



**CECIL GREEN
PARK HOUSE**

Congratulations!!!

*Your Wedding Day has been confirmed
at Cecil Green Park House.*

We are very excited to have you celebrate your special day with us! To help keep you well informed we have created a Wedding Information Package to assist you with some of your planning and day of event execution.

This package has been created to help your planning process. Please read through and let us know if you have any questions. You can contact me directly at 604 822 6289 or mariella.koc-spadaro@ubc.ca

Happy Planning!!!

What Happens next with my Venue Booking??

- We have received your contract and your first payment – Thank-you 😊
- 90 days prior to your wedding the final payment is deducted and a receipt will be emailed
- 2 Weeks prior to your wedding please fill out and submit the “[Cecil Green Park House Event Form](#)” located on our website under the “Planning” Tab

It is very important to include all vendors who are coming to the house on your Event Form. We connect with them and give them protocol information concerning drop off and pick up policies as well as information about the house policies. You may view the vendor protocol sheet under the Planning Tab on our website

All clients are able to book a one hour wedding rehearsal dependent on the availability of the house. You may place a tentative booking on a date at any time. Please note that we cannot confirm your rehearsal date until two weeks prior. Any tentative holds may have to be re scheduled to accommodate other booked events.

To book tentative rehearsals please contact mariella.koc-spadaro@ubc.ca or 604-822-6289. We suggest viewing our [online calendar](#) when selecting your tentative date. Once the rehearsal is confirmed you will receive [The Wedding Rehearsal Information Sheet](#) located on our website under the Planning Tab

Within 2 weeks after your wedding we will refund your damage deposit minus any overtime, damage fees (if applicable) and AV rentals requested.

If your guest count has been decreased by more than 10 guests we will refund the extra ceremony chairs purchased on your contract / If your guest count has increased by more than 10 guests we will take the cost out of the damage deposit.

What Happens next with Wescadia Catering??

If your wedding is this year you will hear from Wescadia Catering shortly. If your wedding is next year your assigned catering coordinator will connect with you in November.

They will provide:

- New Menus
- An invite to the “Menu Tasting Event” at Cecil Green Park House in January

After the tasting you will be able to book a consultation with your coordinator and discuss:

- Menu & Special Requests
- Bar Requirements
- Timeline of your event
- Floor Plan

Your catering coordinator will work with you to draft a floor plan based on your guest count, personal preferences and food service requirements. Please connect with them for alterations and adjustments throughout the planning process

Day of Access Time

Vender & Décor access is 9:30am for daytime weddings and 4:00pm for evening weddings. Please note catering arrives at the same time. They will begin to place linen on the tables and set-up for service. It is suggested to keep your décor team to a minimum.

Your wedding party can also access the house during the times noted above. No other guests are permitted. It is suggested to keep your wedding party in locations such as the garden for photos or in the Brides room. Catering & your vendors have a tight timeline to ensure the house is ready for guest arrival. We must give them time & space to do so

Please note: No outside Food or Beverages (including alcohol) can be brought into the house, even during the pre event time noted above, If we find alcohol in the brides room or any other location we will confiscate it and return it to you after your event. These guidelines are outlined in your contract

Chiavari Chairs or Specialty Rentals

For daytime weddings, chair & special rentals:

- Delivered the day of your wedding after 8:00am
- Pick-up must be between 3pm – 4pm the day of

For evening weddings, chair & special rentals:

- Delivered between 3:00pm – 4:00pm the day of your wedding.
- Pick-up is before 10pm OR the next day between 8am – 9:00am Sharp

Special permission must be granted if you plan to leave rentals overnight. For vendors who must pick-up after 10pm and need to use large trucks may get in touch with Mariella for special approval

For Chiavari Chairs, Our staff OR the delivery company take each chair out of the bag and place the chairs as per the floor plan. Your décor crew tie the cushions onto the chairs. At the end of the night your décor crew takes off the cushions & puts the bags back on each chair. Our proctor will stack the chairs for pick-up

Personal Items & Decor

Please ensure all of your décor, personal items and gifts are taken away at the end of your wedding. Cecil Green will not be held responsible for lost or damaged items. If you require special arrangements please discuss with Mariella

