



A classic summer long table dinner in the poplar grove; photo by Minn Lee



UBC FARM
Centre for Sustainable Food Systems

VENUE + BOOKING GUIDELINES

2020 SEASON UPDATE

The UBC Farm is situated on the traditional, ancestral, and unceded territory of the hən̍qəmīnəm'-speaking xʷməθkʷəy̓əm (Musqueam) people.

INTRODUCTION

ABOUT THIS GUIDE

Thank you for taking the time to read our *Community Bookings Guidelines*. It is a thorough document with information relevant to booking a space at the UBC Farm.

UBC Farm reserves the right to change these Guidelines at our discretion.

In this document you will find:

- Venue details
- Pricing
- Payment and Cancellations
- Site regulations
- Required forms and permits
- Our preferred vendors

If you have questions beyond the document, please contact the events coordinator at the UBC farm: ubcfarm.events@ubc.ca.

ABOUT THE CSFS AT THE UBC FARM

The Centre for Sustainable Food Systems at UBC Farm (CSFS) is a teaching and research centre and local-to-global food hub working towards a more sustainable, food-secure future. Our living laboratory is committed to finding solutions to local and global challenges facing food systems sustainability.

- Location: 3461 Ross Drive, Vancouver
- Mailing Address: 2357 Main Mall, Vancouver, BC V6T 1Z4
- Phone: 604-822-5092
- ubcfarm.ubc.ca

HOSTING YOUR EVENT AT THE UBC FARM

The UBC Farm provides a beautiful agrarian setting for events unlike anything else within the City of Vancouver. When considering the UBC Farm for your event, please keep in mind that we are a working university farm, with active food cultivation, teaching and research activities. There will likely be farm equipment and materials around, farm staff and students working in the fields, irrigation watering the crops, animals making noises (and smells), and other farm activities going on. We strongly encourage you to visit before booking to make sure it's a good fit for your event. Though we maintain cleared pathways, the terrain is generally bumpy and not manicured. This all adds to the uniqueness and authenticity of the site.

In addition, with over 30,000 visitors each year, the Farm is a bustling hub of activity. It's highly likely you'll be sharing the site with others, especially if your event occurs during our open hours (see below). We do our best to separate activities with time and space, but we cannot guarantee exclusive access to areas outside of your booked space.

BOOKING PROCEDURES

To Book Your Event at the UBC Farm:

1. Read this document thoroughly as the document may help answer any questions you have. If you have further questions that are not answered by our event guidelines, please contact us at ubcfarm.events@ubc.ca or by phone at 604.822.5092
2. To submit a booking request, please complete the online Booking Request Form and our staff will reach out to you to arrange for a site visit.

Hosting events provides an important source of funding that supports the continued growth and operation of the academic and community programs at the Centre for Sustainable Food Systems. Thank you for supporting the UBC Farm!

OUR VENUES

Our Outdoor Venues

EVENTS FIELD AND ORCHARD

A large grassy field and orchard. Views of the farm fields. Easy access from front gates.

- 300 capacity
- Suitable for weddings, seated dining, conferences, team-building
- The grass field measures 60 meters by 55 meters excluding the orchard.
- The orchard itself includes five rows of apples (representing over seventy varieties of apples).

POPLAR GROVE

A quiet grassy area shaded by three rows of evenly spaced poplar trees. Views of the farm fields.

- Capacity: 120 seated long-table style
- Suitable for weddings, seated dining, ceremonies
- On Saturdays, please expect noise and activity in the adjacent teaching site and Indigenous community area.
- When renting the Poplar Grove, a three metre buffer must be maintained between any event set-up and the cultivated areas.

Our Indoor Venues

YURT

A circular building with beautiful wood floors and a canvas roof.

- Capacity: 45 seated, approx. 70 standing
- Great for meetings, classes, workshops, small ceremonies, dinners etc.
- 10 tables and 50 chairs are available free of charge for site rentals in the yurt.

CHILDREN'S GREENHOUSE

A glass greenhouse with picnic tables primarily used for children's programming.

- Capacity: 30 seated
- 6 wooden picnic tables are permanently in this space and available to use

ADDITIONAL VENUE INFORMATION

The UBC Farm does not water any grassy areas on site. In the late summer/early fall, the Events Field and Poplar Grove can be quite dry and yellow. The Poplar Grove can also be quite soggy after multiple days of rain. In both spaces the ground can be uneven.

