



Guidelines & Code of Conduct 2017 Facility Rentals

Please read the following information carefully. If you have any questions, please contact the Bookings Coordinator at 604.827.0670.

UBC Botanical Garden is an internationally recognized garden whose mission is to assemble, curate and maintain a documented collection of wild-collected plants. We currently curate about 120,000 plants representing 7,000 taxa from temperate regions around the world.

Thank you for respecting UBC Botanical Gardens collection and the hard work of our curators, horticulturalists, staff and volunteers.

SECURING A BOOKING: THINGS TO KNOW

<p>Booking Deposit and Payment Schedule</p>	<p>A booking deposit equal to 50% of the total rental fee is due upon signing the rental agreement (Booking Deposit) with the remaining 50% to be paid at least one month (30 days) before the Event.</p> <ul style="list-style-type: none"> • The rental fee is determined in accordance with the Facility Rental Rates available on our website at: http://www.botanicalgarden.ubc.ca/event-bookings. • Additional fees may apply as set out in these Guidelines, in respect of which the renter will be issued an invoice following the Event. <p>IMPORTANT: A booking is not confirmed until UBC Botanical Garden has received:</p> <ol style="list-style-type: none"> 1) a signed copy of the rental agreement; 2) the Booking Deposit; 3) the damage deposit. <p>IMPORTANT: Final Payment is due one month (30 days) before an Event and can be paid by credit (VISA or Mastercard), debit or cheque. Cheques can be mailed to the Garden or given directly to the Bookings Coordinator. <u>Please make cheques payable to: UBC Botanical Garden</u></p>
<p>Damage Deposit</p>	<p>A damage deposit of \$500 is required for your booking and is due upon signing of the License Agreement. The full amount will be refunded following the Event if no damage is incurred.</p> <p>The damage deposit covers impacts such as:</p> <ul style="list-style-type: none"> • damages incurred to the Premises, UBC property and Collections, the cost of repairs will be charged to the Renter; • smoking in the Garden, if Event Guests are found to be smoking in the Garden it will result in the loss of the Damage Deposit; • any additional cleaning required as a result of incomplete post-event clean-up will be charged at \$45/hour; • any additional labour costs arising due to the failure of the Renter to remove equipment, furnishings and decorations by the end of the

	<p>Booking Time will be charged at \$45/hour;</p> <ul style="list-style-type: none"> • excessive noise and/or music during the Event if the Event organizer does not comply with requests to reduce volumes. Non-compliance will result in a \$300 charge; • failure to vacate the site by the agreed-upon lock-up time will result in a \$300 charge; and • if UBC Campus Security are required to attend the Event, an additional fee will be charged by UBC Campus Security. <p>Further guidelines regarding the above matters are set out below.</p>
Cancellation	<p>An administration fee is charged on all cancellations. The administration fee is:</p> <ul style="list-style-type: none"> • 25% of the Booking Deposit if Event is cancelled six months or more prior to Event; • 50% of the Booking Deposit if Event is cancelled less than six months prior to Event; • the full deposit will be forfeited if the Event is cancelled with less than 30 days' notice.
Extra Charges	<p>Additional event-related costs may also apply. For example:</p> <ul style="list-style-type: none"> • Botanical Garden Event Staff (rates listed below); or • early or late-lockup requests, which incur a \$25.00 charge to the renter. <p>A request to add a change to your Event must be made to Garden Event Staff in writing at least 24 hours before your Event.</p> <p>Extra charges will be billed after the Event.</p>
Event Staff	<p>A member of the Botanical Garden Event Staff must be present for the entire duration of an Event. The following event staff to guest ratio is required:</p> <ul style="list-style-type: none"> • 1 Garden Event Staff for up to 100 guests; • 2 Garden Event Staff for 100 to 150 guests; • 3 Garden Event Staff for over 150 people. <p>The charge for Garden Event Staff is \$35.00 per event staff member per hour with a 4-hour minimum charge for each event staff member.</p> <p>Garden Event Staff are responsible for assisting with directing guests to venues, coordinating deliveries and liaising between the Event host and the Garden.</p> <p>Garden Event Staff members are your contact if there are any issues with your rental facility during the event.</p> <p>Garden Event Staff members are not responsible for assisting with decorating, set-up or take down of furnishings, cleaning up waste or any specific Event operation.</p> <p><i>IMPORTANT: Garden Event Staff must be contacted IMMEDIATELY in all cases of accident.</i></p>
Garden Hours	<ul style="list-style-type: none"> • For Events, access to the Garden begins at 9:30 a.m. unless a written request has been submitted to the Bookings Coordinator at least 24 hours before your Event. • Fees may apply for early or after-hours access to the Garden property. • All Events and guests must be off the Garden property by 12 am (midnight).

