



Event Need-To-Know: For Renters and Event Day of Contact

Dear Renters and Event Day of Contact,

Thank you for your participation in helping make this celebration day special. We are excited to have you on our team! In order to have this day run with ease, there are a few things we would like you to know:

Upon Arrival:

We have a facility event staff on site for you on the day of the event who will be your main contact for the facility throughout your event. They will also check in with you periodically to ensure things are running smoothly for you. Please introduce yourself to our staff upon arrival.

Decorating:

We encourage you to decorate the event hall to your liking; however, we do not allow any tape, nails, tack's, or staples on our walls or flooring. If you want to hang anything from our light fixtures we suggest fishing line. For any furniture brought into the facility, we require felt or soft bottoms in order to prevent scratching of the floor. Please note that the facility manager must be informed no later than 30 days before your event if using any outside furniture. Everything brought in for décor, or by vendors, needs to be removed by the end of the rental block time. The only thing that should be left is the facility's product.

Rental Block Time:

The earliest arrival time for setup is the start of the rental block that the bride and groom have set. This is in order to ensure that our staff has all of their set up finished and ready for you to have full use of the hall space.

The bride and groom have also agreed to an end time. At the agreed rental block end time, all vendors and family need to be vacant of the facility; otherwise there will be a charge to the bride and groom for extended time spent and use of the facility. In order to ensure that this time is met for the bride and groom, we strongly suggest beginning your take down one hour before the end of the set rental block time and for last call to be a half hour before that.

Parking:

We have a dike way out front of the facility available for 15 minute unloading upon arrival and re-loading at the end of the night for all vendors and decorating product. Please note that all vehicles **MUST** be pulled off onto the dike apron area and no vehicles may stop on the drive path for any reason. All cars need to be moved down to the street during the event and all guest parking is along the street. Please note the 3 hours signs are not applicable for your event. We cannot authorize any exceptions to parking on the dike way as it is city property. Drop off and pickup on the dike way is also okay so long as there is no stopping on the drive path. If there are any elderly or disabled guests attending the event, they may be dropped off and picked up via the dike way. Please inform our staff so that the gates are left open for them. The bride and groom are also welcome to be dropped off and picked up as well.



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Please note there will be an area of the apron that will be marked with a “No Parking Beyond This Point” sign. This is to ensure that the rowing shell trailer can always get in or out of its designated parking space. Also, note that if a cook tent has been approved on the dike, it must be located away from the main entry stairs, behind the bench area. Caterers who wish to use the apron for cooking must gain approval no later than 30 days in advance from the facility manager and must bring with them their own tarp to protect the ground space, tent and any required table product. Facility product is not approved for dike way use.

Transition between dock ceremony and hall reception:

If the bride and groom are having a ceremony on the dock, chairs on the dock generally need to be moved up to the hall for reception use. Our staff on site is available to help you move chairs, however we do require 4-5 additional individuals to help our staff do so. These can be members of your family, guests, or caterers. Please inform our staff who will be helping so they can efficiently direct the process.

Other Key Need-To-Knows:

No glassware is authorized on the lower dock.

If dock space is booked for your event, dock access is restricted for the evening once dinner is served or cocktail reception begins in hall, as it is not a supervised area. If dock area is not booked for your event, the dock is closed. Exceptions can be made for bridal parties wishing to have photographs taken – please consult with facility event coordinator to make this possible.

As per BC Liquor Laws, alcohol is not to be consumed on the gangways or dike way. Any beverage containers are not allowed to be taken outside of the approved liquor consuming areas.

Our facility is a **smoking free** facility – no guests are permitted to smoke anywhere on or near the facility. Smoking is only permitted on the dike way. Please ensure that you have provided a bucket on the dike way for your guests to put their cigarette butts in when they are finished. If you suspect a large number of guests to be heading out to smoke, please let us know so we can place a tall cocktail table near the door leading outside as a drink drop station.

We will provide a list of key announcements for the MC to read out when all guests have arrived and settled. It is important that this list is read and it is the responsibility of the event day of contact to ensure this happens.



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The boardroom is available for storage, a kid's room, or anything you might need it for. It is a lockable space. Please note that the athletes lounge is not included in the rental.

The change rooms are also included in the rental if the rental has been booked outside of rowing hours and a pin pad code can be provided to you to share with the wedding party, please ask our staff on site for this code.

Thank you,

John M.S. Lecky UBC Boathouse