



THE UNIVERSITY  
WOMEN'S CLUB  
*of* VANCOUVER  
at H Y C R O F T



## **The University Women's Club of Vancouver at Hycroft**

**1489 McRae Avenue  
Vancouver, BC V6H 1R1  
T: 604-731-4662  
E: [rentals@uwcvancouver.ca](mailto:rentals@uwcvancouver.ca)**

# Welcome to Hycroft

Thank you for considering The University Women's Club of Vancouver at Hycroft. We look forward to welcoming your guests to our phenomenal property. Nestled in the spectacular gardens of Shaughnessy, minutes from the downtown core and the Vancouver airport, Hycroft offers an unparalleled setting to host your next gathering for entertaining clients, family and friends. This 100 year old Edwardian heritage mansion is an oasis of elegance in the middle of the city that offers several distinctly unique dining and meeting areas, and a lovely terrace that opens onto the natural beauty of our heritage garden. Beautifully appointed and rejuvenated, the varied rooms of Hycroft provide the ultimate in versatility: grand Ionic columns, classic moldings, chandeliers, bright airy solariums, richly paneled nooks, and dining rooms. Whether hosting a private gathering for 15, corporate meeting or conference, cocktail or wedding reception, or holiday gathering, Hycroft will create a memorable experience for you and your guests with extraordinary hospitality and uncompromising service. Led with expert passion by Executive Chef Walter Messiah, Hycroft emphasizes regional cuisine that interprets tradition through modern techniques. At Hycroft, we never forget that it is service that keeps our guests returning. Our experienced and dedicated team is committed to delivering creative solutions for your event planning needs, from coordinating your theme to customized menus; we will ensure that your next meeting or event is beyond your expectations.



## Weddings at Hycroft

When you choose Hycroft to host your wedding, you are engaging the services of a group of professionals dedicated to being the best. On your wedding day, we will pamper your guests and allow you to relax and celebrate with family and friends. We believe that each couple approaching marriage is unique and, to acknowledge that individuality, we can custom design a menu for any of our clients. Personal taste preferences, the time and location, the number of guests, the budget and our venue are all considered while helping you to create a distinctive menu and atmosphere. We look forward to working with you to make your special day an unforgettable occasion! Please schedule a time to view our elegant facilities.



## Filming and Photography

The picture perfect gardens and spectacular mansion are the ideal backdrop and the 'go to' location for many Hollywood films, TV shows, fashion, magazine, and wedding photo shoots. Seeing is believing- add this spectacular facility to your location list!



## Corporate Events

When you are planning your next corporate retreat, why not escape the everyday environment of the workplace? Treat yourself and your business colleagues to a stimulating day at Hycroft, where your group can enjoy a respite from the daily routine in an inspiring elegant, natural location. The historic setting and picturesque surroundings offer the ideal venue to host a meeting of the minds, or celebrate company successes.



**Hycroft's catering makes corporate gatherings seamless! Choose from a variety of breakfast, lunch, dinner, or reception menu options.**



## University Women's Club of Vancouver at Hycroft

### Executive Chef Walter Messiah



Chef Walter Messiah has over 20 years of international industry experience that encompasses the role of chef and ownership of his own restaurants in Monaco, Nassau, Bahrain, Port Louis (Mauritius) Noumea, (New Caledonia) and Toi et Moi Restaurant in Sanary in the heart of Provence (France), and the development of curriculum and instruction at culinary institutions the world over.

After spending four years as Chef Instructor/Director at the South Pacific's Ecole Hotel Tontoutel in Noumea, Walter moved to Vancouver and took over as Chef Instructor, Executive Chef, Program Director and Co-Owner of Vancouver's Pacific Institute of Culinary Arts (PICA). In addition to designing the kitchen and class curriculum and overseeing ten Chef Instructors, Walter was responsible for all food and beverage operations at PICA including sight kitchens, the fine dining restaurant, pastry shop and outside catering initiatives.

Citing his grandmother, famed Pastry Chef Gaston Lenotre, and Michelin star-studded Chef Alain Ducasse as his mentors, it comes as no surprise that Walter's philosophy towards cooking lies in simplicity and classic technique.

