



Event Guidelines & Code of Conduct Facility Rentals

This document serves as Schedule C of your License Agreement. Please read the following information carefully prior to signing your License Agreement. 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 Garden’s 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 with the remaining balance to be paid at least 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: https://botanicalgarden2015.sites.olt.ubc.ca/files/2018/03/ubcbg-2018-facility-rental-rates_webres.pdf • Additional fees may apply as set out in these Guidelines, in respect of which the renter will be issued an invoice following the Event. • Payments can be made with a credit card (VISA or Mastercard), debit or cheque. Cheques can be mailed to the Garden or dropped off in person. Please make cheques payable to: UBC Botanical Garden. <p><i>IMPORTANT: A booking is not confirmed until UBC Botanical Garden has received:</i></p> <ol style="list-style-type: none"> <i>1) a signed copy of the rental agreement;</i> <i>2) the booking deposit;</i> <i>3) the damage deposit.</i>
<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 and/or additional expenses were incurred during the Event. The damage deposit covers impacts such as:</p> <ul style="list-style-type: none"> • damages incurred to the Premises, UBC property and Collections; • cost of repairs as a result of damages; • smoking in the Garden (which results in an immediate forfeiture of the damage deposit); • any additional cleaning required as a result of incomplete post-event clean-up; • any additional staff costs due to the failure of the Renter to remove equipment, furnishings and/or decorations by the end of the Booking Time; • excessive noise and/or music during the Event (non-compliance will result in an immediate forfeiture of the damage deposit); • failure to vacate the site by the agreed-upon lock-up time; and

	<ul style="list-style-type: none"> • if UBC Campus Security are required to attend the Event.
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 (charged at \$35/hour) • Arrival/departure of Renter and/or vendors outside of booking time • Storage fees • Vendor items drop off and pick up outside of booking time • Next day pickup of décor, furnishings, personal belongings, vendor rentals, etc. <p>A request to add a change to your Event must be made to the Bookings Coordinator in writing at least 24 hours before your Event. Any extra charges incurred 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 200 guests; • 3 Garden Event Staff for 200 to 300 guests; <p>Rental fees include Event Staff for up to 300 guests. Fees apply for events with over 300 guests. The charge for Garden Event Staff is \$35.00 per staff member per hour with a 4-hour minimum charge for each Event Staff. Garden Event Staff are responsible for assisting with directing guests to venues, coordinating deliveries and liaising between the Event host and troubleshooting issues with the facility during the Event. Garden Event Staff members are not involved 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 authorized by the Bookings Coordinator. • Fees may apply for early or after-hours access to the Garden property. • The Garden must be clear of guests by 11:00 pm and vendors by midnight.
SOCAN & Re:Sound	<p>https://copyright.ubc.ca/requirements/general-information-about-socan-and-resound-fees/</p> <ul style="list-style-type: none"> • 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. More information can be found at: https://copyright.ubc.ca/requirements/general-information-about-socan-and-resound-fees/#2 • 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. More information can be found at: https://copyright.ubc.ca/requirements/general-information-about-socan-and-resound-fees/#3

Liquor Licensing	If alcohol is to be served at the Event the Renter is responsible for acquiring all of the necessary permits https://specialevents.bcldb.com/ . You are required to provide UBC Botanical Garden with a copy of the Liquor License two weeks prior to your Event.
Visitor Carts	The Garden has two visitor carts available for rent for an additional \$200 per cart. Carts accommodate 5 guests plus the driver. <i>IMPORTANT: For insurance purposes, <u>ONLY</u> UBC Botanical Garden and Event Staff are permitted to drive a visitor cart.</i>
Catering	You can choose your own caterer. For catering suggestions contact the Bookings Coordinator. <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>
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. • The setup 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. Additional rental/staff fees will apply. • 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. • 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 at the Garden's sole discretion.
Garbage and Recycling – Zero Waste	<p>UBC Botanical Garden is committed to the sustainable management of its waste.</p> <ul style="list-style-type: none"> • All waste should be placed inside bags with the bags securely tied and deposited in its appropriate receptacle. • All garbage must be disposed in the dumpster located in the back of the main parking lot. • All recyclable materials must be disposed of in the appropriate bins located behind the Reception Centre or on the Garden Pavilion ramp. <p><i>IMPORTANT: The Renter is responsible for the disposal of all waste and failure to remove waste from the Garden grounds will result in the loss of all or a portion</i></p>

	<i>of the damage deposit.</i>
Restrictions	<ul style="list-style-type: none"> • Amplified music may not be broadcast in outdoor areas of the Garden after 10 p.m. • No animals 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. • 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"> • Pacific Coast Tents https://www.pacificcoasttents.ca/ is our preferred tent supplier. • Any third party vendor may be hired to supply items for an Event. This includes but is not limited to chairs, tables, DJ's, catering, audio/video equipment, etc. • The Renter is responsible for providing a list of all vendors to the Bookings Coordinator 45 days prior to the Event. • The Renter is responsible for communicating the booking time and rental policies to all third party vendors.
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 operating hours of UBC Botanical Garden. Please contact the Bookings Coordinator to arrange your wedding rehearsal. • You are not permitted to leave any event-related items in the venue after the wedding rehearsal.
Photos	<ul style="list-style-type: none"> • You can choose either UBC Botanical Garden or the Nitobe Memorial Garden for day-of wedding photographs at no additional cost. • During Garden operating hours, photographers cannot restrict the public from accessing general admission areas for the purpose of photos or staging photographs.
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 Booking Time. 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, guests, invitees, agents and sub-contractors. <p><i>IMPORTANT: Leaving property on the premises beyond the booking time will 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 log-in instructions.
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. Note that for outdoor events, there are only two unisex stalls. Outdoor events with an expected attendance of over 200 people, it is highly recommended you arrange for trailer washrooms and/or portable toilets. • All washrooms are available to the public during 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. If guests are staying past three hours, they must pay for parking. Parking rates: \$2 for 4 hours, \$4 for 5 hours and \$6 for all day parking. • Additional paid parking is available at Thunderbird Stadium (6288 Stadium Road). <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 • Campus RCMP is available by phoning: 911 (for emergencies) and 604.224.1322 (for non-emergencies)