

2024-2025 Weddings & Events

UBC Botanical Garden



UBC
Botanical
Garden



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Science

2024-2025 Weddings & Events

Package Contents

<u>Welcome</u>	<u>3</u>
<u>Booking with us</u>	<u>4</u>
<u>Securing a date</u>	<u>5</u>
<u>Featured Venues</u>	<u>6</u>
<u>Ceremony Only Venues</u>	<u>12</u>
<u>Rates Summary</u>	<u>14</u>
<u>Event Guidelines</u>	<u>15</u>
<u>Garden Maps</u>	<u>20</u>
<u>Contact</u>	<u>22</u>

Welcome

Congratulations on beginning your journey in planning an amazing event. We are honoured to be considered as a venue for your special day and can't wait to help you along the way.

The UBC Botanical Garden is Canada's oldest university botanic garden, established in 1916 under the directorship of John Davidson, British Columbia's first provincial botanist.

Our grounds are filled with temperate plants from around the world, making our garden a beautiful and unique space to host your wedding.



Garden Mission

The mission of UBC Botanical Garden is to assemble, curate, and maintain a documented living collection of temperate plants for the purposes of education, research, conservation, community outreach, and public display.

Our Team

Adrian D'Monte

Events & Bookings Assistant

Jennifer Douglas

Associate Director, Administration

Ariel Yu

Senior Administrative Specialist

Booking with Us

Our vision is to exceed your expectations as a wedding venue providing beautiful venues while ensuring you and your guests have an exceptional experience. You will have creative control in choosing your own vendors, planning, design, set-up, and catering in the Garden. When booking with us, you are reserving access to specific garden areas. Our staff will work diligently to maintain the privacy of your event, keeping the public out.

Capture the scenic garden with photos on the day of your event while your guests enjoy complimentary access to the garden that day.

After your event, as a thank you for booking with us, you and your partner will receive a one-year membership so you can enjoy the magic of the garden year-round!

[Click here for our availability calendar.](#)



Securing a Date

Step One

Reach out to the [Bookings Coordinator](#) to learn more about our venues and to arrange a tour.

Step Two

Move forward with your decision and request a booking for your preferred venue, date, and time.

Step Three

Receive and review a draft of your invoice and licensing agreement, then return your signed copy to the [Bookings Coordinator](#).

Step Four

Make your deposit payment through a personalized link sent to you. The deposit consists of 50% of the venue cost and a minimum \$500.00 refundable damage deposit.

Step Five

Congratulations, your venue is now booked! You're ready to start planning the details of your event.

Featured Venues

Our main venues offer a range of settings, giving you the option of the best fit for your event.

These venues showcase the varied charms of the garden, whether you have a tented outdoor wedding or an indoor celebration.





[Bake Photography](#)

Contemporary Lawn & Arbour

The Contemporary Lawn & Arbour is our most beloved venue. With its large lawn area and picturesque arbour, both spaces exhibit the natural beauty of the Garden in unique ways.

Decorated with its own natural foliage, the Arbour requires minimal additions.

The Contemporary Lawn & Arbour is ideal for any event, including ceremonies, receptions, or both!

Rates

9am to Midnight \$5000.00

9am to 2pm \$2000.00

4pm to Midnight \$3200.00

Capacity

250 guests



[Bake Photography](#)



Main Lawn

The Main Lawn is a generous open field framed by a forest and pond, making it great for larger, fully tented events.

This expansive green space looks onto the Physic Garden, the Arbour, and up to the Alpine Garden. It is the perfect place to gather and let your guests explore everything the Garden has to offer.

The Main Lawn is ideal for ceremonies, receptions or both!

Rates

9am to Midnight \$5500.00

Capacity

300 seated

500 standing

Supplementary Facilities

Rates

9am to Midnight \$750.00

9am to 2pm \$400.00

4pm to Midnight \$400.00

These add-on facilities are not to be used as a gathering space for guests



Garden Pavilion

The Garden Pavilion is a private, indoor space offering a place for a break away from the main event. Ideal for outfit changes, day-of storage of personal items, or just a calm place to rest.

This add-on is available for booking at our Contemporary Lawn & Arbour or Main Lawn venues.

Taylor Plaza

With electricity, access to running water, shelter for equipment, and direct access into the Arbour, this is a space your caterers can use for set-up, storage, and service.

This add-on is available for bookings at our Contemporary Lawn & Arbour.



Reception Centre

The Reception Centre features an outdoor patio complemented by a covered deck and indoor space.

