

# UNBC WEDDINGS

*Receptions, Ceremonies, and Photos*



**Congratulations** and thank you for considering the University of Northern British Columbia as the site for your wedding day. The stunning architecture of our campus creates unique surroundings and amazing memories. Whether it's your ceremony, reception or photos, let our team of experts assist you with creating an unforgettable experience.

# All Weddings Include

## Guidance

Experienced Event Coordinator to assist with menu, set up and other event details.

## Delicious Food

A choice of excellent menus to meet your budget. Ask us about customized local and organic options.

## Details

Gift table, cake table, DJ table, registration table, head table.

## Linens

Table linen and linen napkins.

## Storage

Secured storage area for decorations.

## Room Setup

Chairs, reception tables, catering tables and other rented UNBC furnishings are setup by our staff and ready for you to decorate when you arrive.

## Rehearsal And Setup Time

Access the space on the day prior to your event for rehearsal and decorating purposes.

## Beautiful Backdrops

Use of campus buildings and outdoor areas for photos.

## Direction

Signage at the main entrances to the University buildings.

## Parking

Free parking for receptions with bar service.

## The Perfect Location



### The Charles J. McCaffray Hall Atrium

The Atrium of the Charles J. McCaffray Hall is truly impressive and is the preferred location for many wedding receptions and ceremonies. The three story high ceiling, exposed wood beams and natural light create a world away, only minutes from downtown Prince George.



### The Bentley Centre

The Bentley Centre is a very popular location for both wedding receptions and ceremonies. The garden views from the windows which stretch down one side of the space allow for natural light to flood the area. Guests can visit the outdoor garden during the summer months. The rooms flanking this reception space can be set to create an inviting lounge to serve your guests cocktails and appetizers before you arrive.

## Saying "I Do!"

*Looking for a beautiful and tranquil place to exchange your vows?*

With its eye catching architectural elements, breathtaking views and simple elegance, the University is the ideal place for wedding ceremonies. Many UNBC staff, students and alumni have exchanged their wedding vows on campus.

# Photo Sessions

The UNBC campus offers natural architecture with large wooden beams framing many sunlit atrium areas, with slate and stone also featured on the floors and columns. These indoor areas plus outdoor gardens and viewpoints offer stunning photographic opportunities.

**Please call 250-960-6760 or email early to reserve your date to avoid disappointment.**



## Room Rental Rates

Room	Ceremony		Reception	
	Capacity	Rental Rate	Capacity	Rental Rate
Atrium, Charles J. McCaffray Hall	180	\$385.00	120	\$536.00
Bentley Centre Hallway	200	\$385.00	200	\$536.00
Agora Courtyard, David Douglas Botanical Garden, Rotary Pavilion*		\$156.00	-	-
Photo Session	\$31.00 per hour			

**Taxes are extra.**

\* Outdoor ceremonies may be booked in the David Douglas Botanical Garden, Rotary Pavilion, and the Agora Courtyard. An indoor location must also be reserved in case of poor weather. Rental rates will apply for both indoor and outdoor spaces.

## Setup Information

**For Indoor Locations:** the University will have the set up of all furnishings completed for ceremonies and receptions on the day prior, whenever possible. We ask the bride, groom or designate to be on campus to check the set up and to make any slight adjustments and changes if necessary. In addition, the space is available for decorating and rehearsal purposes on the day prior after 5:00 p.m.

The University is responsible for set up of all furniture. Staging (4'x8'x16" sections) and backdrops (10'x15') are available for receptions and ceremonies. Additional charges apply. Please consult with your Event Coordinator for assistance with all your setup details.

**For outdoor locations:** a UNBC approved contractor must be hired by the client to provide furnishings and set up. Rented furniture is not allowed on campus without prior approval.

All decorations and personal belongings must be removed from the space by noon on the day following your event.



## Catering and Bar Service

Choose from our selection below or let our executive chef create a customized buffet or plated dinner just for you.

### **White Wedding Buffet** *Minimum order of 25*

House baked rolls & focaccia bread with creamery butter

#### **Salads**

- Our Northern Lights salad blend with house made dressings
- Preserved BC berry & citrus chickpea & couscous salad
- Sesame ginger noodle salad

#### **Hot Selections**

- Signature sundried tomato & lemon wild salmon OR slow roasted - carved Canadian beef with demi-glace
- Butternut squash agnolotti with a rich brown butter sauce highlighted with BC hazelnuts & fresh sage
- Oven roasted vegetable mélange
- Parmesan, rosemary & garlic roasted BC Kennebec Potatoes

#### **Dessert**

- Assorted cakes, mousses, tarts & petite fours
- Fresh fruit platter with berries
- North Roast organic coffee & selection of 4 O'Clock Organic Teas

**\$43.25 per person plus applicable Tax and Gratuity**  
**Price effective until September 1, 2024**



## Looking For A Personalized Experience?

Ask your Event Coordinator about working with our talented Executive Chef to create your customized menu. Whether you are looking for a buffet or plated menu, local foods, signature cocktails, or even a fun midnight snack, we can help you spoil your guests.