SOCAN	The Society of Composers, Authors and Music Publishers of Canada (SOCAN) is a not-for-profit organization representing Canadian performing rights of Canadian and international music creators and publishers. SOCAN requires us by law to collect a set fee on their behalf for any Event held at UBC Botanical Garden that plays music. This fee is included in the invoice. More information can be found at: http://www.socan.ca/
Re:Sound	Re:Sound represents and safeguards the rights of its artists and record companies and ensures they are fairly compensated for the broadcast and public performance of their music in Canada. The Copyright Board of Canada certifies the tariffs to be paid by users of sound recordings in Canada. Re:Sound requires us by law to collect a set fee on their behalf for any Event held at UBC Botanical Garden that plays music. This fee is included in the invoice. More information can be found at: http://www.resound.ca/en/index.htm
Liquor Licensing	<p>If alcohol is to be served at the Event the renter is responsible for acquiring all of the necessary permits. The process for obtaining a license and the required forms are available online at: https://students.ubc.ca/campus-life/organizing-campus-events/serving-alcohol/special-occasion-licence-indoor-space/special-occasion-licence-checklist-indoor-space.</p> <p>You are required to provide UBC Botanical Garden with a copy of the Liquor License one week prior to your Event.</p> <p><i>IMPORTANT: Liquor licenses obtained off-campus are not valid on campus. You are advised to start this process six to eight weeks prior to an Event.</i></p>
Visitor Carts	<p>The Garden has two visitor carts available for rent for an additional \$100 per cart. Carts accommodate 5 guests plus the driver.</p> <p><i>IMPORTANT: For insurance purposes, ONLY UBC Botanical Garden and Event Staff are permitted to drive a visitor cart.</i></p>
Catering	<p>You can choose your own caterer. For catering suggestions contact the Bookings Coordinator.</p> <p><i>IMPORTANT: Failure to remove all catering equipment and waste by the end of your rental may cause you to forfeit all or a portion of your damage deposit.</i></p>
Decorations	<ul style="list-style-type: none"> • The renter is responsible for setup and take down of any and all furnishings. • It is the responsibility of the renter and not the vendor and/or caterer to ensure the removal of all catering equipment and items brought to UBC Botanical Garden venue. • The set-up and take down of all furnishings (tables, chairs, etc.) and all catering preparation must be done within your booking time. • Early set up of decorations are not allowed – additional time for decorating or set up must be reserved in writing and confirmed by the Bookings Coordinator at least 24 hours before the Event. • Only the renter is permitted to reserve additional time (wedding planners and/or vendors are not permitted to reserve additional time). • Decorations may be attached to walls only with removable adhesive. • The renter may put up signs directing guests to the Event. The signs must be free standing and cannot be staked in the ground. The renter is responsible for the removal of any signage following the Event. • Venues must be left in the same condition (including furniture arrangement) as they were provided to the renter.

	<ul style="list-style-type: none"> • Chairs and tables in the Reception Centre and Garden Pavilion should be lifted and not dragged. Any damage to flooring may result in the loss of all or a portion of the damage deposit at the Garden's sole discretion. Please make sure the Bookings Coordinator is aware of any concerns about the condition of or damage to the venue prior to an Event to avoid being held responsible for damage not previously recorded. • All décor items and structures must be approved in writing by the Bookings Coordinator 30 days prior to the Event. • All objects and furnishing not owned by UBC Botanical Garden must be removed following an Event. This includes, but is not limited to, tents, chairs, tables, decorations, floral arrangements, garbage, food and catering equipment. Objects left in the venue following the Event will be disposed of by UBC Botanical Garden unless a written agreement is reached with the renter prior to the Event. Failure to remove items can result in the loss of all, or a portion, of the damage deposit.
Garbage and Recycling – Zero Waste	<p>UBC Botanical Garden is committed to the sustainable management of its waste. The Garden began a “Sort It” program in fall 2014 to separate recyclables, compostables and garbage.</p> <ul style="list-style-type: none"> • All garbage and recyclable materials must be disposed of in the appropriate bins: Recycling bins are located behind the Reception Centre in the back door access area -- large receptacles are located at the back of the parking lot. • Recyclable materials should be separated into bags (supplied) and the bags securely tied and deposited in the area to the right of the recycling bins. • Garbage (i.e., non-recyclable waste) must be disposed of in the appropriate bins located behind the Reception Centre in the back door access area -- large receptacles are located at the back of the parking lot. <p><i>IMPORTANT: Failure to appropriately sort waste materials may result in the loss of all or a portion of the damage deposit.</i></p>
Restrictions	<ul style="list-style-type: none"> • Amplified music may not be broadcast in outdoor areas of the Garden after 10 p.m. • NO DOGS or domestic pets are allowed in UBC Botanical Garden at any time. • Open flames (fires, candles, torches, etc.) are not permitted within UBC Botanical Garden or its buildings without the written permission of the Bookings Coordinator. You are advised to apply for permission to have open flames in the Garden at least three weeks prior to the date of your Event. • Throwing flowers petals, rice, birdseed, confetti, glitter, or similar items is not permitted within UBC Botanical Garden or its buildings. • The Bookings Coordinator must approve all decorations. UBC Botanical Garden reserves the right to remove any non-approved decorations. • Absolutely no decorations may be attached to trees or other plants and staked in the ground. • Absolutely no plant material may be brought to UBC Botanical Garden with the exception of cut material used in bouquets.
Vendors	<ul style="list-style-type: none"> • All tenting and related tent materials of an Event (e.g., platforms) must be hired through Salmon’s/Apex Tents at 604.420.3773. • A third party vendor may be hired to supply items brought in for an Event. This includes but is not limited to chairs, tables, DJ’s, catering, audio/video equipment, etc.