Décor & Set-up

Here are just a few answers to frequently asked questions – **Please Review**

- You may have candles as long as they are in votive containers and not dripping on the linen. NO tapered candles. Candles may go on tables *ONLY* No other locations please
- Flower petals are allowed on your ceremony aisles (OUTDOORS ONLY) **You** are responsible for cleaning these petals off the ground after the ceremony. IF staff need to clean petals there will be charge.
- You may not nail, tack, tape or affix décor items to our walls/and or alter the space in any way.
- No sparkles, glitter or confetti – or anything to that nature
- If your DJ or vendors use tape to secure electric cords to the floor of the house ensure they use Gaffer tape. All other tape damage the surface of the hardwood floors. Charges for repair will apply
- All décor must be taken down and taken out by the end of the rental
- NO Sparklers OR Fireworks OR Fire of any nature (other than candles noted above)
- Please send your décor plan with your Event Form to the House coordinator 2 weeks prior to your wedding. We must have time to review the plan and approve it.

Terrace Twinkle Lights

Twinkle lights can be strung on the Terrace. We will provide a ladder. You will need to purchase Large Zap Straps. Your décor team can connect the zap straps and wrap the posts on the Terrace to secure the lights. You will need at least 100 feet. There is a power source on the far east side of the Terrace. The lights will need to come down by the end of your event. Please do not allow guests who have consumed alcohol to take lights down. Please do not use the lighting structures on the Terrace to secure lights

Transportation & Taxis

For Guest Drop Off - Please inform your Bus or Taxi to drop guests off on the west side of the parking lot. Guests can then walk down the path to Cecil Green Park House.

For Guest Pick-Up - Please inform your Bus or Taxi to pick up guests on the west side of the parking lot. Our security staff will direct guests to the west side of the house. There is a stair case there that will lead guests to the parking lot. Guests are encouraged to move to the parking lot opposed to remaining in front of the house. We have neighbours and noise in this areas carries. Elderly and disabled guests may avoid this route and use the winding path located on the east side of the house leading to the parking lot

Cecil Green Park Audio Visual Rentals

The Indoor house sound system is free for use; you may plug in an ipad, ipod or computer directly into our wall outlets located in the Yorkeen room. **The house system is for background music only.** We supply the RCA connector cable for this use. We also include one wired microphone that plugs into this system for speeches inside. **Your DJ will need to supply speakers for dancing. If you are not hiring a DJ you will need to rent speakers from an outside source to provide music for dancing**

Please add any items noted below to your Event Form. These items are not for use of vendors or music during dancing. Cecil Green Park House staff will set up the equipment and ensure it is in working order. Please select a friend or family member to work the IPOD or Lap Top during your ceremony & reception

Items for indoor use

Lumin DLP Video Projector & Screen - \$200 (Please bring a Lap Top to play your slideshow from)

Items for outdoor use

1 Wired Speaker - \$150

Play music for a ceremony and/or cocktail reception with your IPOD

1 Speaker and Wireless Microphone \$200

Sound for your ceremony and/or speeches on the terrace

Cecil Green Park House Free Items for Use

(3) Easels

(1) Canopy (for musicians performing outdoors, colour white)

Furniture on Site

As noted on your contract, ceremony chairs are at a cost. All other furniture onsite is included in the rate. 42" Rounds, Cocktail Tables, 5ft, 6ft & 8ft long tables are available. Your Wescadia Catering coordinator will work on a floor plan with you.



Indoor Chairs:

← These chairs are used for

- Ceremony inside the House
- Dinner Receptions inside
- Casual Seating inside



Outdoor Chairs:

← These chairs are used for

- Ceremony in the Garden
- Ceremony on the Terrace
- Dinner Receptions on the terrace
- Casual Seating outside

House Insurance

As of January 1st 2015, 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. We have negotiated a blanket policy, including a reduced rate per event. **This fee has been added to your contract and will be remitted directly to SBC.** You may choose to provide your own insurance, if this is the case it must have a minimum 5 million dollar liability coverage, this must be submitted to the Cecil Green Park Booking Office prior to the event date.

Socan & Resound Fee

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 in public. Depending on the category a music user falls under, if at all, license fee 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. **This fee has been added to your contract and will be remitted directly to Socan**

Re:Sound (Re:Sound Music Licensing Company, formerly known as the Neighboring Rights Collective of Canada) 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. **This fee has been added to your contract and will be remitted directly to**

Re:Sound

Contacting the venue for last minute floor plan changes the day of your wedding

Saturday/Sunday/Holiday events please call 604-209-3496.

