

## Contents

|                                     |                                                   |
|-------------------------------------|---------------------------------------------------|
| Booking Process and Rates.....1     | Event Hall and Upstairs Areas.....8               |
| Venue Products and Services.....2   | Lower Docks and Downstairs Areas.....10           |
| Planning Process.....4              | Vendors, Catering, Alcohol, and Janitorial.....11 |
| Rental Block and Venue Access.....6 | Audio Visual.....12                               |

## Booking Process and Rates

### Can I hold a date while I decide?

Yes! We allow a 14-day courtesy hold on your favourite date. This hold ensures that for your 14-days you have first right of refusal to choose to book the venue should another renter be interested in booking the date. In order to place a hold, we need two full contact names, phone numbers, and emails. If another renter would like to book your held date, we will contact you and give you 24 hrs to either book the date yourself by paying the deposit and signing the rental agreement or release it to the challenger. We do not reach out to inform you of your hold's expiry at the end of the 14 days.

### What if I want to book a date that has a courtesy hold by another renter?

You can challenge their hold. If you are ready to firmly book the date with a non-refundable, non-transferable deposit, inform us that you are ready to challenge the hold. When a hold is challenged, the renters with the hold are contacted and will have 24 hours first right of refusal to book or release the date. Should the holder release the date, the date would be yours to book. *Please note that we issue challenges only when we will be in the office 24 hrs later.*

### How do I book the venue?

To firmly book the venue, follow these steps:

1. Ensure the date you want is available (or on hold by you).
2. Request the Event Hall Booking form from our office and fill it out.
3. This form will trigger a rental agreement to be

created for your review. Sign the rental agreement and return it to us.

4. Pay the non-refundable, non-transferable deposit.

*Please note that the signed rental agreement and deposit are due within 3 business days after receiving your contract, otherwise your event will be cancelled and the date will be open for bookings again.*

### What are the rental rates and fees associated with making a booking at the UBC Boathouse?

The UBC Boathouse philosophy is based on the belief that planning events should be a seamless and enjoyable process. To ensure this, one of our values is transparency which means that we are committed to providing all the fees associated with events up front so that no one is surprised at any point in the process. See our Rental Rates online at [ubcboathouse.com/weddings/rates](http://ubcboathouse.com/weddings/rates)

### What is the SOCAN and ReSound fee and do we have to pay it?

Yes. By law we are required to charge the SOCAN and ReSound music tariffs. If you are playing music of any kind, the charge is \$46 + tax. If you are playing music of any kind and dancing, the charge is \$92 + tax.

SOCAN (Society of Composers, Authors, and Music Publishers of Canada--a non-profit music licensing company dedicated to obtaining fair compensation for artists and record companies) requires that users of music obtain SOCAN/ReSound licenses to perform or authorize others to perform music in public. The required license fee for an event with music will be charged based on the guidelines set out by SOCAN, ReSound and the Copyright Act of Canada.

### **Do we have to obtain special event insurance?**

Yes. We require that you hold special event insurance for your event whether this is purchased with your booking through us or through your own insurance provider. A "\$5 million" coverage "per occurrence" is required with UBC added as additional insured (address is 6200 University Blvd Vancouver, BC Canada V6T 1Z4). The rate is determined by the type of event, guest number, and whether alcohol is served.

We automatically include special event insurance in your rental agreement unless you choose to purchase your insurance elsewhere, in which case we would require a copy of that insurance.

### **What's the difference between catering insurance, special event insurance, and wedding insurance?** These are completely different insurance policies.

The insurance that your caterer holds is relative to their company. If you are using a non-preferred caterer, we require a copy of this.

The special event insurance protects you and the venue. This is required to host an event at our facility. Wedding insurance covers your wedding specifically and is not required by the UBC Boathouse.

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

Upon booking a non-refundable deposit is required (\$1500 for a Monday-Thursday booking or \$2500 for a Friday-Sunday booking) to secure the date. The remaining balance is due 30 days prior to your event date. Visa and MasterCard are accepted.

The \$1000 refundable damage deposit is to be refunded within two weeks following your event date to your credit card.

### **What is the cancellation policy?**

Cancellations must be made in writing to the Events & Operations Manager. If the rental is cancelled more than 60 days prior to the rental date, the non-refundable deposit is to be forfeited. If cancellation occurs within 60 days prior to the event date the full balance is owed.

