

Policies

These Museum of Anthropology Rental Policies were updated in August 2016, and are subject to change

Availability: Facility rentals are available during the UBC Museum of Anthropology's non-public hours, evenings only, after 5:00 pm. Rentals are not available on Thursdays, when MOA is open late to the public. Pricing includes space rentals, security, staffing by trained Museum guide staff, and some custodial services. Prices are quoted in and accepted in Canadian funds only, and do not include applicable taxes.

Arrival Time: Guests can arrive to events at MOA after 5:30 pm, with the period from 5:00 pm to 5:30 pm (this is a minimum – larger set-ups require more time) used to transition from public hours to private function. This applies to both indoor/outdoor events and to events using the Grounds only. Event guests wishing to visit the museum during public hours before an evening function may do so by purchasing admission at the entrance, and they must exit the museum from 5:00 pm to 5:30 pm.

End Time: Events that last longer than the contracted rental period will be subject to additional fees, at MOA's discretion. Alcohol service beyond the licensed period is unlawful and will not be permitted.

Details of your event: Details of your event must be approved by MOA in advance, including a detailed plan regarding guest departure at the event's termination. MOA reserves the right to inspect and monitor all events and to discontinue service in the case that a violation of any facility policy or provincial law is being made. In any such case, the host is still liable for any outstanding balances.

Tenting: Tents may go up very early on event day and must be down and removed from the Grounds by noon the next day. If additional days are needed for set-up or tear-down of an event tent, these extra dates must be reserved at the time of the original booking, at a cost of \$2000 per day. There is no vendor access to the indoor spaces or Museum Galleries until 5:00 pm on event day, after the Museum public hours.

Vehicles on MOA's Grounds: Delivery vehicle access to MOA's Grounds is strictly controlled. Please note that there is no parking permitted on the Grounds, and vehicles must remain on marked paths. Any expenses resulting from damage done to MOA's Grounds by event-associated vehicles will be charged to the Licensee.

Parking: Parking is available for MOA events adjacent to the Museum or at the Rose Garden Parkade, located opposite the Museum on NW Marine Drive. Should you wish to purchase passes in advance for your guests, or arrange for the exclusive use of the MOA lot during your event, please visit www.parking.ubc.ca. If you do not, your guests and suppliers must cover their own parking cost.

Noise: MOA cannot permit loud music to be played on its Grounds. MOA is situated very close to homes and residences, and must be respectful of the people in them. DJs and bands are asked to not use a sub-woofer or dedicated bass speaker for their music service. Music level will be monitored with professional equipment during your event, and noise complaints will result in the cessation of amplified sound for the duration of your event.

Garbage: Garbage and recyclables produced by the event must be removed from the Grounds and building by the event organizer or caterer, and a plan for this must be made in advance of the rental period. If trash, food waste, or recyclable containers are left on the Grounds or in MOA's buildings, extra custodial charges will be incurred and will be charged to the Licensee's damage deposit.

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Deliveries: MOA will accept delivery of small materials required for use during your function prior to the event date. Deliveries must be prearranged and are subject to the availability of space. All items must be clearly labeled with the function date and name of the host. MOA is not responsible for items left onsite after an event.

Responsibilities: Insurance certificates, liquor licenses, catering, performers, and supply rentals are the responsibility of the Licensee.

MOA Shop: We are delighted to open the Museum Shop for facility rentals at no additional cost. The Museum Shop offers a distinctive selection of corporate conference, or special-occasion gifts. For suggestions, please contact the Shop Manager at 604.822.3440 or shop@moa.ubc.ca.

Items prohibited in MOA Galleries: Fresh flowers or foliage are not allowed in the Galleries, so considerations must be made when planning any bouquets and corsages – these may not be worn while inside the collections. Flowers are permitted in any of the food and drink service areas, as are decorative candles.

MOA Grounds: Events using the MOA Grounds must take special caution to preserve the condition of the site. The use of confetti or glitter is prohibited. All tents, furniture, event set-up, and deliveries must maintain a distance of at least 2 feet from all outdoor sculptures and houses. MOA's outdoor poles and houses may be spot-lit for your event, but you may only use low-heat LED lights for this purpose. In the dry summer months, the use of candles and sparklers is prohibited. Any such items must be approved in advance. Smoking and the use of fireworks are prohibited on all landscaped areas.

Grounds-fee: Events using the Museum Grounds for food and drink service will be charged a \$250 Grounds-fee as part of their rental package.

Damage Deposit: MOA asks a damage deposit of \$2500 at the time of license agreement signing. \$500 of this is non-refundable, and used to secure the date. \$2000 of this deposit will be held as a damage deposit. Any damage needing repair or mess needing clean-up after your event will be charged to this damage deposit. Any damage over \$2000 will be charged additionally.

MOA's Landscape: MOA's Grounds and landscapes are a natural setting, and are subject to seasonal changes. It is important to note that adverse weather conditions and/or other factors may affect the appearance of MOA's Grounds at the time of your Event.

Respectful Behaviour and Language: Foul and abusive language or threatening behaviour have no place at your event at MOA, and will not be tolerated. MOA asks that an atmosphere of respect for the Museum and its collections and Grounds be supported by all involved in an event's planning.