The UBC Farm will ensure the Events Field and Poplar Grove are mowed and generally clear of brush in the week prior to your event.

VENUE RENTAL RATES

OUTDOOR VENUE RATE	DAY RATE - 8HRS (9:00AM - 5:00PM)	\$2000.00
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DAY + EVENING RATE - 12HRS (9:00AM - 9:00PM)	\$3500.00
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INDOOR VENUE RATE	HOURLY RATE	\$95.00 /hr
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Children's Greenhouse, Yurt

UBC DISCOUNTS

Bookings made by UBC internal groups may be paid with JV transfer - these receive a 20% discount on rental rates and are not charged tax.

UBC individuals, including faculty, staff, students, and alumni receive a 10% discount on rental rates.

Non-profit groups and low-income organizations are encouraged to contact us for discounts on bookings, assessed case-by-case.

BOOKABLE HOURS

The UBC Farm's open hours are Monday-Friday, 9:00am-5:00pm. Saturdays are open 9:00am-5:00pm from May-October. The booking time includes total time on site, including all rental deliveries, pick-ups, and clean-up time. For example, in our 'Day + Evening rate' of 9:00am-9:00pm, rentals and clean-up must be off-site by 9:00pm.

Saturday events must coordinate set-up with our Saturday market (June-November 10:00am-2:00pm) to ensure event activity does not interfere with the Farm market.

Rentals requiring advance set-up (ie. tents) may be accommodated with advance notice of 30 days. The renter must be on site to receive all rentals, regardless of booking time. **Sundays are closed to all activity, including deliveries and pick ups.**

Quiet Hour

Upon request, your rental can include a **quiet hour** - this is a 1-hour time period within the booking time where we make an effort to limit nearby noises and disruptions. The quiet hour should be requested and scheduled at the time of booking confirmation. **We are not able to book quiet hours during our Market times (Saturday 10:00AM-3:00PM & Tuesday 4:00-7:00PM).**

Wedding rehearsal

A 1-hour rehearsal time prior to your booking is included in a wedding booking. Please schedule this with your UBC Farm site contact at the time of your booking confirmation. The rehearsal must occur during the Farm's open hours - 9:00am-5:00pm.

PAYMENT TERMS

Three payments are required for all event bookings:

1. A non-refundable deposit is 25% of the rental fee for your event. The remaining balance of the booking fee is due 30 days prior to the event date and is paid towards your total booking fee.
2. A refundable damage deposit of \$500, post-dated to the day of your event, is also due at upon confirmation of the booking. We will deduct any costs from damages and overtime labour costs from the total refunded to you.

Fees taken from the damage deposit include:

- a. Failure to vacate the site by the agreed-upon lock-up time will result in a \$500 charge.
- b. Excessive noise and/or music during the event and/or if the event organizer does not comply when asked to reduce volume (in recognition of the impact of noise on our caretakers, as well as our growing community of neighbours). Non-compliance will result in a \$100 charge.
- c. Any cleaning required as a result of incomplete post-event clean-up will be charged to the renter at \$75/hour.
- d. Use of glitter, confetti, or any residue will forfeit the entire \$500 deposit.
- e. Unexpected administrative or labour required of Farm staff due to lack of coordination; for example, failure to request power access in advance, and requiring last minute staff assistance. This causes disruption in the regular functioning of Farm activities and will result in a \$75/hour charge.
- f. Unauthorized use or misuse of farm equipment or infrastructure (e.g. borrowing equipment) will result in a \$100 charge.
- g. Unauthorized access to the farm's facilities and any associated damages. If damages are incurred to UBC property (e.g. broken trellises, trampled field areas), the cost of repairs and staff time will be charged to the renter.

PAYMENT METHODS

Fees are payable in cash or cheque made out to UBC Farm. We can also accept Journal Vouchers (JV) from UBC units. If you are paying with cash, please bring exact change. Sorry credit/debit cards or e-transfer is not available as a payment method at this time.

CANCELLATIONS

If you cancel your event, we require a written cancellation notice (via mail or email):

- If the cancellation notice is received between 14-30 calendar days prior to the event, the UBC Farm will refund 50% of the total rental fee.
- If the cancellation notice is received between 7 to 14 calendar days prior to the event, the UBC Farm will refund 25% of the total rental fee.
- If the cancellation notice is received less than 7 calendar days prior to the event, the full booking payment is forfeited.

