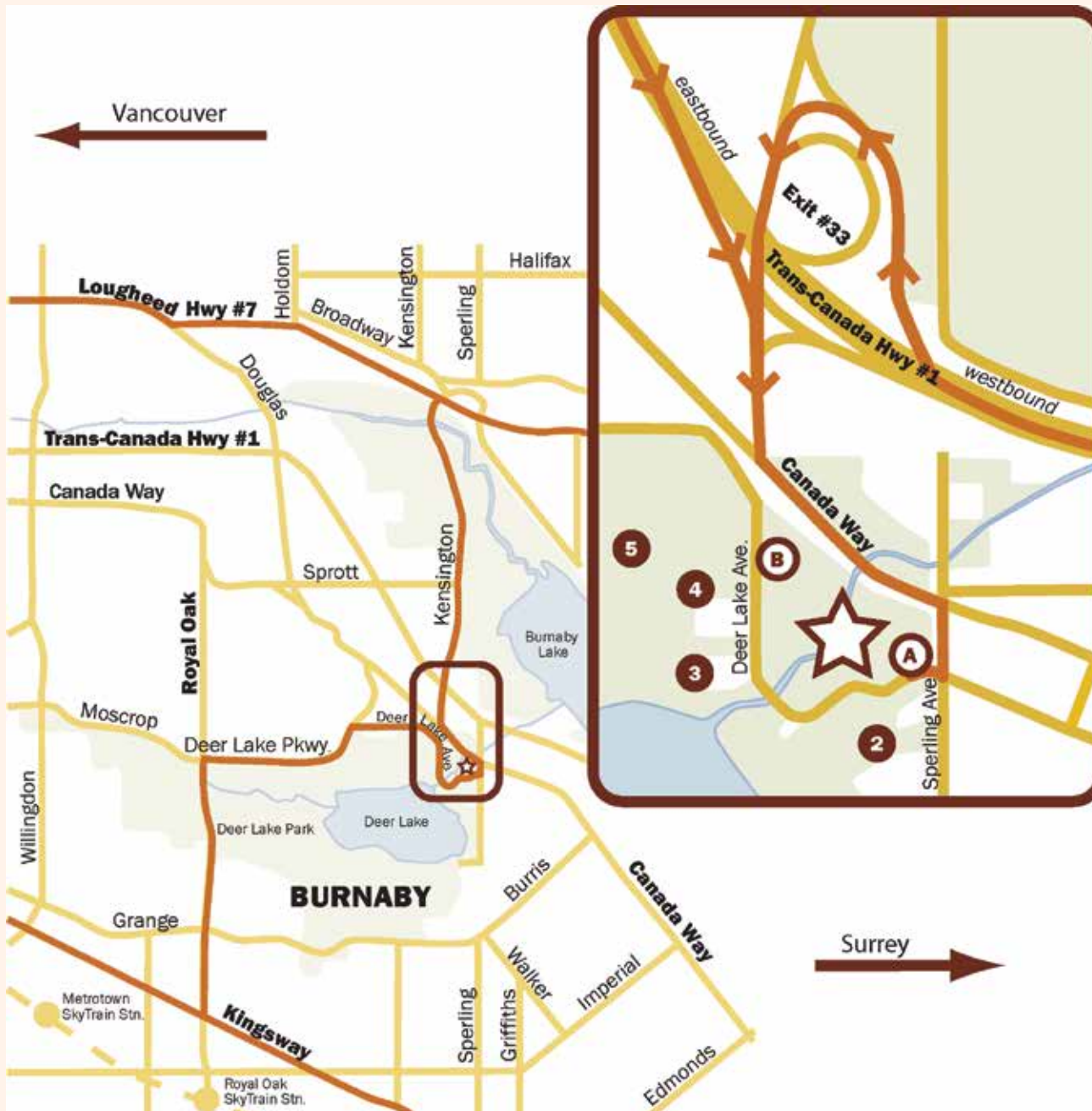


# Church



**Capacity- 84  
(Seated)**

# Directions



- ☆ BURNABY VILLAGE MUSEUM
- Ⓐ Main Entrance & Parking Lot
- Ⓑ Carousel & Gift Shop
- ② Hart House Restaurant
- ③ Burnaby Arts Council Gallery
- ④ Shadbolt Centre for the Arts
- ⑤ 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.

