



SOPA Fine Arts

EXHIBIT VENUE PACKAGE

2934 Pandosy Street

Kelowna BC V1Y 1V9

info@sopafinearts.com



SOPA FINEARTS

Venue Information - Exhibit

SOPA Fine Arts was founded in Kelowna, BC, in 2002. One of the Okanagan's first abstract and contemporary art galleries, SOPA Fine Arts represents over 30 local and international artists. Providing an art viewing experience which captivates art collectors of all backgrounds, our gallery offers an elegant and unforgettable setting for your events.

With 3800 square feet of space, SOPA Fine Arts & SOPA Spotlight can host up to 180 guests.

2934 South Pandosy Street, Kelowna, BC, V1Y 1V9

250-763-5088 | info@sopafinearts.com





Opening Hours

Monday - Friday 9:00 AM - 5:00 PM

Saturday - Sunday 10:00 AM - 6:00 PM

If you would like to host an **evening event during your rental period we can accommodate:*

Monday - Friday 5:00 PM - 10:30 PM

Saturday - Sunday 6:00 PM - 10:30 PM

Rates

Prices include exhibit installation and take down, mandatorily performed by SOPA staff

1 full day - \$8,600 CAD + tax

2 full days - \$15,900 CAD + tax

3 full days - \$23,400 CAD + tax

Staff

SOPA Fine Arts requires our staff to be present during events.

1 - 45 guests require 1 SOPA staff member (\$30.00/hour)

46 - 110 guests require 2 SOPA staff members (\$60.00/hour)

111 - 180 guests require 3 SOPA staff members (\$90.00/hour)

Value Added Options (can be added at an additional cost - prices may vary)

- Event Photographer & DJ
- Floral Arrangements
- Catering & Bar Services

Cleaning Deposit

A \$500.00 CAD cleaning deposit will be required at the time of booking.

Upon The Client leaving SOPA Fine Arts clean and in the condition it was prior to the event, this deposit is fully refundable. If SOPA Fine Arts has to hire repair persons or cleaners, the total billed amount of the services will be non-refundable, and deducted from the deposit.

Insurance & Permits

Prior to the event, The Client must provide a certificate of insurance for a minimum of \$2,000,000 liability, listing SOPA Fine Arts as the event venue.

If The Client will be serving alcohol at the event, a Special Event Permit must be obtained and submitted to SOPA Fine Arts prior to the event, and the license must be displayed during the event.

www.specialevents.bcldb.com

If further direction is needed regarding insurance and permits, contact us.

Standard Set Up Times

Monday - Friday 8:00 AM - 5:00 PM

**If you require an alternate set-up time, please inquire and SOPA Fine Arts will review if this can be accommodated, in accordance with other gallery operations.*

Information on Food, Beverages, Catering, and Sub-contractors

- All food and beverages must be served in compliance with Food Safe BC & Serving It Right BC.
- All food, beverage, and supplies must be removed from the premises by the end of the event.
- All decor, floral, music, etc. must be removed from the premises by the end of the event.
- The client is liable for any damages to the venue, art, or sculptures, including by guests.
- Any source of open flame: candles, propane, natural gas, etc. - is not permitted.
- SOPA Fine Arts does not have kitchen facilities.
- All food preparation must be done off-premises, prior to the event.
- The Client, guests, and sub-contractors may not enter any restricted areas on the premises.
- Prior to the event, approval is required to park in and use building loading zones.
- Loading and unloading will be via the front entrance, unless otherwise approved by SOPA Fine Arts.
- Loading, unloading, event set up, and take down, must not disrupt regular gallery business.

Venue Policies

- Event photography is permitted in the gallery.
- Gallery is to be left in the same condition in which it was found.
- Event equipment and itinerary must be provided to SOPA Fine Arts prior to the event for approval.
- Any promotional material referencing SOPA Fine Arts must be approved by SOPA Fine Arts.
- SOPA staff will work with The Client on the curation of the installation.
- Installation of exhibits is mandatory to be carried out by SOPA staff.
- All event set up, take down, and cleaning, must occur within the rental hours.
- The Client is responsible for the conduct of their guests.
- The Client is fully liable for any damage to art, sculptures, equipment, interior, or facility.
- Smoking is not permitted anywhere in the gallery.
- Open flames are not permitted anywhere in the gallery.
- SOPA Fine Arts is not responsible for loss or damage of any property belonging to The Client.
- The Client is responsible for removing all garbage and recycling from the premises.
- By the end of the rental, all supplies, equipment, etc. must be removed from the premises.

Floor plan of SOPA Fine Arts & SOPA Spotlight