# Hycroft Hors d'oeuvres

## Chilled

	Price per dozen
Crispy flatbread curry potato salsa	25
Coconut cilantro tiger prawns	30
Salmon mousse on gluten free crackers	30
Smoked salmon croissant toast cilantro mango chutney	30
Lime coconut tuna carpaccio	35
Basil tomato bocconcini kebob	28
Spanish chorizo, caramelized red onion on mini puff	28
Prosciutto di Parma & tapenade on Belgium endive leaf	28
Brie on whole wheat pita, apple pecan compote	28
Mini ratatouille tart	28
Sesame crab cake	35
Duck breast with onion marmalade	35
Arugula roasted beef crostini	28
Cucumber blue cheese baguette	28
Mini Dijon cucumber chicken sandwich	28



*Minimum order of two dozen*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Hycroft Hors d'oeuvres

## Sizzle

	Price per dozen
Mini Italian gnocchi, basil tomato salsa	25
Crispy mac & cheese croquette	25
Scallop bacon, mango cilantro sauce	35
Crispy prawn wonton, ginger cilantro mayonnaise	25
Porcini risotto spoon	28
Chicken tenderloin kebob marinated with ginger & BBQ sauce	28
Mini puff, wild mushroom ragout	28
Roasted pork tenderloin on crostini, apple tarragon chutney	30
Beef satay lemon grass teriyaki	30
Roasted bratwurst Dijon & sauerkraut on cracker	30
Pire-pire chicken spoon	28
Miniature brioche, braised duck confit	35
Lamb chop, mint sauce glaze	35
Vegetarian spring roll, papaya sauce	25
Chicken and cilantro gyoza, lime plum sauce	25



*Minimum order of two dozen*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Breakfast Buffet at Hycroft

## The best of the morning!

### The Hycroft Classic Continental Buffet \$13 per person

Assorted freshly baked breakfast pastries  
Fruit preserves  
Seasonal fresh fruit  
A selection of fruit juices  
Freshly brewed coffee & Hycroft's selection of organic teas

### The Heritage Breakfast Buffet \$17 per person

Assorted freshly baked breakfast pastries  
Fruit preserves  
A selection of fruit juices  
Seasonal fresh fruit  
Smoked maple bacon  
Organic pork breakfast sausage  
Caramelized onion nugget potato  
Chive & roasted red pepper free range scrambled eggs  
Freshly brewed coffee & Hycroft's selection of organic teas

### The McRae Breakfast Buffet \$23 per person

French croissant/ Pain au chocolat  
Fresh bread  
Fruit preserves  
Fresh orange & papaya juice  
Seasonal fresh fruit  
Domestic cheese platter  
Italian charcuterie platter  
Smoked maple bacon  
Organic pork breakfast sausage  
Caramelized onion nugget potato  
Poached free range eggs, toasted bagel, sun dried tomato, hollandaise  
Freshly brewed coffee & Hycroft's selection of organic teas

*Minimum order of 15 guests*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Hycroft Sandwiches, Soups & Salads

Choose your favorite or ask for a combination platter.  
Luncheon platters are ideal for corporate working lunches.  
Our sandwiches, soups & salads are prepared daily using premium ingredients, and they are attractively displayed & garnished.

All sandwiches are served on a variety of freshly baked breads and buns.

***\$9.50 per Sandwich***

***add Soup or Salad \$11***

***add Soup and Salad \$13***

## Sandwiches

Baked ham & apple fennel slaw on French baguette  
Bocconcini, aubergine, tomato & basil on focaccia  
Poached chicken breast & arugula salad on white bread  
Smoked salmon & dill cream cheese on bagel  
Egg salad with celery & mustard on rye  
Tuna salad with scallion & dill pickle on spinach wrap  
Prosciutto & Dijon mustard on fresh croissant  
Roast turkey with cranberry chutney on pita  
Italian salami, Gruyere cheese & arugula on French baguette  
Brie cheese, apple chutney on focaccia  
Cucumber, sprouts on hummus wrap  
BLT & crispy maple bacon on whole wheat wrap



*Minimum order of 15 guests*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

