

A photograph of the Spencer Mansion, a historic Victorian-style house with a prominent red-painted corner tower and a large, ornate wooden porch with intricate carvings. The house is surrounded by lush greenery and trees.

RENT THE GALLERY

AND BRING ART TO LIFE!



ABOUT THE GALLERY | Built in 1889, the Art Gallery's Spencer Mansion was donated in 1951 by Sarah Spencer to become the city's first public art museum. The mansion offers several heritage rooms for hosting events including a period-restored dining room, reception room and an ornately wood-panelled foyer complete with an elegant staircase. Outside among Japanese maples and Garry Oak trees, the Gallery's Asian Garden is a delight for photographers. Here the Japanese Shinto shrine and back porch of the mansion make beautiful backdrops for photos.

WHY CHOOSE THE GALLERY? | The Gallery can accommodate a range of special events including meetings, seminars, cocktail parties, receptions, and formal dinners. The AGGV hosts over 40 external functions annually and is a professional and one-of-a-kind facility to hold significant events! Plus, your fees go directly towards exhibitions and programming at the Gallery and in your community.

SPECIAL OCCASIONS | With the option to rent the entire main floor of the mansion as well as the exhibition spaces, the Gallery is the perfect backdrop for your memories. With enough room to comfortably accommodate up to 80 people for a sit-down event and 150 for a cocktail reception, our unique space will make your event one for the books!

Have questions? Contact events@aggv.ca or visit aggv.ca/rent-the-gallery to find out more!



PLANNING YOUR EVENT | The AGGV's Facility & Events Coordinator will be with you every step of the way to ensure we cover all the bases.

CATERING SERVICES | The Gallery is pleased to work with **five** exclusive preferred caterers, offering a wide range of food and services for every kind of event, and every budget.

Castro Boateng

CASTRO BOATENG offers a suite of Executive Chef Services, presenting seasonal menus for exquisite private dining, interactive kitchen parties, cooking classes and special events. www.castroboateng.com

Cook's Day Off
FINE FOODS & CATERING LTD.

COOK'S DAY OFF FINE FOODS & CATERING is a full service cafe and catering company, which has been providing freshness, quality, consistency and value to Greater Victoria for over 22 years.
www.cooksdayoff.ca

Food For Thought
Catering Ltd.
FOOD FOR THOUGHT

FOOD FOR THOUGHT CATERING LTD. Whether it is a corporate lunch, a wedding, a reunion, or a party, Food For Thought Catering will ensure the food at your occasion leaves a lasting impression!
www.foodforthoughtcatering.net

Toque
Catering For All Occasions
Casual to Gourmet

TOQUE CATERING Our Executive chef will work one on one with our customers to plan unique menus for any occasion, whether it be a small intimate gathering, corporate event or wedding. Our attention to detail is sure to leave a lasting impression.
www.toquecatering.com

truffles catering

TRUFFLES CATERING offers professional catering for corporate events, weddings, office functions, social occasions and celebrations with consistently responsive, quality client service.
www.truffles catering.net



FACILITY RENTAL FEES | Applies to all evening rentals of the mansion | members discount

10%CAPACITY | 80 for sit-down dinner | 150 for stand-up reception

BOOKING HOURS | 5pm until midnight (4 hour minimum rental), every day except Thursday.

RENTAL RATES

\$950 evening rental (4 hour rental time—including set-up/take-down) and applicable taxes

\$1300 evening rental (6 hour rental time- includes set-up/takedown) plus applicable taxes

for every booking: additional Event Host Fee (\$25/hr) plus applicable taxes

\$250/hour for additional time (evening 5pm-12am) plus Event Host and applicable taxes

10% discount offered for Sunday-Wednesday rentals or low season (October-April)

*Additional fees or discounts may apply, please see below for details

YOUR FEES INCLUDE | Site tour & planning support | Rehearsal time prior to the event (during business hours) | Exclusive access to the entire mansion, including the Asian Garden. | Access to the Gallery's AV equipment | Access to eight 6' trestle tables, a bar, a lectern and 70 matching white folding chairs

YOU'LL NEED TO PROVIDE | A Special Occasion License (if applicable) | Personal liability insurance | All decor, guest tables, linens, place settings and glassware. | Music or entertainment

DEPOSIT | A non-refundable \$500 deposit is required 30 days prior to the event. Additional fees:

- \$250/hour for exclusive evening access to Exhibition Galleries (maximum 1 hour)
- \$125 flat fee for access to Exhibition Galleries during regular business hours
- \$250/hour for additional rental time
- \$25/hour for additional Gallery personnel
- SOCAN fees (plus GST); \$59.17 for music with dancing; \$29.56 for music without dancing.

Have questions? Contact events@aggv.ca or visit aggv.ca/rent-the-gallery to find out more!



FREQUENTLY ASKED QUESTIONS

How soon before the event can we begin decorating and setting up? You may start decorating 2 hours before the event. Please confirm your set up time with the Facility & Event Coordinator.

Are there any special regulations that I should be aware of? No open flames are allowed in the Gallery, only battery operated tea lights. Contained candles are permitted in the Asian Garden.

What equipment can the Gallery provide? The Gallery owns 70 chairs, 8x 6ft trestle tables, a set-up bar and lectern, and basic sound and presentation equipment.

What beverages can be served? Service may include wine, beer, cider, champagne and soft drinks. Please note that if alcohol is being served, a Special Occasion License is required.

How late can we play music? Out of respect to our neighbors, live or recorded music must be concluded by 11pm (soft background music may be played until midnight).

How long can the Galleries remain open for evening events? Exhibition galleries can remain open for up to 1 hour for an additional charge of \$250.

Are food/drink allowed in the Galleries? No. Food and drink are restricted to the Mansion.

Can we use caterers other than the AGGV's Preferred Caterers? We work exclusively with a handful of exceptional catering companies. Using outside caterers or bringing your own food or beverages is not permitted.

How soon can rentals be delivered? Up to two hours before the event is scheduled to begin (no earlier than 3pm)

When can deliveries be picked up? All supplies and equipment must be picked up before 9:30am the morning following your event.

Can photography/videography be used in the Galleries? Only non-flash photography and/or videography is permitted in exhibition spaces. Flash photographs and/or videos may be taken in the Mansion or the Asian Garden without restrictions.

Can I bring my own wine or beer to the event? The Liquor Control Board of British Columbia only permits the use of alcohol purchased at a government liquore store, licensed brewery, cidery or winery. No UBREW products may be served.