

## GENERAL INFORMATION

### LIABILITY INSURANCE

Liability insurance is required, minimum \$2,000,000 coverage, naming Abbotsford Cultural Centre (The Reach) and the City of Abbotsford as additional third parties.

- All areas are wheelchair accessible
- All rentals must provide their own refreshments
- Equipment provided: tables + chairs, wired internet access. Must provide own cable
- Damage deposit of half the cost of rental is required. Damage deposit is fully refundable.

### LICENCES REQUIRED

- Special Occasion Liquor Licence
- All rentals are subject to SOCAN fees if applicable

### SET UP AND CLEAN UP

- Groups are responsible for setting up and taking down their own decorations and equipment
- Staffing costs for after hours events are additional
- Food is permitted - some restrictions apply.
- Must provide own glassware, dishes + flatware
- Use of tape, staples and tacks is not allowed anywhere in the building
- Throwing confetti or rice is not allowed

### EQUIPMENT AVAILABLE (nominal fee charged)

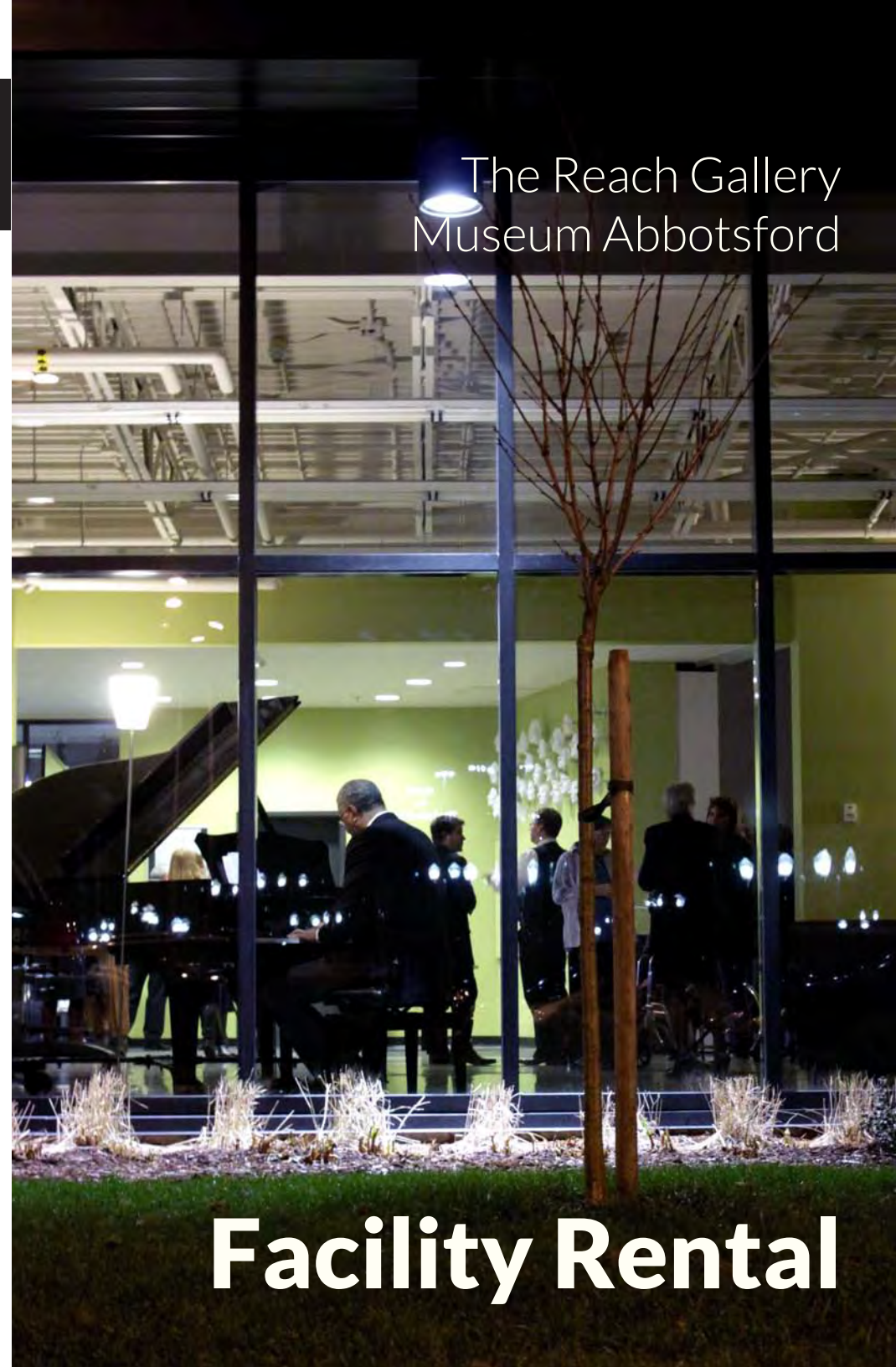
- Sound system (Amp & speakers)
- LCD Projector with screen
- Portable Sound System (Studio); Portable projector (Studio)
- 62" Portable Flatscreen TV
- Flip chart, lectern, whiteboard & markers, linens

Full building rental is available after normal hours and subject to conditions that protect our exhibitions and historical collections.

