

RENTERS “TO DO LIST”:

(Please complete and provide the items on this list 30 days prior to your rental date. If your booking takes place within 30 days of your rental day, these items will need to be completed and provided immediately, Thanks!)

- Provide a signed copy of the renter’s contract.

- If a caterer is being used, provide UBC Boathouse with details.

- Select any additional rental items to add to your rental.

- Floor plans
 - Ceremony floor plan
 - Reception floor plan

- Provide damage deposit of \$250.00 on a valid credit card.

- Pay remaining balance of rental booking.

- Obtain Special Event Liquor License (provide a copy).

- Obtain special event insurance permit (provide a copy).

- You must provide UBC Boathouse with a contact person for your event (other than yourself- especially if you are the bride or groom)

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Special Event liquor license instructions

UBC Boathouse event hall:

- Our hall is not a liquor establishment nor is it licensed.
- Client must obtain a Special Occasion liquor license for their event.
- License is for one day only.

Who can apply for the license?

- Person with a driving license.
- Must be able to supervise the event with regards to the liquor and bar.

How do you get a liquor license?

1. Obtain a liquor license form from any BC government liquor store
2. Complete the form and take it to the Richmond RCMP for approval
(located south of Richmond Centre Mall on Minoru Boulevard)
3. Once the RCMP has approved your license, take it back to the liquor store and pay the license fee: – \$25.00-\$45.00

Special Event insurance instructions

UBC Boathouse event hall:

- UBC is insured and protected by it's own insurance policy
- UBC **strongly** advises all renters to take out a private insurance policy for their event (**especially** if liquor is being served)

Who can apply for the license?

- Preferably the person(s) who is renting the facility (must be of legal age)
- If the renter(s) are not able to obtain this permit, an immediate family member who is of legal age is required

How much does it cost?

- \$150 for a maximum guest count of 200
- 24 hour policy / 1 million dollar liability

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SBC Insurance Agencies LTD:

- Our contact representative with SBC Insurance is:
Bob Ross
#507 1367 W Broadway
Vancouver B.C. V6H-4A9
Direct line: 604 737 3019
Main office: 604 737 3018
www.sbcinsurance.com

Hours of Operation: M-F 8:30am-4:30pm

- If Bob is not available, please contact Bobbie Nicholson receptionist at 604 737 3018

How do you obtain this private policy insurance?

- There are two ways to obtain this insurance policy, via the web or in person:

WEBSITE

- 1.) www.sbcinsurance.com
- 2.) Forms Heading / select special event form / print or complete as a word document or pdf file
- 3.) Fill out form and mail back to the above address Attn: Bob Ross **OR**
- 4.) Fill out form and email it to Bob Ross at ross@sbciinsurance.com
- 5.) Pay by phone (Visa, Mastercard) **or**
- 6.) Pay in person (Visa, Mastercard, cheque or cash) **or**
- 7.) Mail in cheque to the above address Attn: Bob Ross

IN PERSON

1. # **507 1367 W Broadway, Vancouver BC V6H-4A9**
2. Fill out the special event form
3. Pay in person (Visa, Mastercard, cheque or cash)

- **Please write UBC as an additional insured.**
- **Each license is for the rental event only.**
- **Please indicate to SBC insurance the start and finish times of your event.**
- **You may purchase this policy up to six months in advance or as short notice as 24 hours.**