



Robson Square – Facility Rental – Information Package 2024



About Robson Square

Located in the heart of downtown Vancouver, British Columbia, Robson Square is a provincial landmark and the Province's largest building with 1.2 million square feet extending over three city blocks. The internationally recognized facility was designed by renowned architect Arthur Erickson and built between 1979 and 1983.

Housed within this property are the Provincial law courts to the South, the Vancouver Art Gallery to the North, and in the centre, the University of British Columbia's (UBC's) downtown campus and Vancouver's only outdoor ice rink. This central part of the property is made up of a variety of publicly accessible plazas, nooks, gardens, and walkways on several elevations.

Robson Square is frequented by tourists, students, shoppers, office workers, and residents. Robson Street, which divides Robson Square and passes over UBC and the ice rink, has some of the highest pedestrian volumes in Vancouver, with each sidewalk carrying about 3,500 pedestrians per hour. In addition, the Hornby and Howe intersections carry about 1,300 vehicles per hour in each direction during peak hours.

Background

In 2004 the Province started work to revitalize and extend the life of Robson Square. In February of 2010 Vancouver played host to the Olympic and Paralympic Winter Games and Robson Square was chosen by the government as the Province of B.C.'s showcase and celebration site, as well as the site for the unaccredited media centre. In preparation for the Games, the ice rink was revitalized, a new ice plant was installed as were two new glass domes, LED lighting and skate rental facilities.

During the 2010 Olympic and Paralympic Winter Games, Robson Square became the unofficial site for Canadians and international visitors alike to celebrate medal performances and share in the spirit of the Games.

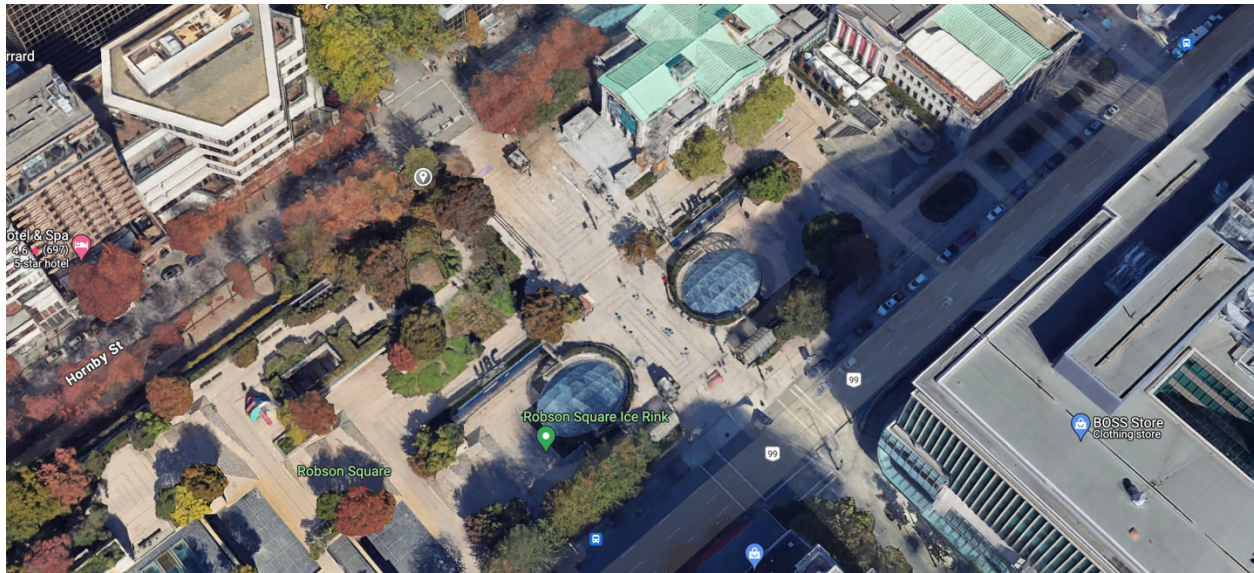
While acknowledging the Games created a once-in-a-lifetime atmosphere that cannot be duplicated, they also served to demonstrate that a centrally-located, active and managed site is appreciated by all British Columbians and our visitors.

With this in mind the Province of British Columbia re-opened the Robson Square ice rink following the Olympic Games in December of 2010 and has committed to continuing to operate the ice rink every December through February into the foreseeable future.

In an effort to ensure that Robson Square is an active site and well used by the community throughout the year, the Province operates a rental program for the various areas of the facility, from mid-March to mid-November. This document outlines that rental program.

Rental Space

The Robson Square Plaza is located between Howe St. and Hornby St. and underneath the 800 Robson Plaza. This area is below street level.



Below is a description, including dimensions, of the various spaces of the Robson Square Plaza.

