

## AGGV POLICIES & PROCEDURES 2026

The following are the policies and procedures for a venue rental at The Art Gallery of Greater Victoria (AGGV).

- The AGGV reserves the right to refuse a venue rental based on the AGGV values, protocols, and reputation, thus ensuring a safe and welcoming environment for all.
- The AGGV reserves the right to refuse a venue rental based on the availability and staffing.
- Priority is given to AGGV operations, exhibitions, internal events, and programming.
- The AGGV is available to rent primarily during the regular operating hours.
- Exceptions may be made in consultation with the Events Coordinator, extra fees may apply.
- **No** fundraising or selling of goods is permitted on AGGV premises.
- The contract holder may **not** sublet any portion of the space rented.
- **No** smoking/vaping, drugs, or \*alcohol consumption is permitted on the AGGV property.  
**\*(Alcohol only in events with a valid permit)**
- Entry to the AGGV exhibitions and galleries is **not included** in the venue rental fee.

### 2. VENUE RENTAL SET-UP/CLEAN-UP

The Events Coordinator must approve the setup times or changes.

The following also applies:

- No removal of AGGV furniture or wall decor without permission. Any agreed removals must be carried out by AGGV staff and may result in additional fees, up to **\$500**.
- **No open flames** are permitted on the premises under any circumstances.
- **No decorations** are allowed to be stapled, glued, attached, hung, or taped to any walls, fixtures, frames, or windowsills in the building.
- Any agreed decor must be pre-approved, and it might be subject to a cleaning fee of up to **\$500**.
- The allocation of setup and cleanup should be reflected in the total rental hours, with at least **1 hour for each**.
- **No** glitter, rice, confetti, powders, flower petals, or items of this nature (Thrown or environmentally harmful) are permitted on-site.
- Any need to have access to a room before the stipulated date and time will be subject to an hourly fee.
- The AGGV will **only** supply tables, chairs, and equipment included in the rental fee.  
\*This equipment is subject to availability.
- The renter is responsible for linen, dishware, or glassware rental and any other equipment that is not supplied by the AGGV.

### 3. FOOD & CATERING

All food and drink services **must** be provided by a legally established and provincially licensed catering company.

The following also applies:

- Food and drinks are strictly **not** permitted in the AGGV Galleries.

- Catering companies are responsible for applying for **all permits** required by law and submitting them to the Events Coordinator 2 weeks before an event.
- **No** food preparation involving **any kind** of cooking, prepping, or reheating is permitted on-site.
- Caterers are **fully responsible** for all food and drink clean-up, garbage, recycling, compost removal, and the removal of their catering equipment.
- Failure to comply will result in cleaning fees of up to **\$500**.
- The AGGV **will not** be held responsible for any kind of food or drink poisoning, issues, or complaints caused by caterers or drink providers, nor will it be responsible for any service or quality concerns caused by 3<sup>rd</sup> party companies.

## 4. EQUIPMENT

The AGGV is **not responsible** for equipment requirements beyond what the AGGV offers in writing. External equipment rentals and deliveries required for your event are the sole responsibility of the venue rental contract holder.

The following also applies:

- Delivery time of rental equipment must be approved by the Events Coordinator.
- When required, all equipment must be picked up by **10:00am** the following day, failure to comply will result in additional fees of up to **\$500**.
- Damage, malfunctioning, or theft of external equipment rentals is **not** the responsibility of the AGGV.

## 5. LIQUOR LICENSING

A [Special Event Permit \(SEP\)](#) is **required** to serve alcohol at the AGGV during an event. It is the responsibility of the contract holder to find the services of a licensed catering company that will apply for an SEP. This permit **must be submitted** to the Events Coordinator 2 weeks before the event, along with the SIR and/or SES.

The following also applies:

- All Individuals serving liquor **must have a 'Serving It Right' or 'Special Event Server' certification.**
- The venue rental contract holder and/or caterer **must provide** proof of individual SIR/SES certification to the Events Coordinator 2 weeks before the event.
- Individuals serving alcohol are **solely responsible** for following the provincial B.C. Liquor Control Licensing Act & Regulations, and **must** serve alcohol responsibly.
- **Catering companies must have all permits and documentation for their staff ON-SITE, should a liquor inspector visit the premises.**
- All alcohol/bar services **must cease completely** before the last half hour of the event.
- All alcohol service is **prohibited past 10:00 pm.**

## 6. ALCOHOL POLICY

The AGGV promotes a safe environment for all, which includes responsible consumption of alcohol. **The venue rental contract holder is responsible for compliance with the AGGV Alcohol Policy and provincial laws and regulations for the consumption of alcohol.**

The contract holder **must** have a solid plan for a safe ride home for all guests.