## Soups

Roasted garlic potato cream soup  
Carrot orange cumin soup  
Milano minestrone  
Leek potato cream soup  
Clam & prawn Manhattan chowder  
Roasted red pepper cream soup  
French onion soup  
Tomato & basil soup  
Lentil potato bacon soup  
Roasted pear & courgette soup  
Wild mushroom cream soup  
Salmon & corn chowder  
Spinach & pea soup  
Three bean chili soup  
Chorizo chili soup  
Asparagus & baby spinach cream soup  
Tarragon lobster bisque (add \$3.00)

## Salads

Palm heart, fennel, & mandarin salad  
Smoked salmon, penne, basil & sundried tomato salad  
Mint & cumin North African couscous salad  
Prawns & mussels, lime & coconut basmati rice  
Chive & Dijon Yukon gold potato salad  
Tiger prawn Caesar salad  
Thai noodle, salmon & cilantro salad, nuts  
French green bean & spicy sausage salad  
Organic seasonal green salad

*Minimum order of 15 guests*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

## Hycroft Platters



Fresh seasonal vegetables with dip	\$5.00 per person
Fresh seasonal fruit platter	\$6.50 per person
Domestic cheese board	\$8.00 per person
Imported cheese board	\$11.00 per person
Fresh fruit platter & cookies	\$8.00 per person
Pastry platter	\$6.00 per person



*Minimum order of 15 guests*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Hycroft Gourmet Platters

*Served with artisan bread, dips and condiments*

## West Coast Salmon Trio Platter

Dill gravlax, poached salmon, smoked salmon, arugula mayonnaise  
\$14.00 per person

## Seafood Platter

Marinated tiger prawn, PEI mussels, Calico scallops olive oil & basil  
\$13.00 per person

## Charcuterie Platter

Roasted beef, prosciutto, salami & pork tenderloin,  
cherry tomato and garlic confit  
\$11.00 per person

## Vegetarian Antipasto Platter

Roasted & grilled vegetables, cilantro balsamic infusion  
\$10.00 per person

## Mediterranean Platter

Chorizo, saffron chicken breast, tiger prawn on Spanish rice salad  
\$12.00 per person



*Minimum order of 15 guests*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Hycroft Plated Lunch

*Served with freshly baked artisan rolls*

## Appetizers (please choose one)

Organic spring greens, warm goat cheese croquette, berries, candied pecans,  
berry vinaigrette  
Chef's soup of the day

## Entrees (please choose one)

Gnocchi with marsala cream and herb lemon zest \$32.00  
Seafood Gratin, prawns, cod, salmon, braised fennel, vegetable basmati rice \$35.00  
Free range chicken, wild mushrooms, thyme, brandy & cream \$35.00  
Wild BC salmon tarragon beurre blanc, grilled asparagus, baby nugget potatoes \$37.00  
Beef Bourguignon, button mushrooms, pearl onions, baby nugget potatoes, baby carrots \$38.00

## Desserts (please choose one)

Mini croquembouche with caramel sauce  
Orange cinnamon creme brulee  
Almond & Grand Marnier pear tart  
Chocolate delice, raspberry coulis  
Wild berry Pavlova  
Golden delicious apple tart Alsacienne



*Minimum order of 15 guests*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Hycroft 3 Course Plated Dinner

*Served with freshly baked artisan rolls*

## Appetizers (please choose one)

Organic spring greens, warm goat cheese croquette, berries, candied pecans,  
berry vinaigrette

Chef's soup of the day

Grilled marinated sockeye salmon, mint and lime infusion

Traditional French onion tart

Cilantro marinated tiger prawn salad

## Entrees (please choose one)

Seafood Gratin, prawns, cod, salmon, braised fennel, vegetable basmati rice \$36.00

Free range roasted chicken breast with chanterelle mushroom sauce, seasonal sauteed  
vegetables, roasted herb baby nugget potatoes \$38.00

Roasted pork tenderloin, thyme, white wine, roasted herb baby nugget potatoes, French green  
beans \$42.00

Beef Bourguignon, button mushrooms, pearl onions, baby nugget potatoes,  
baby carrots \$ 42.00