We offer 14-day holds on your favourite date with no deposit required. If you are not fully decided on your booking, we recommend placing a hold rather than firmly booking the date.

## **Venue Products and Services**

### **What rooms and spaces are included in the rental?**

The Event Hall Rental includes exclusive use of the event hall, adjoining waterfront patio and kitchen. Public areas of the building include shared usage of the washrooms, lockable change rooms, and docks (dock access for pre-booked event components as approved by the Events & Operations Manager).

### **What is included in the rental?**

The UBC Boathouse provides one full set up and one full take down of all venue tables and chairs, removal of sorted waste, and the janitorial clean. Any floor plan transitions during the event

require additional helpers provided by the renter (recommend: catering service staff, decor teams, or designated volunteers from your party).

### **Tables and Chairs**

- [11] 8 foot rectangular tables (30" x 96" x 29" height)
- [16] 6 foot rectangular tables (30" x 72" x 29" height)
- [07] 4 foot rectangular tables (25" x 48" x 30" height)
- [21] 60" diameter round tables (29" tall) seats up to 8 people comfortably
- [14] 30" diameter round tables (a combination of 42" tall or 30" tall)
- [175] white resin folding chairs indoors and outdoors

All venue tables should be dressed. Linens can be rented through your own vendor.

#### Kitchen

- [1] Fridge (restaurant size)
- [1] Freezer
- [2] Commercial Warming Ovens (Eight 26" x 18" trays total)
- [1] Microwave
- Waste Sorting bins for all waste and recycling

#### Other

- [2] Stainless steel coat racks (holds approximately 100 coats)
- [1] Set of lounge furniture for use in the event hall, on adjoining patio (weather permitting) or removed; includes 2 tables, 2 love seats, and 4 chairs.

#### Does the venue provide...?

High chairs? No. High chairs for young children must be rented through an external company.

Ladder? Yes. Our ladder reaches the ceiling and can be used for setting up string lights.

Podium? No. We typically use a tall cocktail table for a podium.

Easels? No.

Dishware/glassware? No. These should be rented through a rental company or through your caterer.

ATM? No.

Garbage bags/recycle bags? Yes. Speak to your Event Attendant if these are required.

Lifejackets? Yes. These can be signed out if you have guests who are concerned about being on the docks.

#### Will there be a staff member on site during the rental and what do they do?

Yes. Each event is attended by a UBC Boathouse Event Attendant for its duration. The Event Attendant is the facility lead during your event and is in charge of health, safety, and caring for the venue. The Event

Attendant can assist with such things as venue access, maintenance issues, first aid, and use of venue product.

The Event Attendant is not responsible for busing tables, coordinating a wedding ceremony, decorating, or loading/unloading equipment that does not belong to the venue.

#### Does the rental include table linens?

No. Table linens are not included due to the variety in style and choice that may be desired. Please rent your linens through your caterer or decor vendor.

#### Can we bring tents to the venue?

Any tenting must be booked exclusively through the UBC Boathouse. Large tents for an outdoor ceremony, cocktail hour, or full patio coverage can only be pre-booked a minimum of 30 days prior and are subject to availability. These tents are subject to dock availability and are non-refundable to reserve. Inquire for current tent pricing, options and availability.

#### Where can we park?

Parking is available on both sides of River Road. The 3 Hour Parking signs do not apply during your event. Do not park in the adjacent business parking lots as you will be towed! No vehicles are to be parked on the dike path in front of the UBC Boathouse at any time.

#### Can we leave vehicles at the venue overnight?

No vehicle may be left on the dike way. We guarantee no towing in the 3 Hour Parking spots during the event, but any parking outside of the rental block is done at your own risk.

### **Where can guests go if they want to smoke?**

Smoking is permitted only on street level (the gravel shoulder along River Road) and a 25 metre distance away from the playground.

The UBC Boathouse is a smoke free facility and is situated in Richmond's Fraser River dike way which is a designated smoke free park trail. The smoke free areas include inside the facility, the patios, the docks and the dike way park trail. The guideline covers cigarettes, cigars, marijuana, and vaping.