INSURANCE

For private (invitation-only) events, general liability insurance is recommended but not required. The renter is to pay for all damages to the site beyond the damage deposit.

Please refer to the License Agreement for insurance and liability information from UBC.

For public events, whether ticketed or free, general liability insurance is mandatory in the amount of 1 million dollars for events under 200 people and 2 million dollars for events over 200 people. The policy should name UBC, its Governors, employees and agents and all others for whom it may be in law responsible as additional insureds. For public events, the UBC Farm will require proof of insurance no less than 14 days prior to the date of the event.

SITE AND EVENTS LIAISON

For the day of your event, a staff liaison and/or caretaker contact will be provided in case of emergency or problems on site. Please ensure that you have arranged all details prior to the event date to reduce the need for any last-minute coordination. The site liaison will check the set-up of your event beforehand in order to ensure that it complies with these guidelines. A caretaker name and phone number will be provided for after-hours events in case of emergencies.

All events are required to use an event planner or day-of organizer for the duration of their event. This person must not become intoxicated during the event and must be reachable by cellphone throughout the contracted period. In the event of a wedding, this person must not be part of the wedding party.

The same person or another assigned individual must return before 10:00 am to the Farm the day following the event to ensure no garbage, recyclables, or personal items have been left behind.

After the Farm is closed to the public, guests must remain in the vicinity of the rented event space, except for in case of emergency. The site is patrolled by UBC campus security and Farm staff.

The Farm's caretakers live on site - please respect their privacy and ask that your guests do the same.

FILM & PHOTOGRAPHY

For commercial photography or filming, please contact our UBC Filming Liaison at Campus and Community Planning - Arlene Chan (arlene.chan@ubc.ca)

Personal photography of groups smaller than 5 people can access the site during open hours. On a busy day, you may have restricted access to some field and community areas. Please check in at the UBC Farm centre main office for an orientation to the site, or email our Site Coordinator.

Film and photography requiring exclusive use of an area will be treated as a venue booking and will be subject to our site use fees.

SITE USE REGULATIONS

WHAT CAN MY GUESTS AND I DO AT THE UBC FARM?

- Take a walk along the paths around the Farm and see what's growing.
- Visit the chickens and bees.
- Stroll through our heritage apple orchard.
- If your event is on a Saturday (or Tuesday evening), visit our market and pick up some tasty produce!
- Decorate your event space in a way that does not damage the crops, trees, or any structures.
- Order fresh flowers as bouquets and decoration, but please do not scatter petals or foliage. Organic flowers are preferred. (See "Preferred Vendor List")
- Take lots and lots of photos! Tag us @UBCFarm!

WHAT CAN MY GUESTS AND I NOT DO AT THE UBC FARM?

The following protocol is observed by visitors of the UBC Farm at all times.

It is the responsibility of the event organizer to communicate these site rules to your guests.

- Please do not walk in any cultivated areas (crop fields) or disturb any plants, equipment, or research apparatus.
- Do not harvest any produce or other plants. It may seem harmless to pick a few raspberries or apples, but the UBC Farm depends on the sale of these items. Please keep an eye on little hands (and mouths) if you have children at your event.
- The Indigenous community hub is restricted to the public to respect the privacy of certain programming.
Please abide by all signage and detour if necessary. There are designated sacred sites here that should not be entered or disturbed without a guide.
- The Farm has live-in caretakers who look after the site. Please respect the caretakers' privacy, as this is their home. Avoid walking through their residence area.
- All music and/or noise during events will be monitored. Staff may ask you to turn down the volume - noncompliance will result in a fine (see "Payment Terms") and the RCMP may be called.
- No smoking on site. Smoking is permitted outside the gate in the main entrance parking lot. You must provide a receptacle outside the entrance for cigarette butts if your guests plan to smoke.
Signage is the responsibility of the renter and is recommended.
- Decoration must not be nailed into trees, or interfere with work areas (ie. the orchard wires or trees).
No glitter, confetti, or any decorations that leave residue.
- Dogs must be kept on a leash at all times.
- Look but don't touch any livestock or beehives and watch out for electric fences.
- All cars must be parked outside the Farm gates.
- The site must be left in the same state as you found it so it can continue to be enjoyed by others.
- Consider the weather and wear appropriate outdoor attire and footwear.

