



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

HYCROFT EVENT RENTALS

Facilities & Information



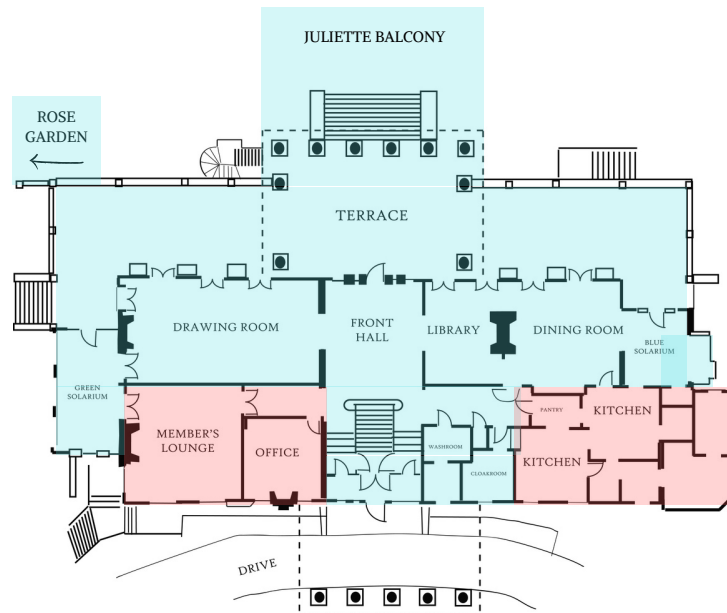
FACILITY INFORMATION

Room Capacities

	Standing Cocktail	Seated Reception	Theatre Style	Meeting
WHOLE HOUSE*	250	100	100	-
MAIN LEVEL	130	60	80	30
WEST WING	80	60	80	30
EAST WING	30	25	25	12
BALLROOM LEVEL	200	100	100	60
MCRAE LOUNGE	25	12	-	12
FARRIS ROOM	-	-	15	12
LETT ROOM	-	-	-	10
DRAWING ROOM	80	60	80	30
DINING ROOM	30	20	25	12

FACILITY INFORMATION

MAIN FLOOR



This rental combines the East and West Wings, and adds exclusive access to the Terrace and Gardens to your rental.

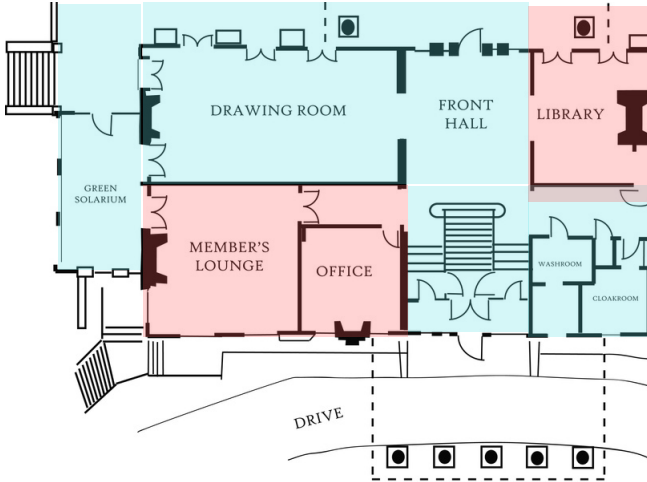
Welcome your guests on their visit to Hycroft in our grand **Main Hall**. You might notice the marble table which was once Col. McRae's massage table, or sit in the Grandfather Chair, one of the few pieces of furniture which was in the original home.

Overlooking the lights of the city the expansive covered **Terrace** can seat 130 for dinner on a warm summer evening. With dimensions: 130' x 20' (seats 100 guests) including covered area 35' x 25' (seats 50).

The ornamental **Rose Garden** provides a romantic hideaway for your wedding ceremony or outdoor celebration. The lush seasonal blooms, flowering shrubs, and manicured lawns are the perfect backdrop for wedding photos and other photography.

