Thank you for considering VanDusen Botanical Garden for your upcoming event.

We offer 3 beautiful outdoor rental areas for weddings and special events, and also have a variety of indoor spaces which are perfect for receptions, meetings and other special gatherings. The garden itself is a 55-acre oasis in the heart of Vancouver with over 7,500 plant species and varieties from around the world; the perfect natural setting for a stunning event.

Please review our brochure for pricing and rental guidelines based on the current Phase 3 Provincial Health Orders. Should there be any changes to the health orders regarding capacity or event guidelines, we will advise clients accordingly as they arise.
The Great Lawn can accommodate a variety of events from small intimate ceremonies to large tented receptions. It is a lush and magnificent area of the garden sure to delight any nature lover.

**CEREMONY ONLY**

**Included capacity:** 120 people

**Maximum capacity:** up to 400 people (extra admission fee of $6.75+GST/person for any additional guests above included 120)

**Cost for ceremony:** $2,050.00+GST

4 hour rental + liaison time included (additional hours may be added)

**Additional costs:**
- $37.00+GST/hour for Service Gate Security (Gate 3), minimum 4 hours
- $10.00 SOCAN fee if music is played (non-taxable)
- $45.00+GST/hour for Event Liaison if event is over 4 hours (Additional liaison required for all events over 200 people)

**GENERAL INFO**

- it is the responsibility of the renter to arrange chairs, tenting and décor within the rental time frame
- no food or beverages permitted unless booked as a reception (see next page for reception details)
- all tenting must be weighted (staking is not permitted)
- multiple power outlets available
- private gate entry for guests

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**Virtual Tour** Please visit our Google Photo Album for more images and videos of the Great Lawn area (best viewed in Chrome or Safari)

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* Capacity may change based on COVID-19 Provincial Health Orders in place at time of event
If you are looking to host an outdoor event with food service, the Great Lawn is the ideal location. It is a beautiful backdrop for small or large al fresco gatherings.

**CEREMONY + RECEPTION**

**Included capacity:** 120 people*

**Maximum capacity:** up to 400 people* (extra admission fee of $6.75+GST/person for any additional guests above included 120)

**Cost for ceremony + reception:** $3,995.00+GST

8 hour rental + liaison time included (additional hours may be added)

- earliest access 7am; event must finish by 10pm; full move out by 11pm
- extra move in or move out day may be added based on availability

**Additional costs:**

- $1,997.50+GST + staffing fees - for extra set up or move out day
- $37.00+GST/hour - Service Gate Security (Gate 3), minimum 4 hours
- $45.00+GST/hour - Event Liaison if event is over 8 hours
- $625.00+GST - power, water access & garbage bins
- $10.00 SOCAN fee - required if music is played (non-taxable)

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**GENERAL INFO**

- event planner required for all reception events
- it is the responsibility of the renter to arrange catering, tenting & décor
- all tenting must be weighted (staking is not permitted)
- multiple power outlets and water connections available at this site
- portable washroom trailers with handwash stations must be rented for receptions

**ADDITIONAL PHASE 3 GUIDELINES**

- dancing only permitted under a tent with no walls, or outside of tented area
- all self-serve food/beverage stations must have alcohol-based sanitizers within easy reach of the station as well as signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items
- seating must be available for each guest

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* Capacity may change based on COVID-19 Provincial Health Orders in place at time of event

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**Virtual Tour**

Please visit our Google Photo Album for more images and videos of the Great Lawn area *(best viewed in Chrome or Safari)*
CEREMONY

Capacity: maximum 120 people *

Note: if setting up a tent with any side walls, this lowers the maximum capacity to 60 people* as it is then considered an indoor event per the current Provincial Health Orders

Cost for ceremony: $2,050.00+GST

4 hour rental + liaison time included (additional hours may be added)

Additional costs:
$37.00+GST/hour for Service Gate Security (Gate 6), minimum 4 hours
$10.00 SOCAN fee if music is played (non-taxable)
$45.00+GST/hour for Event Liaison if event is over 4 hours

GENERAL INFO

• it is the responsibility of the renter to arrange chairs, tenting and décor within the rental time frame
• no food or beverages permitted at this location
• all tenting must be weighted (staking is not permitted)
• maximum tent size 20’ x 40’
• one power outlet available
• guest entry through Visitor Centre, separate gate 6 entry for vendors + bridal party

* Capacity may change based on COVID-19 Provincial Health Orders in place at time of event

Virtual Tour | Please visit our Google Photo Album for more images and videos of the Heron Lake area (best viewed in Chrome or Safari)
MEADOW POND

**CEREMONY**

**Capacity:** maximum 30 people*

**Cost for ceremony:** $720.00+GST

Booked in a 2 hour time period
(11am-1pm, 1pm-3pm or 3pm-5pm)