SUPPORT SUSTAINABILITY

Please choose environmentally friendly vendors – such as solar power energy, reusable dishes, and local food.

UBC Scholar's catering is committed to Ocean-wise, local, and low waste catering.

If you would like to include organically-grown, local produce or flowers from the UBC Farm please have your caterers contact our sales team at ubcfarm.wholesale@ubc.ca and ubcfarm.flowers@ubc.ca respectively.

OUR ZERO WASTE POLICY

In order to align with **UBC's 2020 Zero-waste policies**, please review the information in this **procurement guide**.

If your caterers are unable to source compostable materials, or choose to use non-approved single use materials, your event will be charged a fee. This fee will be assessed at \$2.00 per guest, similar to UBC's fees per customer at point of sale.

- At this time only pulp, paper and sugarcane products are compostable at UBC. Biodegradable or compostable PLA plastics, such as corn products, cannot be composted or recycled.
- Events <100 people may dispose of waste (garbage, recyclable containers, paper, and compost) in our UBC bins. All events over 100 guests must arrange for additional bins, or haul waste off site.

REQUIRED FORMS AND PERMITS

LICENSE AGREEMENT

Our License Agreement is a contract signed by all parties to secure your booking. This License is written and processed by UBC Legal Counsel, a minimum of 30 days before your event. A fully executed copy will be sent to you, signed by UBC Legal Counsel, before your event date. Please ensure your legal names, address, and phone number are correct.

SERVING ALCOHOL (SPECIAL EVENT PERMIT AND UBC PERMIT)

Two forms are required for events serving alcohol:

1. A special event permit (SEP) must be obtained from BC Liquor, which is dependent on approval from UBC Campus and Community Planning, UBC RCMP, UBC Fire Department, and UBC's designated liquor inspector.
The SEP must be printed and displayed where the alcohol is to be served.
Alcohol must remain in the immediate vicinity of the booked spaces, and no alcohol is permitted off-site.
The SEP applicant/holder:
 - Is required to be in attendance for the duration of the event; without becoming intoxicated.
 - Will have a legal duty of care for attendees; and cannot be a 'guest' of the event or member of any wedding party.
2. Applications for UBC Campus and Community Planning are completed through the Farm event liaison.
Both applications must be submitted a minimum 30 days in advance.

Applications for the SEP are completed through the British Columbia Liquor Distribution Branch and can be found online.

The RCMP limit the number of event licenses issued at UBC campus due to capacity, so applying early helps ensure that your license will be approved. UBC Farm cannot guarantee the approval of Liquor Licenses or Permits.

SAFETY AND EMERGENCY RESPONSE PLAN

A Safety and Emergency Response Plan (SERP) is required for outdoor events with 100+ people, or indoor events with 60+ people. The purpose of this document is to ensure that you have a plan in place in the event of an emergency during your booking. This plan will need to obtain approval from the campus Fire Department.

If there are structures, such as tents, fences, or open flames at your event, the UBC Fire Department may request an inspection before approval.

Please note that tents with walls may be required to have emergency lighting (battery powered), illuminated exit signs, fire extinguishers, and multiple exits.

Please make sure your guests get home safely. Ensure that a generous supply of food and non-alcoholic beverages are readily accessible and reasonably priced or free. We recommend organizing designated drivers, a shuttle service, or having taxi service phone numbers on hand at the end of the night.

Based on the details of your event, security may be required. UBC Campus security can be booked through the Farm at \$50.00/hr per officer.

OPEN FLAME

Fire permits are generally granted if the event organizers agree to contain the fire in a raised barrel and if the fire warning level in the nearby Pacific Spirit Park is posted as Low or Moderate. Because of dry conditions, permits are not often issued in July and August.

The UBC Farm reserves the right to refuse fires even if a permit has been secured based on our assessment of conditions at the Farm the day of your event.

All open flames (burners, candles, torches, etc.) must be declared to the UBC Fire Department through your UBC Farm events liaison and are subject to approval from all parties.

If you would like to have a contained fire for your event, please let us know. The day of your event, you will have to call the fire dispatch 30 minutes prior to starting your fire and again after ensuring it's extinguished.