**For more information or to plan your event please  
phone Elizabeth at 604.864.8087 ext 112 or  
email [ecampbell@thereach.ca](mailto:ecampbell@thereach.ca).**



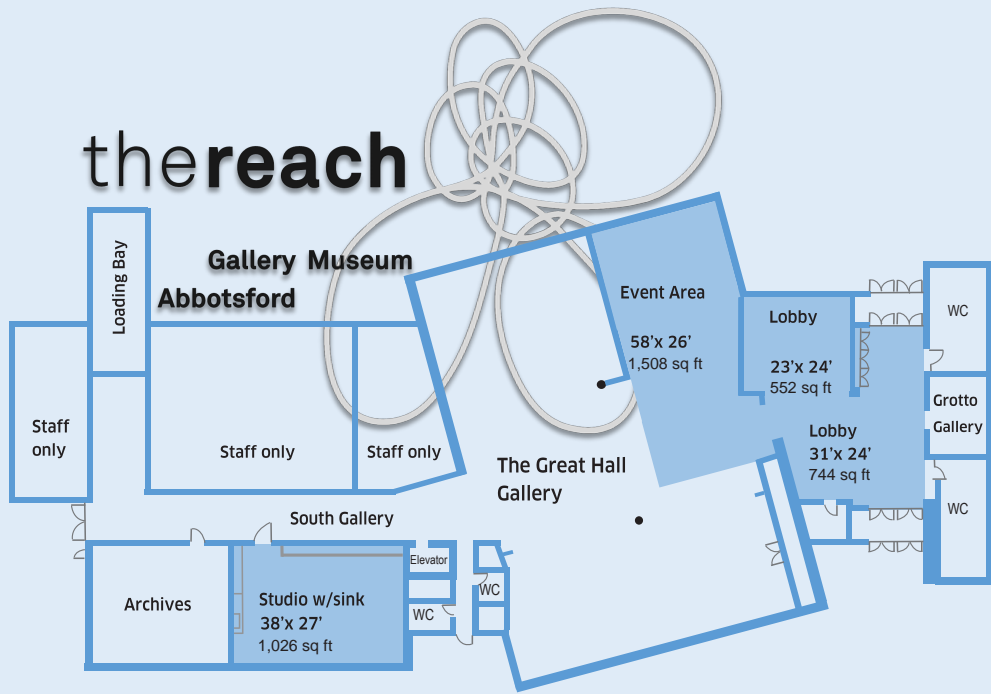
**The Reach Gallery Museum Abbotsford  
32388 Veterans Way, Abbotsford V2T 0B3  
604.864.8087 | [thereach.ca](http://thereach.ca)**



The Reach Gallery  
Museum Abbotsford

# Facility Rental

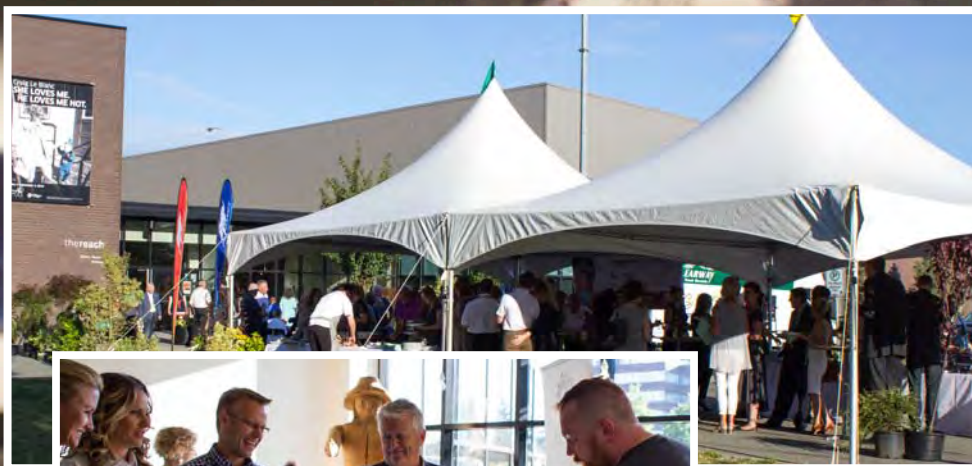
# the reach



Shaded blue denotes the Rental Areas  
(Rental areas subject to change)

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Open since September 2008, this dynamic and modern facility will make an immediate impression on your event guests and participants.

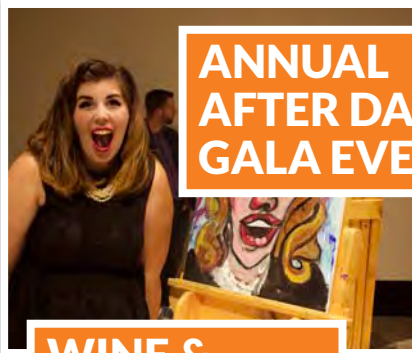


**BC SUMMER GAMES RECEPTION**

## ROOM AND FEE INFORMATION

	STUDIO	LOBBY	LOBBY + EVENT AREA AND GALLERY
Capacity	Seated 40 Standing 60	75	Dependent on configuration
General Groups 4 hour rental	\$250	\$350	\$600
Non-profit 4 hour rental	\$150	\$250	\$360
After Hours additional staff costs	\$25/hr/per staff *1 staff	\$25/hr/per staff *2 staff required for Lobby + Event area rentals	\$25/hr/per staff *2 staff required for Lobby + Event area rentals

\* \$100 deposit payable upon booking. \$ 40p/hr over the 4hr rental.  
\* Use of The Reach tables and chairs is included in the cost of rental.



**WINE & PAINT NIGHTS**



**PICTURE YOUR UPCOMING EVENT AT THE REACH GALLERY MUSEUM.**

**THE REACH GALLERY MUSEUM FACILITY IS THE PERFECT PLACE TO HOST YOUR NEXT PRIVATE EVENT OR FUNCTION!**