THANK YOU

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 ceremonies, 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. The award-winning Visitor Centre features a green roof and a beautiful orchid-inspired design. This indoor event space looks directly onto the lake and garden.

We are also accepting booking requests for 2023 events with the option to pay a deposit to secure a date.
CURRENT PROVINCIAL HEALTH GUIDELINES FOR INDOOR EVENTS (as of Jan. 17, 2022)

Proof of full vaccination (both doses) - Proof of vaccination and physical government-issued photo ID will be checked upon arrival at the facility (Youth aged 12 - 18 do not need to show government photo ID). It is the responsibility of the event organizer to ensure all attendees are aware of this requirement.

Receptions - receptions after ceremonies are currently not permitted.

Seating/Dancing - Seating must be available for each participant, and dancing is currently not permitted.

Masks - Masks are mandatory indoors at all times, with the exception of those under the age of 5.

Self-serve food/beverage stations - Must have alcohol-based sanitizers that 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.

Updates - Updates to rental guidelines will be sent by email prior to the event should they arise.

2022 & 2023 BOOKING PROCEDURE

A no-charge two week hold can be placed on a date/venue option of interest. Should you choose to proceed, the reservation fee/deposit is due to secure the 2022 or 2023 event date.

The reservation fee/deposit is non-refundable should you choose to cancel. An event can be rescheduled for another date up to one year after the original scheduled event date (with a minimum of two months notice), and the deposit/reservation fee will be applied toward the future event date. Should you cancel your event within two months of the booking and do not wish to reschedule, both the reservation fee/deposit and rental fees are non-refundable.

For 2022 events, the remaining balance is due two months prior to the booking. For 2023 events, full payment is due by December 2, 2022 to retain the quoted 2022 rates. Should you decide to pay in 2023 and the rates increase, you will receive a revised invoice in early 2023. Full payment is due two months prior to your booked date.

Event guidelines may vary throughout the year based on Provincial Health Orders and we will provide updates as information becomes available. These changes could affect capacity, so you may need to adjust accordingly prior to your event if required.
The Great Lawn is a beautiful wedding venue in the heart of the garden. There are various ceremony background options at this lush and magnificent site and is sure to delight any nature lover.

**GREAT LAWN**

**CEREMONY**

- **Included capacity:** up to 120 people
- **Maximum capacity:** 200 people
- **Cost for ceremony:** $2,090.00+GST
  This includes garden admission for all guests and option to take photos in the garden
- **Additional costs:**
  - $152.00+GST for Service Gate 6 Security, 4hr minimum ($38.00+GST/hr)
  - $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
- All tenting must be weighted (staking is not permitted)
- Any tenting over 20’x30’ (60m²) must have a building permit from The City of Vancouver Planning & Development Services
- Multiple power outlets and water connections available at this site
- Guest entry through Gate 2, (west end of parking lot), separate Gate 3 (37th Ave. & Hudson St.) entry for vendors + bridal party

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

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*Capacity may be limited based on Provincial Health Orders at time of event*
Heron Lake offers a lovely mix of garden and lake views. Our large willow tree overlooking the Lake makes this the perfect backdrop for a stunning wedding ceremony.

CEREMONY

Capacity: maximum 120 people *

Cost for ceremony: $2,090.00+GST
This includes garden admission for all guests and option to take photos in the garden.

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

Additional costs:
$152.00+GST for Service Gate 6 Security, 4hr minimum ($38.00+GST/hour)
If event is over 4 hours, additional security fees will apply.
$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
- all tenting must be weighted (staking is not permitted)
- maximum tent size 20’ x 40’ at this location
- any tenting over 20’x30’ (60m²) must have a building permit from COV Planning & Development Services
- one power outlet available
- guest entry through Visitor Centre, separate Gate 6 (33rd Ave. & Osler st.) entry for vendors + bridal party

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

* Capacity may be limited based on Provincial Health Orders at time of event
MEADOW POND

CEREMONY

**Capacity:** Maximum 30 people* (including vendors)

**Cost for standard ceremony:** $735.00+GST
This includes garden admission for all guests and option to take photos in the garden

2 hour rental + liaison time included

2 hour time slots to choose from:
(11am-1pm, 1pm-3pm or 3pm-5pm)

GENERAL INFO

- maximum 2 hour booking
- 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
- private gate entry for guests (Gate 4 - 37th Ave. & Cartier St.)