Steamed BC salmon lemon dill butter, grilled asparagus, steamed baby nugget potatoes \$45.00

Fresh B.C. baked halibut, lobster bisque, seasonal sauteed vegetables, saffron basmati rice \$50.00

Free range duck confit, orange raspberry sauce, potato croquette, grilled asparagus, glazed baby  
carrot \$55.00

Rack of lamb Provencal, Dijon, fresh herb crust, sundried tomato risotto \$58.00

Beef Wellington, spinach mushroom duxelle puff pastry, burgundy jus, roast garlic mashed potato  
\$48.00 (availability to be discussed with Chef)

## Desserts (please choose one)

Mini croquembouche with caramel sauce

Orange cinnamon creme brulee

Almond & Grand Marnier pear tart

Chocolate delice, raspberry coulis

Wild berry Pavlova

*Minimum order of 15 guests*

*Exclusive of beverages*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

*Elegance at Hycroft*





# Hycroft Grand Buffet

*All Buffets required a minimum of 25 guests*

*All buffets include freshly baked artisan rolls*

## The University Buffet \$42.00 per person

Baby spinach salad, strawberries, roasted almonds, berry vinaigrette  
Basil, bocconcini tomato salad, pine nuts, olive oil vinaigrette  
Thai noodle salad, salmon, nuts, cilantro  
Chive & maple bacon potato salad



Free range chicken breast, chanterelle mushroom sauce  
Roasted garlic tortellini Provencal  
Herb roasted baby nugget potatoes  
Sautéed seasonal market vegetables, with artichoke hearts



Fresh Fruit Platter

Chef Walter's Sweet Buffet

(Mini cream caramel, profiteroles, fresh fruit tarts, Belgian chocolate bon bons)

## The Point Grey Buffet \$45.00 per person

Fresh seasonal market greens, berries, candied pecans, berry vinaigrette  
Cilantro marinated tiger prawn orzo salad  
Mint & cumin chick pea couscous salad  
Fresh asparagus, Dijon sundried tomato vinaigrette



Wild BC west coast salmon, braised fennel, chardonnay cream sauce  
Rosemary & tarragon roasted free range chicken breast au jus  
Smoked salmon penne Alfredo  
Herb garlic roasted baby nugget potatoes  
Sautéed seasonal market vegetables with artichoke hearts



Fresh fruit platter

Chef Walter's Sweet Buffet

(Mini cream caramel, profiteroles, fresh fruit tarts, Belgian chocolate bon bons)

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

## The Stanley Buffet \$55.00 per person

Cilantro marinated tiger prawn orzo salad  
Prosciutto & salami, arugula strawberry salad, balsamic vinaigrette  
Baby beet & snow pea salad  
Carpaccio of salmon, fresh dill  
Palm heart & baby shrimp Creole rougaille



Wild BC west coast salmon, citrus glaze  
Roasted beef sirloin, burgundy glaze  
Milano beef lasagna, mozzarella cheese  
Scallop potato Dauphinois  
Bacon French green beans  
Goat cheese macaroni



Fresh fruit platter

Chef Walter's Sweet Buffet

(Mini cream caramel, profiteroles, fresh fruit tarts, Belgian chocolate bon bons)





*The incredible Drawing Room at Hycroft...*



*Magical.....imagine your wedding here.*

## The Burrard Inlet BBQ \$53.00 per person

Chive & maple bacon potato salad  
Baby spinach salad, strawberries, roasted almonds  
Mint & cumin chick pea couscous salad  
Marinated basil roma tomato bocconcini salad  
Roasted red pepper, aubergine, zucchini, herb balsamic vinaigrette



Rosemary & thyme marinated chicken thigh  
Traditional bratwurst sausage  
Soy & honey tiger prawn kebab  
Baked potato, sour cream & chives  
Grilled corn on the cob, chili olive oil  
Roasted tomato & quinoa, garlic confit



Seasonal fresh fruit salad, mint  
Chef Walter's Sweet Buffet

(Mini cream caramel, profiteroles, fresh fruit tarts, Belgian chocolate bon bons)



*Hycroft Ballroom....at its best.*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

