

WELCOME

The John M.S. Lecky UBC Boathouse is home to UBC Varsity, St. George's and Thunderbird Community rowing teams. As the Richmond Rowing and Paddling Centre the UBC Boathouse is a multiuse building with beautiful spaces available for event rentals. Your unique event supports the development of local, provincial, national and Olympic athletes. We have created the Venue Information Guide to assist you with your planning and event execution.

GENERAL INFORMATION

Capacity

- 150 seated dinner reception
- 185 ceremony / standing cocktail reception

Room Dimensions:

Event hall 2,460 sq. feet
Waterfront patio 352 sq. feet

Dimensions: 44" x 60"
Dimensions: 8" x 44"

Planning Timeline

BOOKING THE DOCK

4 MONTHS PRIOR TO YOUR EVENT DATE

The lower docks and washrooms are shared spaces with rowing and paddling teams and is not exclusive for the duration of your event hall booking. To host your ceremony or cocktail hour on the dock, please submit your desired ceremony and cocktail hour start times for approval and confirmation, 4 months prior to your event date (and prior to sending your formal guest invitations). The lower dock is a shared space with seasonal pre-registered rowing and paddling programs and your desired time may need to be slightly adjusted in order to avoid conflict with rowing program schedules.

VIEWING APPOINTMENT (1 HOUR)

30 – 90 DAYS PRIOR TO YOUR EVENT DATE

Please book your 1-hour Viewing Appointment 30-90 days prior to your event date. Your appointment will include drafting your floor plan, finalizing your timeline, and reviewing your full vendors list. Please invite your caterer or any other key vendors. You should have an idea of your final guest number prior to this appointment.

WEDDING CEREMONY REHEARSAL (1 HOUR)

2 WEEKS PRIOR TO YOUR EVENT DATE

Lead by your officiant, gather with your wedding party and family to rehearse the finer details of your ceremony.

You are welcome to pencil in a Rehearsal for your wedding ceremony with the UBC Boathouse 60 days prior to your wedding date; 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 event hall and dock availability. Rehearsals are complimentary if during UBC Boathouse business hours (subject to change at any time) and can be booked for a maximum of 1 hour; otherwise, they may be booked at \$150/hour.

Venue Supervisor (on-site on your event date)

The UBC Boathouse Venue Supervisor is on-site for the duration of your event and is in charge of the venue. The Venue Supervisor will be available to assist with facility related questions and needs to you or your vendors. The Venue Supervisor will setup and takedown facility tables and chairs, assist with AV hookups, spot-clean and is in charge of health and safety during your event.

Please note, we do not provide day of wedding coordination. If you are looking for a wedding coordinator we recommend [Petite Pearl Events](#).

LOCATION

Accessibility

The UBC Boathouse is accessible. As a fully floating venue, the changing tides will alter the steepness of the two access ramps throughout the day in opposition to each other, one will always be accessible. Within the venue there is a lift available for transportation between the two floors if hosting an outdoor component on the docks for your event.

Drop-offs on the dike way may be arranged and limited accessible parking for those driving themselves. Please be in touch with the Facility Manager prior to your event date to arrange.

Parking

As a fully floating venue, the UBC Boathouse does not have a designated parking lot. Instead, the UBC Boathouse has an agreement with the City of Richmond to allow your guests free parking along either side of River Road. Guests should park parallel on the street in the 3-hour zones; the 3-hour signs along River Road are not applicable on your event date. We encourage that you include this information on your guest invitations or wedding website. There is ample parking and all vehicles must be parallel parked.

It is not advised to park in any of the surrounding lots as they are privately owned business lots whereby they have the right to ticket or tow vehicles.

Loading and Unloading

On the City's dike way there is a large interlocking brick plaza designated for short-term (15 minutes) parking for vendors to unload and reload items only. All vendors must move their vehicles from the plaza to the street when finished unloading and prior to guest arrival. One catering cook van and accessible parking is permitted to remain on the dike way.

No idling or parking is permitted on the dike path due to the safety hazard this causes for pedestrians and cyclists. All vehicles must be pulled onto the interlocking brick plaza to stop. Please be respectful of this shared pathway and drive with caution.

Dock Space and Access

The lower docks are a shared space with rowing and paddling teams and is **not exclusive for the duration** of your event hall room booking. It is accessible for your guests during the pre-booked times for your ceremony and cocktail hour. Extended time on the lower docks must be discussed with the Venue Supervisor. Once your guests move into the reception hall, access to the lower docks will be restricted to ensure safety of all guests.