### **Is the UBC Boathouse wheelchair accessible?**

Yes! The UBC Boathouse is wheelchair accessible. A guest using a wheelchair that is driving themselves may drive up to the dike way and park on the event plaza level closest to the playground. Please note that parking is very limited on the dike and needs to be pre-arranged. When a guest using a wheelchair is being dropped off, the dike way may also be used as a drop off location outside our main ramp gates. The driver of the vehicle must then park on the roadside and will of course be permitted to drive up on the dike following

the event to pick guests up.

The dock space is also wheelchair accessible. The second ramp leads straight to the docks; however, if the incline is too steep due to the tides, the main ramp can be used to access the lift within the facility. The manual lift is operated by our staff member onsite.

In order to be best prepared, it is always helpful to let us know in advance if access for individuals utilizing mobility aids will be needed for your event. This will help us to ensure that we inform any other vendors arriving for your event to keep clear of the parking area on the dike way as well as to ensure that our staff are ready and waiting to operate the lift as needed.

### **Does the venue have an elevator?**

No. The venue is outfitted with a manual lift that is for persons with disabilities or mobility issues. The lift can only accommodate one passenger at a time and must be operated by a UBC Boathouse staff member.

The lift may not be used for transporting goods or equipment.

## **Planning Process**

### **When do I confirm my ceremony and cocktail hour time for the dock?**

To host your ceremony or cocktail hour on the dock, please submit your desired ceremony and cocktail hour start times to the Events & Operations Manager for approval and confirmation a maximum of 4 months prior to your event date (and prior to sending your formal guest invitations) when the program schedules are firm. The dock is a shared space with registered rowing programs and your desired time may need to be adjusted in order to avoid conflict with rowing program schedules.

We would like to draft your floor plan, finalizing your timeline, and reviewing your full vendors list, have an idea of your final guest number. Your floor plans will be digitized to-scale and emailed to you for your review and so that you can share with your vendors.

### **When does UBC Boathouse require my event day-of details?**

4 30-90 days prior to your event date.

### Can I book a wedding ceremony rehearsal?

Rehearsals may be tentatively booked 60 days prior to the wedding date. However, they are not confirmed until the week of, as we do accept full event bookings up until that point in time. Ceremony Rehearsals are booked during regular operating hours complimentary and are booked for a maximum of one hour. If you are planning to use the dock for the rehearsal, it is a shared space with the rowers if they are on site. Rehearsals are not guaranteed, as they are booked based on UBC Boathouse event hall and dock availability.

### Do I need an Event Planner?

This is up to you and part of your ability to customize your event at the UBC Boathouse! We do highly recommend hiring a wedding or event planner/day-of-coordinator if you would like the finer details of your day taken care of. A planner/coordinator would represent you and your vision for your event and be responsible for executing this flawlessly. This is a great option if you are not wanting family or friends to be involved in the behind the scenes on the day.

### If we do not hire an Event Planner, who executes these details on my event day?

This is up to you! An individual from your group that has been involved in your planning and doesn't mind being involved in the behind the scenes of the event day would be recommended.

There are three main responsibilities that we require someone from your group to cover (these can be different people or just one person):  
**Main Contact** - This person would be present at the beginning of the rental and throughout the majority of the event. This person would be representing you and should be ready to coordinate with the vendors you've hired as well as our Event Attendant. Our staff will check in with this person during the event regularly and will approach them if there are any issues.

**End of Night Contact** - Preferably this will be the same person as the Main Contact, but if they are unavailable this can be a different person who receives the duties of the Main Contact when they leave. This person will remain until the end of the rental block (once all guests and vendors have left) and will do the final walkthrough with our staff to make sure nothing is left behind as well as to look for any damage. This person must remain sober.

**Plan B Contact** - This is the person our staff would call before the rental block to ask whether the event will be Plan A or Plan B depending on the weather. This person should be someone to whom you have given authority to make this important decision.

If you have hired a planner/coordinator these responsibilities can be designated to them. It is your responsibility to ensure that the Main Contact is aware of their duties.

### Is the UBC Boathouse Event Attendant different than an Event Planner/Coordinator?

Yes. The UBC Boathouse Event Attendant is the facility lead on-site responsible for health and safety and ensuring the facilities are functioning and facility policies are followed during your event. We do not provide wedding or event coordination services. If you would like someone to execute your unique details please inquire with our recommended event planners.



