

## Welcome

Congratulations! Your event has been confirmed at Cecil Green Park House. We are very excited to host you at our venue. We have created a Confirmation Package to assist you with your planning and event execution.

## General Information

### Event Form

Two weeks prior to your event, please email the [event form](#) to the venue coordinator. Please include your full event timeline along with your form; it is very helpful for our day-of event venue staff.

### Day-of Venue Staff

Your day-of event venue staff will be onsite greeting you, your planners and your vendors at the venue, assisting with the room setup, in-house AV requirements, and any last-minute adjustments that may be required. The venue staff can be reached on the on-site cell phone during your event at 604 328 1565.

### Wedding Rehearsals

Wedding rehearsals may be requested with the House at any time, but cannot be confirmed until two weeks prior to the rehearsal. Rehearsals are not guaranteed, since they are booked based on House availability. If you have requested a rehearsal, please contact your venue coordinator two weeks prior to your rehearsal date to confirm. Rehearsals are complimentary if they take place during business hours, Monday-Friday, 9am-7pm, and can be booked for a maximum of 1 hour.

### Other Inquiries

This package has been created to help your planning process. Please read through and let us know if you have any questions or concerns about your event. You can contact your venue coordinator at [info@cecilgreenpark.ubc.ca](mailto:info@cecilgreenpark.ubc.ca) or 604 822 6289.



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## Payment, Deposit & Cancellation

### Timeline

- Your first payment is required upon receiving your signed contract.
- Ninety days prior to your event, the final payment will be deducted and a receipt will be emailed to you.

Please note this does not apply to UBC sponsored events.

### Damage Deposit

Within two weeks following your event, we will refund your damage deposit minus any applicable cleanup or overtime charges, damage fees, and/or AV rentals.

### GST

Five percent GST will be applied to all events.

### Payment Methods

Payment for all rentals is accepted by cash, cheque or credit card (Visa, MasterCard). We do not accept Journal Vouchers or Amex.

### Cancellation

If you need to cancel your event, please provide us with written notice. Cancellation fees will apply as follows, based on the timing of written notice and the scheduled event date:

Notice given prior to Event Date	Percentage of the Rental Fee
From time of booking to 365 days prior	10%
181 days to 364 days prior	25%
91 days to 180 days prior	50%
90 days prior or less	100%

## Location

### Parking

Guests may be driven directly to the main entrance at the start of the event; however, the entrance driveway to the House is not for parking. There is no access to the driveway past 10pm.

Parking on Cecil Green Park Road is restricted to permit holders from Monday to Friday, 7am-5pm.

Evening parking on Monday to Friday after 5pm and all day weekend parking can be purchased at a flat rate until 12am.

We suggest using the nearby parkade should the parking lot on Cecil Green Park Road be full:

**UBC Rose Garden Parkade**, 6278 NW Marine Drive, V6T 1Z1

Prepaid parking may be obtained from UBC Parking at 604 822 6786. UBC Parking asks that prepaid parking be confirmed one month prior to the event booking.



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## Building Access

### Deliveries

Deliveries of all items must occur within the booking time you have for the day. Daytime bookings can have deliveries starting at 9:30am, evening bookings can have deliveries starting at 4pm. All items must be taken away at the end of the day or evening of your event.

### Loading Bay

There is a loading bay at the East side of the House. Rentals and equipment may be delivered here or directly to the front entrance of the House on the day of your event. Vehicles left unattended are subject to ticketing.

### Setup Time

Event bookings may access the building either at 9:30am for daytime bookings or 4pm for evening bookings.

### Teardown & Removal of Materials

Teardown must begin immediately after the event. All items must be removed from the premises the night of the event. For daytime bookings, guests must depart by 3pm and vendors must depart by 3:30pm. For evening bookings, guests must depart by 1am (12am on Sundays) and vendors must depart by 1:30am (12:30am on Sundays).

No trucks with lifts or backwards beeping is permitted after 10pm. Pick-ups of heavy rentals, large items or furniture must occur before 10pm or the following morning between 8am-9am. Please consult your venue coordinator on items being picked up after 10pm for approval.

You are responsible for the removal and disposal of any and all decorations, displays, signage, boxes, furniture, equipment, supplies, rentals, and any other materials or property you bring into the venue for your event. Cleanup and overtime charges will apply in the event of unsatisfactory removal and disposal of materials; see contract for more details.

### Personal Items

Cecil Green Park House will not be held responsible for lost or damaged personal items. If you require special arrangements, please discuss with your venue coordinator prior to your event. All items must leave the venue at the end of your event.



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## Catering Exclusivity

All food and beverages (including alcohol) served at the House (with the exception of a celebration cake from a licensed bakery) are provided through our exclusive caterer, Scholar's Catering.

Scholar's Catering hosts a menu tasting event each year in January for all weddings of that year. After the tasting you will be able to book a one hour consultation with your coordinator to discuss:

- Itinerary and timing
- Food and beverage menus
- Dietary restrictions
- Floor plan

## Alcohol

Cecil Green Park House is committed to the responsible service and sale of alcohol. Support and commitment from your venue team and Scholar's Catering team will help ensure that your event meets our facilities guidelines for responsible service of alcohol. With your support, we will deliver a safe and enjoyable experience for your guests.

