RENTAL POLICIES

Availability

Venue rentals at the Museum of Anthropology at UBC are available during non-public hours: evenings only, after 5 pm. Rentals are not available on Thursday evening, when MOA is open late to the public. Pricing includes space rental, security, Museum liaison staff, and some custodial services. Prices are quoted in and accepted in Canadian funds only, and do not include applicable taxes.

Responsibilities

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

Start + arrival time

Events can only be set up from 5 pm, once the Museum has been closed to the public. Set-up takes a minimum 30 minutes; larger set-ups require more time. This applies to both indoor/outdoor events. Event guests can arrive at MOA only after 5:30 pm. Event guests wishing to visit the Museum during public hours before an evening function may do so by purchasing admission at the admission desk, and they must vacate the Museum during the event set-up time, from 5 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.

Event details

Details of your event must be approved by MOA in advance, including a detailed plan regarding guest departure at the event end time. MOA reserves the right to inspect and monitor all events and to discontinue service in the case of a violation of any rental policy or provincial law. In any such case, the Licensee is still liable for all outstanding balances.

Tenting

Tents may go up very early on event day and must be down and removed from the Museum Courtyard by noon the next day. If additional days are needed for set-up or tear-down of a tent, these dates must be reserved at the time of the original booking, at a cost of $2,500 per day. There is no access to set-up in or make deliveries to the Museum's indoor spaces until 5 pm on event day.

Vehicles on Museum grounds

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

Parking

Parking is available in the Museum lot or at the Rose Garden Parkade across the road on NW Marine Drive. Exclusive use of the parking lot can be arranged in advance, as well as pre-purchased parking passes, via the UBC Parking department at www.parking.ubc.ca. If parking passes are not pre-purchased, guests and suppliers must pay for parking at their own expense on event day.

Noise

Due to MOA's proximity to homes and residences, amplified music is not permitted to be played outdoors on the Museum Grounds. Acoustic music may be enjoyed, and microphone and sound system may be used by a speaking person as part of your special event on the Museum Grounds. Amplified music by DJ or musicians may be enjoyed only in the Haida House, the Lobby, the Courtyard Room and the Outdoor Courtyard.

RENTAL POLICIES

Garbage

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

Deliveries

MOA will accept delivery of small materials required for use during your function prior to the event date. Deliveries must be pre-arranged 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.

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 cannot be displayed in the Museum's gallery spaces, so considerations must be made when planning any floral arrangements. Some flowers may be worn or held as part of special ceremonies, but these flowers must be inspected for pests before used at MOA. Floral arrangements and candles may be used indoors in MOA's Lobby, Courtyard Room, and Outdoor Courtyard.

Collections safety

Events at MOA must take special caution to preserve the condition of the collections and 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 two feet from all indoor and outdoor sculptures and buildings. MOA's indoor and outdoor poles and houses may be spot-lit for your event, but you may only use low-heat LED lights for this purpose. Any such items must be approved in advance. Smoking and the use of fireworks are prohibited on all landscaped areas.

Damage deposit

MOA asks a damage deposit of $2,500 at the time of license agreement signing. $500 of the deposit is non-refundable, and used to secure the date. The remaining $2,000 will be held as a damage deposit. Any damage needing repair, or mess requiring clean-up after your event will be charged to this damage deposit. Any damage over $2,000 will be charged additionally.

Landscape

The Museum 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 the Museum 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, its collections and the Grounds be supported by all involved in the event planning and hosting.