Private gate entry for guests
(Gate 4 located at 37th Avenue & Cartier Street)

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**GENERAL INFO**

- booked in a 2 hour time period: 11am-1pm, 1pm-3pm or 3pm-5pm
- this is a stand up ceremony area only; no tenting, chairs, or decor permitted
- one small signing table and a few chairs for guests who require them are permitted
- no food or beverages permitted at this location
- no power outlets available

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Virtual Tour | Please visit our Google Photo Album for more images and videos of the Meadow Pond area (**best viewed in Chrome or Safari**)

* Capacity may change based on COVID-19 Provincial Health Orders in place at time of event
Booking Confirmation - A $500 reservation fee for ceremonies and a $1,000 deposit for Great Lawn receptions is required to confirm the booking and a $10.00 SOCAN fee is charged if music is played.

Set up + Take Down - Renters are responsible for set up and take down within their booking time frame. All garbage must be placed into the provided receptacles on site or taken off site by the renter. No dumping of garbage waste or other materials in garden beds (additional charges will apply if any refuse is found in the beds).

Timing - All reception events must finish by 10pm, and everything must be cleaned up and out no later than 11pm. Earliest site access is at 7am for set up. Should a move in or move out day be required, additional rental and staffing fees will apply.

Catering - Renters that have booked the Great Lawn for a reception are welcome to use any caterer of their choice. There is power + water hookup available for caterers, but they must be prepared to create a portable kitchen area as there are no kitchen facilities available at the Lawn. Caterers must have plywood underneath all cooking equipment to avoid lawn damage. Please discuss all Covid-19 food service guidelines with your caterer.

Liquor Service - A special occasion license is required for any reception event at the Great Lawn serving alcohol. Additional security also required during alcohol service (min. 4 hours). Alcohol is not permitted for a ceremony only booking.

Liability Insurance - All events require liability insurance with the “City of Vancouver and its Board of Parks & Recreation” named as additional insured. If alcohol is being served, $5 million in liability coverage is required. If alcohol is not being served, $2 million in liability coverage is required.

Staffing - Liaison and security staff are required for the full duration of the event including set up, event, and take down. For all reception events, an event planner is required due to the complexities of outdoor receptions.

Drone / Animal Policy - Please note that drone photography/ videography is not permitted on site. Please ensure that your photographer is aware prior to your event. Pets are not permitted. Working guide and service dogs are welcome.

Wedding Rehearsals - For booked events that would like to arrange a rehearsal, further discussion is required with the VanDusen rental department. A 30-45 minute rehearsal may be booked depending on availability. Rehearsal requests outside of office hours (Mon-Fri, 9am-3:30pm) cannot be accommodated at this time.

Site Amenities - Our unique garden setting is wheelchair accessible and has ample free parking. We also have a lovely Garden Shop and Truffles Fine Foods café and catering located on site. Shaughnessy Restaurant is also a short walk away at the north west side of the parking lot.
VISITOR CENTRE

The award-winning Visitor Centre features a green roof and a beautiful orchid-inspired design. Enjoy beautiful views of the lake and garden from inside the halls.

GENERAL INFO

- all set up and take down is the responsibility of the renter
- early access of 7am or extended move out to 1am available for an additional fee. Next day pick up not available.
- on weekends (Sat & Sun) only from April-October, if you would like to rent the Visitor Centre Halls you must book all 3 rooms combined (BMO Great Hall/Peggy Gunn Woodland Hall A & B)

VISITOR CENTRE HALLS (BMO GREAT HALL/PEGGY GUNN WOODLAND HALL A + B)

The Visitor Centre is comprised of 3 rental halls; the BMO Great Hall and Peggy Gunn Woodland Hall A & B. These rooms can be rented as one large space or separated into various combinations depending on the needs/size of your event.

**BMO Great Hall/Peggy Gunn Woodland Hall A + B**

| Current capacity: 60 seated reception; 90 ceremony/lecture; 40 workshop* |
|-----------------------------|-----------------------------|
| 8am-4pm or 5pm-midnight     | 8am-midnight                |
| Standard rate: $1,940.00+GST | Standard rate: $3,160.00+GST |
| Non-Profit rate: $1,285.00+GST | Non-Profit rate: $2,100.00+GST |

**BMO Great Hall/Peggy Gunn Woodland Hall A**

| Current capacity: 45 seated reception; 65 ceremony/lecture; 30 workshop* |
|-----------------------------|-----------------------------|
| 8am-4pm or 5pm-midnight     | 8am-midnight                |
| Standard rate: $1,455.00+GST | Standard rate: $2,370.00+GST |
| Non-Profit rate: $970.00+GST | Non-Profit rate: $1,575.00+GST |