Your call will reach the Supervisor for the house Proctor who will relay your requested changes to the floor plan to the proctor on duty.

Weekday events please call 604-822-3585 (proctors office) or 604-822-6289 (booking office).

If you cannot access the house for your wedding rehearsal please call 604-319-9726.

If you cannot reach any of the above contact numbers email me at mariella.koc-spadaro@ubc.ca

*Please note that any floor plan changes must be made by 7am (for daytime bookings) & 2:30pm (for evening bookings)

If you wish to book a viewing of the house to bring your vendors through or family members please book this with the House coordinator by emailing mariella.koc-spadaro@ubc.ca

Parking on Campus

Guests may be driven directly to the main entrance, however the entrance; driveway to Cecil Green Park is a fire lane and parking is only allowed in designated lots nearby.

Parking on Cecil Green Park Road is available according to the following guidelines:

- 1 meter is available in the lot directly in front of Cecil Green. To speed up the process guests may want to download the "HonkMobile" parking app available on all cell phone devices
- All other parking on Cecil Green Park Road is restricted to permit holders only Monday to Friday, 7:00 a.m. to 5:00 p.m.
- After 5:00 p.m., Monday to Friday, and for parking anytime on Saturdays and Sundays, the parking fee is a flat rate of \$8.00 until 12:00am
- Please note that parking meters are in effect seven days a week
- In addition, paid covered parking is available in the Rose Garden Parkade, located between East Mall and West Mall on North West Marine Drive
- Pre-paid parking may be obtained from UBC Parking Services at 604-822-6786 or by emailing Marcy Tween marcy.tween@ubc.ca

Wedding Schedule

For Daytime Bookings: Please note your access time is at 9:30am and vacate time is 3:00pm

Our daytime time slot event flow usually looks like this

9:30am – load in (vendors, décor etc) – you can use this time to take photos as well

11:00am – Guest arrival

11:30am – Ceremony

12:00pm – Cocktails & Pictures

1:30pm – Lunch

3:00pm – Vacate

For Evening Bookings: Please note your access time is 4:00pm (for vendors) and vacate time is 1:00am

Our evening time slot event flow usually looks like this:

4pm – load in (vendors, décor etc ONLY) – you can use this time to take photos as well, but please be aware that we do have a small army of people getting ready so we ask that you do not bring to many people in for photos etc..

5:30 – Guest arrival can begin – NO EARLIER PLEASE

6:00 – Ceremony

6:30 – Cocktails

8:00 – Dinner

10:00 – Dancing.

1:00am – Vacate

To assist with your perfect Ceremony time, Below is a chart created by Farmers Almanac detailing sunset times for Vancouver:

Farmers Almanac	Sunset
January	4:30pm
February	5:00pm
March	6:00pm
April	7:45pm
May	8:30pm
June	9:00pm
July	9:30pm
August	8:45pm
September	8:00pm
October	7:00pm
November	5:00pm
December	4:15pm

Please print this page for your MC....



CECIL GREEN PARK HOUSE

MC –

HOUSEKEEPING NOTES

Please cover these items during your opening speech to guests

- Washrooms are down the hallway by the entrance of the house, just past coat check
- Smoking is permitted on the lower patio by the benches. There are ashtrays for use
- Cecil Green property line ends on the east side of the building 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 neighbours as you leave this evening. You will be directed to the west side of the house to access the parking lot to meet taxis or make your way to the street. Please avoid spending time in front of the house. Noise in this area carries
- Ask your Taxi to pick you up on the west side of the parking lot.
- Please do not drink and drive
- Have a wonderful evening & Thank-you for celebrating with us!!

