Congratulations! Your Wedding has been confirmed at the Robert H. Lee Alumni Centre

We are extremely excited that you have chosen to celebrate your special day with us! We have created a Wedding Informational Package & Frequently Asked Questions page to assist you with some of your planning and day-of event execution.

Two weeks prior to your event, please email the event form to your assigned Robert H. Lee Alumni Centre (RHLAC) Event Coordinator. Please include your full event timeline along with your form; it is very helpful for our day-of event venue staff.

Your Alumni Centre student event ambassador (SEA) will be onsite to greet you, your planners and your vendors at the venue, assist with the room setup, in-house AV requirements, and any last-minute adjustments that may be necessary. The SEA may take photos of the set up and celebration for our social media and website, please let your RHLAC Event Coordinator know if you would like your wedding to be excluded from our website, Instagram and Facebook page. The SEA can be reached via the on-site cell phone during your event at 604-842-2754.

This package has been created to help your planning process. Please read through and let us know if you have any questions or concerns about your big day. Your assigned RHLAC Event Coordinator will reach out to you in the coming weeks, and will be your contact throughout the planning process.

Happy Planning!
**Timeline at the Robert H. Lee Alumni Centre**

We have received your contract and first payment – Thank you!

90 days prior to your wedding the final payment is deducted and a receipt will be emailed.

2 Weeks prior to your wedding please email the Event Form to your RHLAC Event Coordinator.

7-10 days prior, please submit your Digital Signage (if requested) to your RHLAC Event Coordinator for programming.

All clients are welcome to book a one hour wedding rehearsal dependent on the availability of the venue. You may place a tentative booking on a date at any time. Please note that we cannot confirm your rehearsal date until **two weeks** prior to your wedding date. Any tentative holds may have to be rescheduled to accommodate other booked events. Wedding rehearsals during office hours are encouraged, anything booked after our building closes at 6:00pm weekdays will have a staffing charge of $60. To book tentative rehearsals please contact your assigned RHLAC Event Coordinator.

Within 2 weeks following your wedding, we will refund your damage deposit and charge any linen rentals, galley and damage fees (if applicable).

**Floor Plans**

Attached are blank floor plans with dimensions for your décor planning. Your RHLAC Event Coordinator and caterer will work with you to draft a final floor plan based on your guest count, personal preferences and food service requirements.

**Décor**

Here are just a few answers to frequently asked décor questions:

- You may have candles as long as they are in votive containers (containers must contain flame and wax). No candles are allowed on our window ledges or staircase.
- Unless you have a runner, real flower petals are not allowed on your ceremony aisles as they can stain the carpet. Any stains will be taken out of your damage deposit. We suggest silk flowers if you wish to have them.
- No rice, glitter, confetti, fireworks, or sparklers are permitted inside the venue.
- You may not nail, tape or affix décor items to our walls & windows and/or alter the space in any way. With written permission, you can use 3M removable hooks on our walls.
- We cannot move lounge furniture from rooms unless arranged in advance.
- Clients are responsible for ensuring that all personal possessions & rentals are removed at the end of each booking from the event space. With written permission arranged in advance, we may be able to allow storage of items before your event, and pickup the day after your event if storage space is available. This is not guaranteed, but we like to be flexible when we can.
- You are welcome to bring in any décor team & rentals you wish!
- We have no rigging points in our ceilings.
Robert H. Lee Alumni Centre Audio Visual Rentals

The indoor house sound system is included in your rental; you can plug media devices such as an mp3 player, iPad, iPod or computer, directly into our wall outlets located in the Jack Poole Hall, or Wong Trainor Welcome Centre for music. The Jack Poole Hall has 4 AV ports – two at the front and two at the back wall. We supply an RCA connector cable for this use. We also include 4 wireless microphones, and have 2 podiums with podium microphones available as well.
If you have a slideshow, we have 2 ceiling mounted HD projectors and 2 projector screens. Both these items can come down from the ceiling with a touch of a button! Please bring your own laptop to play a slideshow; we do have HDMI, VGA and dongles you can borrow to plug into our system. You are responsible for setting up and starting the slideshow.

