



UBC Boathouse Event REMINDERS

Dear Renters,

We are so excited you have chosen to book with the John M.S. Lecky UBC Boathouse for your special event. We would like to provide this *reminder* of some key scheduling steps that you are responsible for booking with us *prior* to your event.

Book Ceremony Dock Time (4 months in advance)

Please book your Ceremony Dock Time 4 months in advance to your event or prior to sending out your guest invitations. As per the event contract the dock space is a shared space with UBC athletes and we need to *approve* your ceremony time around rowing and paddling schedules.

Book Viewing Appointment (30-60 days in advance)

Please book your Viewing Appointment 30-90 days in advance to your event, having your final guest number is key for this process. This appointment with the Facility Manager or Rentals Assistant will include finalizing your floor plan, time line, and vendors list. Please invite your caterer and any other key vendors or family members. Please ensure your main event contact has received a copy of the "UBC Boathouse Event Need-To-Know: for Renters and Day of Contact" form.

Book Rehearsal (Confirm 2 weeks in advance)

You are welcome to pencil in a Rehearsal for your wedding ceremony with the UBC Boathouse at any time; however, the Rehearsal is not confirmed until two weeks prior. Please contact us to confirm your Rehearsal time two weeks in advance. Rehearsals are not guaranteed, as they are booked based on UBC Boathouse availability. Rehearsals are complementary if during UBC Boathouse business hours and can be booked for a maximum of 1 hour; otherwise, they may be booked at \$150/hour.

We look forward to being a part of your special day!

Thank you,

John M.S. Lecky UBC Boathouse