## Rental Block and Venue Access

### **What time can I host my event?**

The 8-hour rental block can sit anywhere in the day that you choose and additional hours may be added to extend the block in advance. Additional hours are billed at the additional hour rate. The booked rental block is to be inclusive of time needed for set up and tear down by your party and your vendors. Within your rental block, a minimum of 2 hours should be reserved for vendor load in and set up prior to guest arrival. A minimum of 1 hour for vendor tear down and load out after guest departure.

### **How late can I book the event hall until?**

Guests may be on site until 1:00 AM followed by the required 1-hr of tear down. Vendor cleanup must be completed by 2:00 AM.

### **What if my event goes longer than what I booked?**

Additional hours on the day of your event will be billed at a \$500 hourly rate and require approval from the Boathouse representative. We highly recommend planning enough time in your rental to avoid this occurring on the day. We are happy to assist with timeline creation.

### **Are we ever able to come early to drop off products or to set up for our event?**

If any additional time is required before your event to set up, you must pre-arrange this with the Events & Operations Manager in advance. You will be billed per hour for additional time. Please refer to the Rental Rates to determine your additional hour rate. In the vast majority of cases, set up the day before or take down the day after is never permitted due to regular usage of the facility.

### **Can we leave product here to be picked up the next day?**

No. All of your product and any items that you bring into the UBC Boathouse for your event **MUST** be cleared out by the end of your rental block. This allows the janitorial team to clean during the night and have the building ready for rent for the next day. We are a multi-use facility and do not have storage available on-site.

### **Can we add on additional rental items or extra facility products (such additional tables) the night of our function?**

Additional tables and chairs can be added as needed during your event as long as they do not impede walking space and as long as they do not violate our capacity regulations.

### **Do we have exclusive use of the entire facility during our rental booking?**

Your event will have exclusive access to the event hall and waterfront patio and kitchen. The common areas are the dock, washrooms, and change rooms which may be shared by the rowers.

**Will there be rowers on-site during my event?** There may be rowers and paddlers on site utilizing the shared areas during your event (the dock and washroom area). Athletes are very respectful of the events in progress and are experienced in sharing the space with events and do so for many events per year. Your event supports athlete development at local, national, international, and Olympic levels of rowing. While guests are on-site, athletes predominantly use the alternate ramp entrance into the facility or onto