* Capacity may be limited based on Provincial Health Orders at time of event

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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)*
The Visitor Centre is comprised of 3 rental rooms; 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 size of your event. Enjoy beautiful views of the lake and garden from the halls.

**VISITOR CENTRE HALLS**

<table>
<thead>
<tr>
<th>BMO Great Hall/Peggy Gunn Woodland Hall A + B</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Current Capacity*: 90 ceremony/lecture; 40 workshop</td>
<td></td>
</tr>
<tr>
<td>Standard Capacity: 120 seated reception; 180 ceremony /lecture; 75 workshop</td>
<td></td>
</tr>
<tr>
<td><strong>Day (8am-4pm)</strong></td>
<td><strong>Evening (5pm-12am)</strong></td>
</tr>
<tr>
<td>Standard: $1,940.00</td>
<td>Standard: $2,165.00</td>
</tr>
<tr>
<td>Non-Profit: $1,320.00</td>
<td>Non-Profit: $1,470.00</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>BMO Great Hall/Peggy Gunn Woodland Hall A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Capacity*: 60 ceremony/lecture; 30 workshop</td>
<td></td>
</tr>
<tr>
<td>Standard Capacity: 90 seated reception; 120 ceremony /lecture; 60 workshop</td>
<td></td>
</tr>
<tr>
<td><strong>Day (8am-4pm)</strong></td>
<td><strong>Evening (5pm-12am)</strong></td>
</tr>
<tr>
<td>Standard: $1,455.00</td>
<td>Standard: $1,680.00</td>
</tr>
<tr>
<td>Non-Profit: $990.00</td>
<td>Non-Profit: $1,140.00</td>
</tr>
</tbody>
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<thead>
<tr>
<th>BMO Great Hall OR Peggy Gunn Woodland Hall A + B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Capacity*: 40 ceremony/lecture; 20 workshop</td>
<td></td>
</tr>
<tr>
<td>Standard Capacity: 60 seated reception; 80 ceremony /lecture; 40 workshop</td>
<td></td>
</tr>
<tr>
<td><strong>Day (8am-4pm)</strong></td>
<td><strong>Evening (5pm-12am)</strong></td>
</tr>
<tr>
<td>Standard: $970.00</td>
<td>Standard: $1,195.00</td>
</tr>
<tr>
<td>Non-Profit: $660.00</td>
<td>Non-Profit: $815.00</td>
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<table>
<thead>
<tr>
<th>Peggy Gunn Woodland Hall B</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Current Capacity*: 20 ceremony/lecture; 10 workshop</td>
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</tr>
<tr>
<td>Standard Capacity: 30 seated reception; 40 ceremony /lecture; 20 workshop</td>
<td></td>
</tr>
<tr>
<td><strong>Day (8am-4pm)</strong></td>
<td><strong>Evening (5pm-12am)</strong></td>
</tr>
<tr>
<td>Standard: $485.00</td>
<td>Standard: $710.00</td>
</tr>
<tr>
<td>Non-Profit: $330.00</td>
<td>Non-Profit: $485.00</td>
</tr>
</tbody>
</table>

* Capacity limited to 50% based on current Provincial Health Orders (as of January 17, 2022)
VISITOR CENTRE

SAMPLE FLOOR PLANS

Reception Style
BMO Great Hall / Peggy Gunn Woodland Hall A & B
Maximum 120 people°

Pod Style
Peggy Gunn Woodland Hall A & B
Maximum 54 people°

Ceremony Style
Woodland Hall B
Maximum 50 people°

Lecture Style
Woodland Hall B
Maximum 40 people°

Boardroom Style
Woodland Hall B
Maximum 20 people°

° Capacity limited based on current COVID-19 Provincial Health Orders (see p. 7 for current room capacities).
**FLORAL HALL / CEDAR ROOM**

**FLORAL HALL**

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.