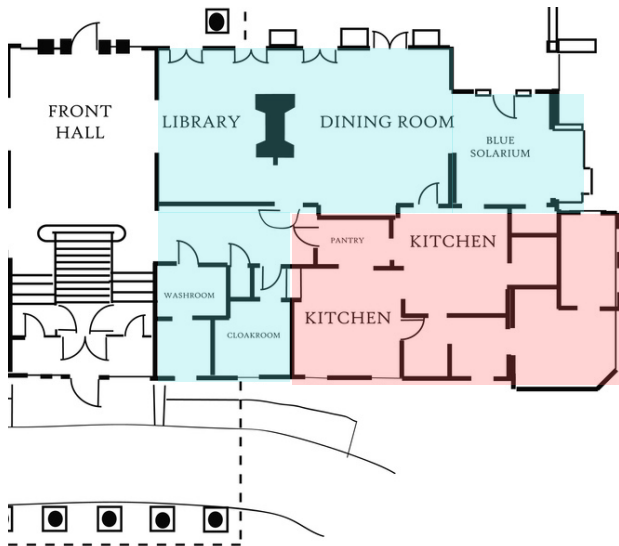


WEST WING



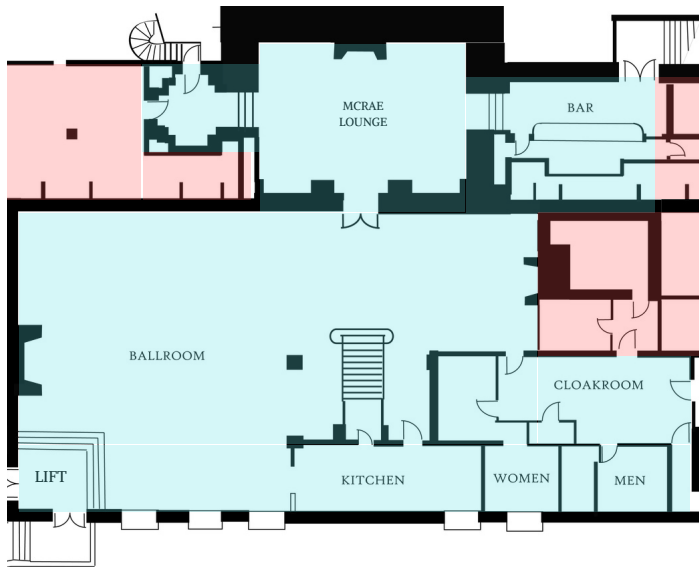
The **Drawing Room** is a magnificent spacious room which offers artisan crafted ornamental mouldings, carved marble fireplace, elegant furnishings including a Steinway grand piano. French doors open onto the Terrace, which boasts vintage tiles, views of the mountains and English Bay, and a staircase to the romantic Juliet Balcony. In the **Green Solarium**, the beauty of the Italian tile, and views of the lush Gardens are surpassed only by the intricate Tiffany Glass in the ceiling panels and doors at each end of this enchanting space. Perfect for concerts, lectures, and cocktail receptions.

EAST WING



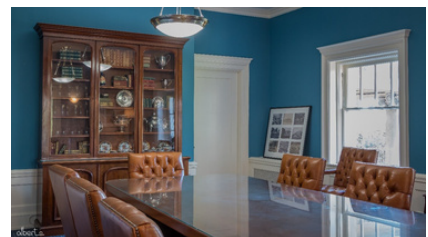
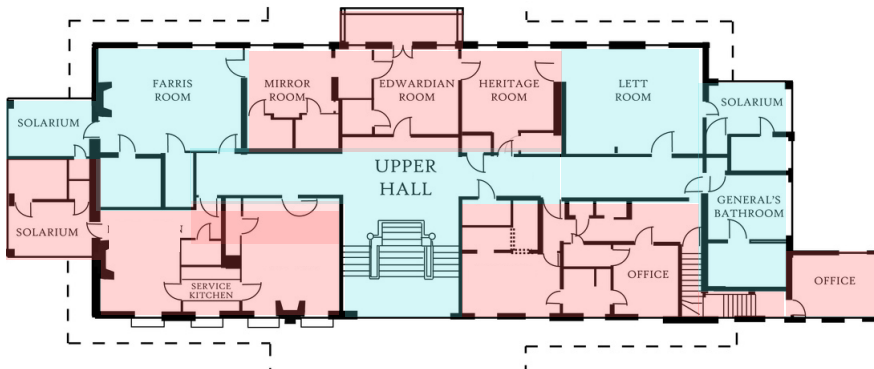
This stately wood paneled **Dining Room** and delightful Breakfast Room (adjoining **Bluebird Solarium**) hosted many lavish dinners for early Vancouver Society. It is no less impressive now, and is perfect for intimate family gatherings or corporate dinners with menus designed by our talented catering staff.