OPEN FLAME CONT'D

You may be required to provide the following to receive approval for any open flames:

- 5-gallon bucket of water
- Charged hose
- Fire extinguisher
- Shovel
- First aid kit
- Cell phone (number which is on the burn permit)

These items (excluding the cell phone and permit) can occasionally be supplied by the UBC Farm, but must be requested no less than 28 days prior to the event date. The UBC Farm does not supply firewood. Please bring your own wood and fire starting materials (matches, kindling, paper etc.).

The fire pits near the Indigenous hub at the UBC Farm are ceremonial sites stewarded by Elders and Indigenous knowledge keepers that lead the Indigenous garden initiatives. These fire circles are sacred spaces and should be respected as such -- they are not available to use. These fire pits must not be entered during your event without the presence and guidance of the Elders from the Medicine Collective. Please take extra care that your guests do not disturb this area or enter without permission. This area will be monitored by staff and/or UBC Campus Security.

WASHROOMS

In general, for events that are:

- Fewer than 50 people – Our portable washrooms can be used - located at the Main Gate area.
- Over 50 people – renting event washrooms (trailers or standalone units) are recommended with a ratio of 1 washroom unit per 25 guests.

These are general guidelines; UBC Farm staff will make a final assessment based on the details of your event including length of time on site, whether your event occurs during our open hours, and based on the other activities that are occurring on site during your rental period.

The Farm may require a certain number of portable toilets be rented based on the event size and length of time on-site.

POWER AND WATER ACCESS

We recommend using a solar generator (available for rent from most event/party rental vendors). For safety reasons (both as a tripping hazard and an electrical hazard), we cannot run an extension cord from the harvest Hut to the Poplar Grove. In some cases, an extension cord can be used at the Events Field or Harvest Hut Lawn.

Cold-water spigots are available around the Farm. All water is city water. You must provide your own hose. Please ensure planners and caterers are aware of the water source location; on Fridays and Saturdays the Harvest Hut is a hub of activity at the Farm and any misuse of taps in this area could cause a disruption to farm staff or our irrigation system.

CATERING

You are welcome to hire catering services for your event. Because of our unique setting, we generally recommend working with caterers who have serviced events here before and are familiar with the site. For a list of our preferred vendors, consult your UBC Farm staff contact.

If you are interested in serving produce from the UBC Farm at your event, please have your caterer contact ubcfarm.wholesale@ubc.ca

If you are planning to prepare and serve food at an event open to the general public, you must submit a Temporary Food Service Application to Vancouver Coastal Health and follow the guidelines provided.