1. Plaza South End

This space is one level below street level, is uncovered and faces the South Stairs, which are included in the rental space. The useable space measures approximately 50 feet in width (East/West) by 20 feet in length (North/South). There is some additional space under the dome which measures approximately 20 feet in width by 16 feet in length.

2. Plaza North End

This space is one level below street level, is uncovered and faces the North Stairs, which are included in the rental space. The useable space measures approximately 50 feet in width (East/West) by 20 feet in length (North/South). There is some additional space under the dome which measures approximately 20 feet in width by 16 feet in length.

3. Ice Rink

The ice rink surface is 137 feet long from tip to tip (North/South axis) and 44 feet across (East/West axis) – it is approximately 6000 square feet. The ceiling is just over eight feet above the rink surface. The top of the dome is 21.5 feet above the rink surface at its highest and 12 feet at its lowest. The rink surface is raised approximately 12 inches from the floor of

the Plaza and is surrounded by a steel and glass railing. Outside of the ice rink season, there is no ice, just a polished concrete floor.

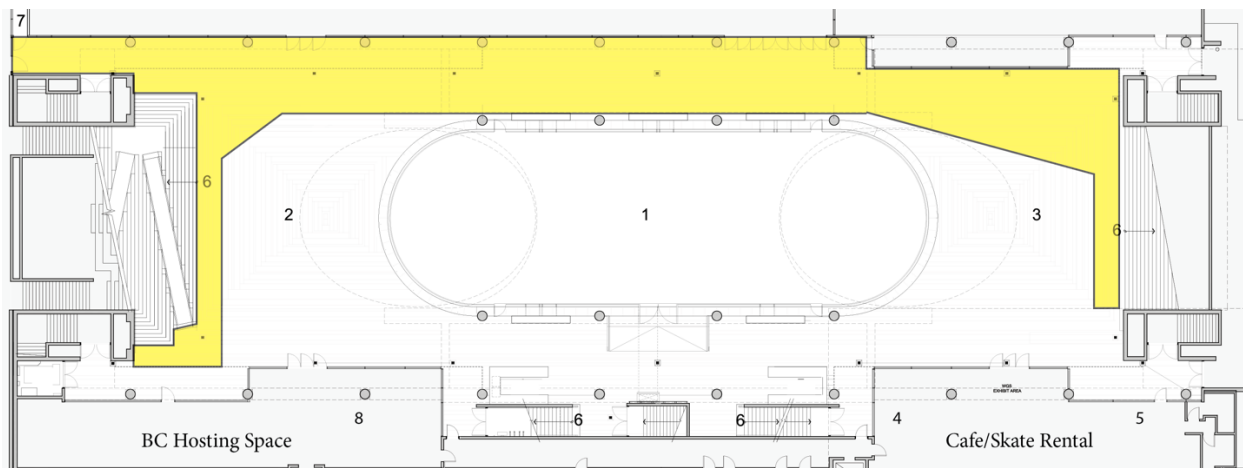
4. Café

The Robson Square Café only operates during the ice rink season (December – February). Outside of this, the Café space is available to rent. The Café does not have a usable kitchen, but there is stainless steel countertop, double sink with potable water, and lockers. The Café is located on the Northeast side of the Plaza.

5. Hosting Space

On the Southeast side of the Plaza, there is a small indoor space that is also available to rent. Features include carpet and wood floors, kitchen space with sink and potable water, and washrooms. The space includes some chairs and tables. Useable space is approx. 90' x 20'.

There are areas of the Plaza in which no event infrastructure can be set-up. This area is highlighted in yellow in the below floor plan. These areas are to remain clear at all times.



- 1. ICE RINK
- 2. SOUTH PLAZA
- 3. NORTH PLAZA
- 4. CAFÉ
- 5. SKATE RENTAL
- 6. STAIRS TO STREET LEVEL
- 7. CORRIDOR TO PUBLIC WC
- 8. BC HOSTING SPACE

Facility Features

Electrical

On the Plaza there are 8 standard 15 amp electrical outlets located in the ceiling around the outside of the rink (top of every column). These represent only two circuits.

There is an additional 200-amp 3 phase service (camlock connectors) located on South end of the ice rink. A licensed electrician is required to access this service.

Water

Potable water is available from inside the Café and Hosting Space.

Washrooms

There are men's and women's washrooms located in the Southwest corner of the Plaza. Outside of the ice rink season, these washrooms are kept closed to the public. These washrooms will be opened for your event with the cost of the janitorial service. There are also men's and women's washrooms in the Hosting Space.

Lighting

The rink space is lit by white LED ceiling panels and the sides of the rink with standard fluorescent lights which always remain on. There are also colour LED lights above the rink surface which can be used upon request. There is very little lighting for the North and South Plaza spaces.