BALLROOM LEVEL



Our elegant Edwardian **Ballroom** with sprung hardwood floor for dancing, backlit stained glass windows and fireplaces at each end, transforms into an exquisite dining – dancing room for weddings and large parties. The comfortable **McRae Lounge**, with its carved beams, marble floor and adjacent spectacular heritage **Bar** once served as the room where gentlemen retired for cigars and brandy during lavish parties and dances in the adjacent Ballroom. It is now a welcoming sitting area or meeting room.

SECOND FLOOR

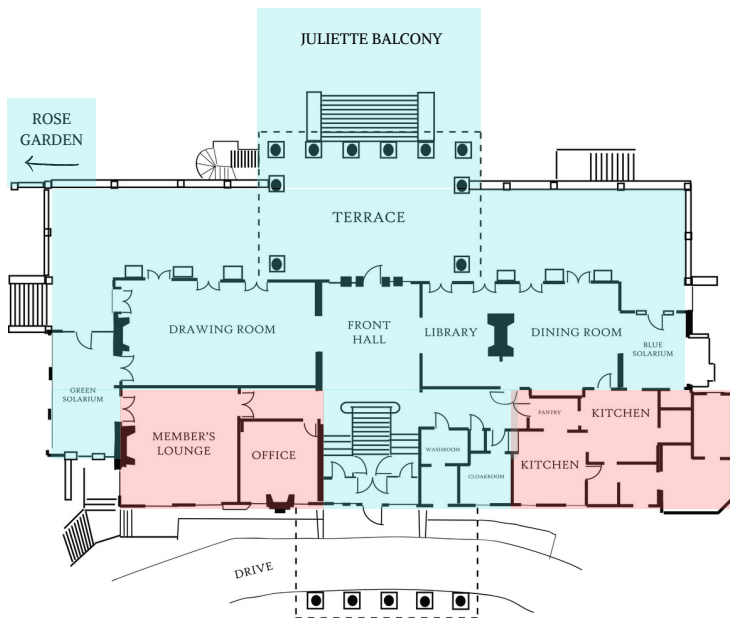


Named for founding member and first President of the University Women's Club, Evlyn **Farris**, Mrs. McRae's bedroom and en suite bathroom, provide a quiet space for the Bride where she can prepare for the wedding, or peek out at her guests from the attached solarium; or it can be configured for meetings or corporate workshops of up to 20.

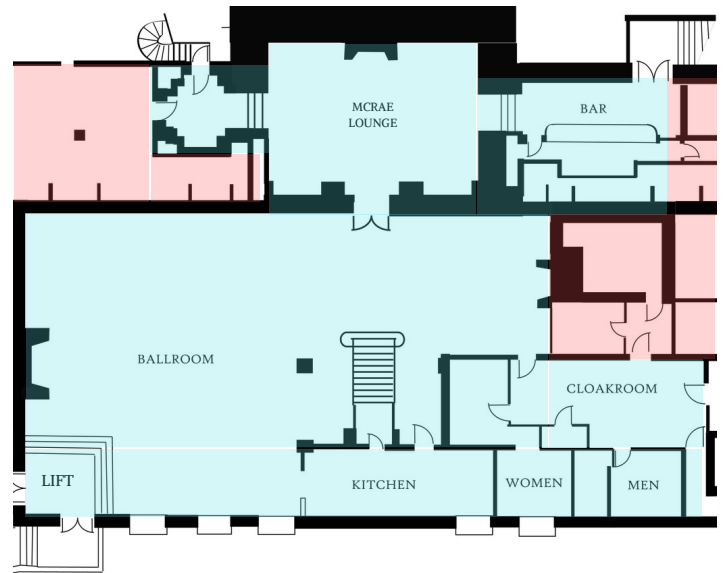
The **Lett Room** is large enough for a formal meeting, and the comfortable couches and arm chairs make it a favourite for more casual events.

