



**BEATY**  
BIODIVERSITY MUSEUM

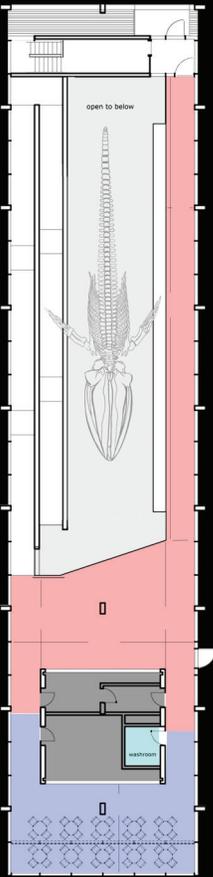
## RENT THE MUSEUM

Home to Canada's largest blue whale skeleton and over 2 million other specimens, the Beaty Biodiversity Museum is a one-of-a-kind venue and the perfect place to host an event.

At this time, we are only able to accommodate rentals and events that fit with the museum's biodiversity and educational themes. We are not currently accepting applications for events such as weddings or private parties. Please note that the museum is a self-serve facility. We do not offer catering, furnishings or decor, set-up, clean up, etc. See the end of this document for a list of preferred vendors. Please review all rental conditions contained in this document before submitting your rental request.

Beaty Biodiversity Museum  
University of British Columbia  
2212 Main Mall, Vancouver V6T 1Z4  
604.827.4955  
[info@beatymuseum.ubc.ca](mailto:info@beatymuseum.ubc.ca)

# BEATY BIODIVERSITY MUSEUM



UPPER LEVEL



LOWER LEVEL

## 1 FULL ATRIUM AND COLLECTIONS



Includes: Djavad Mowafaghian Atrium (upper and lower), seating area in the Niche Café, museum collections, and guided museum tours; up to four six-foot folding tables, eight folding chairs, and two three-foot round cocktail-style tables.

- Maximum guests: 200 standing, 30 seated
- \$3,500 for 4 hours | Additional time: \$300 per hour
- Staff: minimum 4 museum staff on site for duration of event
- Deposit required\*



## 2 UPPER AND LOWER ATRIUM



Includes: Djavad Mowafaghian Atrium (upper and lower) and seating area in the Niche Café; four six-foot folding tables, eight folding chairs, and two three-foot round cocktail-style tables. Some areas of the museum collections may be closed to visitors for rentals of this type. For full access to the museum collections, please request the Full Atrium and Collections Rental.

- Maximum guests: 200 standing, 30 seated
- \$3,000 for 4 hours | Additional time: \$300 per hour
- Staff: minimum 4 museum staff on site for duration of event
- Deposit required\*



### 3 UPPER ATRIUM ■ ■ ■

Includes: Upper Djavad Mowafaghian Atrium and seating area in the Niche Café; two six-foot folding tables and four folding chairs. No access to museum collections.

- Maximum guests: 60 standing, 25 seated
- \$2,000 for 4 hours | Additional time: \$150 per hour
- Staff: minimum 2 museum staff on site for duration of event
- Deposit required\*



### 4 AUDITORIUM ■ ■

Includes: Exclusive use of the Allan Yap Biodiversity Auditorium.

- Theatre capacity: 113
- \$1,500 for 4 hours | Additional time: \$300 per hour
- Staff: minimum 4 museum staff on site for duration of event
- Deposit required\*



### 5 NICHE CAFÉ ■ ■

Includes: Exclusive use of the Niche Café seating area and café furniture (eight small tables and 30 chairs).

- Maximum guests: 40
- \$750 for 4 hours | Additional time: \$150 per hour
- Staff: minimum 2 museum staff on site for duration of event
- Deposit required\*



\* The deposit is 50% of rental fees received minimum 4 weeks before event date to secure date. This deposit is refundable, less a 10% administration fee, up until 14 business days before your event. Any events that are cancelled with less than 14 days' notice will not receive any refunds.

# TERMS AND CONDITIONS

**Availability:** All Beaty Biodiversity Museum (BBM) areas are available for rent when the museum is closed to the public – generally from 5:00 pm to 11:00 pm Tuesday through Sunday and from 8:00 am to 11:00 pm on Mondays. Pricing includes space rentals and museum support staff as outlined in the rental details above. Prices are quoted in and accepted in Canadian funds only, and do not include applicable taxes.

**Timeline:** All event rentals must be confirmed at least 4 weeks prior to the rental date, unless exceptions have been arranged with the BBM. A 50% rental deposit is required to hold the rental date. All final payments are due 14 days before the rental date.

**Access:** Renters may arrive at the museum at the start of their rental period. We recommend you start your event at least 30 minutes after the start of your rental time. For example, renters may arrive at 5:00 pm to begin setting up with guests arriving at 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 entrance.

**Audio/Visual:** The Yap Biodiversity Auditorium has a built-in PC computer that can be used for presentations on our 16:9 projection screen. The PC has two USB ports and standard Microsoft Office software. The projection system also accepts VGA and HDMI inputs from laptop computers, organizers must bring their own adapters. There are two wireless clip-on microphones available and a 1/8" audio input. A document camera is also installed.

For events in other locations within the museum, two wireless hand-held microphones with mixer board and amplifier are available for an additional fee. Please contact the museum for more information.

Rentals of the Auditorium or additional museum equipment will include a BBM staff member to support our A/V equipment, but event organizers are expected to troubleshoot their own equipment.

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

**Damage and Garbage:** Renters are expected to leave the museum in the same state it was at the start of their rental. This includes removing all garbage and recycling from the building. Renters may be asked to supply a plan for their waste removal in advance of the rental period – i.e. for self-catered events. Any damage incurred or waste left in the museum will result in extra charges invoiced to the rental group following the event.

**Details of Your Event:** Details of your event must be approved by the BBM in advance. BBM 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.

**Parking:** Parking is available for BBM events in the nearby Health Sciences Parkade, located off of Health Sciences Mall. Parking rates can be found and passes can be purchased in advance at [www.parking.ubc.ca](http://www.parking.ubc.ca).

**Deliveries:** BBM 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. BBM is not responsible for lost items delivered to the museum before the event or left onsite after an event.

**Responsibilities:** Insurance certificates, liquor licenses, catering, performers, supply rentals, table linens, and any other event requirements not specified in the rental agreement are the responsibility of the renters.

**Items Prohibited in Beaty Collections:** No food, drinks, gum, or flowers are permitted in the Collections area. Food and drink are permitted in the Niche Café and in upper and lower atrium (the gift shop and underneath the whale). The exception to this is water that is in a sealable container.

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



## PREFERRED VENDORS

You are welcome to use any vendor to support the needs of your event. These companies have successfully supplied recent events at the Beaty Biodiversity Museum.

### Catering

Nest Catering: [www.nestcatering.com](http://www.nestcatering.com)

Scholar's Catering: [www.catering.ubc.ca](http://www.catering.ubc.ca)

### Party Supplies and Rentals

Salmon's Rentals: [www.salmonsrentals.com](http://www.salmonsrentals.com)

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## SUBMIT A RENTAL REQUEST

Fill out our online rental form at:  
[beatymuseum.ubc.ca/museum-rental-request/](http://beatymuseum.ubc.ca/museum-rental-request/)