**BMO Great Hall OR Peggy Gunn Woodland Hall A + B**

| Current capacity: 30 seated reception; 45 ceremony/lecture; 20 workshop* |
|-----------------------------|-----------------------------|
| 8am-4pm or 5pm-midnight     | 8am-midnight                |
| Standard rate: $970.00+GST   | Standard rate: $1,580.00+GST |
| Non-Profit rate: $645.00+GST | Non-Profit rate: $1,050.00+GST |

**Peggy Gunn Woodland Hall A OR B**

| Current capacity: 15 seated reception; 25 ceremony/lecture; 10 workshop* |
|-----------------------------|-----------------------------|
| 8am-4pm or 5pm-midnight     | 8am-midnight                |
| Standard rate: $465.00+GST   | Standard rate: $790.00+GST   |
| Non-Profit rate: $323.00+GST | Non-Profit rate: $525.00+GST |

* Capacity limited based on current Phase 3 COVID-19 Provincial Health Orders.

Virtual Tour

Please visit our Google Photo Album for more images and videos of the Visitor Centre Rental Halls (best viewed in Chrome or Safari)
The Floral Hall is a charming post-modern style room and is located in one of the original buildings on site. The Cedar Room is a smaller classroom sized space and is situated across the hall from the Floral Hall.

**FLORAL HALL (PICTURED ABOVE LEFT + MIDDLE)**

The Floral Hall is a similar size to the 3 Visitor Centre Halls combined. This large and bright space can accommodate receptions and includes a small kitchenette area. Enjoy views of greenery through large windows on either side of the room.

<table>
<thead>
<tr>
<th>Floral Hall</th>
<th>Cedar Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current capacity:</strong></td>
<td><strong>Current capacity:</strong></td>
</tr>
<tr>
<td>60 seated reception; 75 ceremony/lecture; 35 workshop*</td>
<td>10 workshop; 20 ceremony/lecture*</td>
</tr>
<tr>
<td><strong>8am-4pm or 5pm-midnight</strong></td>
<td><strong>8am-4pm or 5pm-midnight</strong></td>
</tr>
<tr>
<td><strong>8am-midnight</strong></td>
<td><strong>8am-midnight</strong></td>
</tr>
<tr>
<td>Standard rate: $855.00+GST</td>
<td>Standard rate: $280.00+GST</td>
</tr>
<tr>
<td>Non-Profit rate: $570.00+GST</td>
<td>Non-Profit rate: $185.00+GST</td>
</tr>
</tbody>
</table>

**CEDAR ROOM (PICTURED ABOVE RIGHT)**

The Cedar Room is the smallest rental space. It is perfect for meetings, as a bridal room, or catering area for larger Floral Hall events. This room does not have speakers for A/V.

<table>
<thead>
<tr>
<th>Floral Hall</th>
<th>Cedar Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current capacity:</strong></td>
<td><strong>Current capacity:</strong></td>
</tr>
<tr>
<td>10 workshop; 20 ceremony/lecture*</td>
<td>10 workshop; 20 ceremony/lecture*</td>
</tr>
<tr>
<td><strong>8am-4pm or 5pm-midnight</strong></td>
<td><strong>8am-4pm or 5pm-midnight</strong></td>
</tr>
<tr>
<td><strong>8am-midnight</strong></td>
<td><strong>8am-midnight</strong></td>
</tr>
<tr>
<td>Standard rate: $280.00+GST</td>
<td>Standard rate: $470.00+GST</td>
</tr>
<tr>
<td>Non-Profit rate: $185.00+GST</td>
<td>Non-Profit rate: $315.00+GST</td>
</tr>
</tbody>
</table>

**GENERAL INFO :** All set up and take down is the responsibility of the renter.  
- Early access of 7am or extended move out to 1am available for an additional fee. Next day pick up not available.

**Virtual Tour** Please visit our Google Photo Albums for more images and videos of the Floral Hall and Cedar Room (best viewed in Chrome or Safari)

* Capacity limited based on current Phase 3 COVID-19 Provincial Health Orders.
**Booking Confirmation** - A $200 or $500 (if serving alcohol) reservation fee/deposit is required to confirm a booking and a $10.00 SOCAN fee is charged if music is played.

**Site Amenities** - Our unique garden setting is wheelchair accessible and has ample free parking. We also have a lovely Garden Shop and Truffles Fine Foods café and catering located on site. Shaughnessy Restaurant is also a short walk away at the northwest side of the parking lot.

**Catering** - When renting the Visitor Centre Halls, a 12% catering fee applies on the food and beverage costs. If you use Truffles Fine Foods who are located on site, the 12% does not apply. There are no additional catering fees for Floral Hall or the Great Lawn.

**Liability Insurance** - All events require liability insurance with the “City of Vancouver and its Board of Parks & Recreation” named as additional insured. If alcohol is being served at your event, $5 million in liability coverage is required. If you will not be serving alcohol, $2 million in liability coverage is required.