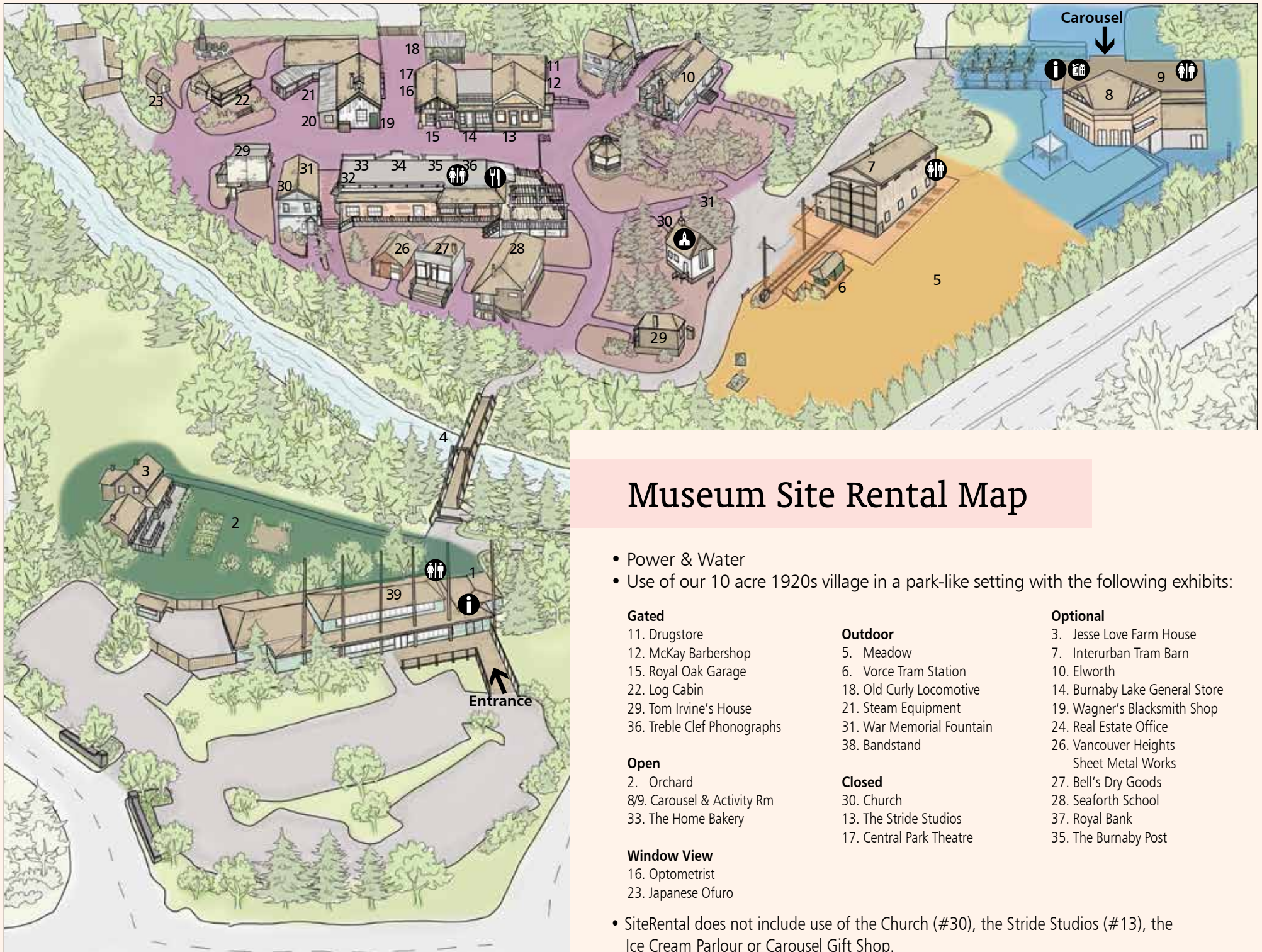
Bus #123 New West Stn/ Brentwood Stn/ Kootenay Loop connect to New Westminster Station and Brentwood Station, with stops at Burnaby Village Museum on Canada Way.