This venue includes amenities such as AV equipment, tables and chairs, and a convenient kitchen space.

The Reception Centre is ideal for any event, including ceremonies, receptions or both!

Rates

9am to Midnight	\$4000.00
9am to 2pm	\$1750.00
4pm to Midnight	\$2800.00

Capacity

100 guests



Additional Resources

Golf Carts. \$250.00 (per cart)

Operated by our dedicated event staff, you can rent up to two golf carts to help transport yourself and your guests to and from your venue.

Chairs \$5.00 (per chair)

Our white resin folding chairs are available to rent for your event. The event staff team will bring them to your booked venue - all your team needs to do is set them up and take them down.



"We had our wedding here and it was magical! The gardens provided just the setting we hoped for."

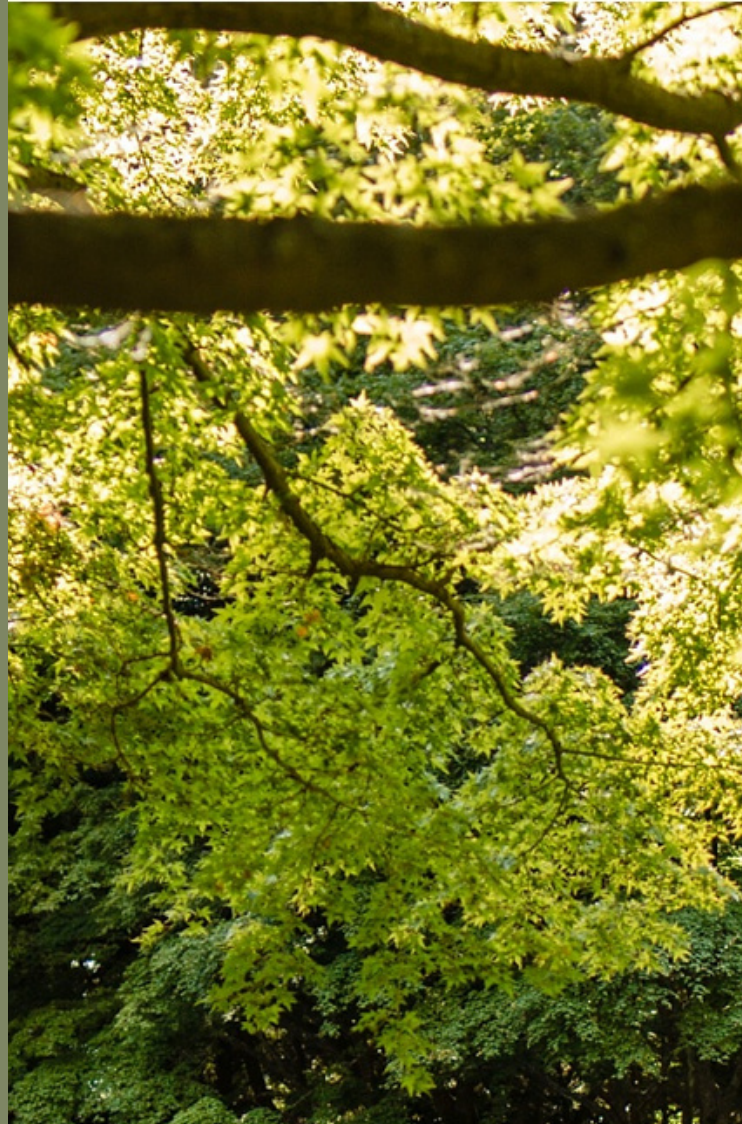
Rachelle De Jager



Ceremony Only Venues

If you are looking to celebrate your wedding ceremony at our Garden, we have three ceremony-only venues ready to host your event. We have tailored these spaces to host couples who prefer an intimate outdoor ceremony setting.

Please note that these venues do not permit food or drink.





Wharton Glade

Surrounded by trees and framed by seasonally changing foliage, this is the perfect spot for an enchanting outdoor ceremony. This booking includes set up and take down of 80 chairs.

Booking Times

10am to 12pm
2pm to 4pm
6pm to 8pm

Rate

\$1400.00

Capacity

100 guests



Roseline Amphitheatre

A private, sophisticated space located near the Alpine Garden, the Amphitheatre features natural seating and William Pye's Hypanthium water sculpture.

Booking Times

9am to 1pm
3pm to 7pm

Rate

\$1400.00

Capacity

225 guests



Nitobe Garden

Located on the North side of the UBC campus, Nitobe Memorial Garden is an idyllic, serene setting for an intimate elopement-style standing ceremony.

