



# **Events & Meetings Guide**

**July 2022**

## Who We Are

312 Main is situated on the ancestral, traditional and unceded territories of the x̱m̱əθkw̱əy̱əm (musqueam), skwxwú7mesh (squamish), and seḻílwitulh (tsleil-waututh) nations. We bring together mission-driven social entrepreneurs, technological innovators, artists, not-for-profit organizations, activists, and local residents to foster economic development, social innovation, cultural creativity and economic inclusion.

### Contact:

312 Main St., Vancouver, BC V6A 2T2 ([Google Maps](#))

604.312.6246 (MAIN)

[info@312main.ca](mailto:info@312main.ca)

[312main.ca](http://312main.ca)

## Health & Safety

We have implemented a comprehensive health and safety plan related to the COVID-19 pandemic. Our plan was developed with information from public health professionals, Vancouver Coastal Health, WorkSafeBC, and the BC Centre for Disease Control. As health orders change, certain components of the plan will be updated as necessary.

Primarily, we have implemented a thorough schedule of sanitization of high touch areas. We have also installed multiple hand sanitizing stations throughout the building. Traffic flow is managed through directional signage on walls and the floor and further signage throughout the building provides additional information on health and safety protocols.

### Best practices

- Monitor provincial health advice
- Maintain physical distancing
- Consider of the health and safety of our community
- Restricted entry to those who are exhibiting cold or flu-like symptoms
- Physical distancing plan required for groups over 12
- Become familiar with fire, earthquake, and emergency protocols
- Masks required to be worn in all common areas

## Values & Criteria

Our values are at the core of our work. We strive to work and partner with organizations who share our set of values and surround themselves with other organizations whose values also align. Criteria for functions is in place to ensure our guidelines and restrictions are honoured.

### Values

- Innovation and entrepreneurship
- Co-operative principles
- Social justice and economic inclusion
- Arts and culture
- Reconciliation

### Criteria

- Politically non-partisan
- Provincial health guidelines followed while in the building
- Adhere to 312 Main's [Code of Conduct](#)
- All attendees must RSVP in advance

### Booking

To request a booking, fill out this [booking request form](#). Once it has been received, we will get back to you within 2 days to arrange a tour of the space. Once details have been finalized, we will send over the agreement for signing.

### Deposit & Payment

- No deposit required on bookings under \$500
- 50% non-refundable deposit for bookings over \$500
- 15% off bookings 8 hours or more

An invoice for the total will be sent via email the day after the function. Credit card or cheques are accepted. If paying by credit card, use the link on the invoice. If paying by cheque, make the cheque out to Vancity Community Foundation, include the invoice number and date of the function in the memo section. Mail the cheque to Atira Property Management Inc., 405 Powell Street, Vancouver, BC, V6A 1G7.

### Cancellation

Cancellation of a function past these times results in the deposit being forfeited

- Minimum 24 hours notice for Cove and Ocean
- Minimum 48 hours notice for Reach and Sound
- Minimum 2 weeks notice for the Gathering Space

### Set-Up/Strike

The function organizer is responsible for setting up tables and chairs prior to the start of the function, as well as the following upon conclusion of the function:

- Stack chairs, tables, and sweep floor and tables
- Sanitize surfaces
- Place waste/recycling in the designated receptacles
- Notify caterers to pick up dishes
- Place catering dishes in the designated area for pick-up
- Return A/V items to 312 Main staff
- Check-in with 312 Main staff or security prior to departure

### Sponsorship Support

If your function is open to all members of 312 Main and helps to build capacity for our members, you may qualify to receive some level of sponsorship from 312 Main. To apply, please email us at [info@312main.ca](mailto:info@312main.ca).

## Facilities & Services

### Entrance

The entrance (accessible) is off Cordova by the bus stop. The front desk is staffed 24/7 and you will be buzzed in upon arriving.

### Bike Parking

Indoor guest bike parking available.

### Washrooms

All-gender washrooms are located by the front entrance beside the front desk and at the southeast corner of the ground floor.

### Water

Filtered water bottle filling station is in the southeast corner of the ground floor.

### Cleaning

Disinfectant spray, paper towels, gloves, wipes, and hand sanitizer are in each room. Additional cleaning supplies are available.

### Smudging

Advance notice of 48 hours required.

### Food & Beverage

Food & beverage is permitted providing guests adhere to provincial health guidelines. See preferred caterers below who have a social service mandate that supports our neighborhood's residents.

Please consider donating remaining food to our neighbouring organizations, Aboriginal Front Door or Atira Outdoor Sister Tent. We will be happy to deliver the food to these organizations upon request.

### Security & Staff

Depending on the size and scope of your function, additional security guards and/or staff may be required and confirmed in advance. A charge of \$27/hour per guard or staff is applied to the function invoice.

### A/V & Tech

A variety of components are included in your booking package. Some items available only by request and may require upgrades depending on the number of people.

- Touch panel LED TV
- Projector system
- Conference phone
- Portable Bluetooth speakers
- Wired microphone
- Portable projectors/screens
- Portable LED TV's

## Permits & Insurance

Depending on the nature of the function, proof of insurance (preferred \$5 million coverage) may be required.

Where insurance is required, please provide a certificate of insurance naming “Vancity Community Foundation” as additional insured. Insurance certificates must be provided 48 hours prior to the start of the function. In the absence of business insurance coverage, event liability insurance is required. See insurance contacts below.

If liquor is being served or sold, a Special Events Permit, through the British Columbia Liquor Distribution Branch, is also required. Visit <https://justice.gov.bc.ca/lcrb/sep> to apply.

## Preferred Vendors

### Audio/Visual

Yes AV  
[yesav.ca](http://yesav.ca)

### Food & Beverage

Friendship Catering - [vafcs.org/programs/cateringmenus](http://vafcs.org/programs/cateringmenus)

H.A.V.E. Culinary Training Society - [have-cafe.ca](http://have-cafe.ca)

Just Catering – [justcatering.ca/meal-order](http://justcatering.ca/meal-order)

Potluck Café - [potluckcatering.org](http://potluckcatering.org)

Salishan Catering - [salishancatering.com](http://salishancatering.com)

Salmon and Bannock – [salmonandbannock.net/private-events](http://salmonandbannock.net/private-events)

Social Crust Cafe - [socialcrustcafe.com](http://socialcrustcafe.com)

Tayybeh - [tayybeh.com](http://tayybeh.com)

## [Click here to inquire](#)

Wait for the pop-up and enter your email address and we will connect back with you.

## Event/Meeting Rates (Non-Members)

Our spaces are well suited for a variety of functions including press and media events, conferences, arts performances, memorials and catered events.



Room	Rate / Hr	Occupancy	Features
Ocean	\$50	16	75" Display TV
Cove	\$50	16	75" Display TV
Lake	\$50	10	75" Display TV
River	\$50	10	75" Display TV
Gathering Space	\$350	Inquire	AV packages for rent
Reach	\$75	75	Screen Ceiling mounted projector Surround Sound
Sound	\$75	50	
Reach & Sound	\$100	Inquire	

Masks are strongly recommended. Subject to applicable taxes and change without notice