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)





## Museum Site Rental Map

- Power & Water
- Use of our 10 acre 1920s village in a park-like setting with the following exhibits:

### Gated

- 11. Drugstore
- 12. McKay Barbershop
- 15. Royal Oak Garage
- 22. Log Cabin
- 29. Tom Irvine's House
- 36. Treble Clef Phonographs

### Open

- 2. Orchard
- 8/9. Carousel & Activity Rm
- 33. The Home Bakery

### Window View

- 16. Optometrist
- 23. Japanese Ofuro

### Outdoor

- 5. Meadow
- 6. Vorce Tram Station
- 21. Steam Equipment
- 31. War Memorial Fountain
- 38. Bandstand

### Closed

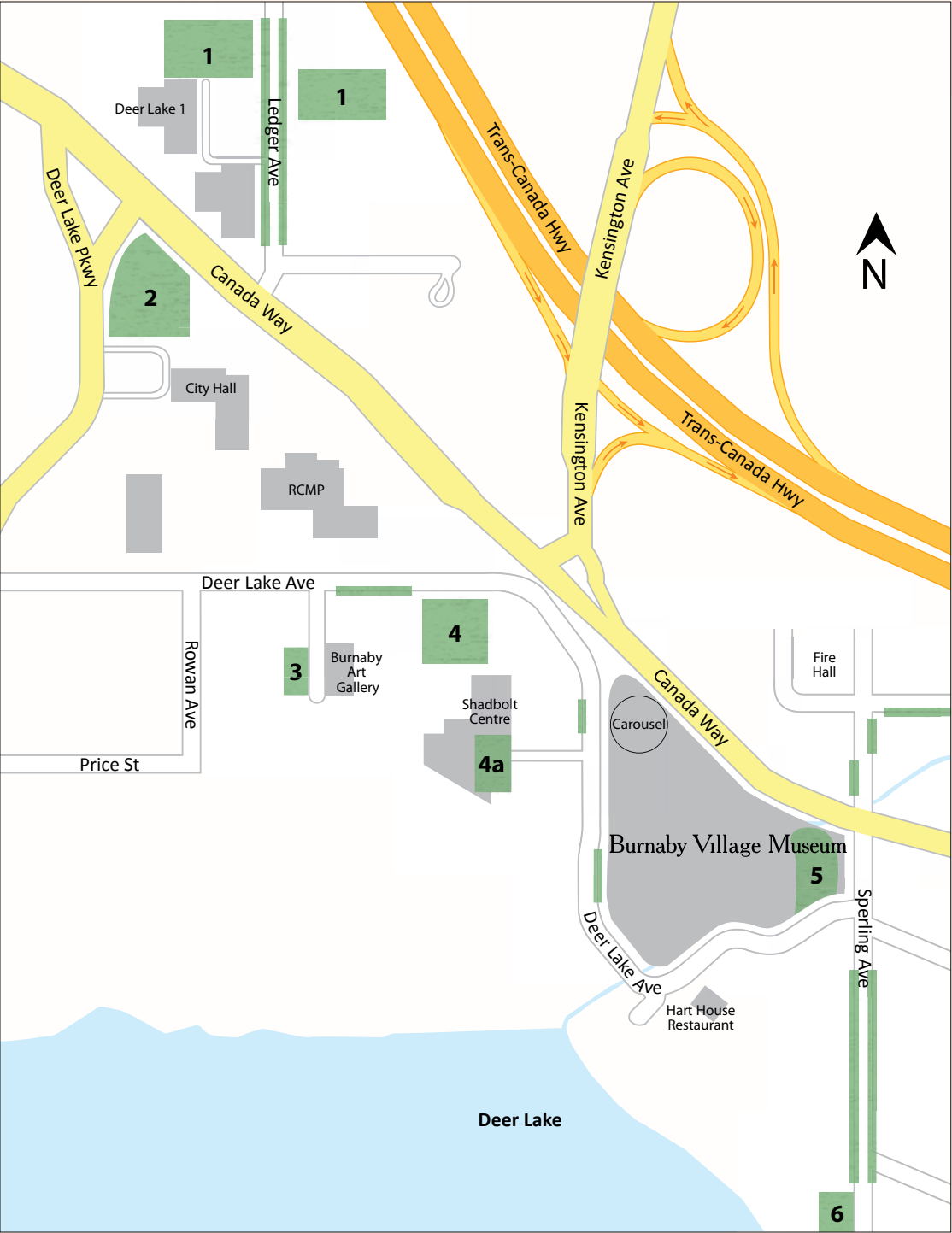
- 30. Church
- 13. The Stride Studios
- 17. Central Park Theatre

### Optional

- 3. Jesse Love Farm House
- 7. Interurban Tram Barn
- 10. Elworth
- 14. Burnaby Lake General Store
- 19. Wagner's Blacksmith Shop
- 24. Real Estate Office
- 26. Vancouver Heights Sheet Metal Works
- 27. Bell's Dry Goods
- 28. Seaforth School
- 37. Royal Bank
- 35. The Burnaby Post

- SiteRental does not include use of the Church (#30), the Stride Studios (#13), the Ice Cream Parlour or Carousel Gift Shop.

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