



Renters “TO DO LIST”:

*(Please complete and provide the items on this list no later than **30** days prior to your rental date. If your booking takes place within 30 days of your rental day, these items will need to be completed and provided immediately, Thank you.)*

- If a caterer is being used, provide UBC Boathouse with details.

- Select any additional rental items to add to your rental.

- Floor plans
 - Ceremony floor plan
 - Reception floor plan

- Provide damage deposit of \$500.00 on a valid credit card.

- Pay remaining balance of rental booking.

- Obtain Special Event Liquor License (provide a copy).

- Special Event Insurance: Are you booking this through UBC’s insurance provider (quoted in your contract) or through another insurance provider? If another, provide a copy.

- You must provide UBC Boathouse with a **contact person** for your event (other than yourself- especially if you are the bride or groom). The Day-of-Contact must also be provided with the “UBC Boathouse Event Need-To-Know: for Renters and Day-of-Contact” form.



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Special Event liquor license instructions:

UBC Boathouse event hall:

- Our hall is not a liquor establishment nor is it licensed.
- Client must obtain a Special Occasion liquor license for their event.
- License is for one day only.

Who can apply for the license?

- Person with a valid drivers license.
- Must be able to supervise the event with regards to the liquor and bar. The RCMP won't issue a license to the bride or groom.

How do you get a liquor license?

1. Obtain a liquor license form from any BC government liquor store
2. Complete the form and take it to the Richmond RCMP for approval
3. Once the RCMP has approved your license, take it back to the liquor store and pay the license fee: – \$25.00-\$45.00
4. Provide the John M.S. Lecky UBC Boathouse with a copy of your approved liquor license prior to your event

Thank you,

John M.S. Lecky UBC Boathouse