



The Permanent Library Limited

FAQ

Q. How much does it cost to rent The Permanent?

1. As of September 1st 2022 the prices at The Permanent have changed – and in some cases increased. If you have not received a price list in addition to this document – please ask for one.
2. Other fixed cost are as follows:
 - SOCAN, a musical licensing fee that we are required to pay by law
 - Use of any and all furniture (\$250.00)
 - Use of rigging points & Genie lift, \$500 (does not include rigging installation)

Q. What is included in the venue rental?

A. We include the following items in the venue rental:

- Full day rental, 9:00 am - 2:00 am / 3:00 am based on day of the week, inclusive of set up and tear down
- On-site facility manager
- One front door security personnel
- Post-event cleaning
- In-house speakers, two wireless microphones, and projector
- Wireless internet
- All bar glassware
- Kitchen facilities including convection oven, warmer, fridge and freezer (for catering use ONLY)
- Use of main office as 'green room'
- Coat check facilities (attendant extra)

Q. What is the capacity of The Permanent?

A. The legal capacity of the venue is 268, inclusive of staff and vendors. For a seated dinner our venue maxes out (comfortably) at approximately 130 on the main floor. You may choose to add tables to the second floor for increased seating. For stand-up / cocktail style receptions we can accommodate 250+.

Q. Is The Permanent wheel chair accessible?

A. Yes, the main floor is wheelchair accessible. Ramp access is via the side-door via the alley between Homer St. and Hamilton St.. There is an accessible washroom on the main floor. The second floor is not wheelchair accessible.

Q. What is the payment schedule for my event?

A. Upon confirming your venue booking, the rental fee is invoiced in full (net two weeks). 30 days prior to your event you will be issued an Additional Services Invoice; this includes your Bar Minimum, Socan fee, furniture fee, and any extra services that you enlist from The Permanent. We ask that this invoice is kindly paid in advance of your event. Post event should you have any balance remaining due to over consumption, damage, or excess cleaning – we will invoice you accordingly.

Q. Do I need insurance for my event?

A. Yes, The Permanent requires that all clients provide The Permanent with a public liability insurance and property damage insurance policy. For quick and affordable online service, use www.eventpolicy.ca/location/thepermanent.

You do not require Liquor Liability using this policy as The Permanent holds liquor license.

Q. Can I bring in my own liquor?

A. NO. The Permanent is a **liquor primary license** holder, and all alcohol must be purchased through our license and served by our SIR certified bartenders. Due to the nature of our license minors are not permitted in the building after 10:00pm. This is a firm and legal rule – no exceptions will be made. ***Any party that refuses to have its minors leave the premises by 10:00 pm will be subject to fines and event shutdown.***

Q. Can I order liquor that is not from The Permanent's menu?

A. Yes! You may order items off menu, which will be priced on par with The Permanent's regular menu. All items will be an outright purchase and due to our liquor license terms, all alcohol must stay at The Permanent. ***Please reach out at least a month prior to your event if you will be requiring a special order.***

Q. Can I bring in my own caterer?

A. The Permanent has an exclusive list of catering teams who are all familiar with our special space. We have built strong relationships with each of these teams, and they are familiar with working in our venue and with our policies.

We will permit outside caterers into the venue for a *limited number* of events each year. There is a \$650 fee for an outside caterer to work on our premise. External caterers must be licensed, conduct a site visit, and follow the policies in our Catering Rider. This request must be approved by our GM.

Q. Does The Permanent have parking?

A. There is no parking onsite. There is ample street parking on Homer, Hamilton, and Dunsmuir streets. Alternatively, we recommend parking in the following lot at Easy Park - Lot 2 (150 West Pender St) 24 / 7 access.

Q. Does The Permanent provide any furniture?

A. Yes. For a flat fee of \$250, The Permanent has the following items for use: - [10] cocktail tables - [11] 72" round tables - [12] 8' banquet tables - [10] 6' banquet tables - [2] 4' banquet tables - [130] gold Chivari chairs Linens and chair cushions not included. The set up and tear down is to be completed by the planning/catering team. ****Please note that The Permanent is NOT responsible for the creation and/or execution of floorplans or furniture set up or tear down.***

Q. Does The Permanent have a list of preferred vendors?

A. Yes, The Permanent has a list of preferred vendors. The General Manager can provide this to you upon request.

Q. Do I need an Event Planner?

A. Yes. All wedding clients must have at least a day-of-coordinator that remains at the venue for the entire duration of your event. If you have questions about these services – and require recommendations please reach out to our GM.

Q. Can I have rentals delivered to The Permanent prior to my event?

A. Deliveries may begin to arrive at 9:00am day of event. All delivery and pick up times outside this must be approved by the General Manager and will be based on availability.

Q. Are there any decor restrictions?

A. Candles are permitted in an *enclosed* holder or votive - *no open flames or tapered candles*. Confetti, glitter, flower petals, fake snow, and rice are not permitted. Tape, nails, tacks, staples may not be used to post things on the walls. Everything must be free standing. You may use LOW TACK vinyl. Large furniture or stages being brought in must have felt or soft bottoms to prevent scratching the floor. Clients may not install or remove anything from the premise without The Permanent's consent. Licensee will not cover or obstruct any emergency lighting or exits.

Q. Does The Permanent allow DJs or live bands in the venue?

A. Yes, DJs or live bands are allowed and encouraged. They must provide their own PA system.

Q. Is smoking allowed?

A. The Permanent is a non-smoking venue. This includes vapor and e-cigarettes. There is a designated smoking area in front of the building. The Permanent has a "zero tolerance" policy towards the use and possession of illegal drugs on the premises. Any guest found to be using illegal drugs on site or thought to be under the influence will be asked to leave by security.