



Booking Policies & Procedures

Deposits & Payments

A non-refundable deposit of \$1,000.00 is required to confirm a function. For holiday season events (held in December) there is an additional deposit of \$500.00 required to secure the date (total \$1,500.00). The date is not considered secure until we receive the deposit and a signed Event Booking Contract.

A signed food & beverage contract must be completed no later than 45 days prior to event. Adjustments to final numbers may be made up to 72 hours before a function. An additional non-refundable payment of \$1,500.00 is required 60 days prior to the event.

The estimated charges for the event are due in full, fourteen (14) days prior to the event. Acceptable forms of payment are: certified cheque, company cheque, cash, debit card or major credit card (please make cheques out to: Park Hospitality Services Ltd.). Credit card payments require a signature and will not be processed over the telephone without a signed credit card authorization form. A signed credit card imprint is requested for our files. Any outstanding charges will be processed following the event. The Convener and Guarantor agree to pay the final charges for services rendered as outlined on the Banquet Event Form. In the event of an overpayment, the Stanley Park Pavilion will issue a refund within fourteen (14) business days following the event. Any cheques returned to us by your bank will incur a \$35.00 Non-Sufficient Funds fee.

In the event of a cancellation, the Stanley Park Pavilion will retain the deposit in full. All cancellations must be made in writing 180 days prior to the confirmed date or the estimated total of the event must be paid in full. If the estimated total has not been finalized, the contracted minimum expenditure plus applicable taxes and room rental fees must be paid in full.

Food & Beverage Service

One set menu is requested for all guests. Certain dietary substitutions may be made with minimum 72 hours prior notice. Final selection must be arranged 45 days prior to the event. Plated menus with an entrée choice are limited to two choices total and pre-orders must be submitted 45 days in advance. There will be a maximum flexibility of five per cent (5%) variance for entrée selection revisions 72 hours in advance of the function. In addition to the Rental/Booking Contract, an Event Order stipulating service times and confirmed menu choices and confirmed pricing, must be submitted and signed by the facility and the client otherwise the Event Order will be subject to management's discretion.



A guaranteed number of guests is required seventy-two (72) hours prior to the function. In the event that a guarantee is not received, the original contract number will be charged or the actual number of guests served, whichever is greater. The guaranteed number is not subject to reduction within 72 hours of the event. The Stanley Park Pavilion will prepare five percent (5%) over the guaranteed number up to the maximum capacity of the room.

The Stanley Park Pavilion must supply all food and beverages. Wedding and/or specialty cakes are subject to a cutting and plating fee of \$2.75 per guest. The cake plate may be garnished as well for an additional \$0.50 per guest. Specialty cakes are the only food items permitted to be taken off the premises by the client. Substitution of wedding cakes for desserts included in our menus is not permitted.

- All canapés are subject to a six (6) dozen minimum order per selection.
- All canapés denoted “MP” indicates Market Price which is determined 72 hours prior to function.
- For seven (7) course dinners please allow two (2) to two and a half (2.5) hours for service.
- Plated a la carte dinners are a three (3) course minimum. All guests must have the same menu with plated a la carte dinners with the exception of the aforementioned dietary restrictions.
- All “Design Your Dinner Buffet” Selections must have a minimum of six (6) items including but not limited to two (2) start items, two (2) entrees and two (2) desserts.
- The same number of each item on the buffet must be ordered for all “Design Your Own Dinner Buffet”.

Liquor Laws & Regulations

The British Columbia Provincial Liquor Act prohibits licensees from allowing any individual to provide their own alcoholic beverages from an outside source. Corkage events are respectfully declined. Liquor service to anyone under the age of 19 is strictly prohibited.

The Provincial Liquor Laws prohibit services after 1:00 a.m. Monday through Saturday and 12:00 a.m. on Sundays. All guests must vacate the Stanley Park Pavilion facilities one half hour after bar closure or at the function closing time as stated on the Banquet Event Form. Provincial laws over rule any agreements between parties.

