



FREQUENTLY ASKED QUESTIONS

FOR WEDDINGS

Can I have my wedding at The University Club if I am not a member?

The Club allows non members to host their weddings at the Club however the rates are reduced if you are a member. Non members would require a member sponsor for their event.

What is the payment schedule?

A \$1,000.00 deposit is required at the time of signing the contract. 7 days prior to the wedding, a payment of 75% of the estimated bill will be required. The following business day, an invoice will be sent to you with the remaining amount. A credit card must be kept on file to secure payment.

When do you require final details for the wedding?

30 days prior to your wedding you will be required to provide your estimated number of guests, menu and wine selections. This can be done at the pre wedding meeting as we go through the wedding checklist. Guaranteed numbers are required one week prior.

What are the clients to provide?

The University Club will provide you with the basic set up. Tables, chairs, white linens, white napkins and skirting for required tables. We will also provide your full tableware and china. Other décor, i.e. centerpieces, chair ties, overlays, coloured napkins, place card settings, and seating plans will need to be provided by the client. Some specific items may be required to be brought in by a professional decorator.

If you would like a different colour napkin, we have a limited supply of colours and this would be an additional \$1.00 per napkin.

The Club does have additional lighting, pipe & drape and cocktail tables available to rent.

Can setup be done the night before? Can we pick up our items the following day to the event?

One week prior, we can confirm what time tables and chair placements will be in place for additional decorating. All décor and items will need to be removed from the Club by 12:30am the evening of the wedding. The Club is closed on Sundays therefore there is no way to access the building to pick up your belongings.

Are there any restrictions on décor?

Please do not apply tape or tacks to the walls or pillars. All décor must be removed that evening (centerpieces, linen, flowers, chair covers etc). Professional decorators are the only ones permitted to hang things from ceilings or centre pillar.

Please advise the Club of all your decoration details at your meeting.

Can I provide my own table linens?

Yes, you may rent table linens from an outside provider and bring them into the Club. Our team will set up the linens, as long as they arrive two days prior to the wedding.

Can I provide my own chair covers?

Yes, you may rent chair covers from an outside provider. You will be responsible to set them up. There will be a \$1.00 chair moving fee if chairs need to be moved from the ceremony location to the reception location.

Do you have a list of preferred vendors?

We do not have a list of preferred vendors.

What is the Capacity of the University Club and where would the pre-dinner reception be held?

The Main Dining Room including the dance floor area can accommodate a maximum of 250 guests in a round table format. However please note this does not allow space for the buffet, additional tables and any other special set up requirements. Weddings have many special requirements, so we advise groups of 70-150 would be most comfortable in this space.

The pre reception works well in our Fireplace Lounge. Additional rental rates will apply.

What is a typical room setup?

The Club uses 60-inch (8 person) round tables for weddings. Depending upon your final number of guests and preferred seating arrangement, the Club's Event Manager will make a recommendation regarding the optimal room setup. A traditional head table can be set comfortably for up to 10 people in front of the window.

Do you offer on-site ceremonies?

Our patio is used for wedding ceremonies for a fee of \$325.00. Please note this is only available to those that are hosting their wedding reception at the Club and they must be held after 3:00pm. In this fee, we include the removal of the patio furniture replaced with our banquet chairs for the ceremony, and then again replaced with patio furniture for your guests to enjoy for the remainder of the evening. We do ask that we have a minimum of 1.5 hours in between your ceremony and reception to reset the space.

What happens if it rains the day of the wedding?

Should it be a rainy day, an informal ceremony would need to be held in the Dining Room with the tables arrangements as is. If it is a smaller group, we may be able to look into alternatives. This being on the dance floor or in our meeting room should it be available.

Can we have our ceremony rehearsal at the Club?

You are welcome to use the space for a rehearsal, however we would be unable to guarantee a specific time for this until 1 week prior.

Is there someone onsite who can serve as a coordinator for our events for the day?

The client would be responsible for any on site coordination of the event. Staff and a supervisor will be on site and in contact with your coordinator but we are unable to take care of the timing etc. You may want to look at hiring a wedding planner to assist the day of if you feel you need it.

Can we bring in outside food?

