



Welcome

Thank you for considering the Nikkei National Museum and Cultural Centre for your event.

The Nikkei Centre offers an exclusive and unique venue for special events. Located on the corner of Kingsway & Sperling in Burnaby, our signature building was conceived by architects Raymond & Jason Moriyama, renowned for high-quality, sustainable and award winning design, together with talented project architect Ken Takeuchi. The Centre is fronted by a beautiful Japanese and Canadian garden maintained by the Vancouver Japanese Gardener's Association.

- Free wireless internet
- Free underground parking
- Wheelchair Accessible Building
- Room set-up and take-down included in rental
- Audio/Visual equipment rental (will incur extra charges)

1. **WEDDINGS** We are currently accepting wedding bookings for 2018/19 on a first-come first served basis.
2. **BIRTHDAYS:** We also offer wonderful kid's birthday party packages for children aged 2-12!
3. **BRIDAL or BABY SHOWERS** Celebrate the joy of your upcoming nuptials or bundle of joy in the comfort of one of our private function rooms.
4. **GRADUATION CEREMONY/DRY GRAD** Have a safe and sober graduation in a beautiful and unique event space. Ask our Rentals team about special DRY GRAD promotions.
5. **CHRISTMAS PARTIES** we have Friday and Saturday openings for late November to mid-December 2018.
6. **MEMORIALS, CELEBRATIONS OF LIFE**
Nikkei Centre provides a welcoming place for family and friends to come together to enjoy support and camaraderie following a funeral or memorial service. We have a variety of rooms that can accommodate 20 – 300 people and can help you organize your loved one's celebration that best suits the family's needs.

RENTAL PROCEDURE

Rental requests at the NNMCC are welcomed up to one year in advance.

STEPS TO FOLLOW

1. **Rental Request** – please fill out one of our online request form
 - a. Weddings - <http://centre.nikkeiplace.org/wedding-inquiry-form/>
 - b. Birthday parties - <http://centre.nikkeiplace.org/birthday-inquiry-form/>
 - c. All other inquiries - <http://centre.nikkeiplace.org/rental-inquiry-form/>

To assist you, we need to know:

- The nature/type of event (e.g. Meeting, AGM, Wedding, an event created by you etc.)
- The number of people you are expecting
- Are you having a catered event
- The date(s) you are requesting
- Any special equipment needs

Once we have received your request, it is reviewed by the NNMCC rental staff to ensure that your event does not conflict with existing programs, that the space you have requested is available and that our onsite resources meet your needs.

2. Booking Confirmation, Security/Damage Deposit

Once space availability is confirmed, a Security/Damage Deposit and a signed booking agreement is required to secure your booking. Security/Damage Deposits can range from \$100 - \$1500 depending on the space booked. Payment can be made by Visa, Mastercard, Cheque, Debit Card or Cash. We often have multiple requests for the same date so if there is no deposit on file for a tentative date, you risk losing your booking. This deposit is 100% refundable if you cancel 30 days prior to your event and forfeited if cancelled within 30 days of your event, unless otherwise approved by management.

3. Event Requirements

Once your deposit has been received and processed, a Rentals Manager or Coordinator will meet with you to discuss the details of your event and determine staff and equipments needs. You are responsible to provide all relevant technical information for your event including room layout, scheduling, equipment needs, special requests, etc.) no later than 30 days prior to the event setup. We cannot guarantee changes made after this time.

4. Your Cost Estimate

You will receive an estimate of your costs for review. This will include a breakdown of total estimated costs of your event including room rates, labour costs, equipment if applicable, cleaning fees, and any other additional charges. Any adjustments resulting in additional costs or savings will be reflected in the final invoice.

5. Rental Agreement/Payment Schedule

A signed agreement and full payment of the estimated costs in addition to the damage deposit must be received no later than 3 weeks prior to the event set-up start date. If these funds are not received the NNMCC reserves the right to cancel the booking and any obligations, implied or in writing, that have been made. Payment may be made through Visa, Mastercard, cheque, debit card or cash (up to \$500 for cash. Amounts above that must be made on a valid credit card or by cheque).

6. Event Follow-up

You will receive a final invoice within 30 days after your event. Final costs for space and services provided will be based on actual expenses incurred through the course of the event and payable upon receipt of the invoice. Any monies owing to the Renter will be paid out by the NNMCC within 30 days of event completion.

CANCELLATIONS

Deposits and paid estimates are fully refunded if the NNMCC is notified within 30 days prior to the event date. Events booked for 3 calendar days or longer require 60 days notice of cancellation or date changes.