BUILDING ACCESS

Setup Time

Renters and any hired vendors, may access the building at the rental block start time. The venue is freshly cleaned with tables and chairs set-up prior in accordance to the agreed upon floor plan prior to each rental and therefore, is ready for your booked time. Please know that access cannot be granted to the facility prior to your rental block start time. Should you require more time, please ensure that you amend your rental block start time no later than 30 days prior to your event date.

Teardown & Removal of Materials

The last hour of your rental block needs to be set aside for your event teardown. All items must be removed from the premise by your rental block end time. If you need to extend this deadline on the night-of, this must be discussed with the Venue Coordinator and rate double the posted hourly rate may incur to account for extended staff hours.

CATERING

Preferred Catering

We like to offer you variety when it comes to menu and service style choices. Instead of having one in house caterer, we work with a selection of caterers on our Preferred Vendors list that know the venue and know great food. The catering list covers a variety of price points, menu styles and service styles. Inquire with our Event Specialist if you are looking to work within a certain budget and we can help point you in the right direction.

Should you book with a preferred caterer, let our event specialist know and the quoted \$600 galley fee will be removed from the venue contract.

RITZ CATERING

(604) 576 9143
catering@ritzcatering.ca
ritzcatering.ca

EMELLE'S CATERING

(604) 875 6551
info@emelles.com
emelles.com

BOY WITH A KNIFE

(604) 278 0769
catering@boywithaknife.ca
boywithaknife.ca

MAHARAJA CATERING

(604) 592 3002
maharajacateringltd@gmail.com
maharajacatering.com

FIESTA CREATIVE CATERING

(604) 524 4321
info@fiestacreativecatering.com
fiestacreativecatering.com

TRUFFLES FINE FOODS

(604) 505 4961
info@trufflesfindfoods.com
trufflesfinefoods.com

SAVOURY CHEF FOODS

(604) 357 7118
info@savourychef.com
savourychef.com

MOTI RAJA SOUTH HALL

(604) 323 8273
info@motiraja.ca
motiraja.ca

BUTLER DID IT CATERING

(604) 739 3669
info@butlerdiditcatering.com
butlerdiditcatering.com

SAVOURY CITY CATERING

(604) 875 8484
info@savourycity.com
savourycity.com

Non-Preferred Catering

If you choose to book with a caterer not on our preferred vendors list, the caterer you choose is subject to approval by the Facility Manager and the \$600 galley fee applies.

Please ensure that you get approval from the Facility Manager in advance of paying any deposits or signing any contracts with your choice of caterer. If the caterer you wish to hire has not been to the facility within the past year or has had client complaints, they will be required to do a site visit with us prior to approval. For all others that don't require the site visit in advance of approval, we require that they either come in with you for your viewing appointment or they make other arrangements to do a site visit no less than 30 days prior to your event date to review and approve their cook plan. We also request a copy of their business license and insurance.

Waste Minimization

It is required that your caterer follow our waste management sorting systems and divide waste to the provided organics, recycling, and garbage bins. The Venue Coordinator will debrief your caterer upon their arrival and check-in throughout the event. Should your caterer not comply with the sorting system a fee may be withheld from your damage deposit.