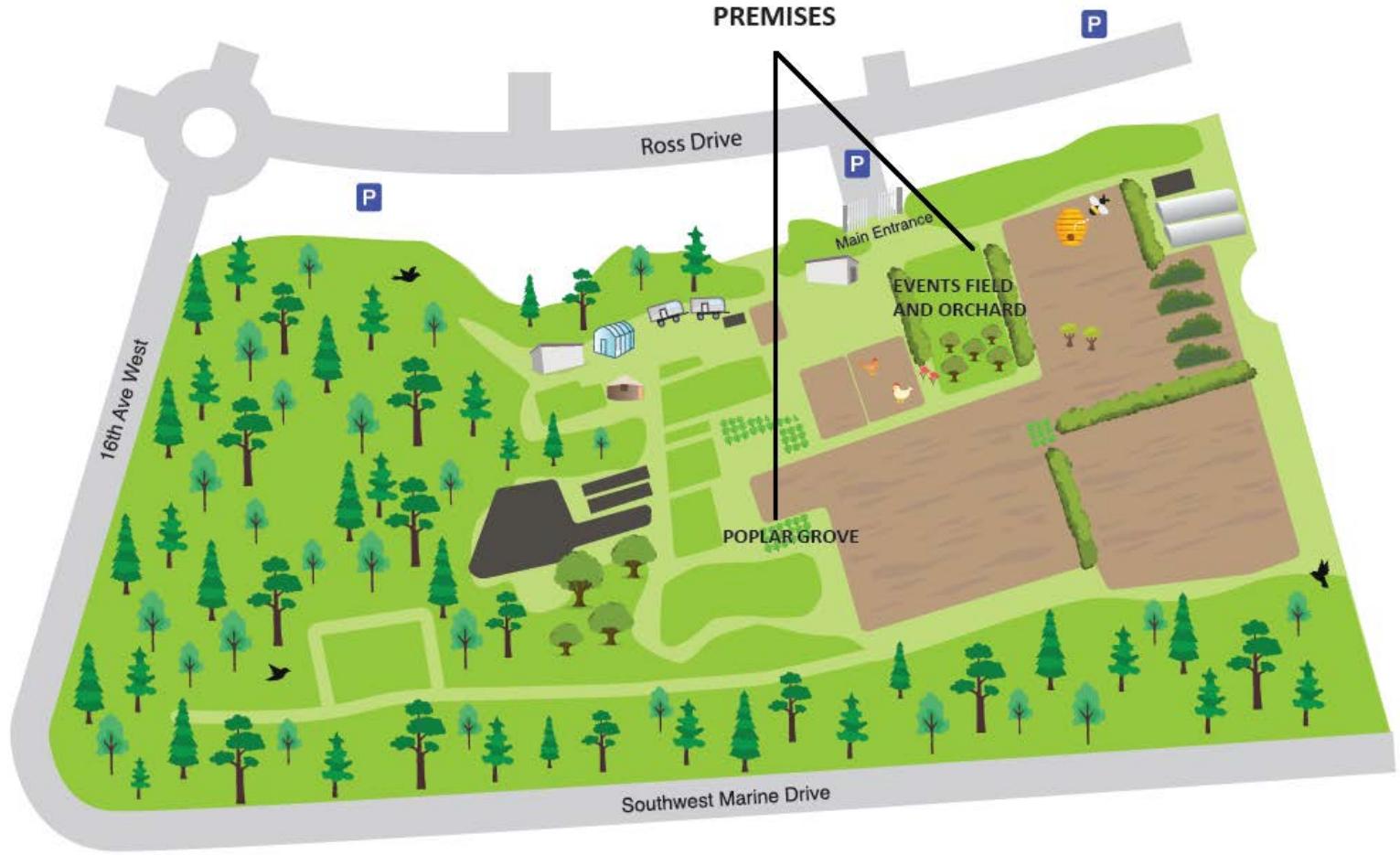
PARKING

All vehicles must be parked outside the Farm gate. If you require temporary access to the site via vehicle, for drop-off of guests with limited mobility, equipment, rentals, or other, contact the Site Coordinator. Vehicles must not remain within the Farm Gates for longer than the time needed to complete these actions. Vehicles parked inside the Farm Gates or other unauthorized areas for extended periods are subject to fines and/or removal by UBC Parking.

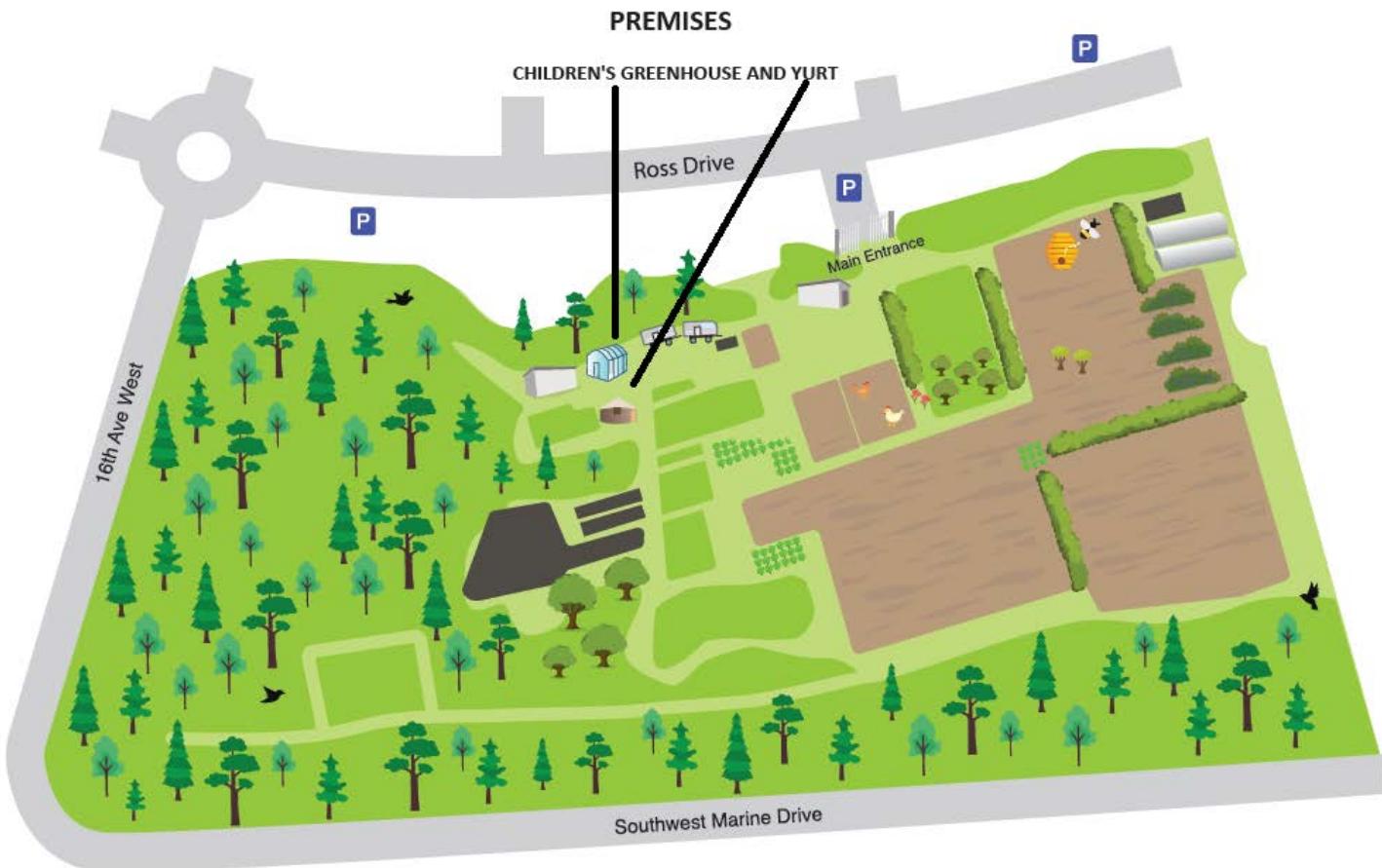
Because of continued construction in the area, the availability of parking will be significantly constrained for the foreseeable future. Visit our website for updated information about parking availability - <https://ubcfarm.ubc.ca/contact-us/>