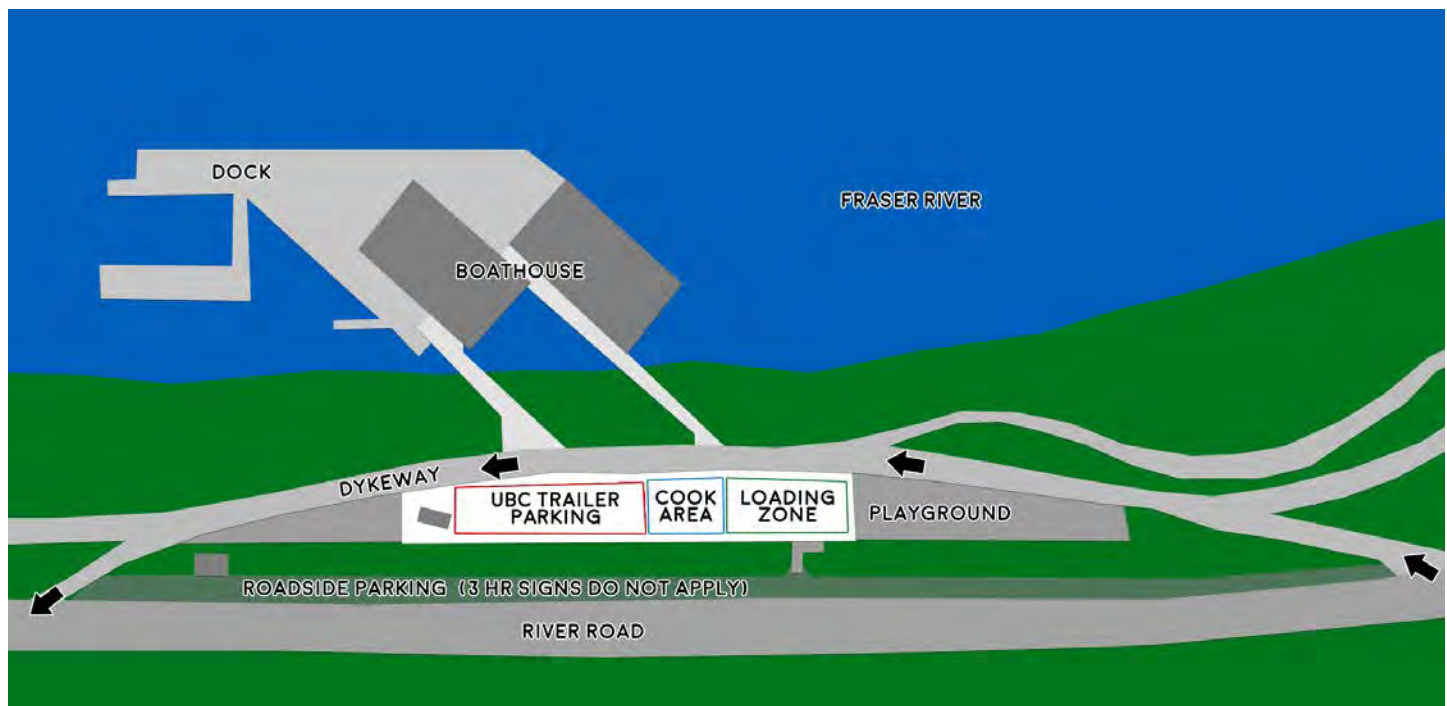
the dock, avoiding where your guests are. They are respectful when using the shared washroom area. If boats are on the water for programs during your ceremony the boats will be scheduled to return after your pre-booked ceremony window. In this case, please ensure your ceremony is running on time. Boats may return to the dock during your cocktail reception and athletes will dutifully slip their boats into the boat bays as to not interrupt your guests' enjoyment of the environment.

**Are there pre-set floor plans or can we design them ourselves?**

The room is yours to set up however you desire as long as walkways are maintained and guests have room to safely navigate the space. We will help you to create a customized floor plan that will best meet the needs of your event 30-90 days prior to your event. We can also provide sample floor plans upon request for inspiration.

**Can we drive up onto the dike way for product unloading and reloading?**

Yes. Your vendors may drive up the dike way for active loading or unloading of their products for a MAXIMUM of 15 minutes. NO stopping or idling on the dike path is permitted as this is a park trail used by many pedestrians and cyclists. Vehicles must be on the interlocking brick plaza next to the playground, facing River Road. There is room for 4 regular vehicles at a time. Should the area be full, vendors must wait until others move their vehicle to the street. Please do not pull into undesignated areas. Any damage will result in a portion of the damage deposit being retained. Only one catering vehicle is permitted to remain on the dike way for the duration of the event. All other vehicles must be moved to the street for the duration of the event. This is city property, so please be diligent in following these guidelines.



**How do we transport AV or musical equipment into the building?**

If musical instruments or AV equipment needs to be brought into the Boathouse, the unloading and loading policy applies.

**Are we allowed animals in the building?**

Yes! You may have a domesticated pet in the building as

long as it is potty trained and you take full responsibility for any damages incurred by the animal. Please inform the event team prior to your event date about which pet you are bringing on site. We will require the name and phone number of the person responsible for caring for them during the event. Please note that farm animals are not permitted.

## Event Hall and Upstairs Areas

**What is the capacity of the Event Hall space?**

The Event Hall can hold 150 people for a sit down function and up to 180 for a standing cocktail style function. Please note that these numbers reflect our fire safety policy and are not flexible.

For events over 150 people, only 100 may be seated and the remaining 80 spots must be standing.

**Who is included in our guest number?**

The 180 guests includes the renters and all guests including children. For a wedding, this includes the wedding party and the bride and groom.

This number does not have to count vendor staff or the UBC Boathouse staff.

For the 150 seated guests, this includes any person occupying a seat, including children. Infants that are using rented high chairs or who are sitting on a parent's lap are not counted.

**What are the dimensions of the Event Hall?**

The event hall is 44' by 60'.