Booking Times

9am to 11am
5pm to 7pm

Rate

\$1400.00

Capacity

25 guests

Venue Rates Summary

2024-2025 Rates

VENUE	Capacity	Booking Times	Rates
Wharton Glade	100	10:00am - noon..... 2:00pm - 4:00pm..... 6:00pm - 8:00pm.....	\$1400.00 \$1400.00 \$1400.00
Reception Centre	100	9:00am - midnight..... 9:00am - 2:00pm..... 4:00pm - midnight.....	\$4000.00 \$1750.00 \$2800.00
Nitobe Memorial Garden	25	9:00am - 11:00am..... 5:00pm - 7:00pm.....	\$1400.00 \$1400.00
Contemporary Lawn & Arbour **	250	9:00am - midnight..... 9:00am - 2:00pm..... 4:00pm - midnight.....	\$5000.00 \$2000.00 \$3200.00
Main Lawn	300 seated 500 standing	9:00am - midnight.....	\$5500.00
Roseline Sturdy Amphitheatre	225	9:00am - 1:00pm..... 3:00pm - 7:00pm.....	\$1400.00 \$1400.00

SUPPLEMENTARY VENUES SPACES ADJACENT TO CONTEMPORARY LAWN & ARBOUR

Garden Pavilion	Taylor Plaza	9:00am - midnight..... 9:00am - 2:00pm..... 4:00pm - midnight.....	\$750.00 \$400.00 \$400.00
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ADDITIONAL RESOURCES

Golf Carts (x2) \$250.00 per cart	Chairs \$5.00 per chair
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SPECIAL NOTES

- **Full day rates apply Saturdays June, July & August
- 25% discount if multiple venues are rented for the same day (discount does not apply to primary venue and supplementary venues)
- 40% discount for Contemporary Lawn & Arbour, Reception Centre and Main Lawn Lawn between October-April
- UBC Alumni, faculty, staff, and students receive 5% discount on most facility rental rates
- Events with more than 150 guests have an additional per guest rate of \$8.00
- No outside food and beverages for outdoor ceremony only spaces
- \$500 damage deposit to be paid in addition to rental fees. Deposit will be refunded post-wedding if no charges are incurred.
- Rental fees are subject to 5% GST

Event Guidelines

2024-2025



UBC Botanical Garden is an internationally recognized garden. Our mission is to assemble, curate and maintain a documented collection of wild-collected plants. We currently curate about 120,000 plants representing 5,300 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.

Event Guidelines

(1/3)

Costs and Fees

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.

- The rental fee is determined in accordance with the Facility Rental Rates available on our website
- Additional fees may apply as set out in these Guidelines, for 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.

IMPORTANT: A booking is not confirmed until UBC Botanical Garden has received:

1. the signed copy of the rental agreement;
2. the booking deposit;
3. the damage deposit.

If amplified sound is to be played at the event, SOCAN and Re:Sound charges will be included on your invoice.

Damage Deposit

A minimum damage deposit of \$500 is required for your booking and is due upon signing 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:

- damages incurred to the premises, UBC property and collections;
- cost of repairs as a result of damages;
- smoking in the Garden: if event guests are found 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;
- 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 if UBC Campus Security are required to attend the Event.

Cancellation

An administration fee is charged on all cancellations. The administration fee is:

- 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.

Event Guidelines

(2/3)

Extra Charges

Additional event-related costs may also apply. For example:

- 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,
- Events with more than 150 guests include an additional per guest rate of \$8.00

A request to add a change to your event must be made to the Bookings Coordinator in writing at least 48 hours before your Event. Any extra charges incurred will be billed after the Event.

Event Staff

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:

- 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;

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.

IMPORTANT: Garden Event Staff must be contacted IMMEDIATELY in all cases of accident.

Garden Hours

- For Events, access to the Garden begins at the time rental commences no earlier than 9:00am 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.

Liquor Licensing

- If alcohol is to be served at the Event, the Renter is responsible for acquiring all of the necessary permits. You are required to provide UBC Botanical Garden with a copy of the Liquor License three weeks prior to your Event.

Event Guidelines

(3/3)

SOCAN & Re:Sound

- 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.
- 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.

Visitor Carts

The Garden has two visitor carts available for rent for an additional \$250 per cart. Carts accommodate five guests plus the driver.

IMPORTANT: For insurance purposes, ONLY UBC Botanical Garden and Event Staff are permitted to drive a visitor cart.

