

2026-2027 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. Capitalized terms used in these Guidelines and not otherwise defined shall have the meanings as set out in the 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

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| Booking Deposit and Payment Schedule | <p>A Deposit equal to 50% of the total License Fee is due upon signing the License Agreement with the remaining balance to be paid at least 30 days before the Event.</p> <ul style="list-style-type: none">• The License Fee is determined in accordance with the Facility Rental Rates available on our website: UBC Botanical Garden Rental Rates• 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, Mastercard or American Express), debit or cheque. Cheques can be mailed to UBC Botanical Garden or dropped off in person. Please make cheques payable to: UBC Botanical Garden. IMPORTANT: A Booking Time is not confirmed until UBC Botanical Garden has received all of the following:<ol style="list-style-type: none">1) a signed copy of the License Agreement;2) the Deposit; and3) the Damage Deposit. |
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| <p>Damage Deposit</p> | <p>A Damage Deposit is required for your Event and is due upon signing of the License Agreement. The minimum deposit is:</p> <ul style="list-style-type: none"> • \$500 for events with up to 100 guests; • \$1,000 for events with more than 100 guests; and • \$1,500 for events with more than 200 guests. <p>Delayed provision of the vendor list or itinerary may result in an increase to the Damage Deposit. 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"> • damage to the Premises, UBC property or the Collections; • cost of repairs as a result of damage; • 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 • costs incurred if UBC Campus Security is required to attend the Event. |
| <p>Cancellation</p> | <p>An administration fee is charged on all cancellations. The administration fee is:</p> <ul style="list-style-type: none"> • 25% of the Deposit if the Event is cancelled six months or more prior to the Event; • 50% of the Deposit if the Event is cancelled less than six months prior to the Event; • the full deposit will be forfeited if the Event is cancelled with less than 30 days' notice. |
| <p>Extra Charges</p> | <p>Additional Event-related costs may also apply. For example:</p> <ul style="list-style-type: none"> • 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 will be charged an additional fee at a rate of \$10.00 per guest. <p>A request to change 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.</p> |
| <p>Event Staff</p> | <p>A member of the Garden Event Staff must be present for the entire duration of the 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; or • 3 Garden Event Staff for 200 to 300 guests. <p>License fees include Event Staff for up to 300 guests. Additional fees for Event Staff will apply for Events with over 300 guests. Visitor carts must be operated by Garden Event Staff; additional Event Staff fees will apply for visitor cart rentals.</p> |

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| | <p>The rate 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 the Event, coordinating deliveries and liaising between the Event host and troubleshooting issues 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 the time Booking Time commencing no earlier than 9:00 a.m. unless authorized by the Bookings Coordinator. • Early or after-hours access to the Garden property is subject to prior approval from the Bookings Coordinator, and will be charged an overtime access fee if approval is granted. • The Garden must be clear of guests by 11:00 pm and vendors by midnight. |
| SOCAN & Re:Sound | <ul style="list-style-type: none"> • Click here for information about SOCAN and Re:Sound fees. 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 Events held at UBC Botanical Garden that plays music. More information can be found at: https://www.socan.com/ • 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 Events held at UBC Botanical Garden that plays music. <p>More information on how to obtain a music license for your event can be found here: https://www.entandemlicensing.com/.</p> |
| Liquor Licensing | <p>If alcohol is to be served at the Event the Renter is responsible for acquiring all of the necessary permits https://justice.gov.bc.ca/lcrb/sep .You are required to provide UBC Botanical Garden with a copy of the Special Event Permit three weeks prior to your Event.</p> |
| Visitor Carts | <p>The Garden has two visitor carts available for rent for an additional \$300 per cart. Carts accommodate 5 guests plus the driver.</p> <p><i>IMPORTANT: For insurance purposes, ONLY Garden Event Staff are permitted to drive a visitor cart.</i></p> |
| Chairs | <p>The Garden has white chairs available for rental for use within the Garden. The rental rate is \$5.50 per chair. These chairs are available on a first-come first-served basis. Please inquire with the Bookings Coordinator for chair rental availability.</p> |

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| <p>Decorations</p> | <ul style="list-style-type: none"> • The Renter is responsible for setup and take-down of any and all furnishings. • If the Renter chooses to hire a vendor and/or caterer for the Event, the Renter remains responsible for ensuring all catering equipment and other items brought to the Garden are removed by the end of the Booking Time. • 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 is not allowed – additional time for decorating or setup must be reserved in writing and confirmed by the Bookings Coordinator at least 48 hours before the Event. Additional License Fees and/or staff fees will apply. • Only the Renter is permitted to reserve additional time (wedding planners and/or other 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. • The Premises 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 Premises 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 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 Premises following the Event will be disposed of by the 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. |
| <p>Garbage and Recycling – Zero Waste</p> | <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 of in the dumpster located in the back of the main parking lot or removed from the Garden by the Renter and/or its caterer or vendor. <p>All recyclable materials must be disposed of in the appropriate bins located behind the Reception Centre or on the Garden Pavilion ramp.</p> <ul style="list-style-type: none"> • <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 of the Damage Deposit.</i> <p>For additional information, please see UBC Sustainability's Sort It Out guides: https://sustain.ubc.ca/resources/campus-guides/sort-it-out.</p> |