The University Club must be the sole provider of all food, beverage and serving staff, with exception of the wedding cake that must be supplied by a commercial supplier.

Is there a cake cutting fee?

No, there is no additional fee for this.

Do you do menu tastings?

Since our catering menus are designed for large parties, we are unable to offer individual tastings. We can guarantee the quality of our food and are happy to get feedback from our past guests that have enjoyed the food if you would like.

Can my guests choose from a selection of entrée items for our plated meal?

You can offer your guests a selection of entrée items so that they can better enjoy the full Club experience. This would include 2 entrees and a vegetarian option. It is requested that your guests entrée selections be confirmed no later than one week in advance of the event. Each guest would need to have something that identifies what entrée they will be having. This can be done through a seating chart and their place setting showing what entrée choice they have chosen.

For buffets is there a discount for children and/or babies?

Children ages 6-12 are half price and children under 5 are no charge. We also have children's meals at \$12.00 per order. This includes items like chicken fingers & fries, mac & cheese, and mini pizzas.

Are the hors d'oeuvres set out for self-service or circulated by servers? Could we have a drink/wine passed by servers?

The hors d'oeuvres would be set up for self service. If you would like them passed, it is \$20.00 per hour for a minimum of 2 hours per server. This would be the same fee for any beverages to be passed.

Can couples bring in alcohol?

The BC Liquor Board mandates that all alcohol must be purchased through the University Club's liquor license.

Are bar facilities available and what is the labour charge?

If a bar is required, a bartender charge will apply. This being \$35.00 per hour for a minimum of 4 hours. If your event is in the Fireplace Lounge during regular business hours, this fee will be waived.

When does the bar close?

The University Club's policy for bar closure is 12:00am. Last call will be at 11:30pm.

How does beverage (bar) service work?

The Club can accommodate either host bar service, cash bar service, or a combination thereof. In the case of host beverage service, you are billed for what your guests consume throughout the evening. The host bar can be limited to a regular stock bar or can include premiums according to the client's requirements.

Can we have a signature drink as guests arrive?

If there is a specific drink outside of our regular drink menus, we would be happy to see about making it for you. Please just provide us with the ingredients and we will advise you of the cost per drink.

What is SOCAN and Re:Sound fee?

As governed by the Copyright Act, Tariff No. 8 and Tariff No. 5, all events with live and or recorded music shall be charged the applicable SOCAN and Re:Sound Music Federal License Fee.

Room Capacity Seating & Standing	SOCAN With Dancing	SOCAN Without Dancing	Re:Sound With Dancing	Re:Sound without Dancing
1-100	\$41.13	\$20.56	\$18.51	\$9.25
101-300	\$59.17	\$29.56	\$26.63	\$13.30

Does the Club allow bands or live music?

Yes, however, additional power fees may apply if needed.

Can couples provide their own music?

Yes, but rental of additional in house audio equipment will apply. It can be played through your ipod or lap top for a fee of \$25.00 for a wireless connector

Is photography allowed on the UClub Grounds?

Absolutely – The Club allows for photography in all the spaces the group has reserved as well as outside the building.

How many other events will be taking place at the Club during my wedding?

Our Club is always open for our members during our regular business hours. A small dining room and the Member's Lounge will be in use. We do have alternate meeting/dining areas that may get blocked during the same time as your wedding, but you will have exclusive use to whichever spaces you have rented.

Do you have equipment for a slideshow?

We have a screen available for rent for \$10.00, a LCD projector for \$50.00 and if you require sound for the slideshow there would be an additional \$35.00 rental for the wireless house sound connector. You would be responsible for bringing in your own laptop.

Do you have a podium and mic?

We would be happy to provide you with this at no additional charge.

Where can my guests park?

Pay parking is located in parking lot 9 on West Campus Way across from the Club. Overflow parking would be in lots 8 & 10 which are still close within walking distance to the Club. Parking is \$2.50 for a full day on a Saturday. If you wish to provide parking for your guests, you can contact parking services at 250-721-6683.

Is there a Manager/Supervisor on-site during my reception?

You will have either a Manager or Supervisor overseeing your event.

The University Club reserves the right to make changes when required