



# Hycroft Weddings



THE UNIVERSITY  
WOMEN'S CLUB  
of VANCOUVER  
at HYCROFT

PHOTO BY BLUSH WEDDING PHOTOGRAPHY



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Nestled in the historic neighbourhood of Shaughnessy, minutes from the downtown core and the Vancouver airport, Hycroft offers an unparalleled setting to host your next gathering. This 114-year-old Edwardian Heritage building is a bastion of elegance in the center of the busy city. It has been the home of the University Women's Club since they purchased the estate in 1962, and they have carefully restored and cared for it ever since.

Hycroft offers several unique dining and meeting areas, and an incredible terrace that looks out upon the natural beauty of its gardens with a spectacular mountain backdrop. Beautifully furnished and maintained, the stately rooms of Hycroft provide the ultimate in luxury: grand iconic columns, classic mouldings, gold chandeliers, bright, airy atriums, and rooms for relaxation. Whether hosting a small dinner, a corporate meeting, or a wedding reception, Hycroft will create a memorable experience for you and your guests with extraordinary hospitality and uncompromising service. Our experienced team is committed to delivering creative solutions for your event. From floor plans to custom menus, we will take care of every detail.

Thank you for choosing Hycroft!

# FACILITY INFORMATION

There are countless decisions involved in planning your wedding. Our experienced and dedicated staff are committed to ensuring that your special day runs as smoothly as possible. Let us help make this the most memorable and enjoyable day of your life.

## ELEGANCE & HERITAGE

Hycroft is conveniently located 5 minutes from the downtown core. Throughout the house, find Edwardian hand-carved marble fireplaces, original crown mouldings, and classic French doors that will compliment any wedding decor. The Hycroft Grand Ballroom is elegantly furnished with elaborate gold chandeliers, original fireplaces, and back-lit stained glass. It was built with a hand-sprung dance floor - a rarity in Vancouver. Treat your guests an evening they will never forget.

## RETREATS FOR THE COUPLE

Hycroft offers two complimentary separate Edwardian suites for the couple to prepare for their special day on the second level of the venue.

## CEREMONIES & RECEPTIONS

In addition to our indoor spaces, Hycroft has two gorgeous garden settings and a terrace with a mountain view to host your ceremony.

*The Rose Garden: up to 100 seated*  
*The Juliette Balcony: up to 60 seated*  
*The Terrace: up to 100 seated*

*Dining in the Hycroft Drawing Room: up to 50*  
*Dining in the Hycroft Ballroom: up to 100*  
*Dining on the Hycroft Terrace: up to 100*