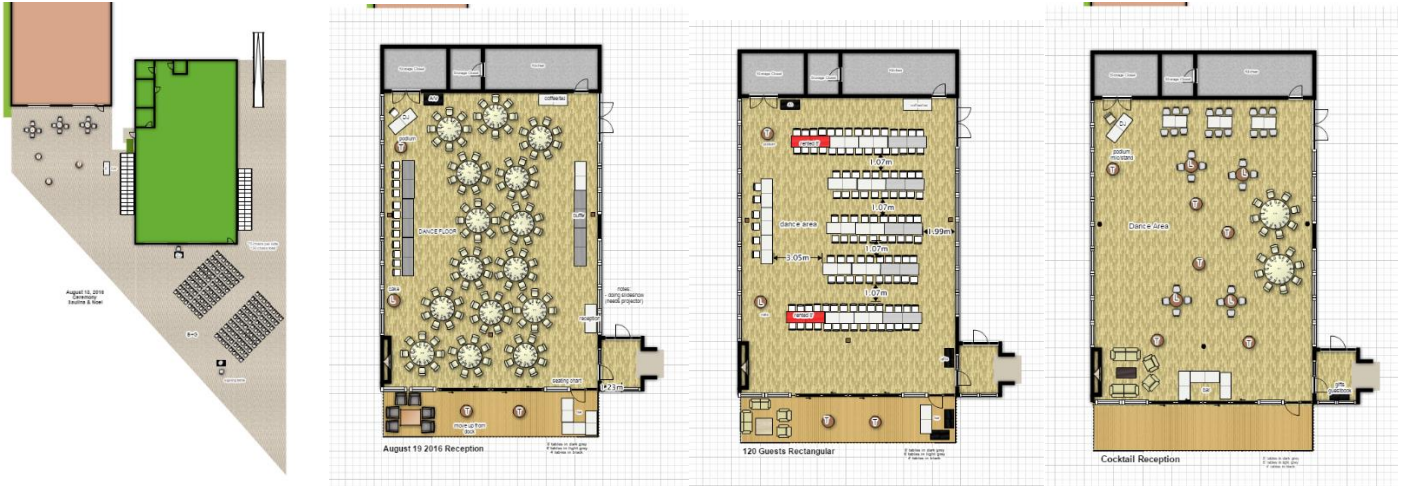
ALCOHOL

The UBC Boathouse is not a liquor establishment. A single-day [Special Event Liquor License \(SOL\)](#) must be obtained and on-site with a licensed bartender for each event with alcohol. We don't charge any corkage fees. A copy of your liquor license must be provided to the UBC Boathouse prior to your event date as well as the name of your hired bartender or bartending company. Your caterer is also welcome to obtain the SOL and provide the alcohol on your behalf.

FLOOR PLANS, ROOMS & INCLUSIONS

Floor plans are flexible and custom in order to ensure your event is uniquely you. During your 1-hour Viewing Appointment, 30-90 days prior to your event date, one of our event specialists will draft a custom floor plan with you in order to bring your vision to life but also to ensure your vision will work within the space. Once a floor plan is agreed upon, a to-scale digitized copy will be emailed to you to share with your vendors. This appointment should take place no less than 30 days prior to your event.

Please note: a new floor plan will not be generated for minor changes prior to your event date, instead these adjustments will be made on the hard copy for the Day-of Venue Coordinator that will be responsible for setting up venue product.



Floor Plan Transitions

If your floor plan requires multiple transitions throughout your event, the UBC Boathouse Day-of Venue Coordinator will lead and participate in the transition, but assistance for your catering team or other pre-designated helpers will be required.

Included Rooms and Spaces

Exclusive use of the event hall, waterfront patio, kitchen and lockable boardroom. Public areas of the building include shared usage of the washrooms, lockable change rooms and docks (dock access for pre-booked event components as approved by the Facility Manager, or for bridal photos).

Included Venue Product

- (180) white resin chairs for event hall
- (180) white resin chairs for lower dock
- (10) 8foot rectangular tables (30" x 96" x 29" height)
- (15) 6foot rectangular tables (30" x 72" x 29" height)
- (07) 4foot rectangular tables (25" x 48" x 30" height)
- (21) Round Guest Tables (60" diameter x 29" height - seats 8 guests comfortably)
- (15) Tall or Short Cocktail Tables (30" diameter x 42" for hightop or tall or 30" tall for bistro)
- (02) coat racks



Furniture

The lounge furniture can be placed on the adjoining waterfront patio to create a social space outdoors. In case of rain, the lounge furniture would be removed and stored elsewhere.

AUDIO VISUAL EQUIPMENT

Event Hall:

- 1 HDTV screen (connection via HDMI or VGA cable, provided)
- 1 Ceiling mounted projector and screen (connection via HDMI or VGA cable, provided)
- 1 Corded microphone with stand
- Built in sound system with 1 auxiliary cable connection (for your mp3, iPod, or computer device)
- Multi disc CD player

It is recommended you book an appointment to test your device prior to your event date to ensure compatibility of your device with our system. The Venue Coordinator will assist with hooking up your device to our system. Professional technical support for your device is not included. If you require a professional AV technician on-site for your event, we recommend [Focus Audio and Visual Services](#).

Please note: due to the variety of laptop technology and design, adaptors and converters are not available on-site.

Docks:

Boat bays make up the dock level of the building for rowing shell and rowing equipment storage; therefore, there is no house AV system on the dock level. Power is available on the dock via the boat bays for your speaker system to plug into. The Venue Coordinator will supply your vendors with access to plug into power. It is required that you bring your own sound system, microphone system or extension cords for your outdoor activities.