Security/Damage Deposits are forfeited for events cancelled or changed within 30 days of the event date but any paid estimated expenses will be fully refunded.

Events cancelled or significantly changed less than 72 hours prior to event start date will be liable for all estimated costs.

Costs for any damages or additional expenses will be deducted from the damage deposit. If said costs exceed the damage deposit, the outstanding balance will be billed on your final invoice and payable immediately.

In case of discrepancies between the Rental Procedures listed herein and the bookings contract, the bookings contract shall prevail.

PARKING

Up to 80 parking stalls are available for free underground (entrance is off of Southoaks Crescent). The parkade gate is closed to entry from 9pm – 9:30am during which time it is only accessible from inside the building. Cars can exit after 9pm but cannot re-enter until 9:30am (Tuesday through Sunday). Free street parking is available along Beresford behind the building.

LOADING ACCESS/DELIVERIES

Delivery and pick-up times must be pre-arranged with NNMCC staff. Loading area is accessed from Southoaks Crescent. We share the area with Nikkei Home and Hi Genki restaurant, so access is not always available. There is one block in-between the Westside of Nikkei Home and the Westside of the NNMCC where no parking is allowed other than for emergency vehicles. Please be forewarned that towing companies keep strict watch on that small strip of street.

DISABLED ACCESS

The NNMCC is a fully accessible facility.

SMOKING RESTRICTIONS

The NNMCC, surrounding garden, and neighbouring Nikkei Home are non-smoking. There is a fine of between \$250 - \$2000 for contravention of non-smoking by-laws.

ROOM CAPACITY

The Nikkei National Museum & Cultural Centre offers a beautiful, unique venue for your rental needs. Conveniently located in Metro Vancouver and easily accessible by public transit and car, Nikkei Centre is perfectly situated and equipped to host your next meeting or event.

Effective January 1, 2018 through to December 31, 2018 (prices subject to change)

Ground Level	Ft ²	8am to 12pm		1pm to 5pm		Mon to Thu	Fri to Sun 5% increase of rate (prime time)	With Staff Mon to Thu	With Staff Fri to Sun (prime time)	Board Room	Theatre	Class Room	Hollow Square	U Shape	Banquet
		rates with staff	Hourly Rate	rates without staff	Daytime rate										
Special Event Hall	4500	\$ 184.00	\$ 932.00	\$ 736.00	\$ 1,472.00	\$ 1,544.00	\$ 1,864.00	\$ 1,952.00	200	400	250	200	200	200	320
2/3 Special Event Hall	3000	\$ 138.00	\$ 748.00	\$ 552.00	\$ 1,104.00	\$ 1,568.00	\$ 1,496.00	\$ 1,568.00	100	250	150	100	100	100	200
1/3 Special Event Hall	1500	\$ 92.00	\$ 564.00	\$ 368.00	\$ 736.00	\$ 768.00	\$ 1,128.00	\$ 1,184.00	35	120	60	25	25	25	60
Intergenerational Room (105)	700	\$ 57.00	\$ 424.00	\$ 228.00	\$ 456.00	\$ 472.00	\$ 848.00	\$ 888.00	25	70	30	25	25	25	30
Foyer															
Ellipse Lobby	2700	\$ 138.00	\$ 748.00	\$ 552.00	\$ 1,104.00	\$ 1,568.00	\$ 1,496.00	\$ 1,568.00	35	120	60	25	25	25	60
Second Level															
Matsu Room (201)	620	\$ 57.00	\$ 424.00	\$ 228.00	\$ 456.00	\$ 472.00	\$ 848.00	\$ 888.00	25	50	25	25	25	15	25
Tsubaki Room (200)	620	\$ 57.00	\$ 424.00	\$ 228.00	\$ 456.00	\$ 472.00	\$ 848.00	\$ 888.00	35	65	30	35	35	25	30
Kaede Room (210)	670	\$ 55.00	\$ 416.00	\$ 220.00	\$ 440.00	\$ 456.00	\$ 800.80	\$ 872.00	35	55	24	35	35	30	40
Sakura Room (250)	440	\$ 50.00	\$ 396.00	\$ 200.00	\$ 400.00	\$ 416.00	\$ 385.00	\$ 824.00	20	40	20	20	20	10	20

*wifi access only. For all direct connections, please contact rentals

* Banquet numbers over 320 will require to rent banquet chairs at their own cost

* Foyer : for displays please contact rentals