Audio

There is a JBL speaker system over the rink and within the Café. Access can be granted upon request. A device with a 3mm connector can be plugged in via a panel located in the Café with a simple auxiliary cord.

Services

Janitorial

When you rent space on the Plaza Level, you will be required to pay for the necessary janitorial service to make sure everything is cleaned during and after your event. By paying for janitorial staff you get access to the washrooms. The number of staff and hours required will be determined in consultation with Robson Square venue manager.

Security

Depending on the type of event, duration and expected number of participants, we may request that security be booked to ensure the safety of the facility, event organizer and all participants.

Rental Rates

LOWER PLAZA LEVEL	RENTAL RATES	
	Per event / Per day*	Per week**
Business/Corporate	\$2,000.00	\$8,000.00
Not-for-Profit	\$500.00	\$2,000.00

CAFÉ RENTAL	Per event / Per day*	Per week**
Business/Corporate	\$500.00	\$2,000.00
Not-for-Profit	\$250.00	\$1,000.00

HOSTING SPACE RENTAL	Per event / Per day*	Per week**
Business/Corporate	\$750.00	\$3,000.00
Not-for-Profit	\$375.00	\$1,500.00

Notes:

*Per event or per day (whichever time period is less). A day is considered a 12 hour period.

**Any five-day period.

Other Costs:

Janitorial Services: \$36.37/hr./janitor plus 20% for supplies. Janitorial is charged for the length of the event, plus two hours in advance and two hours post event (minimum 4-hours). Over 8 hours, the rate increases by 1.5x (\$54.56) and on statutory holidays the rate increases by 2.5x (\$90.93)

Security Services: \$35.00/hr./officer (minimum 4-hours). Over 8 hours the rate is \$52.50/hr. Statutory holiday rate is \$87.50/hr. Security may not be required for your event and will be discussed with you in advance.

Contact

For more information, or to book space at Robson Square, please contact us at:
RSQIceRink@pacegroup.com

Venue Rental Terms and Conditions

1. **Approvals:** All applications for the use of Robson Square are subject to approval by the Ministry of Citizens' Services.
2. **Rental Rates and Service Fees:** there is a facility rental fee and additional costs for janitorial and security services. Please review the Facility Rental Information Package for the breakdown of all rates and fees.
3. **Payment Terms:** A Cost Estimate will be issued at the time of approval. An invoice will be issued upon signing of the cost estimate. Full payment must be received to finalize your event booking. If multiple dates are booked, full payment for all events must be received before the first event date.
4. **Cancellation Policy:** A full refund will be processed if an event is cancelled at least 14 business days prior to your event date.
5. **Special Events Insurance:** The Applicant must provide general and liability insurance coverage that lists "His Majesty the King in Right of the Province of British Columbia as represented by the Ministry of Citizens' Services (the "Province")" – PO BOX 9594 Stn Prov Govt, Victoria, BC V8W 9K4 and "Pace Group Communications Inc." - #500 – 525 Seymour St., Vancouver BC, V6B 3H7 as the insured or holder of the insurance. The minimum requirement is \$2 million, with a usual range of \$2 million to \$5 million. A certificate of insurance must be provided to Pace Group at least two weeks in advance of the event.
6. **Access:** all access to Robson Square (RSQ) must be through public outdoor entrances only (no exceptions).
7. **Washrooms:** Please use the plaza washrooms and not the washrooms inside UBC. Please ensure ALL your guests are aware of this. Depending on the size of the event, additional signage may be required at event organizers expense.
8. **Sound:** RSQ is first and foremost a public space surrounded by tenants, such as the University of British Columbia. These tenants' business hours often extend into the evening hours. The use of music or sound amplification must be approved in advance and the volume of sound must be moderated at all times.
9. **Decorations:** All decorations, displays, banners, signage, etc. must be kept to the Plaza level and be free-standing. No decorations, displays, banners, signage, etc. may be adhered to any surface of the facility or rigged/suspended from the structure. No helium balloons, confetti or decorations that leave residue are permitted.
10. **Vending:** Any type of vending, commercial activity, membership sales or money exchange must be pre-approved by Pace Group.
11. **Tear Down:** After the completion of the events, all items brought into Robson Square by the organizers must be removed the same day. Nothing may be left for a later pickup.

12. **Food:** pre-packaged and pre-cooked food may be served upon approval by Pace Group. Food cannot be cooked onsite under any circumstances. Temporary Food Services Application will need to be submitted through Vancouver Coastal Health Authority.
13. **Alcohol:** Alcohol service is not permitted at Robson Square.
14. **Smoking:** There is no smoking permitted at Robson Square. All guests must be advised of this policy.
15. **Private Functions:** RSQ must be kept open as a public thoroughfare during events. Private functions will not be approved under any circumstances. Fencing of any type is also not permitted.