



FESTIVAL OF LIGHTS

VANDUSEN
BOTANICAL GARDEN

2024 Rental Brochure

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IT'S A WINTER WONDERLAND

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

VanDusen Festival of Lights will take place from Nov. 29, 2024 to Jan. 5, 2025 (Closed Dec. 25, 2024).

The Floral Hall and Cedar Room are available for event rentals throughout this festive season. Those who book events during Festival of Lights receive 10% off tickets for their guests to enjoy the magical light display on the night of their event. Both of these spaces are wheelchair accessible.

Festival of Lights is open from 4pm to 10pm, with the last entry at 9pm.

Please review the pricing and rental guidelines within this package.

We look forward to hosting your event this holiday season!



Floral Hall Rental Fee - \$2,000 + GST

Includes

- 8 hour room usage; inclusive of set up & take down (recommended 2pm-10pm)
- 10% discount on ticket orders - valid only on event date
Note: Wristbands will be provided to attendees for admission
- Decor: The Floral Hall will have some décor along the south window wall, as well as ceiling drapery. The entrance way leading into Floral Hall will be decorated with lights (all additional décor to be arranged by the client)
- Small kitchenette area (large fridge, sink, microwave - no stove/oven)
- Cedar Room also required when hosting full catered reception in Floral Hall

Floral Hall Capacity	Maximum 120 people - Sit-down reception - alcohol service permitted*
	Maximum 135 people - Stand-up/Drop-In reception - alcohol service permitted*

Cedar Room Rental Fee - \$800 + GST

Includes

- 8 hour room usage; inclusive of set up & take down (recommended 2pm-10pm)
- 10% discount on ticket orders - valid only on event date
Note: Wristbands will be provided to attendees for admission
- Decor: None (all décor to be arranged by the renter)
- Small classroom-sized space ideal for caterers, storage area, or family room when booking Floral Hall
- Cedar Room also required when hosting full catered reception in Floral Hall

Cedar Room Capacity	Maximum 20 people - Sit-down reception - alcohol service permitted*
	Maximum 40 people - Stand-up/Drop-In reception - alcohol service permitted*

Optional Extras

\$100+GST - LCD Projector	\$45.02+GST (no dancing) or \$90.12+GST (dancing) - Floral Hall Entandem Fee applies if music is played
\$100+GST/hour - Booking Extension with latest exit time of 1am (including move out)	\$31.31+GST (no dancing) or \$62.64+GST (dancing) - Cedar Room Entandem Fee applies if music is played (renter to provide own sound system - none available in Cedar Room)

* Liquor license and \$5 million liability insurance coverage required for all events with alcohol service

* all rates subject to change



FESTIVAL OF LIGHTS DISCOUNTED TICKETS

- 10% discount on ticket orders
- Tickets can be purchased through the rentals department and will be valid for your event night only
- Wristbands will be provided upon arrival for you to distribute to attendees for entry into Festival of Lights
- There are no hard-copy tickets available
- All attendees will need to have a wristband on upon entry in order to enter the event
- All tickets are non-refundable, non-transferable and cannot be used on another night

TICKET PRICING

Category	Standard ticket price	Rental ticket price with 10% discount
Adult (19-64)	\$28.00	\$25.20
Senior (65+) / Youth (13-18)	\$18.00	\$16.20
Child (5-12)	\$11.00	\$9.90
Children 4 and younger	FREE	FREE

* all rates subject to change

Note: Standard event tickets sold online are subject to online ticketing service fees and GST. Rental tickets are subject to GST only.



ADDITIONAL DETAILS

Booking Confirmation - A \$500 reservation fee/deposit is required to confirm a booking. Entertainment fees apply if music is played.

Catering - Any caterer may be used when booking the Floral Hall or Cedar Room. Catered events in Floral Hall must include a Cedar Room booking to ensure there is enough space for catering staff to safely prepare food. **Note:** External food/beverages cannot be brought into Festival of Lights.

WiFi - Free WiFi access is offered with the VanWiFi and COV-Public networks. No password is required.

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 the event, \$5 million in liability coverage is required. For events without 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. Clients are responsible for set up and take down within the booking time frame, and garbage must be sorted into four stream waste bins provided. Any excess garbage to be bagged for disposal.

Included items upon request for Indoor Rentals:

- 2.5' x 6' rectangular tables & black padded chairs (30 tables in Floral Hall and 10 tables in Cedar Room)
- sound system with bluetooth connection (Floral Hall only)
- podium
- LCD projector (available for rent - \$100+GST)
- coffee & hot water urns (urns only; all additional supplies such as coffee grounds, tea, cups etc. to be arranged by renter)
- microphones (Floral Hall only)
- kitchenette area (Floral Hall only)

Drone / Animal Policy - Drone photography/videography is not permitted on site. Pets are not permitted. Working guide and service dogs are welcome.

Drop-in Style Events - Drop-in style events are permitted. Renters must ensure that room capacity is not exceeded at all times. See room capacity information on page 3.



PHOTO GALLERY + CONTACT INFO

Please view our room photo galleries by clicking the buttons or visiting the websites below.

**Floral Hall
Gallery**

bit.ly/FloralHallVD

**Cedar Room
Gallery**

bit.ly/CedarRoomVD

Thank you for your interest in hosting an event at VanDusen Botanical Garden. Should you have additional questions, wish to check availability, or confirm a date, please send us an email.

We look forward to working with you!

Facility Rentals

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