

Pendulum Gallery – Reception Guidelines

Basics

- The Pendulum Gallery provides the space only for Reception and Special Events. All other costs and coordination are the responsibility of group holding Reception or Event. If liquor is to be served, the event coordinator will need to obtain a Special Occasion License and hold a “Serving it Right” certificate from The BCLCB. <http://www.bcliquorstores.com/en/customerservice/licences/howtoapply>
- The loading capacity of the space is 200 people with an exhibition and 500 with no exhibition in place.
- Exhibition material on display is not to be removed or relocated for reception or special events.
- Evening Receptions are to run 7-9 pm with all cleared out by 10pm, unless agreed in advance with the Exhibitions Coordinator.
- Daytime Receptions can take place on Saturdays and Sundays if approved by Coordinator. These events are to be a maximum of 4 hours in duration. Requirements for delivery, set-up and takedown of event materials will be outlined in the rental agreement.
- As the gallery is officially open to the public until 9 pm on Thursday and Friday evenings, any reception and special events that take place on a Thursday or Friday evening have to allow public access into the space.

Moving in and Setting up

- All deliveries of supplies, furniture, food and beverages etc is to take place no earlier than 2 pm on the day of the Event. All deliveries are to be neatly stacked and temporarily stored in Area 1, near the loading-in bays off Georgia Street (see plan). All materials are to be left here until 5 pm at which time set-up can commence.
- Set-up is not to start before 5 pm on the day of the event. If special materials (sound, lighting, decorations etc) are required to be installed prior to this time, the Exhibitions Coordinator is to be informed a minimum of 48 hours in advance of any installation so as to enable notification of building and tenants.
- Moving or relocating tables, chairs or piano is to be done only with the prior permission of the Exhibitions Coordinator. All furniture that is moved for an event is to be replaced in same position prior to vacating premises at end of event.
- No material, food, beverage containers or furniture etc is to be stacked, leaned or placed on surfaces or walls of Cafe Ami.
- No material, food, beverage containers or furniture etc is to be stored, stacked, leaned or placed in front of HSBC glass wall across from Cafe Ami.
- Except for temporary storage of pick-up and delivery of catering supplies and materials in Area 1, no materials, furniture, equipment etc is to be located in HSBC zone, east of Areas A, B and C.

Food & Beverage and Stage Areas

- Food and beverage serving tables are to be set up in Area 2, and set up in such a way as to not disrupt circulation through the building. Exact placement of tables is to be approved by Exhibition Coordinator prior to the Event.
- Food and beverage prep areas, if required, are to be set up in Area 3. The staff doors for the Cafe Ami are not to be blocked.
- Stage area for speakers, presentations etc .is to be located in Area D (see plan). If this area is occupied by exhibition or display material, event coordinator, in consultation with Pendulum Gallery, is to determine appropriate space within Areas A, B, C or D that this could be situated.

Clean up and Rental Pick-ups

- All material brought in for event is to be removed prior to vacating the premises that evening. All garbage generated by the event is to be removed off site after the conclusion of the event.
- All furniture rentals, glasses, plates etc that need to be picked up by suppliers the following day are to be neatly stacked and temporarily stored in Area 1 at the conclusion of the event. Pick up of these items is to take place before 9 am the day after the reception.

Pendulum Gallery - HSBC Building
885 West Georgia, Vancouver, BC V6C 3E8

RECEPTION EVENTS
STORAGE & SET-UP