# Bar service

We partner with Prince George breweries and BC Wineries to offer local favourites and we can develop customized beer, cooler, and cider selections. Ask us for details.

## Host Bar

10% PST (alcohol) or 7% PST (soft drinks), 5% GST, and 15% gratuity will be added to the customer invoice.

## Cash Bar

10% PST (alcohol) or 7% PST (soft drinks), and 5% GST is included in the price charged at the bar. Gratuity is at the discretion of the customer.

## BEER & COOLERS

**Local Craft Beer (Tall Cans)** Host Bar **\$9.59** Cash Bar **\$11.03**

**Domestic Beer** Host Bar **\$7.69** Cash Bar **\$8.84**

**Premium Beer** Host Bar **\$8.69** Cash Bar **\$9.99**

**Ciders and Coolers** Host Bar **\$7.69** Cash Bar **\$8.84**

## COCKTAILS

**Cocktails** Host Bar **\$7.69** Cash Bar **\$8.84**

Highballs: vodka, rye, rum, gin, scotch

## NON-ALCOHOLIC

**Cranberry Twilight Sparkle** **\$49.69 (serves 40-50)**

Cranberry juice, soda water, orange juice, ginger, splash of lime juice, and a hint of fresh basil. Non-alcoholic punch.

**Northern Strawberry Fields** **\$49.69 (serves 40-50)**

Homemade strawberry syrup, soda water, ginger, splash of lime juice, and a hint of fresh mint. Non-alcoholic punch.

**Assorted Soft Drinks** Host Bar **\$2.39** Cash Bar **\$2.68**

**Bubly Sparkling Water, Flavoured** Host Bar **\$2.39** Cash Bar **\$2.68**

## HOUSE RED OR WHITE WINES

Host Bar **\$6.69 glass | \$30.57 bottle** Cash Bar **\$7.69 glass | \$35.16 bottle**

## ROSE WINE BY THE BOTTLE

Host Bar **\$36.30 bottle** Cash Bar **\$41.75 bottle**

## SPARKLING WINE BY THE BOTTLE

Host Bar **\$40.12 bottle** Cash Bar **\$46.14 bottle**

## Terms & Conditions

1. Host bar prices are subject to applicable taxes and a gratuity charge of 15%, detailed in the final invoice.
2. Cash bar prices include applicable taxes. Gratuity is at the discretion of the customer.
3. A bartender will be provided free of charge for any bar service where alcohol consumption is over \$425.00 excluding tax and gratuities. Otherwise, a charge of \$25/hour per bar staff will be charged. There is a minimum 4-hour charge, and extra charges will apply on statutory holidays.
4. All alcoholic beverages will be served under the conditions set forth by the Province of British Columbia's Liquor Control and Licensing Act. Service must be completed by 1:00a.m. Last call will be at 12:30a.m. Please contact Dana Hospitality or Conference and Event Services for details on licensed areas.
5. Customized bar menu and pairings are available upon request.



# Terms & Conditions

**1. Deposit:** A deposit of \$150.00 is required to secure the use of the facility and is non-refundable. This deposit is applied against the final invoice.

**2. Payment Terms:** The full room rental and 50% of the anticipated additional services (e.g. catering, A/V) is due 1 month (30 days) prior to the event start date. The remaining balance owing is due 72hrs (3 business days) prior to the event start date. Any outstanding balances will be invoiced upon completion of the event date. An additional deposit for a host bar may be required and due 72hrs prior to event start.

**3. Cancellations:** Deposit (\$150.00) is non-refundable upon signing the Rental Agreement and will not be refunded. Full room rental fees and any additional charges incurred will apply when cancellations are received less than 1 month (30 days) prior to the event start date.

**4. Confirmation:** Menu and set up details must be confirmed 14 business days prior to the event start date. Guaranteed numbers are required 72hrs (3 business days) prior to the event start date and are not subject to reduction. The client will be charged for the guaranteed number or the actual number attending whichever is greater.

**5. Taxes And Gratuity:** 15% gratuity fee is applied to all food and beverage orders, 5% GST is applied to all rental rates, additional services and gratuity, and 10% PST is applied to all alcoholic beverage orders.

**6. Reception Hours:** UNBC's Liquor License is valid until 1:00 am. Last call will be at 12:30 am. All guests must be departed by 1:30 am. Special regulations apply for events occurring on Sundays; please see your Event Coordinator for more details.

**7. Health Regulations:** Food or beverage must not be brought onto the University campus with the exception of the wedding cake. Due to health regulations, leftover food and beverage cannot leave the property after the event or be re-served.

**8. Allergies And Special Meal Requests:** Please identify to your Event Coordinator any allergies you or your guests may have or special meal requests. Requests to accommodate persons with food allergies will be considered, however Catering can not guarantee that meals will be 100% free from traces of allergens.

**9. Alcoholic Beverages:** All alcoholic beverages are to be supplied by the University's food service provider and must be consumed in licensed areas. Please consult your Event Coordinator for more details on licensed areas. Corkage events are not permitted and homemade or personal alcohol is not allowed on campus or in the campus parking lots. Flasks are not permitted.

