



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



Photo courtesy of Culinary Capers Catering and Special Events

The University Women's Club of Vancouver at Hycroft

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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 a bastion 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 West Coast 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 10, 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 perfect 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.



The Vancouver Women's Club welcomes Executive Chef Walter Messiah To Hycroft



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

Cold

Price Per dozen

Crispy flatbread curry potato salsa	25
Spicy tiger prawn kebab	29
Salmon mousse on mini crackers	25
Smoked salmon leaf, cilantro mango chutney	29
Lime coconut tuna carpaccio	35
Basil tomato bocconcini crostini	29
Spanish chorizo, caramelized red onion on mini baguette	29
Prosciutto di Parma & tapenade on sesame puff pastry	35
Brie on whole wheat pita, apple pecan compote	29
Italian salami & blue cheese mini crepes	29
BC cherry tomato with basil mini ratatouille	25
Anise & fennel cold crab cake on Belgium endive	35
Mortadella & garlic mayo on black bread	25
Duck breast with onion marmalade	35
Eggplant caviar on crostini	25
Pita roll with roasted red pepper goat cheese & asparagus	25
Palm heart & tomato rougaille on croissant	29
Arugula roasted beef crostini	29
Cucumber blue cheese baguette	29

Minimum order of two dozen



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

Hycroft Hors d'oeuvres

Warm

Price Per dozen

Mini Italian gnocchi, basil tomato salsa	25
Crispy mac & cheese croquette	25
Scallop bacon, green papaya skewer	35
Crispy prawn wonton, ginger cilantro mayonnaise	35
Porcini risotto ball	29
Chevre & figs crispy crust	35
Chicken tenderloin kebab marinated with ginger & BBQ sauce	29
Mini puff, wild mushroom ragout	29
Baked salmon, saffron garlic butter	29
Mini cheddar burger, roasted tomato	29
In shell baked PEI mussels tomato garlic butter	25
Roasted pork tenderloin on crostini apple tarragon chutney	29
Mushroom cap with spinach & sautéed prawn	29
Roasted bratwurst Dijon cracker	25
Pire Pire chicken spoon	25
Miniature brioche, braised duck confit	35
Quebec Tourtiere on sourdough	29
Lamb chop, mint sauce glaze	35
Vegetable spring roll, papaya 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, sundried tomato, hollandaise
Freshly brewed coffee & Hycroft's selection of organic teas

Minimum order of 12 guests

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 per Sandwich

add Soup or Salad \$8

add Soup and Salad \$9

Sandwiches

choice of:

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, sprout on hummus wrap

BLT & crispy maple bacon on whole wheat wrap

Minimum order of 12 guests

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

Soups

choice of:

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

Salads

choice of:

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 & nuts cilantro salad
French green beans & spicy sausage salad
Organic seasonal green salad

Minimum order of 12 guests

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

Hycroft Platters

Fresh seasonal vegetables with dip	small \$35	large \$55
Fresh seasonal fruit platter	small \$37	large \$57
Domestic cheese board	small \$41	large \$64
Imported cheese board	small \$52	large \$82
Domestic cheese and fresh fruit platter	small \$39	large \$63
Imported cheese and fresh fruit platter	small \$50	large \$79

Small serves 10 guests Large serves 20 guests



Hycroft Gourmet Platters

Served with bread, dips and condiments

West Coast Salmon Trio Platter

Dill Gravlax, poached salmon, smoked salmon, arugula mayonnaise

\$100

Seafood Platter

Marinated tiger prawn, PEI mussels, Calico scallops olive oil & basil

\$100

Charcuterie Platter

Roasted beef, prosciutto, salami & pork tenderloin,
cherry tomato and garlic confit

\$90

Vegetarian Antipasto Platter

Roasted & grilled vegetables, cilantro balsamic infusion

\$50

Mediterranean Platter

Chorizo, saffron chicken breast, tiger prawn on Spanish rice salad

\$76

Italian Pasta Platter

Tortellini, penne & bowtie pasta salad, tomato basil eggplant caviar

\$56

Each gourmet platter serves 20 guests



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Hycroft Plated Lunch

Served with freshly baked bread

The Granville Plated \$26 per person

Asparagus & baby spinach cream soup
Penne pasta with tomatoes, basil & asiago cheese
Golden delicious cinnamon apple tart

The Marguerite Plated \$28 per person

Roasted aubergine, basil tomato coulis, melted chevre
Garlic wild mushroom risotto, parmesan tuiles, Chardonnay reduction
Strawberry Romanoff

The Hudson Plated \$30 per person

Wild mixed greens, smoked salmon rillettes & grilled focaccia
Roasted chicken breast Bourguignon, braised yellow turnips & Yukon gold potato
French crème caramel

The Angus Plated \$31 per person

Warm goat cheese & strawberry salad
Steamed BC salmon, lemon dill butter, grilled asparagus, baby nugget potatoes
Baked banana, fresh peach coulis