## Liquor Licensing

The consumption of alcohol is prohibited in areas not included in your booking, including exterior spaces.

Please note that all beverage services must be provided by our exclusive caterer, Scholar's Catering, for all functions held at our venue. It is not permissible to purchase alcohol off-premises to bring into the facility. This will result in confiscation of outside alcohol, as well as the possibility of the guest in question being required to leave the venue. Please refer to Scholar's Catering's contract as there is a fine for any outside alcohol brought on premise.

## Floor plans

Please see [this link](#) for an overview of the venue floor plan.

Your Scholar's Catering coordinator will work with you to draft a final floor plan based on your guest count, personal preferences and service requirements. To ensure that everything is set out correctly please communicate with your catering coordinator about the placement of all items.



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## Furniture

### Available Items

The venue provides a variety of additional equipment included in your rental fee, such as:

- (5) 4' x 2.5' tables
- (4) 5' x 2.5' tables
- (10) 6' x 2.5' tables
- (15) 8' x 2.5' tables
- (20) 48" round tables
- (8) 30" round x 42" high cocktail tables
- (3) 30" round x 30" low cake tables
- (200) White folding resin chairs (outdoor only)
- (140) Banquet chairs (indoor only)
- (2) Highchairs
- (3) Booster seats
- (1) Podium
- (1) Wired microphone
- (3) Easels – two wooden, one black
- (2) Umbrella stands
- (1) 10' x 10' white pop up tent

### Rental Items

The venue has the following items available to rent:

- (1) Projector – \$100
- (1) Projector screen – \$100
- (1) Speaker – \$150
- (1) Wireless microphone – \$100

Please ensure to arrange for these items prior to the event date by including them on the floor plan and/or [event form](#).

### Décor, Signage & Displays

Any décor, signage or displays must have prior approval from your venue coordinator and listed in detail on your [event form](#). Décor or signage must be easily removable without causing potential damage. You may not nail, tack, tape or affix items (including signage) to walls or windows.

Please note that you are responsible for removing all décor, signage and displays at the conclusion of your event. In the unfortunate event of any damage from installation or removal, repair charges will be billed to you.



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## Hardwood floors

To preserve the venue's hardwood flooring, no tape is permitted other than Gaffer tape to adhere any A/V equipment.

## Balloons

Balloons are permitted inside our venue. If a helium balloon is released and must be retrieved using a crane, a minimum \$200 retrieval fee will be charged.

## Candles

Candles are permitted as long as they are in votive containers (containers must contain flame and wax) and on tables only. No tapered candles. No candles are permitted on mantles, floors or window ledges.

## Flower petals

Flower petals are permitted outside only. It is your responsibility to clean up flower petals at the end of your booking. Failure to clean up flower petals will result in a \$300 cleaning fee.

## Fireworks

No fireworks or sparklers may be used anywhere in our venue or outside on our property.

## Rice, Glitter & Confetti

No rice, glitter or confetti is permitted in our venue or outside on our property.

## Animals

Pets are permitted at our venue outside on our lawn and terrace. They are not permitted indoors during food service. They must be minded at all times. Any cleanup is the responsibility of the owner.

## Insurance

All private events must have Special Event Insurance with a 5 million dollar liability coverage. *alumni UBC* has partnered with SBC Insurance agency to offer this service. The venue has negotiated a blanket policy, including a reduced rate per event. *alumni UBC* will add the insurance cost to the final bill of each event and remit this fee directly to SBC:

Capacity	w/o Alcohol	Alcohol
1-25	\$20	\$78
26-100	\$40	\$135
101-200	\$80	\$200



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## Socan & Re:Sound

SOCAN (Society of Composers, Authors and Music Publishers of Canada) requires users of music to obtain a SOCAN license to perform, or authorize others to perform, copyright music to public. Depending on the category a music user falls under, if at all, license fees may be payable on a per-event or annual basis. SOCAN currently monitors and imposes 49 different tariffs, which have been approved by the Copyright Board of Canada.

Capacity	w/o Dancing	Dancing
1-100	\$22.06	\$44.13
101-200	\$31.27	\$63.49

*SOCAN Fees noted above are per event*

Re:Sound (Re:Sound Music Licensing Company) is a Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. While SOCAN collects fees on behalf of composers, authors and music publishers, Re:Sound collects fees on behalf of the rights owners of the sound recordings.

Capacity	w/o Dancing	Dancing
1-100	\$9.25	\$18.51
101-200	\$13.30	\$26.63

*Re:Sound Fees noted above are per event*

## Safety & Security

At Cecil Green Park House we strive to create a safe and secure environment for your guests and our staff.

We have partnered with GuardTech Security to offer you extra peace of mind during your event. If you are unsure about security requirements for your event, we recommend that you consult with your venue coordinator to ensure our generalized security services can be developed to meet your specific needs. Security is included with all event bookings from 10pm onwards.

### Medical Emergency

In the event of a medical emergency, always contact 911 first, followed by alerting any Cecil Green Park House staff of the need for emergency first aid.