WHOLE HOUSE RENTAL

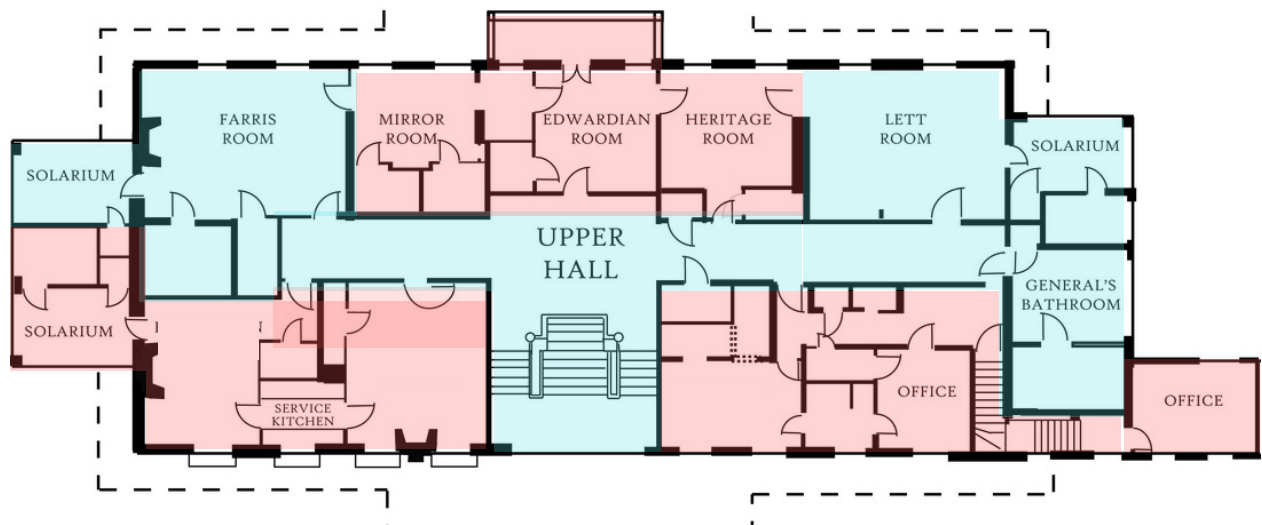
MAIN FLOOR



BALLROOM & MCRAE LOUNGE



SECOND FLOOR



INCLUDED IN RENTAL

NOT
INCLUDED IN RENTAL

RENTAL POLICIES & PROCEDURES

ROOM RENTAL FEES INCLUDE:

- Round or rectangular tables
- Red and Gold banquet chairs for indoor events
- White resin garden chairs for outdoor events
- Basic set-up
- 2 staff members who will act as House Liaisons for the duration of the event
- Vintage signing table & chair for weddings

CATERING MENU PRICES INCLUDE:

- White linen and white cloth napkins
- Silverware, china, and stemware (water and wine glasses)
- Hycroft serving staff and supervisors

LIQUOR SERVICE

Bar service selections are required no less than 10 days in advance of the event. A corkage fee will apply should the renter wish to provide their own wine. The renter must employ UWCV bartenders and bar services for their event. The bar must close prior to or at 10:30 pm nightly. UWCV does not permit shots or shooters.

MENU SELECTION & GUARANTEES

Menu selections and pricing will be finalized 30 days prior to your event date. **We require the guaranteed number of guests no later than 3 business days prior to the event date.** It is the sole responsibility of the client to provide this guarantee to our staff. Your final billing will reflect your guaranteed or actual number of guests in attendance, whichever is greater.

A service charge of 18% is applicable to all food and beverage items.

DEPOSIT & PAYMENT REQUIREMENTS

To make a reservation for your event date, a 50% non-refundable room rental deposit and a signed contract are required. **60 days** prior to your event, the non-refundable remaining balance of your room rental must be paid. The outstanding balance for the event should be paid no less than **3 days** prior to your event. Any additional charges can be settled the following business day.

MUSIC

Out of respect for our neighbours, we require that all audio sources be located inside Hycroft (DJ, speakers, amps).