Robert H. Lee Alumni Centre Free Items for Use

- (8) Easels
- (18) 6’ x 2’ tables
- (34) 60” round tables
- (10) 2’ high top/low café height tables
- (315) Banquet chairs
- (6) Coat racks with hangers for 300
- (4) umbrella stands
- (2) highchairs

Vendor Access to Robert H. Lee Alumni Centre

*Pre-event access is only for service providers and wedding party, NOT guests*

Wedding Bookings have access only 1 ½ hours prior to the event start time, unless otherwise determined in advance with your RHLAC Event Coordinator. Additional set-up time may incur a fee.

Personal Items

Please ensure all of your décor, personal items and gifts are taken away at the end of the evening. Robert H. Lee Alumni Centre will not be held responsible for lost or damaged items. If you require special arrangements, please discuss with your RHLAC Event Coordinator prior to your wedding. We try to be flexible and allow storage in our building when available.
Parking

Guests may be driven directly to the main entrance: however, the entrance driveway to Robert H. Lee Alumni Centre is not for parking. Parking is only allowed in designated lots nearby. Our website has links to maps and directions to our buildings as well. [https://alumnicentre.ubc.ca/rental/parking/](https://alumnicentre.ubc.ca/rental/parking/)

We suggest using one of these parkades:

- **Health Science Parkade**
  - 2250 Health Sciences Mall V6T 1Z3

- **MacInnes Field Parkade**
  - 6162 University Boulevard V6T 1Z1

- **North Parkade**
  - 6115 Student Union Boulevard V6T 1Z1

Loading Bay

- The Robert H. Lee Alumni Centre does have a loading bay for vendors directly behind the East side of the building. **THIS IS SHORT TERM, 90 MINUTES ONLY.**
- All vendors must sign in at our front desk, where they will be given a 90 minute code to put in the meter. If loading occurs outside of operating hours they can call our event phone at 604 842 2754, and our onsite student ambassador can assist.
- Please note that NO load-ins can occur in the accessible parking stalls, vehicles can incur a hefty ticket if parked here without an accessible parking badge. If this is not done they will be ticketed.
- After unloading/loading, vendors are expected to move their vehicle to one of our paid parking lots or street parking.
- Please note that the front desk operates from 8am-6pm Monday – Friday and 10am – 4pm on Saturdays & Sundays; all deliveries must be coordinated during this time.

Any deliveries and pick-ups required outside of this time will need to be coordinated in advance with your RHLAC Event Coordinator.

Your Wedding Timeline

Please send your RHLAC Event Coordinator your full Wedding Timeline along with your event form, as it helps us to staff and plan accordingly.

For evening bookings your setup time/access is 3:30pm, for full day booking setup time is 8:30am. Guests must leave by 1:00am and vendor must depart by 2:30am.

Frequently Asked Questions

**What does the Student Event Ambassador (SEA) do for us on our wedding day?**

-The SEA's are friendly, experienced and professional student staff members who are on site for the duration of your event. They can help with basic AV troubleshooting, and assist in ensuring you have what you need for your event, from a venue standpoint, to be a success. SEA's can help to direct people, adjust volume and lights, answer questions, and call for help if anything doesn't go according to plan.
Can I bring in my own alcohol?
We allow our clients to bring in their own alcohol under the following guidelines;
- You must obtain a Special Events Permit by following this link: https://specialevents.bcldb.com/
20 days prior to your event date, under the name of the person purchasing the alcohol. Please keep all receipts.
- We will require a copy of your approved license, prior to your event, and all alcohol must be served by either your caterer or a licensed & professional bartending service.
- When bringing in your own alcohol, we charge a $3.00 per person galley fee following your event
- You will be required to dispose of all bottles/cans off site after your event. Check with your caterer if they can take your recyclables.
- Please note the person obtaining the SEP must also purchase the alcohol and must be present and sober at the event as per B.C. liquor laws.