### Smoking

All indoor and outdoor spaces within an 8 meter perimeter of all UBC buildings are non-smoking. Smoking is permitted at the back of the House on the lower level path at the designated ashtrays.



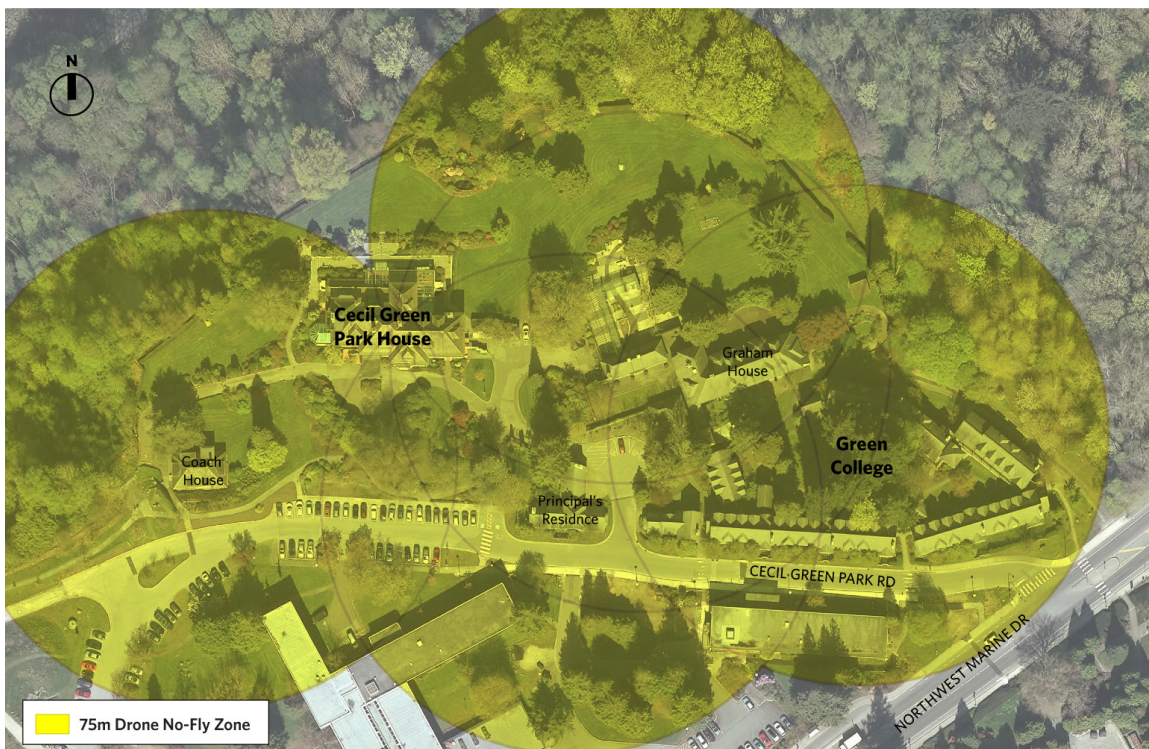
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## Drone Policy

If you would like to have your photographer use a drone, we require the following:

- All drones flown at Cecil Green Park House will follow [Transport Canada rules](#)
- Only commercial operators (i.e. photographers) will be allowed to fly drones
- All drones flown will weigh between 250g and 35kg
- Drone Operators will apply to Transport Canada for a permit and provide the venue coordinator with proof at least 2 weeks prior to event date
- All drones will follow the 75m no-fly zone map, unless otherwise directed by Transport Canada
- Event notification will mention use of drones, when applicable
- Drone usage must follow the restricted areas

## Drone No-Fly Zone



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## MC - Housekeeping Notes

We ask all event bookings to have their MC cover the following items at the beginning of your event:

- Washrooms are down the hallway by the entrance of the House, past coat check.
- Smoking is permitted on the North side of the House. Ashtrays are located at the benches of the lower level path.
- Cecil Green property ends on the East side by the cream and white building. Please do not venture past that building.
- The second floor of the House is off limits to guests.
- Please respect our residential neighbours as you leave this evening.
- Ask your Taxi to pick you up on the West side of the parking lot.
- Please avoid spending time in front of the House as noise in this area carries.
- Please do not drink and drive.

**Have a wonderful evening & thank-you for celebrating with us!!**



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## Furniture Catalogue

### Tables



(20) 48" round x 30" high table



(8) 30" round x 42" high cocktail table



(3) 30" round x 30" low cake table



(5) 4' x 2.5' table  
(4) 5' x 2.5' table  
(10) 6' x 2.5' table  
(15) 8' x 2.5' table



### Chairs



(140) Banquet chair  
(indoor only)



(200) White folding resin chair  
(outdoor only)



(2) Highchair



(3) Booster seat



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## Furniture Catalogue

### Miscellaneous



(1) Podium



(1) Wired microphone



(2) 5.4' x 2' Wooden easel



(1) 4.6' x 1.2' Black easel



(2) Umbrella stands



(1) 10' x 10' white pop up tent

### Rental Items



(1) Epson Projector



(1) Projector screen



(1) Speaker



(1) Wireless microphone



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