Cecil Green Park House Neighbourhood Policy

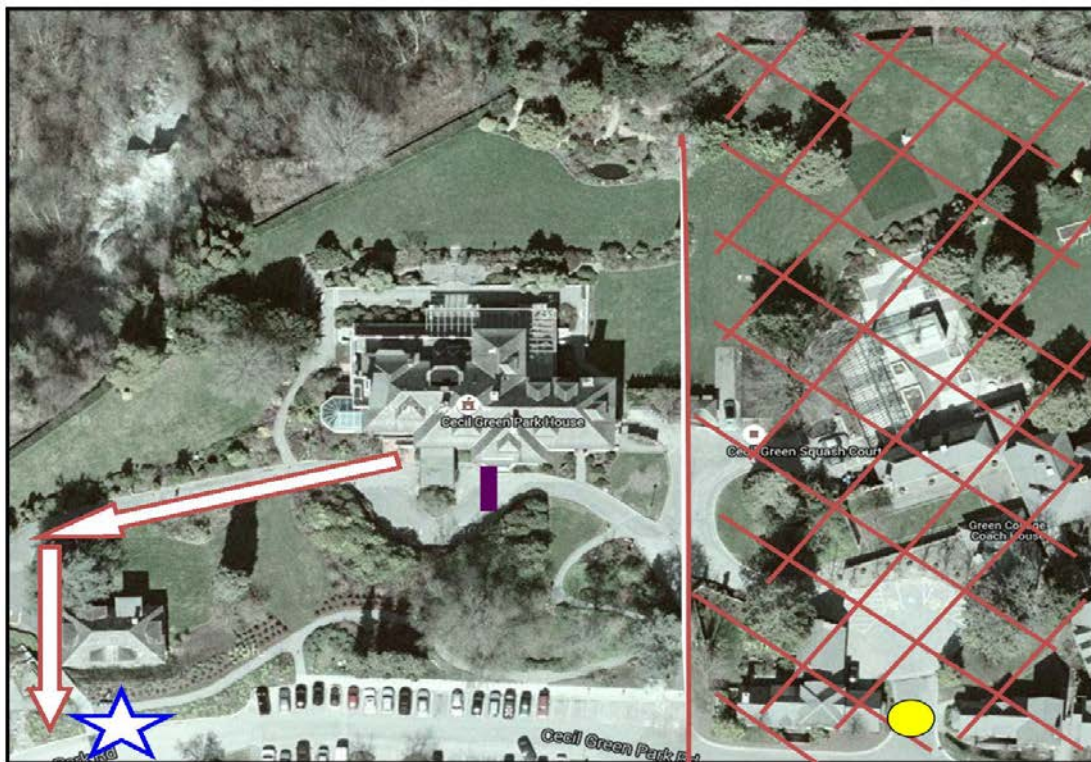
Green College neighbours the property of Cecil Green Park House. We must respect our neighbours during and after the event. 2 weeks prior to your wedding we ask you submit your Event Form. This form allows us to connect with your vendors and explain the policies of the house

The map below details areas security will monitor during/after your event – At 10pm a barricade is set-up at the front entrance directing guests to the west side of the house to vacate. Here they can use the stairs to access the parking lot, Taxi/Party bus pick up zone. Elder guests and guests with disabilities may travel up the winding path.

No amplified music is permitted outside after 9pm – Speeches are accepted.

All windows & doors on the south side of the venue will be closed after 9pm to contain noise

For music during your ceremony – Please use a reasonable volume



Please ensure the guests do not venture over to Green College Area—This is detailed in red



Guests, Taxis & Buses may wait here for pick-up—ensure they are away from Green College property



Guide guests in these directions when vacating the house—ensure they do not head in the direction of Green College—direct them south to the parking lot - even if they are walking home and do not plan on taking transportation



Place 4 cones here at 10:00pm



Barricade stopping guests from walking east of the building

Cecil Green Park House Preferred Vendors

*It takes a team to pull off a great wedding or event;
Cecil Green Park House fully recommends all of the vendors listed below*

Accommodations

- ❖ **Four Seasons Hotel, Vancouver**
(604) 844 6736 | e: steven.cameron@fourseasons.com | w: <http://www.fourseasons.com/vancouver>
- ❖ **Marriott, Vancouver Airport**
(604)-232-2817 | e: shannon.rivers@vancouver-marriott.com | w: www.marriott.com
- ❖ **West Coast Suites, UBC Campus**
(604) 822-1000 | e: reservations@housing.ubc.ca | w: www.ubcconferences.com

Wedding Planners

- ❖ **A Day to Remember**
(604) 340-1153 | e: candice@adaytoremember.ca | w: www.adaytoremember.ca
- ❖ **Alicia Keats**
(778) 227-9974 | e: info@aliciakeats.com | w: www.aliciakeats.com
- ❖ **DreamGroup Productions Wedding & Event Planners**
(604) 537-3575 | e: info@dreamgroup.ca | w: www.dreamgroup.ca _