The Stanley Park Pavilion reserves the right to inspect and monitor all functions and to discontinue service to some or all guests in the event of a violation of the Stanley Park Pavilion policies or Provincial law. The Stanley Park Pavilion has the right to cancel an event at any point if the client fails to comply with any policy herein. Such cancellation



will result in forfeiture of the deposit, the total bill will be charged, and the event will not be rescheduled. Smoking is prohibited within the building.

Room Setup

The Stanley Park Pavilion reserves the right to provide an alternate venue for the group should the number of guests attending the function differ from the original number quoted in the case the food or beverage minimums can or will not be met. Our Event Coordinator will be pleased to arrange a time for you to decorate the Lord Stanley Ballroom or Rose Garden Tearoom prior to your event as agreed upon in conjunction with the event order provided three weeks prior to the event. Times outside of the agreement may be charged as per usage. The Stanley Park Pavilion provides you with white table linen and white linen napkins. Arrangements for specialty linens can be made the cost of which will be absorbed by the convener or guarantor. The convener or guarantor will absorb cost of table skirting for Head Table, Buffet Table(s), and Guest Registration/Gift Table or at any time a rectangular table is used.

The standard house plate ware, glassware, barware and flatware will be provided. Arrangements for specialty china, silverware, glassware, etc. can be made the cost of which will be absorbed by the convenor or guarantor.

The use of nails, staples and tacks on the walls is not permitted. The use of confetti or rice is not permitted inside the facility or on the grounds and in the event of either of these being used a labor charge will be assessed to cover clean up costs. The convener and guarantor are responsible for any damages to premises or property by their guests or independent contractors. In the event of damage, replacement or repair, charges will be applied as per the Rental Agreement. The Stanley Park Pavilion is not responsible for any items left on its property. Any signage, balloons, etc... posted in the park must be removed immediately following the event, or a removal charge will apply.

Service Charges & Minimums

All prices quoted are subject to an eighteen percent (18%) gratuity and six percent (6%) Goods and Services Tax (GST). Additionally, alcoholic beverages are subject to ten percent (10%) Provincial Sales Tax. The Society of Composers, Authors and Music Publishers of Canada (SOCAN) levy a fee applicable to all functions, whether live or reproduced music is played. SOCAN fees are \$59.12 per event (rate is subject to change). SOCAN fees are subject to 6% GST. Any additional services and/or items provided by The Stanley Park Pavilion on your behalf are subject to service charges, gratuity and applicable taxes.

A two thousand dollar (\$2000.00) surcharge will be applied for any event held on a statutory holiday. If for any reason the statutory holiday falls on a Sunday the following Monday would also be subject to the statutory holiday service charge.



A minimum food and beverage guarantee, exclusive of taxes and gratuity, along with labor/room rental charges is required to book your event.

High Season Minimums (May 15th to October 15th & December 1st to 31st)

MINIMUM \$16,000.00 FRIDAY, SATURDAY & SUNDAY

MINIMUM \$10,000.00 MONDAY THROUGH THURSDAY

Low Season Minimums (January 1st to May 14th & October 16th to November 30th)

MINIMUM \$8,000.00 FRIDAY, SATURDAY, SUNDAY

MINIMUM \$5,000.00 MONDAY THROUGH THURSDAY

High Season Room Rental Fees \$2,000.00

Low Season Room Rental Fees \$1,500.00

The above charges apply year-round with the exception of December 24th, December 31st and February 14th. Please inquire for rates for these dates.

The room rental charges are associated with all of our spaces. The Stanley Park Pavilion offers two rooms: The Lord Stanley Ballroom (seats 175 plated service or 200 buffet service) and the Rose Garden Tea Room (seats 125). These rooms may be combined to seat up to 300 for plated dinner service or 325 for buffet dinner service.

Garden wedding ceremonies are subject to setup restrictions according to the Vancouver Board of Parks & Recreation. All Garden ceremony set up must be approved by the Stanley Park Pavilion. Evening ceremonies held indoors will not start earlier than 5:00 p.m.