*Minimum order of 25 guests*

## Carving Stations at Hycroft

**We are pleased to offer carving stations at Hycroft with your choice of buffet**

Slow roasted prime rib of beef	\$16.00 per person
Roast strip loin of beef	\$14.00 per person
Butterfly leg of lamb	\$15.00 per person
Pork loin	\$13.00 per person

Chef attendant required - \$100.00

**Our Executive Chef Walter Messiah, would be delighted to create a custom menu for your event.**



*Dining on the Terrace....*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Hycroft Menu Enhancements

## Beverages

San Pelligrino Limonata, Aranciata	\$4.00
Bottled sparkling water, Perrier	\$4.00
Bottled still water	\$2.00
Soda (canned)	\$3.00
Juice	\$4.00
Coffee/ Hycroft organic tea	\$3.00
Carafe of Coffee or organic tea	\$23.00
Pitcher of lemonade or iced tea	\$20.00
Non-Alcoholic punch	\$3.00

## Sweet Endings

Golden Delicious cinnamon apple tart
Strawberry Romanoff
French crème caramel
Baked banana, fresh peach coulis
Apricot croissant pudding, vanilla sauce
Chocolate délice, raspberry coulis
Goat cheese & strawberry tart
Almond & Grand Marnier pear tart
Fresh berry tartlet
Apple tart Alsacienne
Cinnamon coconut crème brûlée
Orange vanilla cinnamon crème brûlée
Poached Williams pear, cinnamon, red wine

**\$8.00 per person**



## Delectable Mini Pastries

Golden apple tart
Strawberry filo crust
Coconut banana tart
Apple blueberry square
Chocolate ganache biscuit
Mini orange crème brûlée

\$4.00 per piece (minimum 1 dozen)

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

## High Tea at Hycroft

Enjoy one of our most celebrated traditions at Hycroft. We invite you to steep with us!

Freshly baked scones with Devonshire cream  
Delectable miniature pastries & tarts  
Selection of gourmet petite sandwiches  
Chocolate dipped strawberries

All served on elegant 3 tier serving trays.

**\$30.00 per person**



## A classic assortment of English style tea sandwiches

*Please select 4 of the following*

Baked ham & apple fennel slaw
Roasted beef tarragon dijon
Poached chicken breast & arugula salad
Smoked salmon & dill cream cheese
Egg salad with celery & mustard
Prosciutto and Dijon mustard on mini croissant
Roast turkey with cranberry chutney
Italian salami, Gruyere cheese & arugula
Brie cheese & apple chutney

Hycroft offers an assortment of organic teas.  
Chamomile Lemon, Breakfast Blend, Aged Earl Grey,  
Moroccan Mint, Jasmine Green, & African Sunset

*Minimum order of 15 guests*

*Subject to applicable taxes and 18% gratuity on all food & beverage service*

# Weddings at Hycroft Elegance and Heritage



*Photo courtesy of Culinary Capers Catering and Special Events*

There are countless decisions involved in planning your wedding. Our experienced and dedicated staff are committed to ensuring that your special day is as stress free as possible and the most enjoyable and memorable day of your life.

**The Venue:** Hycroft is conveniently located 5 minutes from the downtown core. The Hycroft Grand Ballroom is elegantly furnished with elaborate gold chandeliers, pale yellow tones, backlit stained glass, Edwardian fireplaces, and mirrored French doors which will compliment any wedding décor. The Hycroft Grand Ballroom is built with a rare in Vancouver hand sprung dance floor providing the absolute best venue for dancing!

**Culinary Team:** With his international experience, award winning Executive Chef Walter Messiah is the natural choice to lead Hycroft's culinary team. Plated meals and buffets are prepared, presented, and served with the utmost care.

**Ceremony:** In addition to indoor spaces, Hycroft has two distinct garden settings and an elegant Terrace to host your ceremony.

**Bride and Groom Retreat:** Hycroft offers two complimentary separate Edwardian rooms for the Bride and Groom to prepare for their special day.