**What are the dimensions of the Patio?**

The patio is 8' by 44'.

**Do we have access to both of the outdoor patios?**

No. The patio adjoining the event hall is available for use throughout the duration of your event. The second patio space (past the washrooms and offices) will be off limits to your guests.

**Are there washrooms on site at the UBC Boathouse?**

Yes. There is a women's (five stall) washroom and a men's (double stall and double urinal) washroom. Each washroom has four sinks and two hand dryers.

**Does the lounge furniture have to stay in the event hall?**

The lounge furniture can be placed on the patio adjacent to the event hall (weather permitting) or it can be removed for you entirely.

**Can we put chairs, tables and/or the lounge furniture out on the patio?**

If there is no rain, placing some chairs or cocktail tables is definitely an option for you. The bar can also be out on the patio. Because of food safety restrictions, guest tables (for dinner) and buffet tables cannot be outside on the patio.

**Who is responsible for floor plan transitions during my event?**

If your floor plan requires transitions during your event, the UBC Boathouse Event Attendant will lead and participate in the transition, but assistance from your catering team or other pre-designated helpers will be required. Please provide the names of those individuals prior to your event date.

**Can we cover the patio space or rent heat lamps for out there?**

Should you wish to rent a tent on the patio, let us know and we can provide you with a price quote a minimum of 30 days prior to your event date. Yes, you can rent heat lamps for the patio through your rentals company or if you rent a full tent we can arrange for them for you.

**Are there any decor restrictions?**

If you have questions regarding your unique decor or event elements, reach out! We are happy to have a conversation about your vision and assist with finding creative solutions during your planning process.

The following decor elements are not permitted:

No tape, sticky substances of any kind, tacs, nails, or staples are permitted on any surface including the windows, walls, floors, art, or venue product (tables and chairs). Floor wraps are not permitted.

No confetti, glitter, real flower petals, fake snow, rice, or similar items are permitted to be sprinkled on the tables or floors. As an alternative to real flower petals for your ceremony aisle, we recommend the synthetic (fake) flower petals to be used as the colour doesn't run. Please ensure you have a designated person to pick up the petals following the ceremony. No bubble or smoke machines indoors.

No items may be released into the Fraser River or into the sky from our premise.

Additional decor policies:

Furniture may be brought into the venue as long as these items have felt bottoms to prevent scratching

or marking on the floors.

Items such as string lights or lanterns may be hung from the lamp cages in the event hall or from the support beam. Sparklers are not permitted in the event hall or on the dock. No drones may be used at the facility due to our proximity to YVR.

The UBC Boathouse reserves the right to deny any decor or event elements that put the facility or guest safety at risk.

**Can we have candles in the event hall?**

Yes! Please use dripless candles, or have your candles in a holder or vase of some kind to prevent wax drips or spills.

**Can we pipe and drape to cover any wall in the event hall?**

Absolutely! Pipe and drape is a great way to make the space unique.

Please note, if you plan to pipe and drape the East wall where the Thunderbird carving is mounted, this will mean the projector screen can only be used if you open the drapes (as the screen is flat to the wall).

In order to cover the carving, 19ft in length x 8ft in height are needed. In order to cover the entire East wall, 40ft in length x 12ft in height are needed.



## Lower Docks and Downstairs Areas

### Can we have a wedding ceremony or a function down on the dock?

The dock is complimentary for pre-approved photos, ceremonies, and standing cocktail receptions, but is subject to availability around the rowing and paddling program schedules. The dock is not available in the Winter months November to February. The historical schedule can be provided at the time of booking but the dock time may not be confirmed until 4 months prior to your rental date when program schedules are confirmed.

Please note the dock area is a public rowing and paddling space and is a shared space. Prior to sending out invitations or finalizing your event timeline, please submit your desired ceremony and cocktail hour start/end times to the Events & Operations Manager for approval. Please be aware that the dock time availability is not guaranteed and must be worked around the public programming up to 4 months in advance to your rental date.

### What time does the dock close?

The dock is available for the pre-approved times that you have confirmed with the Events & Operations Manager. The dock is a beautiful setting to capture intimate photos during sunset. Please request in advance if you would like to go down with your photographer and a small bridal party group to capture these moments. The dock is closed to guests after sunset or once the upstairs reception has begun.

