



## Frequently Asked Questions

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

- A. The rental fee for Monday through Wednesday is \$4000.00 plus 5% GST, daily. The rental fee for Thursday through Sunday is \$6000.00 plus 5% GST, daily.

There are a few other fixed costs:

- SOCAN, a musical licensing fee that we are required to pay by law (\$29.56 no dancing, \$50.17 with dancing)
- Moving cost for furniture as it is all stored off site (\$75.00 - \$250.00)

Other costs which are optional:

- Additional security, \$30 per security attendant, per hour, min. 4 hours - by request or at the discretion of The Permanent
- Additional staff, \$25 per staff member, per hour, min. 4 hours
- Day-of Event Coordination, rates starting at \$950
- Additional set-up and tear-down time for event rentals, \$50 per hour
- 200 amp 3-phase power, \$250
- Use of rigging points & Genie lift, \$250
- Rigging installation, starting at \$300
- AV Technician, price to be determined per event

Please inquire with the Events Manager about photoshoot rentals.

### 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 or 3:00 am based on day of the week, inclusive of set up and tear down
  - On-site supervisor
  - One front door security host
  - Post-event cleaning
  - In-house speakers, two wireless microphones, and projector
  - Wireless internet
  - All bar glasware
  - Kitchen facilities including convection oven, warmer, fridge and freezer
  - Bridal room with private bathroom
  - Coat check facilities (attendant extra)



### **Q. What is The Permanent's capacities?**

**A.** The full venue capacity is 263, including staff and vendors. The maximum capacity for a seated dinner or cocktail reception depends on the lay out. Please refer to the below suggestions:

- Cocktail reception = 250 (+ vendors and staff)
- Cocktail reception with food stations and mixed seating = 200 comfortable
  
- Round Table Dinner, no head table, no staging = 120-132
- Round Table Dinner, with head table = 90-106
- Round table Dinner, with staging = 80-96
  
- Plated Dinner, no head table, no staging = 146
- Plated Dinner, with head table = 133
- Plated Dinner, with staging = 121
  
- Family Style Dinner, requires King tables, no head table = 96-102
- Family Style Dinner, requires King tables, with head table = 107-110
- Family Style Dinner, requires King tables, with staging = 107-110

\*The Head table can sit a maximum of 12 guests in front of the vault.

\*Achieving 132 with round tables is seating 12 guests per 72" round.

### **Q. Can I have my ceremony at The Permanent?**

**A.** The Permanent can host both your ceremony and your reception in our main hall. Two hours will be required to flip the venue in between. The client will also get one hour to conduct the ceremony rehearsal in advance of the wedding day, based on availability.

### **Q. Is The Permanent wheel chair accessible?**

**A.** Yes the main floor is wheel chair accessible. Access is through the back alley and there is an accessible washroom on the main floor.

### **Q. What is the payment schedule for my event?**

**A.** To book your event, the full rental fee is due up front. A 50% damage deposit is due at the time of booking in the form of a post dated cheque for 60 days in advance of your event.

30 days before the event, you will be issued an Additional Services Invoice. This includes your Socan fee, bar estimate, furniture fee, and any extra services that you enlist from The



Permanent.

After your event, you will be provided with a refund for you damage deposit.

**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](http://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. The Permanent is a liquor primary licensed venue and all alcohol must be purchased through our license and served by our bartenders.

Because of the type of liquor license, no minors are allowed in the building after 10:00pm.

**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.

**Q. Can I bring in my own caterer?**

- A. The Permanent has an exclusive list of six caterers. We have built strong relationships we each of these and they are familiar with our venue and policies.

These caterers are: [Savoury Chef Foods](#), [Cocktails & Canapés](#), [Hawksworth](#), [Culinary Capers](#), [The Lazy Gourmet](#), and [Railtown Catering](#).

We will allow outside caterers into the venue for a limited amount 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, a follow the policies in our Catering Rider.

**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:



Easy Park - Lot 2 (150 West Pender St)  
24 / 7 access. Day maximum \$10.00, evening maximum \$9.00.

**Q. Does The Permanent provide any furniture?**

**A.** Yes, The Permanent has the following items:

- [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 catering team. There is a small fee to use the furniture, inquire with the Events Manager.

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

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

**Q. Do I need an Event Planner?**

**A.** Yes, All wedding clients must have a Wedding Planner. A Day-of Wedding Coordinator is ok. The Permanent offers a Day-of Coordinator service. Contact the Events Manager for details.

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

**A.** When available, deliveries may be done the day before the event and pick ups the day after. All delivery and pick up times must be approved by the Events Manager and is based on availability.

**Q. Are there any decor restrictions?**

**A.** Candles are allowed as long as they are in an enclosed holder or votive - no open flames or tapered candles.

Confetti, glitter, flower petals, fake snow, and rice are not allowed.

Tape, nails, tacks, staples may not be used to post things on the walls. Everything must be free standing.



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 vapour 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.