**Liquor Service / Set Up & Take Down / Garbage** - A special occasion license is required for any events serving alcohol. Please note that renters are responsible for set up and take down within their booking time frame, and garbage is to be taken to the garbage bins located outside of the building.

**WiFi** - Our indoor halls have free WiFi accessibility, however as it is a public network, we cannot guarantee that it will be strong enough for video conferencing style events. It can be accessed on the VanWiFi or VanDusen networks and no password is required.

**Included items upon request for Indoor Rentals:**
- 2.5’ x 6’ tables
- Sound System (Visitor Centre and Floral Hall only)
- Black chairs
- Podium
- LCD projector (available for rent)
- Coffee & Hot Water urns
- Microphone (Visitor Centre and Floral Hall only)
- Kitchenette area (Floral Hall only)

**Drone / Animal Policy** - Please note that drone photography/videography is not permitted on site. Please ensure that your photographer is aware prior to your event. Pets are not permitted. Working guide and service dogs are welcome.

**Self-serve food/beverage stations** - Must have alcohol-based sanitizers are within easy reach of the station as well as signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items. Signage to be organized by renter or caterer.

**ADDITIONAL PHASE 3 INDOOR GUIDELINES**

**Dancing** - Only first dance permitted - no group dancing or congregating permitted

**Seating** - Must be available for each participant

**Masks** - Not required within rental space, but recommended in public areas of the facility until fully vaccinated
GARDEN ACCESS + INDOOR/OUTDOOR BOOKING COMBO

**Garden Access** - If you are booking an indoor only event and wish to have garden access for your guests, we also offer garden admission packages. You are also welcome to take wedding photos in the garden with the addition of the admission package.

Visitor Centre Packages cover all of your guests garden entry on the day of your event (during garden hours - 10am-5pm), with entry through rental hall doors - no guest list required.

<table>
<thead>
<tr>
<th>Package Description</th>
<th>Cost (GST Included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodland Hall A or B</td>
<td>$100.00+GST/day</td>
</tr>
<tr>
<td>BMO Great Hall or Woodland Hall A &amp; B</td>
<td>$200.00+GST/day</td>
</tr>
<tr>
<td>BMO Great Hall &amp; Woodland Hall A</td>
<td>$300.00+GST/day</td>
</tr>
<tr>
<td>BMO Great Hall &amp; Woodland Hall A &amp; B</td>
<td>$400.00+GST/day</td>
</tr>
</tbody>
</table>

For Floral Hall and Cedar Room, a guest list is required. All attendees will need to have their names checked off at the admission desk prior to entering the garden.

<table>
<thead>
<tr>
<th>Package Description</th>
<th>Cost (GST Included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floral Hall (up to 30 guests)</td>
<td>$175.00+GST/day</td>
</tr>
<tr>
<td>Floral Hall (up to 75 guests)</td>
<td>$400.00+GST/day</td>
</tr>
<tr>
<td>Cedar Room (up to 20 guests)</td>
<td>$100.00+GST/day</td>
</tr>
</tbody>
</table>

**Indoor/Outdoor Booking Combo** - Since our wedding venues are outdoors and Vancouver has been known to rain - we encourage renting one of our indoor halls as rain backup. Alternately, you may wish to rent a tent depending on which location you choose. When renting both an outdoor ceremony site and an indoor hall, we offer a special combination rate that gives you the halls for the full day starting at 8am, but at the half day rate (when available).

<table>
<thead>
<tr>
<th>Hall/Capacity</th>
<th>Standard rate (full day booking)</th>
<th>Special rate if halls booked with an outdoor venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMO Great Hall &amp; Peggy Gunn Woodland Hall A &amp; B</td>
<td>$3,160.00</td>
<td>$1,940.00</td>
</tr>
<tr>
<td>90 ceremony/60 seated reception</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floral Hall</td>
<td>$1,395.00</td>
<td>$855.00</td>
</tr>
<tr>
<td>75 ceremony/60 seated reception</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LINKS + CONTACT INFO

Enjoy a virtual tour by clicking the buttons or visiting the websites below.

- **Great Lawn Virtual Tour**
  bit.ly/GreatLawnVD
- **Visitor Centre Halls Virtual Tour**
  bit.ly/VisitorCentreVD
- **Heron Lake Virtual Tour**
  bit.ly/HeronLakeVD
- **Floral Hall Virtual Tour**
  bit.ly/FloralHallVD
- **Meadow Pond Virtual Tour**
  bit.ly/MeadowPondVD
- **Cedar Room Virtual Tour**
  bit.ly/CedarRoomVD

Thank you for taking the time to review our brochure. Should you have additional questions, wish to check availability, or like to confirm a date, please send us an email. We look forward to working with you!

**Facility Rentals**
Office: (604) 257-6915 / Fax: (604) 257-8679
VanDusenRentals@vancouver.ca
vandusengarden.ca