### What if there is poor weather on my event day?

Please keep in mind that we can experience wind on the water and good weather is never guaranteed. A Plan B floor plan must be decided on in advance for your event date. The decision for Plan A or Plan B floor plan based on weather is made with your Plan B Contact on the day of your event when the hourly forecast is available. We will contact your designated contact to make this decision.

10 If there are weather conditions making the patio or

dock unsafe (such as snow or ice) the Plan B floor plan would be implemented for that portion of your event. The patios and docks cannot be salted due to the damage it causes to concrete and the floating nature of the venue.

### Is there anything that is not permitted on the docks?

No glassware or china is permitted down on the docks, as this is an athlete area.

Appetizers and cocktail tables are permitted on the dock, but not fully seated meals.

### Is there AV available on the dock?

Boat bays make up the dock level of the building for rowing shell and rowing equipment storage; therefore, there is no house AV system on the dock level. It is required that you bring your own sound system, microphone system, and extension cords for your outdoor activities. Power is available on the dock via the boat bays for your speaker system to plug into. The Event Attendant will supply your vendors with access to plug into power.

*Note: DJs or live bands should bring their own speaker systems and extension cords for all venue spaces.*

### Can we have food and drinks on the dock?

Yes! All drinks must be served in plastic cups, no glass or china products are permitted on the docks. The dock space must be cleaned entirely of all food and garbage by the end of your event. Bins are available on-site for your party or caterer to utilize.

### Are there washrooms downstairs?

There is only one washroom downstairs that is reserved for persons with disabilities or with mobility issues. All other guests should use the washrooms located upstairs.

Access to the handicapable washroom downstairs will need to be coordinated with the Event Attendant.

## Vendors, Catering, Alcohol, and Janitorial

### Does the UBC Boathouse have a list of preferred vendors?

Yes! Our preferred vendors are all listed on our [website](#). These vendors receive exceptional reviews annually from our previous renters and know the venue well. They are prepared to execute your unique event flawlessly. Our preferred vendors list is not exclusive and you are welcome to bring in other vendors you love. The \$1000 galley fee is waived only if you book a preferred caterer, this fee does not apply to other vendor categories.

### Do you have preferred caterers?

Yes! The UBC Boathouse has a [Preferred Catering](#) list with a selection of full service caterers that range in price point and style in order to offer you diverse options for your event. These caterers receive exceptional reviews annually from our couples and know the venue well in order to execute your event seamlessly.

If you choose a preferred caterer, the \$1000 galley fee is waived.

### Can I bring my own caterer?

Should you wish to bring in outside food (self-catered) or a non-preferred caterer, please submit the company name to the Events & Operations Manager for approval prior to booking with that caterer. The caterer must schedule a site-visit at the UBC Boathouse a minimum of 30 days prior to your event to review the facilities, policies, and their cook plan. A copy of their catering insurance must be submitted prior to your event along with their WorkSafe number. The \$1000 galley fee applies to your rental.

**I have a caterer that I really like who isn't on your list, can they become a preferred caterer for my event?** They are welcome to apply to our preferred vendor program by contacting us, but we do not add new preferred vendors for specific events.

### Who buses the tables to clear the dishes and garbage?

The busing of tables is the responsibility of your party (most renters choose to have their caterers oversee this duty. At the rental block end, please ensure that tables are left fully clear and ready for the Event Attendant to collapse.

It is highly recommended that catering service staff are hired until the very end of your event in order to oversee this as it is a time consuming duty. Should you choose not to hire catering service staff to stay until the end, please submit the names of the individuals responsible for this duty prior to your event day.

### Who is responsible for removing waste and recycling from the venue?

The UBC Boathouse is on the City of Richmond's waste sorting system as per their bylaws. The venue provides city bins to your caterer and bartender to use. You and/ or your caterer are responsible for ensuring all waste is put into the provided bins and sorted correctly during service. The venue will ensure the sorted bins are removed from the venue from there. Please be aware that if waste is not sorted as per the City bylaw, a fine may result. The Event Attendant may require that you or your caterer take unsorted garbage with you when you leave the facility if sorting procedures were ignored. Refundables (bottles and cans) from the bar cannot stay on site. These must be taken with either the clients or vendor running the bar.