Minimum order of 12 guests

Maximum order of 50 guests

Exclusive of beverages

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Hycroft Plated Dinner

Served with freshly baked bread

The Osler Plated \$32 per person

Lime & coconut marinated salmon, crispy potato toast
Traditional Quebec Tourtiere, wild mixed greens, crispy potato
Apricot croissant pudding, vanilla sauce

The Tecumseh Plated \$37 per person

Mussels, clams, prawns, New England chowder
Roasted pork tenderloin, thyme mushroom sauce, nugget potato, French green beans
Orange cinnamon crème brûlée

The Wolfe Plated \$40 per person

Grilled marinated sockeye salmon, maple syrup, mint & lime infusion
French Boeuf Bourguignon, roasted garlic potato gnocchi
Chocolate délice, raspberry coulis

The King Edward Plated \$46 per person

Butternut squash, spinach & portobello lasagna puff pastry
Saffron vinaigrette
Bacon wrapped halibut Provencal, potato tian, aubergine fennel caviar
Goat cheese & strawberry tart

Minimum order of 12 guests

Maximum order of 50 guests

Exclusive of beverages

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Hycroft Plated Dinner

Served with freshly baked bread

The Crescent Plated \$51 per person

Warm seared scallops, sweet pea coulis & wild rice risotto
Free range duck confit, orange raspberry sauce, potato galette,
grilled asparagus
Almond & Grand Marnier pear tart

The Society Plated \$57 per person

Caramelized onion & tomato, eggplant caviar & Chevre chaud
Wild mushroom cream soup, crispy shallots and truffle oil
Milano braised lamb shank, roasted garlic soft polenta, prosciutto asparagus
Chocolate délice, raspberry coulis



Photo courtesy of Culinary Capers Catering and Special Events

Minimum order of 12 guests

Maximum order of 50 guests

Exclusive of beverages

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Hycroft Grand Buffet

All buffets include a variety of freshly baked rustic breads and rolls

The University Buffet \$35 per person

Chef's soup of the day
Chive & maple bacon potato salad
Basil, bocconcini tomato salad, pine nuts, olive oil vinaigrette
Baby spinach salad, strawberries, roasted almonds
Roasted eggplant, cilantro tomato coulis & goat cheese
Coconut & lime marinated salmon carpaccio
Roasted garlic chicken tortellini provencal
Salmon paillard, capers, citron sauce
Roasted garlic baby potato
Butter fresh French green beans
Fresh fruit platter
Orange vanilla cinnamon creme caramel
Chocolate délice, raspberry coulis

The Kitsilano Buffet \$41 per person

Steamed vegetable spring roll, cumin & curry sauce
Traditional salad nicoise, basil olive oil vinaigrette
Baby nugget potato salad, sour cream & chives
Marinated grilled vegetable, balsamic reduction
North Africian taboouleh salad
Tiger prawn cassolette, light curry sauce
French Coq au Vin Grand Mere
Basmati rice, caramelized onions & nuts
Basil penne pasta
Ratatouille Nicoise
Fresh fruit platter
Apricot vanilla bread pudding
Poached Williams pear, cinnamon, red wine

Minimum order of 30 guests

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The Point Grey Buffet \$45 per person

Cilantro marinated tiger prawn
Prosciutto & salami, arugula strawberry salad
Fresh asparagus, dijon sundried tomato vinaigrette
Carpaccio of salmon & bocconcini, basil tomato coulis
Mint & cumin chick pea couscous salad
Palm heart and baby shrimp, creole rougaille
Rosemary & tarragon roasted free range chicken breast au jus
Roasted garlic & sundried tomato risotto cake, tomato coulis
Smoked salmon & tiger prawn penne, basil & asiago cheese
Herb garlic roasted nugget potatoes
Butter fresh French green beans
Ratatouille Niçoise
Strawberries, mint goat cheese
Alsacienne apple tart
Chocolate délice, raspberry coulis
Fresh fruit platter

The Stanley Buffet \$50 per person

Cilantro marinated tiger prawn
Prosciutto & salami, arugula strawberry salad
Fresh asparagus, dijon, sundried tomato vinaigrette
Carpaccio of salmon & bocconcini, basil tomato coulis
Mint & cumin chick pea couscous salad
Palm heart & baby shrimp creole rougaille
Milano beef lasagna, mozzarella cheese
West coast salmon, braised fennel, white wine cream sauce
Beef Bourguignon provencal, maple bacon & mushroom
Scallop potato Dauphinois
Bacon French green beans
Goat cheese macaroni
Fresh fruit salad, mint
Fresh berry tartlet
Chocolate délice, raspberry coulis
Cheese platter
Poached Williams pear, cinnamon, red wine

Minimum order of 30 guests

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The Burrard Inlet BBQ \$52 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
Orange braised marinated pork loin
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
Poached William pear, cinnamon, red wine
Fresh berry tartlet
Chocolate délice raspberry coulis