**10. Event Room:** The capacity of any space at the university cannot be exceeded due to fire regulations.

**11. Event Space:** Atriums and hallway spaces cannot be blocked and are open to the public during your event. Signage will be put in place to ask individuals not attending your event to use an alternate access. Atriums and hallway space are open to the public, please do not leave valuables unattended. Secure storage can be arranged through your Event Coordinator. Furniture/décor can not block fire exits or obstruct hallway aisles as laid out by UNBC.

**12. Heating And Cooling:** Atriums and hallway spaces are not directly heated or cooled. Therefore these spaces will be affected by weather conditions.

**13. Decorating:** Decorations are the responsibility of the client. Conference Services must be consulted regarding any displays, signage or decorations to be used on the property by the client or guests. Use of nails, staples, glue or any like materials are prohibited on walls, windows, doors or ceilings. The use of confetti, rice, bubbles or flower petals (on floor) is not permitted on the premises. All decorations must be free-standing or be placed on the tables. Decoration cleanup is the responsibility of the client.

**14. Candles:** In accordance to City of Prince George Bylaws, and due to very sensitive smoke detectors on campus, open-flame candles are not permitted. However, a unity candle during the wedding ceremony is permitted. Consult your Event Coordinator for details.

## Terms & Conditions (Continued)

**15. Linens:** Table linens are provided for a basic setup. Including; reception tables, head table, food service tables, DJ table, cake table, etc... Rental fees may apply for additional linens.

**16. Additional Items:** The client will be responsible for any additional items brought to campus (i.e. décor, linens, furnishings) and their removal.

**17. Photography:** Photo bookings do not guarantee sole occupancy of the spaces(s). These areas are open to the public on a daily basis and as such Conference Services is not able to close access to the public or other groups using the space for photos. Access to laboratory buildings, offices, classrooms, etc. that are locked is not permitted. The University's Security personnel may request proof of permission from photographers, as appropriate. The University reserves the right to cancel wedding photo session bookings if they are perceived to be in conflict with an organized University event, providing that reasonable notice can be given to the wedding parties involved. Consult your Event Coordinator to make a reservation.

**18. Outdoor Events:** Outdoor spaces may be rented for ceremonies. However, the University will not provide setup of equipment or furnishings. A pre-approved contractor will be permitted to supply and setup chairs, tables, linens, sound system, etc... All outdoor ceremonies scheduled must also reserve space for an indoor location in case of poor weather conditions. Rental rates will apply for both indoor and outdoor spaces.

**19. David Douglas Botanical Gardens And Rotary Pavilion:** When using Gardens or Pavilion for ceremonies or photos all furnishings and guests must remain on pathways and bridge. Additional charges may be incurred as a result of any damage to plants and landscaping. All garbage must be removed before vacating the site. These areas are open to the public on a daily basis and as such Conference Services is not able to close access to the public. Last minute cancellation of use of these areas due to inclement weather will not be considered for refund.

**20. Event Insurance:** The client is required to show proof of liability insurance prior to the event date. Please provide a copy, or purchase an Event Liability Policy from the Conference and Event Services Office.

**21. Music:** SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re: Sound (not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies) require that the users of music obtain SOCAN/Re: Sound licenses to perform, or authorize others to perform, copyright music in public. The required license fee for an event with music will be collected from the client for the University to remit and are based on the guidelines set out by SOCAN, Re: Sound and the Copyright Act of Canada (Tariff No. 8 and Tariff No. 5B) and appear on the event confirmation and invoice. Fees charged will reflect the current rates set out by SOCAN and Re: Sound on the actual event date(s). Consult with your Event Coordinator for more details on these fees.

**22. Wedding cake:** The client is welcome to bring (or have delivered) a wedding cake to campus. The University is unable to provide storage or provide refrigeration. Forks, plates and napkins will be provided for the cake table. The client is responsible for cutting and serving the cake to guests and supplying the knife and serving utensils

**23. Menu Price For Children:** 50% discount on the buffet menu price will apply for children 10 years of age and younger. Children 2 years of age and younger eat for free.

**24. Wedding Guest Parking:** Guests are not required to pay for parking during a wedding reception with bar service. At all other times, the Campus Parking Policies must be adhered to ([www.unbc.ca/parking](http://www.unbc.ca/parking)). Vehicles can remain in the parking lots overnight at the owner's risk. Camping is not permitted on campus.

**25. Security:** The client agrees to comply with UNBC Security staff requests. The client is also responsible for ensuring their guests comply with these requests. Failure to do so may result in UNBC Security contacting RCMP.

**26. Verbal Agreements** will not supersede information, bookings, furnishings, etc. stated in the rental agreement and event confirmation.

**NOTE:** *The above terms and conditions will form part of the Rental Agreement. A Booking Confirmation and Rental Agreement will be issued for the booking with signature required on the Rental Agreement. Any information in this document can change without notice.*



**Contact us today!**

3333 University Way, Prince George, B.C.  
unbc.ca/conference  
Phone: 250-960-6760 | conference@unbc.ca



Revised November 2023