Some important measurements
- Standard stage size: 32’ x 8’. The stage is made out of eight 4’x 8 panels
- Height of stage: 16”
-Backdrop size: 45.5’ wide x 18’ high
- Ceiling height in Jack Poole Hall 18’
- Elevator size: 7” x 7”
- Podium front insert panel: 18.5” wide x 40.5” tall
- Double entrance doors: 5.5’ wide x 10’ high

What is included in the catering kitchen?
- 2 ovens (no trays)
- 2 warming cabinets
- 1 large cooling rack (6 foot)
- 1 double fridge
- 1 ice machine
- 1 Dishwasher (soap included)
- 2 large sinks
- 1 handwashing sink
- 1 8 foot x 2.5 foot stainless prep countertop
- 3 5 foot x 2.5 foot stainless prep countertop

Is there a bridal room included?
We include one of our classrooms as a complimentary addition to your booking, to be used as a bridal room, prep room, children’s room or for your caterers. You may also book a second classroom at a 50% discount if you require additional space. The classrooms are located directly across the hall from the Jack Poole Hall and can also accommodate slideshows/powerpoints/movies to be connected through your own laptop. If you require a key to lock this room the day of, please bring a $50 cash deposit or driver’s license to trade the key with the student event ambassador on site.
What does my DJ/Band need to bring in? Can they connect to your in-house sound system?
Our in house speakers are mostly designed for our built in background music, microphones and presentations. It is best for your DJ or band to bring in their own speakers, mixers, and set up to ensure they have what is best suited for them.

What do I need to do as a client, at the end of the evening?
-Please ensure you remove all flowers, décor items, boxes, gifts, treats, cakes, etc. from the Jack Poole Hall at the end of your event. Anything you brought in needs to leave with you, unless you have prearranged with your Event Coordinator to store items elsewhere than the Jack Poole Hall.
-Please ensure any large garbage items are brought down to the garbage room that is located inside our loading bay and anything too large for a vacuum is thrown away.
- Have rentals and dance floor picked up at the end of your event. Only if arranged with your RHLAC Event Coordinator in advance can we accommodate these items.
- Your caterer needs to ensure the kitchen is left as they found it and in clean and safe conditions.
- Caterer to remove all garbage, compost & recycling before they leave. (SEA can show them the refuse room)

Can I bring in my own desserts (cupcakes, wedding cake, candy bar, etc.)?
-You are welcome to bring in your own wedding cake, cupcakes and candy bar, at no additional cost by us. If you are hiring an outside company to set something up and provide something such as specialty coffees, popcorn stand, ice cream cart, dessert tastings etc., a 15% landmark fee following your event will apply. (15% of the total food or beverage costs on the vendor bill, to be paid to the Robert H. Lee Alumni Centre).

Can I bring in an outside caterer?
The Robert H. Lee Alumni Centre is proud to offer a wide array of exclusive catering options for our clients to use. We have personally met and worked with all the caterers on our list, and can attest to the quality of the product and services they offer. The caterers on our list have extensive knowledge of the facilities; procedures and what is available for use – this often leads to a cost savings for our clients.

With this being said, we understand that often for religious, cultural or other reasons you will require a caterer who has not been vetted and added to our list. We do allow a non-exclusive caterer for these particular occasions. As part of our catering contract, we would charge you 15% on the food and beverage the external caterer provides. This fee will be taken out of your damage deposit after your event once you submit your catering bill to us.

Note: there are specific steps that need to be taken to accommodate your request. Your damage deposit will be increased to $1,000 and you as the client will be provided with a list of responsibilities you are assuming. Please speak to your RHLAC Event Coordinator directly for more details.
REMINDER: All furniture in Jack Poole Hall must be 1 foot away from all windows.
ROBERT H. LEE ALUMNI CENTRE
Level 1

Banches: Width - 1.5'
Length - 4'10"

Chairs: Width - 2.5'
Length - 2'10"

Couches: Width - 3'
Length - 7'10"
REMINDER: All furniture in Jack Poole Hall must be 1 foot away from all windows.