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| <p>Insurance</p> | <p>All Events at the UBC Botanical Garden requires a certificate of insurance (“COI”). UBC Events (i.e. for UBC purposes) booked by UBC Departments or faculty/staff on behalf of UBC are covered under UBC’s insurance policies. Individual staff/faculty requesting to rent space for their personal purposes require insurance and must provide a COI as evidence of coverage.</p> <p>The standard insurance requirement is \$5 million general liability coverage with The University of British Columbia named as additional insured. The COI should name “The University of British Columbia”; a COI identifying “UBC” as the certificate holder will not be accepted.</p> <p>For Events which are ceremony only and less than 50 attendees, a minimum \$2 million general liability coverage will be considered.</p> |
| <p>Restrictions</p> | <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 Garden at any time. • Open flames (fires, candles, torches, etc.) are not permitted within the 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 Booking. • Throwing flowers petals, rice, birdseed, confetti, glitter, or similar items is not permitted within the Garden or its buildings. • The Bookings Coordinator must approve all decorations and florals. UBC reserves the right to remove any non-approved decorations and florals. • Invasive species are not permitted in the Garden. For more information on invasive species, see: https://bcinvasives.ca/ • Absolutely no decorations may be attached to trees or other plants. • Absolutely no plant material may be brought to the Garden with the exception of cut material used in bouquets. |
| <p>Vendors (including Catering, Tents, Chairs, Tables, DJs, audio/video, photography)</p> | <ul style="list-style-type: none"> • If you wish to hire a vendor to supply items for your Event, please contact the Booking Coordinator. Only pre-approved vendors are permitted to operate within the Garden. • Please provide the Booking Coordinator with a list of your chosen vendors, if any, at least 45 days before the Event. • The Renter is responsible for ensuring all chosen vendors are pre-approved vendors. • The Renter is responsible for communicating the Booking Time and Event Booking Guidelines to their chosen vendors. <p><u>Receptions</u></p> <ul style="list-style-type: none"> • The Renter is responsible for ensuring vendor delivery is completed a minimum of one hour before guests arrive. Custom requests outside of this format require pre-approval. Vendor delivery and pickup must occur during the Booking Time. <p><u>Ceremonies</u></p> <ul style="list-style-type: none"> • The Renter is responsible for ensuring vendor delivery is completed a minimum of 30 minutes before guests arrive . Vendor delivery and pickup must occur during the Booking Time. • The Renter is responsible for staggering vendor delivery and pickups. |

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| | <p>IMPORTANT NOTES:</p> <ul style="list-style-type: none"> • Damage arising from the Renter’s chosen vendor will result in the loss of all or a portion of the Damage Deposit. • Failure of any vendor to remove all equipment and Event waste by the end of your Booking Time will result in the loss of all or a portion of your Damage Deposit. <p><u>Catering</u></p> <ul style="list-style-type: none"> • Catering is permitted at certain rental sites within the Garden (Contemporary Lawn & Arbour, Main Lawn, Reception Centre). • If you wish to hire a caterer for your Event, please contact the Booking Coordinator. Only pre-approved caterers are permitted to provide catering services within the Garden. <p><u>Tents</u></p> <ul style="list-style-type: none"> • Tents are permitted at certain venues within the Garden (Contemporary Lawn & Arbour, Main Lawn, Reception Centre). Pacific Coast Tents is the preferred tent supplier in the Botanical Garden and the exclusive approved tent supplier for Events held at the Contemporary Lawn & Arbour. • Due to risk of damage to lawns and other sensitive vegetation, only pre-approved tent suppliers are permitted in the Garden. |
| 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 the Garden. Please contact the Bookings Coordinator to arrange your wedding rehearsal. • You are not permitted to leave any Event-related items in the Premises after the wedding rehearsal. |
| Photography | <ul style="list-style-type: none"> • For clients booking event spaces, you may choose either UBC Botanical Garden or the Nitobe Memorial Garden for day-of wedding photographs at no additional cost. To do photography at both Gardens, pre-approval (subject to availability) and a \$50 payment is required. • During operating hours, photographers cannot restrict the public from accessing general admission areas of the UBC Botanical Garden or the Nitobe Memorial Garden for the purpose of photos or staging photographs. |
| Clean-Up | <ul style="list-style-type: none"> • The Renter is responsible for returning the Premises to the state that it was provided to them. • All property belonging to the Renter and the Renter’s invitees, guests, agents, and vendors must be removed by the end of the Booking Time. Should the Renter wish to request additional time for the removal of property beyond the Booking Time, this may be arranged through the Bookings Coordinator prior to the beginning of the Event for an additional fee. • UBC is not responsible for any property left behind by the Renter, guests, invitees, agents or vendor. • IMPORTANT: Leaving property on the Premises beyond the Booking time will result in the loss of all or a portion of the Damage Deposit. |

INFORMATION FOR ALL UBC BOTANICAL GARDEN GUESTS:

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| WiFi | Wireless internet access is free for UBC campus visitors. Go to <i>ubcvisitor</i> and follow log-in instructions. |
| Mobility | One wheelchair and two electric scooters are available to the public and Event guests on a first-come, first-served basis. Please 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. For outdoor Events with an expected attendance of over 120 people, it is highly recommended the Renter arrange for washroom trailers 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 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. Parking rates and additional information are available at https://parking.ubc.ca/ 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 and vaping (of any substance, including cigarettes, cigars, or cannabis) are not permitted within the Garden or in any of the buildings. <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> |
| 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). |