



Cecil Green Park House Vender Protocol

Loading In:

- **For daytime events access is 9:30am**
- **For evening events access is 4:00pm**
- Please use the front entrance of Cecil Green Park house function space to unload your items. This is a tow zone so please be efficient. Once you unload please park in the parking lot on Cecil Green Park Road. Parking is at a cost
- ***DO NOT USE THE LOADING DOCK OR PARK ON THE EAST SIDE OF THE HOUSE***

Setting Up:

- Please be aware catering will arrive at the house at the load in times noted above. They will then begin to place linen on the tables
- When securing electric cords to the floor of the house ensure to use painters or Gaffer tape. All other tape damages the surface of the hardwood floors. Charges for repair will apply. Do not run cords throughout the house. Keep to a minimum and around your DJ booth
- You may have candles as long as they are in votive containers & not dripping on the linen. No candles are allowed on our window ledges or fireplace mantles
- Rose petals are allowed for the ceremony aisles (OUTDOORS ONLY) They must be cleaned up off the ground right after the ceremony by yourself or the client. If we have to call in staff to clean petals the client will be charged a fee
- You may not nail, screw, tack, tape or affix décor items to our walls/ terrace and or alter the space in any way.
- For Twinkle lights on the patio use Zap Straps to wrap the columns and secure the lights. There is a power source on the east side of the terrace by the brown lattice storage area
- Our ceremony chairs (white resin) may not be used inside. Any rental chairs must have a protective (felt) base – such as a chiavari
- Please submit your décor plan to info@cecilgreenpark.ubc.ca for approval

Chiavari & Specialty Chair Rental:

- You or the delivery company take each chair out of the bag and place the chairs
- Your décor crew or the client tie the cushions onto the chairs.
- At the end of the night your décor crew or the client takes off the cushions & puts the bags back on each chair.

Music & Sound:

- After 9pm there is no amplified music on the terrace. Speeches at a reasonable level are fine
- Music can be played inside the house until 1:00am
- Cecil Green Park House has an in-house system for background music only – You may hook into this system with our RCA cord for dinner music inside the house
- DJ's will need to bring their own equipment for dancing
- We supply a wired microphone inside the house at no cost
- Additional speakers & mics can be rented by the client for garden & terrace use. Our staff are responsible for the set-up and take down.
- We do not allow vendors to access & use our equipment

Loading Out:

- **For daytime events all items need to be out of the house by 3:00pm**
- **For evening events all items need to be out of the house by 1:00am**
- Please be aware we have neighbours. If you are picking up items after 10pm and need to drive up to the house you must have permission from the house coordinator. Please email info@cecilgreenpark.ubc.ca to request late access prior to your event.
- If pick-up is approved you must be quiet and bring a truck with no reverse signal sound. If this can't be accommodated you must pick up the next day between 8am & 9am sharp. If we receive complaints from neighbours you will no longer be able to drive up to the house after 10pm. Your truck will need to remain in the parking lot and you will need to use the winding path to access your items, or you will need to pick up the next day between 8am & 9am.
- There will be cones placed blocking the driveway. Your driver will need to remove them and replace once they have cleared the entrance
- As similar to load in, Do not park on the east side of the house. Use the front entrance and be efficient (and quiet)

** We are within 150 meters of a residential area therefore we are not able to allow drones on the property**

Please feel free to connect with our house coordinator if you have any questions by emailing info@cecilgreenpark.ubc.ca or calling (604) 822 6289