- Any live music performance must be coordinated with and authorized by the Events Manager.
- Live bands using drums or horn instruments are not permitted on the terrace or in the gardens.
- DJs must be selected from our Approved List.
- If our staff determines that the sound levels are too high, adjustments must be made to reduce the volume.
- Dancing is permitted in the Ballroom only.
- Music that can be heard on the terrace must cease no later than 9:30 pm.

SOCAN FEE

The Society of Composers, Authors, and Music Publishers of Canada assesses a tariff for the performance of live and recorded music. Functions with live and recorded music with or without dancing are subject to a fee which will be collected by UWCV at the time of billing, and paid to SOCAN (prices are subject to applicable taxes),

RE:SOUND FEE

The Copyright Board of Canada charges a fee each time recorded music is played and distributed to the artists and record companies worldwide for public use of their music, otherwise known as Tariff 5.B. Functions with recorded music are subject to a fee which will be collected by UWCV at the time of billing and paid to Re:SOUND (prices are subject to applicable taxes).

SIGNS & BANNERS

Signs are not permitted on the exterior of the building, or lobby areas without the approval of the Events Manager. Printed signs for functions 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, 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 at The Crescent. Hycroft parking is private property and is reserved for Members only during club hours. There is reserved parking weekdays (Monday-Friday) for up to 2 vehicles for organizers. On weekends (Saturday & Sunday) there are 20 parking spots available.

RENTAL POLICIES & PROCEDURES

CANCELLATIONS & RESCHEDULING

All cancellations must be submitted in writing. The initial deposit amount is non-refundable. Any unpaid balance will be waived. An event may be rescheduled within 12 months of the original booking date.

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 and designated smoking area provided near the parking lot. Please note that smoking of cannabis products is not permitted on Hycroft grounds. Please step off the property to consume these products.

FURNITURE

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

- White Resin Chairs are available for outdoor use only.
- Red Banquet Chairs are available for indoor use only.

ACCESSIBILITY

Due to the nature of our heritage property, wheelchair access is available only to the Main Floor and Terrace through ramps, and the Ballroom level through a lift & elevator. The lift must be operated by a Hycroft Staff Member.

DAY-OF ACCESS TIMES & DECOR

- No open flames are permitted indoors or out. This is inclusive of votives. Sparklers are not allowed.
- Pets and other animals are not permitted, excepting certified service animals.
- Confetti and glitter are not permitted.
- Real flower petals may be used outdoors only.
- The Renter is responsible for removal of all decorations, gifts, boxes, and empty containers before the end of their rental period. The Renter, all guests, and their vehicles must leave the premises by the end of the rental period. The Renter will be subject to an overtime cleanup fee of \$300/half hour when exceeding the agreed tear-down end time, round to the nearest half hour.
- Storage is not available.

DAMAGES

Hycroft management reserves the right to inspect and control all private functions. Hycroft will not assume 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 renter agrees to be responsible for the conduct of his or her guests and for any damages to the premises during their event, or for any damages done by an independent contractor hired by the guest. Damage deposit will be in form of a credit card authorization form for a \$1,000 pre-authorized amount, or a post-dated cheque that will be returned following the event. Any damage and extraordinary cleaning as a result of the rental will be deducted from the Damage Deposit.

SITE VISITS

Site visits are available Monday-Friday by appointment with the Events Manager. Please call no less than 24 hours in advance to schedule an appointment.

CLEAN UP & CLOSE DOWN

The Renter is responsible for removal of all decorations, gifts, boxes, and empty containers before the end of their rental period. The Renter, all guests, and their vehicles must leave the premises by the end of the rental period. Vendors may have an additional half-hour after the rental ends to remove their equipment. Décor rentals and other items may be picked up the following day if necessary with approval from the Events Manager. The Renter will be subject to an overtime cleanup fee of \$300/half hour when exceeding the agreed tear-down end time, round to the nearest half hour.

OPTIONAL RENTALS

- 2 Wireless Microphones & 2 Bose L1 Speakers - \$150.00
- Grand Piano - \$150.00
- 50" LCD TV - \$125.00
- University Women's Club Podium - Complimentary
- Flip Charts - \$20.00
- WiFi - Complimentary
- Easels - Complimentary

Contact Us

Call the Event Sales Office:

604.731.4662

eventsales@uwcvcancouver.ca

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