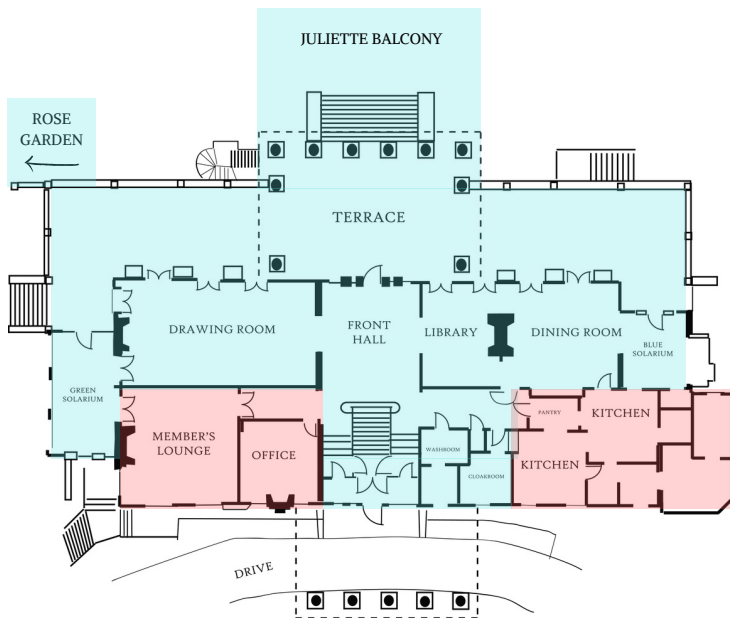


PHOTO BY VANWEDDINGS INC

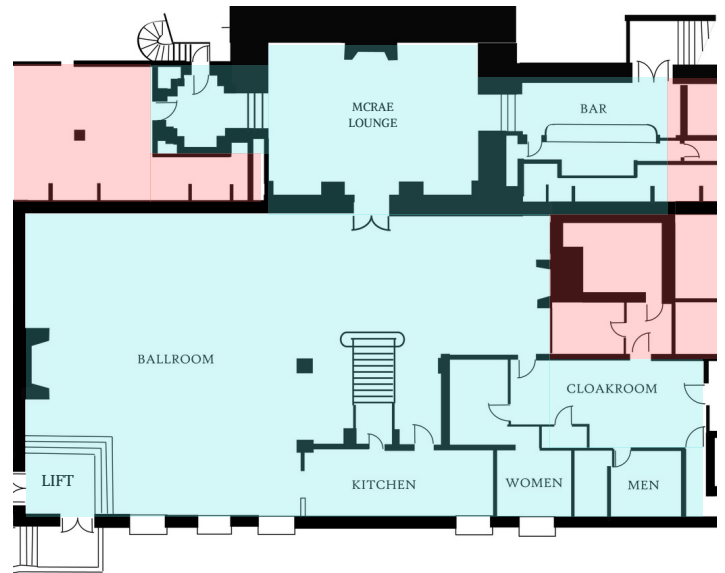


# FACILITY INFORMATION

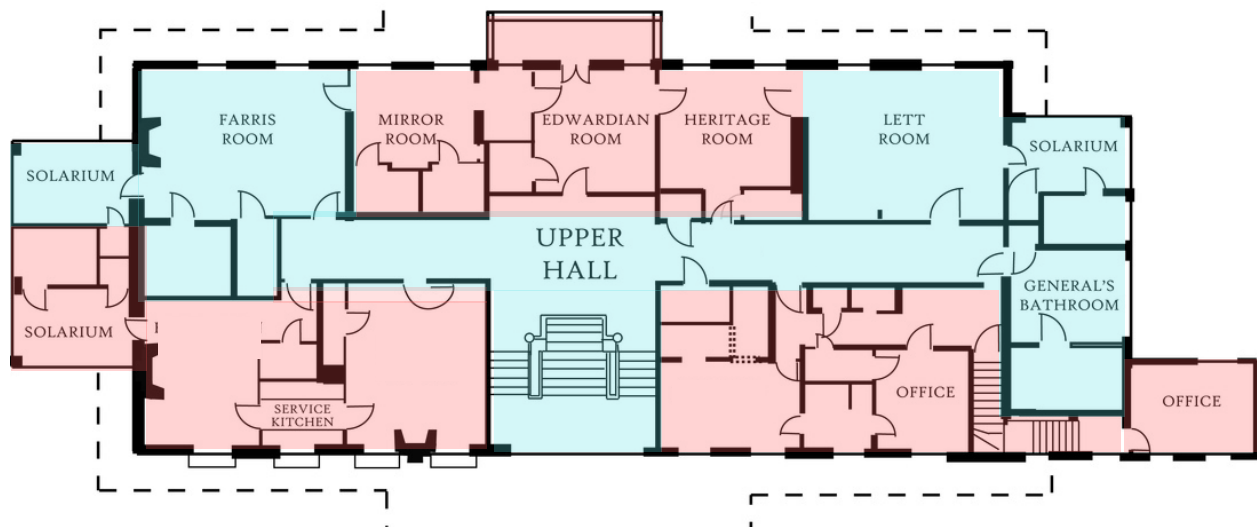
## MAIN FLOOR



## BALLROOM & MCRAE LOUNGE



## SECOND FLOOR



INCLUDED IN RENTAL

NOT  
INCLUDED IN RENTAL

# GENERAL INFORMATION

## 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 45 days prior to your event date. A non-refundable deposit of 25% of the estimated catering total must be provided 30 days prior to the 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.

## DAMAGES

Hycroft management reserves the right to inspect and control all private functions. UWCV 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.

## SOUND & 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.

## DEPOSIT & PAYMENTS

All functions require a non-refundable deposit be provided to be confirmed as booked. Deposits made are non-refundable if cancellation occurs within the outlined time frames. The room rental deposit schedule will be outlined in the rental agreement provided at the time of booking.

A non-refundable deposit of 25% of the estimated catering total must be provided 30 days prior to the event date.

The estimated balance of the event is to be paid three (3) days before the event.

The UWCV requires a credit card on file for guarantee. Payment may be made by VISA, Mastercard, certified bank draft or cheque.

## CANCELLATIONS

The room rental deposit amount that has been paid at the time of cancellation is non-refundable. Functions cancelled within three (3) days of the event date are subject to a cancellation fee of 100% of the food and beverage revenue. Written notice of cancellation is mandatory.

## WEDDING REHEARSALS

UWCV offers a one-hour complimentary wedding ceremony rehearsal between Monday-Thursday 2 pm-6 pm subject to availability. Attendee list is required. The rehearsal is limited to wedding party only. Vehicles must not be parked in the member's parking lot.

# GENERAL INFORMATION

## 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.

## 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.

## 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.

## DECOR & STORAGE

- 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.
- 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.
- All guests and vehicles must leave the premises by 11 pm.
- A cleanup fee of \$350 will apply should the Renter fail to remove any décor elements or items from the rented space.
- Storage is not available.

## 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.

## OPTIONAL RENTALS

- 2 SHURE Handheld Wireless Microphones & 2 Bose L1 Speakers - \$200.00
- Epson Projector & Screen - \$200.00
- Grand Piano - \$200.00
- 50" LCD TV - \$125.00
- University Women's Club Podium - Complimentary
- Flip Charts - \$25.00
- WiFi - Complimentary
- Easels - Complimentary



PHOTO BY BLUSH WEDDING PHOTOGRAPHY

*Contact Us*

Call the Event Sales Office:

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