

ALAN EMMOTT CENTRE

RENTAL & VIEWING INFORMATION

The Alan Emmott Centre is located in South Burnaby at 6650 Southoaks Crescent. It is a beautifully restored heritage school house that is owned and operated by the City of Burnaby. With large windows looking over the park and an open concept to accommodate up to 150 people, this venue is a hidden gem in Burnaby. We look forward to assisting you with your special event or meeting. We have included a list of **Frequently Asked Questions**.

Please contact us to inquire about availability and any further questions at aerentals@burnaby.ca or 604.320.2217

FAQ

When can I view the hall?

We do not have a rental office on site, viewings are done by the City Parks Patrol. Please call them directly to set up a time for viewing at **604.294.7183**. It is preferred that you call them on the morning of the day you would like to view.

What is the capacity?

The upper banquet hall's capacity is up to 150 people. The lower meeting room is comfortable with 30-35 people. There is no food allowed in the lower meeting room as it is carpeted. However you can have refreshments in the lobby.

What is included?

Tables & chairs, mic and podium are included. As well, as access to the kitchen and an on site custodian. We have flexible floor plan arrangements. The room is set up for when you arrive and we take down the furniture after the event.

Can we bring in outside catering and alcohol?

- Yes, you can bring in outside catering, however as per the Burnaby Health Dept, there is no cooking on site.
- If you would like to consider our catering services, we cater countless weddings, special events and Mayors' dinners. If you choose to use our delicious catering services we have many benefits that we can offer you, including all inclusive packages.
- You can bring in outside alcohol, you will need to get a special occasion licence from a BC Liquor Store. If you are using our catering services we offer bar services for an additional fee.

Where can I see photos and menus of the catering you have done in the past?

We invite you to look at the Catering Facebook page, search "FOOD BURNABY". You can also contact them directly at catering@burnaby.ca for a customized quote. We have talented chefs and beautiful food!



FAQ 2

Is there any catering supplies on site, like dishes, linens or coffee urns?

No, you would need to arrange for your catering company to bring in what they need.

Can we decorate or bring in a decorating company?

Alan Emmott is a heritage building. Use of tacks, nails, and tape of any kind is strictly prohibited. All decorations need to be free standing. However the Alan Emmott, it is a beautiful heritage hall that doesn't need a lot of extra décor. We also do not allow open flame. Only battery operated candles are allowed.

Do you have outdoor ceremony space?

There is a pretty park area behind the hall that has been used for ceremonies, but you would need to bring your own chairs. You are also welcome to have your ceremony & reception in the hall.

Do you have more photos on the venue I can see?

Yes, we have a Facebook page, please search "FOOD BURNABY". There is a photo album for the Alan Emmott Centre.

Do you have Wifi on site or AV equipment available to rent?

There is free Wifi on site. We offer a projector in the lower meeting room for an additional rental fee. We can recommend a local AV company for your rental needs for the upper banquet hall.

Do you have non-profit or fundraiser rates?

Yes the City does offer these rates, please inquire with our rental office.

What is the Security Fee?

The Alan Emmott Centre is in a residential neighbourhood, so the Parks Commission requires that if there is an event in the hall after 10pm or serving alcohol, that we have our security guard to be on site. The guard stays outside and is there to ensure that the event does not disturb our residential neighbours.

What is the damage deposit and cancellation policy?

The damage deposit is 300.00 and it is refundable if there is no damage to the hall or additional cleaning required. If you need to cancel your booking, the City requires 60 days written notice for a full refund.

Where do my guests park?

There is a parking lot, as well as ample street parking. Guests can park on the street behind the hall (Beresford St) and there is a sidewalk that comes right up to the hall. As well, the 106 bus from Edmonds station is a 4min bus ride for guests using transit.



FAQ 3

LOCATION & PARKING

ADDRESS: 6650 Southoaks Crescent, Burnaby, BC V5E 4M7

PARKING: We have a parking lot next to the building. Or you can park on Southoaks Crescent. There is also ample parking behind the hall on Beresford Street, which is free. There is a sidewalk from Beresford to the hall.