### Can my caterer cook on the upper patio or dock? No.

These are not approved cooking locations. If your caterer is cooking on site, there is a designated area on the dike way where they can set up their pop-up kitchen. The caterer must bring their own tent for above the cook area for food safety requirements, tarp to protect the plaza from grease stains or damage, and their own tables. Venue tables are not permitted on the dike way for cook station purposes. Power is available for this location if needed. **11**

**Can I bring my own alcohol?**

Yes! We charge no corkage fees, but we do require any event that will be serving alcohol to acquire a Special Event Permit.

**How do I get a Special Event Permit (liquor license) and who can apply for this?**

You must obtain a single-day Special Event Permit online and forward a copy to us before your event day. This allows you to purchase your own alcohol.

Apply [here](#).

The person whose name is on the license must:

- Have SIR (Serving It Right) or SES (Special Event Server) certification.

- Remain sober for the duration of the event.

- Be a family or friend of the renter (for weddings and private events) or be a part of the renting organisation (for corporate events).

- Be of legal drinking age.

**Can I have my friend work as the bartender?**

No. You must hire a licensed bartender to serve for the duration of your event. No self-serve stations are permitted as per the liquor laws. Our [preferred bartenders](#) provide great service options for bartending.

**What happens to refundable recycling (e.g. beer cans, wine bottles) after the event?**

Refundables (bottles and cans) from the bar cannot stay on site. These must be taken with either the clients or vendor running the bar.

## Audio Visual

**Can we bring in a DJ or live band?**

Yes! We highly encourage you to book a DJ or live band. We do also have a list of preferred music vendors. Music vendors must bring their own equipment. Any table or chair needs can be fulfilled with venue product in your floor plan.

**Can we have a slideshow or video?**

Yes, you may use our projector and screen at no extra cost. Please be aware that a USB & HDMI connection is required on your laptop/computer in order to connect to our system (cords provided). Slideshows may appear very faint when projected onto our screen on a bright day. AUX is needed for sound.

**Who will play my slideshow/video?**

You will be responsible for assigning someone to run the slideshow/video during your event. The Event Attendant will assist in connecting your device to our

projector and/or Smart TV, but will not be responsible for using your computer or playing any media. Please designate an individual from your party to operate your personal laptop device.

**Who handles the troubleshooting of AV?**

The UBC Boathouse ensures that the projector, screen, Smart TV and one cordless and one corded microphone are in good operating condition for each event and the UBC Boathouse Event Attendant will provide the cords for connecting your device to our system.

Any issues with the devices provided by the renter (e.g. the laptop playing a video) are not the responsibility of the Event Attendant to solve.

If any issues arise, we have found that because laptop technology is frequently changing and varies by make or model, we cannot guarantee compatibility with our projector system. It is highly recommended that your laptop that will be used is tested prior to your event

date and again prior to guests arriving on site to ensure it is operational. Please arrange for any adaptors or dongles required to connect to our HDMI or USB cords. An AV technician is not provided within the event hall rental. If you require a professional AV technician for your event, we recommend Focus Audio and Visual.

#### **What AV equipment does the venue provide?**

The venue provides the following equipment that can be set up by our Event Attendant:

- [1] HDTV screen (connection via USB)
- [1] Ceiling mounted projector and screen (connection via HDMI, USB and AUX cord; cables provided) (If your laptop is not compatible with all the above ports, you must bring an adapter or dongle)
- [1] Corded & [1] cordless microphone with stand
- [1] Built in sound system for background music or speeches
- [1] Aux-cord connection

#### **How can I use the Smart TV?**

You can hook a laptop up to the TV using HDMI or USB (cables provided).

The TV can also accommodate a USB hookup if you want to rotate through photos, but please ensure your files are formatted to rotate on the TV in your USB (the TV can play loops of photos such as .jpg or .png and can play videos such as .avi and .mp4; the TV cannot play Power Points or Mac files such as .ppt and .mov)

#### **Can I test the projector or TV ahead of time?**

Make an appointment to come and test the laptop that will be used to ensure compatibility with our system. Appointments can be made during regular office hours and are subject to availability.

Have the laptop on site at the start of your rental block, to allow for a test and troubleshooting period prior to guest arrival.