Chairs

The Garden has white chairs available for rental garden wide. The rental rate is \$5.00 per chair. These chairs are available on a first-come first-served basis. Please inquire with bookings coordinator for chair rental numbers.

Catering

You can choose your own caterer. For catering suggestions contact the Bookings Coordinator. **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.

Garbage and Recycling

UBC Botanical Garden is committed to the sustainable management of its waste.

- 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 or removed from the garden by client and/or vendor team.
- All recyclable materials must be disposed of in the appropriate bins located behind the Reception Centre or on the Garden Pavilion ramp.

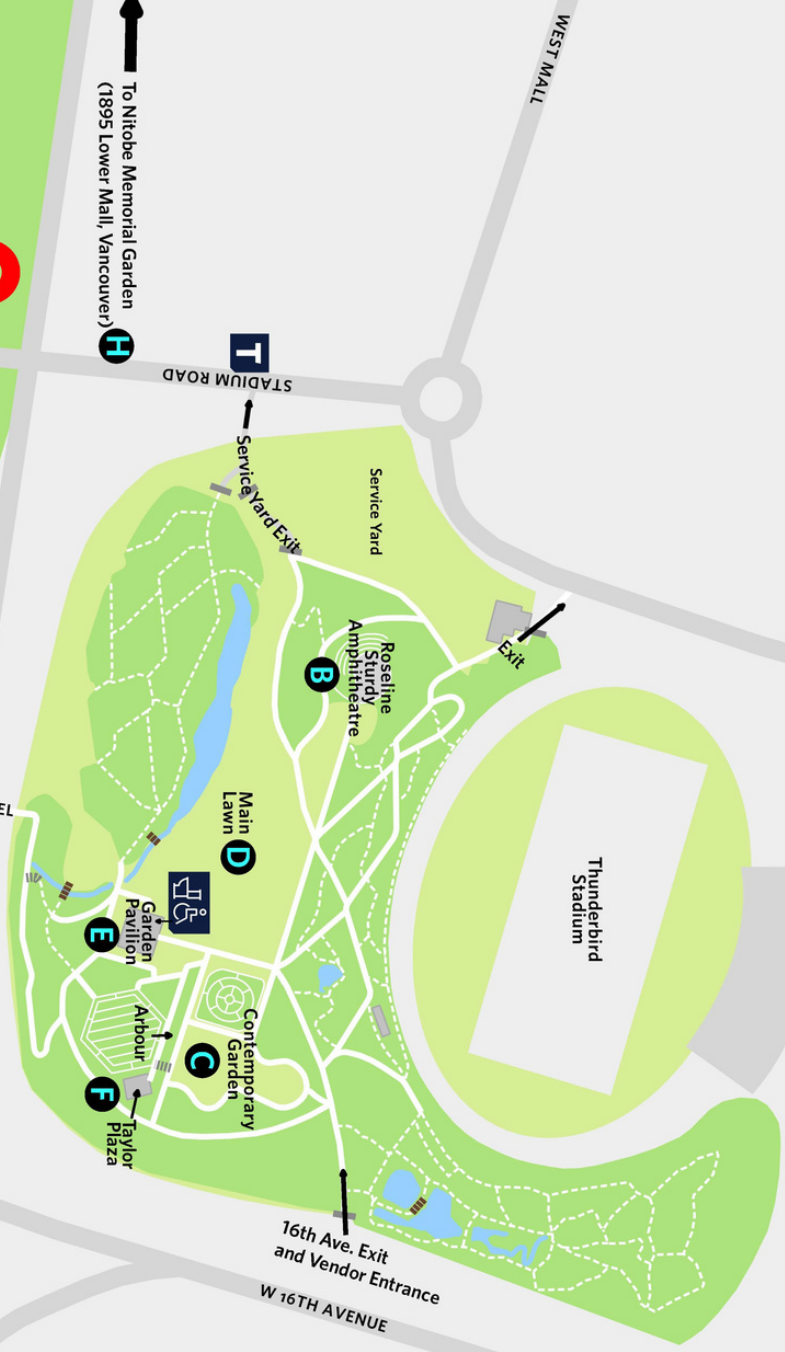
IMPORTANT: The Renter is responsible for the disposal of all waste and failure to remove waste from the Garden grounds will result in the loss of all or a portion of the damage deposit.

Décor Guidelines

- 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 48 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 45 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.