Ceremony Fee: \$2,500.00 (includes: chairs {up to 100}, runner, set up and tear down)

Privacy & Liability

The immediate park grounds may be available for events held at The Stanley Park Pavilion. We require two months notice for all groups wishing to use the park grounds, as we need to obtain the prior approval of the Vancouver Park Board. Every effort will be made to ensure your privacy while your event is in progress, however we cannot guarantee exclusive use of any one area of the outdoor facilities, as this is public park space. It is possible that there will be more than one function occurring at any one time, and this is beyond our control.

The Stanley Park Pavilion is not responsible for any personal injury occurring on or near the premises caused by activities arranged by the host and/or guests or park users. The



client is responsible for the behaviour of their guests, and the client is responsible for any loss or damage to property or equipment belonging to The Stanley Park Pavilion (including Stanley Park & The Vancouver Park Board) that is caused by the client, guest, or independent contractors on the client's behalf.

Service Charges & Minimums for Ticketed Party Events

All hosted food and beverage rates are subject to 18% gratuity and 6% GST. In addition alcoholic beverages are subject to 10% PST. The Society of Composers, Authors and Music Publishers of Canada (SOCAN) levy a fee of \$59.12 (subject to change). SOCAN fees are subject to the GST.

A two thousand dollar (\$2,000.00) surcharge will be levied for any event held on a statutory holiday. If for any reason the statutory holiday falls on a Sunday the following Monday would also be subject to the statutory holiday service charge. A minimum food and beverage guarantee, exclusive of taxes and gratuity, along with labor/room rental charges is required to book your event.

Room Rental Rates are for the Lord Stanley Ballroom & Rose Garden Tea Room. Facility Rentals do not include Stanley's Park Bar & Grill or the Veranda.

- Lord Stanley Ballroom & Rose Garden Tea Room \$6,000.00

MINIMUM EXPENDITURE \$16,000.00 - FRIDAY, SATURDAY & SUNDAY
MINIMUM EXPENDITURE \$10,000.00 - MONDAY THRU THURSDAY

- Minimum Expenditures are on Food and Beverage Only.
- There will be a \$3,000.00 non-refundable deposit required to book the event.
- A \$500.00 carpet cleaning charge will be levied for *all* ticketed party events.
- A \$2,500.00 damage deposit will be taken fourteen (14) days prior to function, and in the event that no resulting damage occurred, will be refunded within fourteen (14) business days following the event.

The remainder of the room rental fee and carpet cleaning charge must be paid fourteen (14) days prior to function. Food & beverage minimum must be guaranteed by a pre-authorized credit card fourteen (14) days prior to function. Any differences between contracted food and beverage expenditure and actual food and beverage expenditure will be charged to the pre-authorized credit card.

- All events must provide security at the cost of the convener and or guarantor (one security guard per every 75 guests required. Guards must be placed at all entrances / exits and as specified by management).



- All events must provide proof of insurance. Insurance required: third party legal liability \$5,000,000.00. Park Hospitality Services Ltd. DBA The Stanley Park Pavilion must be named as an additional insured, along with the Vancouver Board of Parks and Recreation.

Miscellaneous

Due to health regulations, we must request that guests refrain from bringing pets (with the exception of seeing eye dogs) with them to events held anywhere inside the premises or on the patio. The Stanley Park Pavilion is a non-smoking establishment however smoking is permitted on the outside patio (in the designated areas only).

The Stanley Park Pavilion (at our option) may terminate the contract / event at any stage if it appears to us (acting reasonably) that you have not complied with these Conditions and we shall not be responsible for any breach of contract, nor for any loss or damage, resulting from such an event.

The Stanley Park Pavilion reserves the right to cancel an event if the facilities are, in the judgment of an authorized official of the establishment, rendered unsuitable for the event due to fire, calamity, natural disaster or any occurrence beyond the control of The Stanley Park Pavilion. In any such case, the client will not be liable for payment of fees for an event cancelled by The Stanley Park Pavilion, nor will The Stanley Park Pavilion have any further liability or obligations with regard to said cancelled event.

Prices and terms are subject to change without prior notice.