Officiants

- ❖ **Marry Us**
(604) 921-5961 | e: roxanne@marryus.ca | w: www.marryus.ca
- ❖ **Modern Celebrant Modern**
(604) 992-4217 | e: michele@moderncelebrant.ca _ | w: www.moderncelebrant.ca
- ❖ **Young Hip and Married**
(778) 278-5796 | e: marryme@younghipandmarried.com | w: www.younghipandmarried.com

Event Design & Rentals

- ❖ **Bespoke Décor & Rentals**
(604) 818-2722 | e: ashton@bespokedecor.ca | w: www.bespokedecor.ca
- ❖ **Debut Event Design Inc**
(604) 733-1812 | e: info@debuteventdesign.ca | w: www.debuteventdesign.ca
- ❖ **Niche Event Stylists**
(604) 818 1849 | maria@nicheeventstylists.com | www.nicheeventstylists.com

Cecil Green Park House Preferred Vendors

Florists

- ❖ **Celsia**
(604) 731-3314 | e: events@celsiafloral.com | w: www.celsiafloral.com
- ❖ **Flower Factory**
(604) 871-1008 | e: info@flowerfactory.ca | w: www.flowerfactory.ca
- ❖ **Granville Island Florist**
(778) 822 2022 | e: info@gifvancouver.com | w: www.gifvancouver.com
- ❖ **Budget Blooms**
(778) 778 438 2079 | e: jane@budgetblooms.ca | w: www.budgetblooms.ca

Photographers

- ❖ **Jamie Delaine**
(604) 537-8534 | e: jamiedelaine@gmail.com | w: www.jamiedelaine.com
- ❖ **John Bello**
(604) 836-0487 | e: johnpbello@gmail.com | w: www.johnbello.ca
- ❖ **Kirill Bordon Photography**
(604) 720.5916 | e: kirill@kirillbordon.com | www.kirillbordon.com
- ❖ **Randal Kurt Photography**
(604) 266-8145 | e: studio@randalkurt.com | w: www.randalkurt.com
- ❖ **SHARI + MIKE PHOTOGRAPHERS**
(778) 233-6645 | e: info@shariandmike.ca | w: www.shariandmike.ca

Photographers (Videographer option)

- ❖ **Hello Tomorrow**
(604) 307-4293 | e: info@hellotomorrow.ca | w: www.hellotomorrow.ca
- ❖ **Life Studios Inc.**
(604) 568-5538 | e: christine@lifestudiosinc.com | www.lifestudiosinc.com

Musicians

- ❖ **Musical Occasions**
(604) 538-8530 | e: info@musicaloccasions.ca | w: www.musicaloccasions.ca
- ❖ **V&G Music**
(604) 255-6603 | e: info@violinandguitar.ca | w: www.violinandguitar.ca

Cecil Green Park House Preferred Vendors

DJ Services:

- ❖ **Airwaves**
(778) 908-6901 | e: bob.graham@airwavesmusic.ca | w: www.airwavesmusic.ca
- ❖ **DJBFad**
(604) 562-4528 | e: djbfad@gmail.com | w: www.vancouver-dj.ca
- ❖ **Hot Wax**
(604) 649-6919 | e: info@hot-wax.com | w: www.hot-wax.com
- ❖ **A Day to Remember DJ & Sound**
(604) 340-1153 | e: info@adaytoremember.ca | w: www.adaytoremember.ca

Celebration Cakes

- ❖ **Culinary Cakes by Culinary Capers**
(604) 875-0123 | e: info@culinarycapers.com | w: www.culinarycakes.com
- ❖ **The Cake & The Giraffe**
(778) 835-1437 | e: ana@thecakeandthegiraffe.com | w: www.tcandtg.com

Hair and Makeup

- ❖ **Denise Elliott**
(604) 765-9272 | e: makeupbydenise@gmail.com | w: www.makeupbydenise.ca
- ❖ **Red Carpet Ready by Christina**
(778) 237-9463 | e: info@redcarpetreadybychristina.ca | w: www.redcarpetreadybychristina.ca

Event Transportation

- ❖ **Vancouver Trolley Company**
(604) 801 5515 ext. 103 | e: cynthia@vancouvertrolley.com | w: www.vancouvertrolley.com
- ❖ **Vancouver Party Bus**
(604) 888 4804 | e: infovanpartybus@gmail.com | w: www.vancouverpartybus.com

Congratulations again and good luck with all of your planning!!

Don't forget, We are here to assist. Always feel free to call or email.