**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 of $100+GST/hr.
- next day pick up not available
- for events with catering in the Floral Hall, it is highly recommended to rent the Cedar Room for your caterer.

**FLORAL HALL** (all rates subject to GST)

- Current Capacity*: 70 ceremony/lecture; 35 workshop
- Standard Capacity: 120 seated reception; 135 ceremony/lecture; 70 workshop

<table>
<thead>
<tr>
<th></th>
<th>Day (8am-4pm)</th>
<th>Evening (5pm-12am)</th>
<th>Full Day (8am-12am)</th>
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</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
<td>$855.00</td>
<td>$1,080.00</td>
<td>$1,740.00</td>
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<tr>
<td><strong>Non-Profit</strong></td>
<td>$580.00</td>
<td>$735.00</td>
<td>$1,185.00</td>
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</tbody>
</table>

* Capacity limited to 50% based on current Provincial Health Orders (as of January 17, 2022)

**CEDAR ROOM**

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

**CEDAR ROOM** (all rates subject to GST)

- Current Capacity*: 25 ceremony/lecture; 10 workshop
- Standard Capacity: 50 lecture; 20 workshop

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<thead>
<tr>
<th></th>
<th>Day (8am-4pm)</th>
<th>Evening (5pm-12am)</th>
<th>Full Day (8am-12am)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
<td>$285.00</td>
<td>$510.00</td>
<td>$715.00</td>
</tr>
<tr>
<td><strong>Non-Profit</strong></td>
<td>$195.00</td>
<td>$345.00</td>
<td>$485.00</td>
</tr>
</tbody>
</table>

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)
Reception Style
Floral Hall
Maximum 120 people

Ceremony / Lecture Style
Floral Hall
Maximum 135 people

Cedar Room

Boardroom Style
Cedar Room
Maximum 20 people

Lecture Style
Cedar Room
Maximum 50 people

* Capacity limited based on current COVID-19 Provincial Health Orders (see p. 9 for current room capacities).
ADDITIONAL DETAILS

**Booking Confirmation** - A 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 The Garden Café by Truffles Fine Foods is located on site. Shaughnessy Restaurant is also a short walk away at the north west side of the parking lot.

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

**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 event serving alcohol. Renters are responsible for set up and take down within their booking time frame. Garbage/recycling should be properly sorted into 4-stream waste bins located on site. Any additional garbage should be bagged and left next to the bins at the end of the event.

**WiFi** - Our indoor halls have free WiFi accessibility, however it is not strong enough for video conferencing style events. It can be accessed on the VanWiFi or VanDusen networks and no password is required.

**Indoor/Outdoor Booking Combo** - For all outdoor ceremony events that wish to add an indoor hall option for their reception, we offer 40% off the indoor rate when booking the full day. If the indoor hall is only required for a half day booking, we offer a 25% discount on the hall rental portion.

If booking an evening reception on site, a full day indoor rental is recommended. This will provide a rain back-up option for your ceremony, and proper set up time for vendors to prepare for the reception.

**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 (additional fee applies)
- Coffee & Hot Water urns
- Microphone (Visitor Centre and Floral Hall only)
- Kitchenette area (Floral Hall only)

**Garden Access** - If booking an indoor only event and wish to have garden access for you and your guests (during garden hours), discounted admission rates are available. Wedding photos may be taken in the garden with this garden access. Guest list required for all events.

**Season | Price**
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October 1 to March 31 (fall and winter rate) | $4.00+GST/person
April 1 to September 30 (spring and summer rate) | $5.00+GST/person

Visitor Centre Halls (BMO Great Hall or Woodland Hall A and B)
- Entry available through rental hall doors

Floral Hall and Cedar Room
- All attendees will need to have their names checked off at the admission desk prior to entering the garden

**Drone / Smoking / Animal Policy** - Please note that drone photography/ videography is not permitted on site. Please ensure that photographers are aware prior to your event. No smoking or vaping permitted on premises. Pets are not permitted. Working guide and service dogs are welcome.
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

[Social media icons]