## Congratulations! This is your special day....



## Ceremonies at Hycroft



*The Rose Garden - up to 150 seated*

## Ceremonies at Hycroft



*The Juliet Balcony - up to 90 seated*



*The Rose Garden - up to 150 seated*



*The Juliet Balcony - up to 90 seated*



*The Terrace - up to 150 seated*



*Summer at Hycroft...*



*The Terrace - up to 150 seated*



*Private moment with the bride & groom*

**Hycroft awaits you...**

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*Breathtaking.....*



*The Hycroft Terrace at its best*

## Hycroft Complimentary Necessities

Available banquet tables, round or rectangular (please refer to our inventory- any additional will require a rental fee)

White resin garden folding chairs (outdoor use only)

Red banquet chairs (indoor use only)

White linen napkins (all linen tablecloths require rentals)

Marble gift table & guest book table

Flatware, glassware (wine & water only) and tableware

Coat room facilities (self-service)



*Complimentary necessities offered with the use of Hycroft Catering*





**A memorable evening dining on Hycroft Terrace.**



## *Hycroft Testimonial*

Susan & Staff:

Home Run! Nothing but the highest praise for everything and everybody surrounding the event!

Hycroft was glorious and I am sure many eyes were opened to this hidden gem in the heart of Vancouver. Everyone was gobsmacked by the beauty of this historic building, the endless views (or do you call them vistas?), proximity to downtown, and the very unique charm surrounding the premises. I would not be surprised that the buzz created by last night's event, within the construction and architecture and engineering community, will result in some terrific event opportunities for Hycroft in the near future!

The food was terrific and the servers were excellent. Attentive but not intrusive. I loved the seemingly endless variety of canapés and the unique elements of each little morsel. The beef carving station and the seafood buffet were perfect complements to Saul and his trio in the centre of the party. You could enjoy the crowd, in the centre stage, or move to the edges of the patio for sustenance and some opportunity to sit and reflect on your surroundings.

Saul Berson's trio added another dimension of elegance to the evening with their music. I noticed numerous people sitting, sipping and just gazing wistfully towards English Bay while basking in the glow of Saul's tunes!

Please pass on our thank you and appreciation to all staff who made our 25th Anniversary so memorable!

I look forward to doing it all over again and celebrating Unitech's 50th Anniversary at Hycroft!

Cheers,

Dave Curtis

Director Business Development



## *Hycroft Testimonial*

*September 21, 2013*

Tom,

I wanted to let you know that Hanny and I could not have been happier with the way the wedding turned out on Saturday. You went to great lengths to make our experience with Hycroft a pleasurable one and we want to thank you for that. Hanny was very happy that you were able to try several scenarios of arrangements and even show us where water was collecting on the terrace. You were an absolute pleasure to work with and we just wanted to express that.

Thank you so much  
Kevin



Stunning view of the Terrace...



*Reception in Hycroft's Drawing Room*

# ***General Information on Catered Events***



## **Event Staffing Costs**

Prices listed on our catering package are for the menu only. Our professional serving staff are attired in distinctive black vests, ties, and dress black pants or skirts, and have all obtained a Serving-it-Right Certification. All staff are paid a minimum of four hours. There is a standard service charge of 18% applied to all food and beverage.

Food Service Staff	24.00 per hour
Bartender	25.00 per hour
Supervising Manager	34.00 per hour

Additional labour charges may apply for events held on Canadian Statutory Holidays and Specialty days. Please consult with the Manager Hospitality in this regard. The number and type of staff required for your event will depend on the event type and the desired level of service, or the nature of your event. Our staff to guest ratio is for one server for 20 guests for seated meals and one server for 25 guests for a reception.

Our Manager Hospitality will be delighted to present you with a detailed catering proposal based on your requirements.

## **Rental Fee**

The rental fee includes all tables, chairs, (within our inventory), white linen napkins, and place settings for your event. Please consult with the Manager Hospitality regarding additional rentals.

## **Liquor Service**

For non member events with liquor service it is the responsibility of the host to obtain a Special Occasion Licence at a Vancouver Liquor Store, and present a copy to Hycroft management prior to the event. The host purchases and delivers the alcohol to Hycroft, and Hycroft staff will serve all alcoholic beverages. The bar must close by 10:30pm.