	<ul style="list-style-type: none"> • The renter is responsible for providing a list of ALL vendors to the Bookings Coordinator 30 days prior to the Event. • The renter is responsible for communicating the rental times and access to the third party vendor.
Wedding Rehearsal	<ul style="list-style-type: none"> • Subject to availability, a two-hour wedding rehearsal time slot can be reserved at no additional cost during the opening hours of UBC Botanical Garden. Please call the Bookings Coordinator at 604.827.0670 at least 30 days prior to the Event. • You are not permitted to leave any articles in the venue before the time of your booking.
Photos	<ul style="list-style-type: none"> • UBC Botanical Garden and/or the Nitobe Memorial Garden are available for wedding/event photographs on the day of the Event at no additional cost. The Photo Package includes Garden admission for fifteen (15) members of the wedding/event party and up to two (2) photographers. • The Garden is available to the public during Garden hours. It is not permitted to restrict the public from accessing general admission areas for the purpose of photos or staging photographs. <p><i>IMPORTANT: The renter is responsible for any damage to plants or UBC Botanical Garden property caused by the renting party, the renting party's photographers, vendors or guests.</i></p>
Clean-Up	<ul style="list-style-type: none"> • The renter is responsible for returning the venue to the state that it was provided to them. • All property belonging to the renter and the renter's invitees, guests, agents and sub-contractors must be removed by the end of the rental period. Should the renter need special consideration for the removal of property beyond the rental period, this can be arranged prior to the beginning of the Event for an additional fee. • The University and UBC Botanical Garden are not responsible for any property left behind by the renter, renter's guests, invitees, agents and sub-contractors. <p><i>IMPORTANT: Leaving property on the premises beyond the end of the rental agreement can result in the loss of all or a portion of the damage deposit.</i></p>

INFORMATION FOR ALL UBC BOTANICAL GARDEN GUESTS:

WiFi	Wireless internet access is free for UBC campus visitors. Go to <i>ubcvisitor</i> and follow instructions to log on.
Mobility	Two wheelchairs and one electric scooter are available to the public and special Event guests on a first-come, first-served basis. Go to the Admissions desk to inquire about "day-of" availability.
Washrooms	<ul style="list-style-type: none"> • Washroom facilities are located at the entrance to the Garden at the David Lam Reception Centre and at the Pavilion in the Garden. • All washrooms are available to the public in Garden hours. <p><i>IMPORTANT: Washrooms cannot be reserved for the exclusive use of Event guests.</i></p>

Parking	<ul style="list-style-type: none"> • UBC Botanical Garden parking lot is designated for Garden visitors and Event guests. There are 81 stalls, including 2 handicap spaces located north of the Garden entrance. The lot is owned and operated by UBC Parking & Access Control Services, who are directly responsible for issuing parking violations and tickets. Any violations or tickets received should be handled directly with UBC Parking & Access Control Services. • Visitor and Event guest parking is FREE FOR THE FIRST THREE HOURS ONLY. After three hours the rates are \$2 for 4 hours, \$4 for 5 hours and \$6 for all day. • Additional paid parking is available at Thunderbird Stadium (6288 Stadium Rd). <p><i>IMPORTANT: Parking cannot be reserved for the exclusive use of Event guests while the Garden is open to the public. Rates are subject to change and cannot be guaranteed.</i></p>
Smoking	<ul style="list-style-type: none"> • Smoking is NOT permitted within the Garden or in any of the buildings. • The designated smoking area is near the bike rack at the entrance to the Garden. Please use the receptacles provided. <p><i>IMPORTANT: Violating our non-smoking policy will result in the loss of the damage deposit. As the renter, it is your responsibility to communicate this to your guests.</i></p>
Security and First Aid	<ul style="list-style-type: none"> • In the event of a medical emergency, call 911 immediately • Liaise with the Garden Event Staff to identify appropriate directions and entry for any emergency services. • Campus security is available at 604.822.2222 • Medical aid is available at: Emergencies 911/Non-emergencies: 604.872.5151 • Campus RCMP is available at: Emergencies: 911/ Non-emergencies: 604.224.1322

UBC Botanical Garden is not responsible for lost or stolen articles.

Please keep a copy of this Licence and Guidelines for your records.