SCHEDULE A - PREMISES

Outdoor venue premises:



Indoor venues premises:



PREFERRED VENDORS

Here is a list of the vendors that we have worked with for our location:

Event planners

- Bash+Fete (Madison - madison@bashandfete.com)
- Umbrella Events (Cristie Rosling - umbrellaeventsvancouver@gmail.com)
- Pop-up Weddings BC

A day-of coordinator is needed for all UBC Farm events.

Tents

- Cascade tents
- Phoenix Tent and Event Solutions

Rentals

- A&B Rentals
- Lonsdale Rentals
- A1 Party Rentals
- Decor
- Cahoots Creative
- SurDel Party Rental

Washrooms

- Pitstop Portables (We can arrange pitstop toilet orders for your event with 30 days advance notice. Please get in touch with our Site coordinator if you would like us to add this to your booking total.)
- Full Moon

Power

- Portable Electric - Quiet electric generators

Shuttle Services

- Ace Charters
- Vancouver Shuttle
- Lynch Bus Lines
- GoGo Bus rental
- Elite Limo

We encourage groups to carpool, transit, or use a shuttle for private events due to our limited parking.

Caterers

- Scholar's Catering - Supporters of the UBC Farm, buyers of our produce, and collaborators with our Long Table Dinner series. They are able to do custom menus for events.
- Railtown Catering - Very familiar with our site, they can also help with renting silverware, tables and chairs.

If your caterer would like to order UBC Farm produce to use, please forward our sales manager's contact: ubcfarm.sales@ubc.ca

Florists

- UBC Farm Flower Team - Seasonal, Farm-fresh buckets of blooms and foliage or rustic arrangements
- River and Sea Flowers - Certified Organic farm near Ladner, amazing family business and high variety
- Queen Bee Flower Shop

If your event florist or you would like to order UBC Farm Flowers/arrangements please contact: ubcfarm.flowers@ubc.ca

Photographers

- The Nickersons (UBC Farm album Link Here)
- Shari and Mike (UBC Farm Album: (*Password: "killthelight") UBC Farm album Link Here)
- Abigail Eveline Photography (UBC Farm album Link Here)
- Shauna Danielle Photography (UBC Farm album Link Here)
- Kevin Klein (UBC Farm album Link Here)
- Lee Wedding Films (UBC Farm film Link Here)