NOTE: DJ's or live bands should bring their own speaker systems for all venue spaces

ADDITIONAL RENTAL ITEMS

White Linens

White linens and napkins can be added to your rental at an additional charge. Once we have finalized your floorplan at your Viewing Appointment, we can accurately add the correct number of linens to your rental for you. Linens must be added to your booking no less than 30 days prior to your event date. See rates [here](#).

The UBC Boathouse Venue Coordinator will lay linens prior to your rental block start. Your caterer or decorator must fold and place napkins on the tables. Wax spills or residue on linens will result in a replacement linen charge from your damage deposit.

Tents

Tent structures for the lower dock or waterfront patio may be rented at an additional charge through the UBC Boathouse. Tents are subject to availability, therefore it is recommended to book your tent well in advance as there may be limited availability during peak months. Tent rentals include delivery, set-up & take-down, and taxes. Set-ups required during early mornings may incur additional fees.

All tents must be booked directly with the UBC Boathouse and not through tenting vendors. Heaters, chandeliers and other items may be added to your tent rental at an additional cost, inquire for rates and availability.

Please note: tents must be paid in full in order to reserve and are 50% non-refundable. Tents are non-refundable within 30 days of your event date and must be booked for rain or shine. Tents from other vendors are not permitted.

The UBC Boathouse has one 8 x 12 pop up tents that may be reserved for sun-shade coverage and are billed at \$80+GST.

DETAILS

Décor and Signage

Any décor, signage or displays must be easily removable without causing any potential damage. You may not nail, tack, tape or affix items (including signs) to walls or windows. Rented furniture may be brought into the space with prior approval. Felt or rubber bottoms must be on the furniture to prevent scratching or marking of venue floors.

Please note that you are also responsible for removing all décor, signage and displays prior to the end of your rented block. In the unfortunate event of any damage from installation or removal, repair charges will be withheld from your damage deposit.

Sparkles, real flower petals, confetti, rice and other like items may not be sprinkled on tables, floors or the docks. Items such as wish lanterns may not be released into the sky due to the proximity of the airport or the river due to environmental concern.

Candles

Candles are permitted as long as they are in containers that will prevent wax drips or spills. The flame of the candles must be no larger than a tea-lite sized flame.

If renting white linens through UBC Boathouse, wax spills or residue will result in a charge back of linen replacement cost from your damage deposit.

Sparklers

Sparklers may be used outdoors with prior written approval from the Facility Manager. Sparklers are not permitted indoors at any time.

Smoking

The UBC Boathouse is a smoke free facility and is situated in Richmond's Fraser River dike way trail. This includes all inside and outside spaces including patios, dock and dike way. Smoking is permitted only on street level (the gravel shoulder along River Road), 25 metres from the playground and 9 metres from any other businesses.

The Dock

No glassware is permitted on the docks at any time as it is an athlete area. Guests must be served in plastic cups or cans.

If children are attending your wedding ceremony or cocktail hour, youth life jackets may be pre-reserved but are not required. Please contact us with the number of children and their ages and weights.

The docks and washrooms are shared spaces with rowing and paddling teams and is not exclusive for the duration of your event hall room booking. The dock is accessible for your guests during the pre-booked times for your ceremony and cocktail hour. Extended time on the lower docks day-of must be discussed with the Supervisor. Once your guests move into the reception hall, access to the lower docks will be restricted to ensure safety of all guests.

Animals

Pets are permitted within the event hall or on the lower docks with prior written approval from the Facility Manager. You are required to have a designated person to care for and clean up after your pet.

No farm or wild animals are permitted on-site. Unfortunately bird-releases are not permitted due to the proximity to the airport.

Event Hours

In keeping with a flexible and custom experience, you may adjust your rental block start and end times up until 30 days prior to your event date, at which time it must be confirmed. Vendor access to the venue is included within your block.

Extensions on the evening of your event are not advised due to your liquor permitting, staff busing tables and all vendors may not be able to extend on short notice. The UBC Boathouse reserves the right to deny day of extension requests. Additional hours on the day of are charged at double the posted hourly rate.

Social Media

The Venue Supervisor may take photos of the space setup and event for our social media and website. They will refrain from capturing photos of guests up close or of the bride & groom. Please let us know if you would like to your event to be excluded from our website and social media.