## **Menu Selection & Guarantees**

Our team requires that your menu and guarantee number of guests must be finalized 30 days prior to your event. It is the sole responsibility of the client to provide this guarantee to the Manager Hospitality during normal business hours from 9-5pm. The confirmed number constitutes the guarantee. If less than the confirmed number of guests attends the function, the original guarantee will be assessed.

## **Deposit and Payment Requirements**

A non-refundable catering deposit of an estimated 50% of the catering fee is required with a signed catering contract. We require a valid credit card number to be kept on file regardless of whether you choose to pay by cash, cheque, or credit card (please refer to our 3rd party Authorization Form). The remaining balance is payable upon receipt of your invoice (within 2-3 business days). The balance will be processed to the credit card on file unless the Manager Hospitality has agreed to another form of payment.

## **Cancellations**

All cancellations must be submitted in writing to the Manager Hospitality. The deposit amount is non-refundable. All cancellations within 30 days of the event will be charged full room rental.

## **Music**

Out of respect for our neighbours we require that all audio sources be located inside of Hycroft (DJ, Speakers). For outdoor ceremonies only DJ, speakers, microphone and musicians are permitted on Hycroft terrace or the garden area with prior consultation with and authorization of the Rental Event Co-ordinator. If our staff determine that the sound levels are too high - adjustments must be made to reduce the volume. Dancing is permitted in the ballroom and main foyer only.

Any live music performance must be co-ordinated with and authorized by the Rental Event Co-ordinator.

## **Signs and Banners**

Signs are not permitted on the exterior of the building or lobby areas without the approval of the Manager Hospitality. Printed signs for function rooms must be free standing or placed on an easel. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or chandeliers, or furniture.

## **Guest Parking**

There is limited complimentary parking in Hycroft's parking lot, and an abundance of free public parking on McRae Avenue, and The Crescent. Hycroft parking lot is private property, there is reserved parking on weekdays (Monday through Friday) for up to 2 vehicles for organizers. This must be arranged with the Rental Event Co-ordinator 48 hours prior to the event. The Rental Event Co-ordinator will require registration of vehicle licence plates. Unathourized parking will be towed. On weekends (Saturdays and Sundays), there are 23 parking spots available. No registration of vehicle licence plates is required on weekend.

### Smoking

Hycroft is a smoke free facility. This includes all interior spaces, and exterior locations (including the terrace, gardens, and parking lot.) There is an ashtray provided outside of Hycroft's iron front gates.

### Furniture

Arrangements for use and relocation of all Hycroft furniture, and/or pianos must be coordinated with and authorized in advance by the Manager Hospitality. Any furniture and/or pianos that are moved without advance notice or authorization will subject the renter to a \$500 fine.

### Disabled Access

Due to the nature of our heritage property wheelchair access is available only to the main floor by ramps at the front door and on to the terrace.

### Miscellaneous

Hycroft management reserves the right to inspect and control all private functions. Hycroft will not assume the responsibility for the damage to or loss of any merchandise or articles left in the event facility prior to, during, or following an event.

The guest agrees to be responsible for the conduct of his/her guests and for any damages done to the premises during their event or for any damages done by an independant contractor hired by the guest.

Battery operated candles are permitted inside and outside of Hycroft. No wax candles permitted.

Pets are not permitted in Hycroft.

Confetti, flower petals and sparklers are not permitted.

The renter is responsible for removal of all decorations, gifts, boxes, containers at the end of their rental. All guests and vehicles must leave the premises by 11:00pm.

## Equipment Rental

LCD Projector and Screen	\$150.00
Screen	\$75.00
Flip Chart	\$30.00
Wireless Microphone/Powered Speakers	\$250.00
Piano	\$250.00
Wireless High Speed Internet	Complimentary

*All equipment prices are subject to applicable taxes*

## Hycroft Recommended Vendors

Decor - Upright Decor	604-878-1955
Rentals - Pederson's Rentals	604-324-7368
Florists - Kits Market (Laura)	604-731-1441
Musician - Saul Berson (Saxaphone)	604-263-0295
Hair & Makeup- HairbyWendy	604-328-0392



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