



Cecil Green Park House Vender Protocol

Building Access

Deliveries

Deliveries of all items must occur within the booking time the client has for the day. Daytime bookings can have deliveries starting at 9:30am, evening bookings can have deliveries starting at 4pm (unless additional times have been previously booked). All items must be taken away at the end of the booking.

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 the 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).

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.

The client and vendors 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 the event. Cleanup and overtime charges will apply in the event of unsatisfactory removal and disposal of materials to the client.

Personal Items

Cecil Green Park House will not be held responsible for lost or damaged personal items. All items must leave the venue at the end of your event.

Outside Rentals & Decor

Décor, Signage & Displays

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 the client.

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.

String lights

String lights can be strung outside on the terrace or on the banister of the Langara room. No nailing, taping or tacking is permitted. Large zap straps are recommended to hook string lights around posts and lantern loops. 100ft of string lights is recommended for the terrace. There is one power outlet outside under the east windows.

Flower petals

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

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.

Bands + DJs

Cecil Green Park House portable AV system (Bose) is not for professional use. Hired music vendors must provide their own audio equipment.

For any questions or concerns please connect with the venue coordinator prior to the event date:

venue.manager@ubc.ca, 604.822.6289.