Shaughnessy Buffet \$61 per person

Maple smoked salmon, caramelized red onion compote
Mussels & tiger prawn Thai noodle salad, chili, nuts & lime juice
Duck magret, mango & pear salsa, dill Dijon vinaigrette
Albacore tuna & quails egg salad Niçoise, basil & olive oil infusion
Roasted garlic polenta cake & prosciutto di parma, tomato salsa
Baby mixed green, confit garlic & cherry tomato, balsamic vinaigrette
Roasted chicken breast, chanterelles & Chardonnay veloute
Seared wild salmon on roasted garlic & corn risotto, cilantro jus
Braised lamb shank in tomato rosemary & mandarin sauce
Spanish chorizo paella basmati & wild rice
French green beans, pine nuts, herb butter
Nugget potato & white bean cassoulet
Selection of imported fresh cheeses
Cinnamon coconut crème brûlée
Chocolate délice, raspberry coulis
Tropical fresh fruit salad
Apple tarte Alsacienne
Apricot croissant bread pudding, French vanilla sauce

Minimum order of 30 guests

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Carving Stations at Hycroft

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

Slow roasted prime rib of beef	\$13/ person
Roast strip loin of beef	\$13/ person
Butterfly leg of lamb	\$13/ person
Pork loin	\$13/ person

Chef attendant required - \$150

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



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Hycroft Menu Enhancements

Beverages

Koala	\$4
San Pelligrino Limonata, Aranciata	\$4
Bottled sparkling, Perrier	\$4
Bottled still water	\$2.50
Soda (canned)	\$3
Juice	\$4
Coffee/ Hycroft organic tea	\$3.50
Carafe of Coffee or organic tea	\$23
Pitcher of lemonade or iced tea	\$20

Interesting Additions

Fresh fruit kabob	\$4
Whole fruit - apple, banana, orange	\$3
Assorted muffins, croissant, cinnamon bun	\$3
Almond croissant	\$3.5
Yogurt & granola	\$5
Chef's assortment of baked cookies	\$2 each

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)

Desserts

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

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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.

\$28.00 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 12 guests

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

Hycroft Custom Wedding Baskets

A lighter fare for a more “casual” feel

The Morning Newlywed Basket

Fresh fruit & chef's assorted baked goods & pastries. Served with preserves & butter.

\$8.00 per person

The Afternoon Honeymoon Basket

Hycroft petite sandwiches & wraps, fresh vegetable crudities, and dip.

\$10.00 per person

The Rehearsal Basket

An assortment of domestic cheeses served with crackers & artisan breads.

\$9.00 per person

The Seafood Basket

Prawns, smoked salmon, crab cake, dill gravlax, tiger prawn

\$14.00 per person



Minimum order of 12 guests

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: 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 Terrace - up to 150 seated



Ceremonies at Hycroft



Photo courtesy of Culinary Capers Catering and Special Events

The Rose Garden - up to 200 seated



The Juliet Balcony - up to 90 seated



A private moment for the bride and groom...

Dining on the elegant Hycroft Terrace...



Hycroft awaits you...

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Hycroft Complimentary Necessities

- Banquet tables, round or rectangular
- White resin garden folding chairs (outdoor use only)
- White linen tablecloths & napkins
- Clothed gift & guest book tables
- Personalized printed menus for choice entrée menus
- Flatware, glassware, tableware (please inquire for more detail)
- Coat room facilities (self-service)
- Red banquet chairs (indoor use only)



Complimentary necessities offered with the use of Hycroft Catering

Hycroft Testimonial

September 18th, 2013

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

Unitech Construction Management Ltd.

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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



Photo courtesy of Culinary Capers Catering and Special Events

General Information on Catered Events



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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	22.00 per hour
Bartender	25.00 per hour
Supervising Manager	33.00 per hour

Additional labour charges may apply for events held on Canadian Statutory Holidays and Specialty days. Please consult with the Manager Hospitality regarding which days these are. 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, white linens, and place settings for your event.

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 is finalized a minimum of 2 weeks prior to your event with a guarantee of guests 72 hours prior to your function. 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, microphone, and musicians). 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 on The Crescent. In Hycroft parking lot, there is reserved parking on weekdays (Monday through Friday) for up to 5 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. All other cars in Hycroft parking lot will be subject to towing. On weekends (Saturdays and Sundays), there are 23 parking spots available. No registration of vehicle licence plates is required on weekend.



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Smoking

Hycroft is a smoke free facility. This includes all interior spaces, and exterior locations (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.

Only battery operated candles are permitted inside of Hycroft.

Pets are not permitted in Hycroft.

Confetti is not permitted. Real flower petals are permitted outside of Hycroft. The renter is responsible for the cleanup of all petals immediately following their event.

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.



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

Equipment Rental

LCD Projector and Screen	\$100
Screen	\$50
Flip Chart	\$30
Wireless Mic/Speakers (220w with 10" subwoofer)	\$225
Piano	\$100
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 (Saxophone)	604-263-0295
Hair & Makeup- HairbyWendy	604-328-0392



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