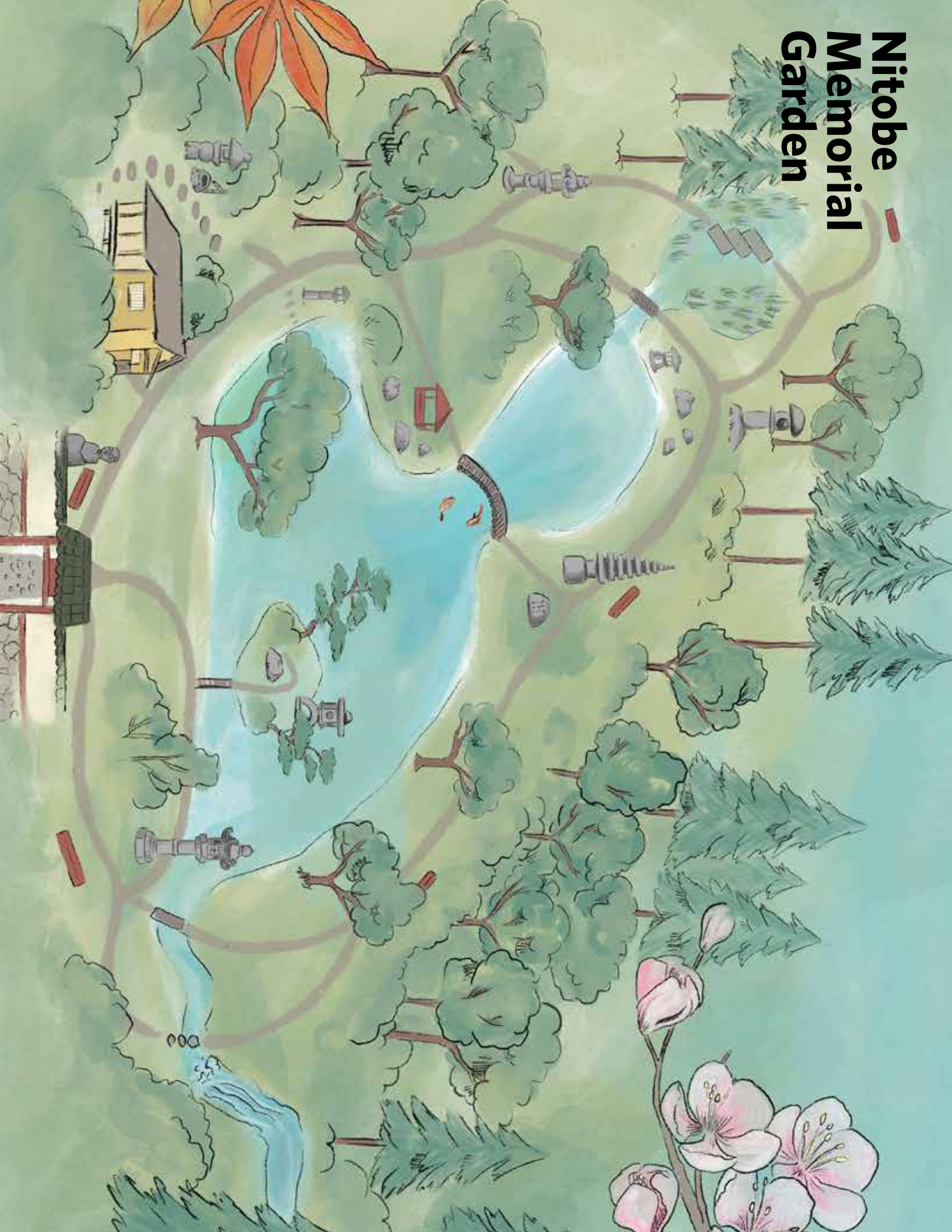
Walking time to Contemporary Garden & Arbour: 25 minutes
Parking #5630



- A** Reception Centre
- B** Roseline Sturdy Amphitheatre
- C** Contemporary Garden Lawn and Arbour
- D** Main Lawn
- E** Garden Pavilion
- F** Taylor Plaza
- G** Wharton Glade
- H** Nitobe Memorial Garden



Nitobe Memorial Garden



Contact Us

✉ garden.bookings@ubc.ca

☎ 604.827.0670

🌐 botanicalgarden.ubc.ca

📷 [@ubcgarden](https://www.instagram.com/ubcgarden)

📌 [@ubcgarden](https://www.pinterest.com/ubcgarden)

UBC Botanical Garden and Nitobe Memorial Garden are situated on the traditional, ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam) First Nation.



Thank You



We look forward to celebrating with you!