The following also applies:

- According to provincial regulations, **ALL guests** must have 2 pieces of ID in case confirmation of drinking age is required.
- Under **AGGV discretion**, individuals may be deemed intoxicated by reasonable cause and may be escorted off the premises under the following:
  - Individuals' behavior, demeanor, or other indications of intoxication.
  - Individuals' inappropriate language or racially targeted slurs.
  - Incidents of a verbal or physical nature that result in an injury or property damage.
- The AGGV reserves the right to **deny** alcohol service, **deny entry**, or **evict** from the property to any individuals who are deemed intoxicated and/or verbally and/or physically abusive.
- The venue rental contract holder **will be held responsible** for any liabilities, damages, and vandalism that result from the consumption of alcohol before, during, or after an event held at the AGGV and its premises.
- The venue rental contract holder is **responsible** for arranging guests' safe ride home when alcohol is being served.
- **No outside** alcohol is permitted on AGGV premises.

## 7. ENTERTAINMENT

All music or entertainment must be respectful of the AGGV's values, protocols, and reputation. This requires the consultation and approval of the Events Coordinator.

The following also applies:

- **SOCAN** music licensing fee will apply to a venue rental with music and dance.
- Fees vary and are required for all types of live or recorded music or performances. [Learn More at socan.com](http://www.socan.com)
- Music volume **must** comply with the City of Victoria's Noise By-law.
- In compliance with the City of Victoria's Noise By-law, music **must stop at 10:00 pm, no exceptions.**
- Performers, musicians, or entertainers are solely responsible for bringing their own equipment.
- The contract holder will be **responsible** for any damage caused by performers, musicians, or entertainers to AGGV property.

## 8. PHOTOGRAPHY AND VIDEOGRAPHY

Professional videography and professional flash photography are **NOT permitted in exhibition spaces and galleries.** However, it is permitted in some parts of the Mansion, Lobby, and Courtyard.

\*Consult with the Events Coordinator for further clarification.

## 9. PERSONAL & CORPORATE LIABILITY INSURANCE

The venue rental contract holder is **responsible** for acquiring personal or corporate general liability insurance for events of **50+ people**, with **\$5,000,000.00(CAD)** value. The Art Gallery of Greater Victoria **must** be listed as an additional insured.

Proof of insurance **must** be provided to the Events Coordinator 2 weeks before the event.

- **\*ALL weddings** require liability insurance regardless of the size.

## 10. PROPERTY DAMAGE

- Liability for damages to the AGGV premises by guests, independent contractors, and/or suppliers is the **responsibility** of the venue rental contract holder.
- The renter is **solely responsible** for any necessary repairs and costs incurred by damage or vandalism to the property or the AGGV collection.

## 11. LOSS AND PROPERTY THEFT

- The AGGV is **not responsible** for any damage or loss of personal property, including that of guests, the contract holder, contractors, caterers, and/or suppliers.
- The AGGV is **not responsible** for any damage or theft of cars parked on the AGGV parking lot.
  - Overnight parking is **not allowed**, and it is subject to towing at the owner's expense.

## 12. PAYMENT POLICY

The venue rental fee must be paid in two installments outlined below.

Approved methods of payment include **credit cards or e-transfer**.

- **Deposit - 50%** of the total fee +GST upon signing the venue rental contract, the deposit is required to confirm and block the venue.
- **Total Payment – 100%** of the total fee +GST is due 1 month before the rental date.
- **Additional fees** may be added to the final invoice, such as Socan, extra staff, entry to exhibitions, cleaning, and/or property damage.

## 13. CANCELLATION POLICY

The AGGV reserves the right to cancel or alter rentals without notice should conditions arise that require changes to the booking schedule.

- Cancellations are applicable no more than 1 calendar month before the rental date to receive a full refund, if cancellations occur after this date, **50%** of the total balance will be forfeited.
- If the cancellation is made 5 calendar days before the event, **NO refund will be issued.**
- All cancellations must be made in writing via email, and the venue rental contract holder must receive written confirmation of the cancellation.