Thank you for your interest in booking at VanDusen Botanical Garden. Please review the information below to gain a better understanding of what is involved in renting our facilities for your event.

**Facility Overview:**

The Visitor Centre is comprised of 3 rental halls; the BMO Great Hall and Peggy Gunn Woodland Hall A & B. These rooms can be rented as one large space or separated into 3 smaller rooms depending on the needs of your event. On **Saturday’s only** from April-October, if you would like to rent the Visitor Centre Halls you must book all 3 rooms combined (BMO Great Hall/ Peggy Gunn Woodland Hall A & B). The Floral Hall Pavilion has 2 rooms (Floral Hall & Cedar Room) which are located in our older building. Our halls can be booked from 8:00am - 5:00pm, 5:00pm - midnight, or for a full day from 8am to midnight (or until 1am on Saturdays only).

This unique garden setting is wheelchair accessible and has ample free parking. We also have a lovely Garden Shop and Truffles Fine Foods café and catering located on site. Shaughnessy Restaurant is also a short walk away at the north west side of the parking lot.

A Reservation fee is required upon booking and a $10.00 SOCAN fee is charged if music is played. All events require liability insurance with the “City of Vancouver and its Board of Parks & Recreation” named as additional insured. If alcohol is being served at your event, $5 million in liability coverage is required. If you will not be serving alcohol $2 million in liability coverage is required. A special occasion license is also required for any events serving alcohol. Please note that renters are responsible for set up and take down, and garbage is to be taken to the garbage bins located outside of the building. When using the Visitor Centre Halls, a 12% catering fee applies on the food and beverage costs. If you use Truffles Fine Foods who are located on site, the 12% does not apply.
2020 Rental Rates (all rates subject to change)

VanDusen Visitor Centre - The BMO Great Hall and Peggy Gunn Woodland Hall A & B are located in our new Visitor Centre building. These halls are a picturesque location for business meetings, conferences, wedding ceremonies & receptions, memorials, seminars, banquets, Christmas parties or for special office functions.

These halls have free WiFi accessibility, however it is not strong enough for video conferencing style events. The WiFi can be accessed on the VanWiFi network and no password is required.

Please note: To receive the non-profit rates, we must receive a copy of your non-profit certification prior to booking.

BMO Great Hall - *All prices below subject to GST*

The BMO Great Hall is a spacious room situated in the new Visitor Centre in our beautiful garden setting. It can accommodate 70-80 for a lecture-style presentation, 40 around workshop tables, or 60 for a seated reception.

- Maximum Capacity: 70-80 lecture, 40 workshop, 60 reception
- 8am-5pm or 5pm-midnight
  - Standard rate: $950.00
  - Non-Profit rate: $627.00
- 8am-midnight
  - Standard rate: $1,550.00
  - Non-Profit rate: $1,023.00

Peggy Gunn Woodland Hall (A & B combined)

The Peggy Gunn Woodland Hall is located beside the Great Hall (can be rented separately or in conjunction with the Great Hall). These halls have a beautiful view of Livingston Lake and the garden. It can accommodate 100 for a lecture-style presentation, 40 around workshop tables, or 60 for a seated reception.

- Maximum Capacity: 100 lecture, 40 workshop, 50-60 reception
- 8am-5pm or 5pm-midnight
  - Standard rate: $950.00
  - Non-Profit rate: $627.00
- 8am-midnight
  - Standard rate: $1,550.00
  - Non-Profit rate: $1,023.00

Peggy Gunn Woodland Hall A or B

The Peggy Gunn Woodland Hall can be separated into 2 smaller rooms:

- Maximum Capacity of each, A or B: 50 lecture, 20 workshop, 25-30 reception
- 8am-5pm or 5pm-midnight
  - Standard rate: $475.00
  - Non-Profit rate: $314.00
- 8am-midnight
  - Standard rate: $775.00
  - Non-Profit rate: $512.00

Room Combinations

BMO Great Hall and Peggy Gunn Woodland Hall A

- Maximum Capacity: 130 lecture, 60 workshop, 90 reception
- 8am-5pm or 5pm-midnight
  - Standard rate: $1,425.00
  - Non-Profit rate: $941.00
- 8am-midnight
  - Standard rate: $2,325.00
  - Non-Profit rate: $1,535.00

BMO Great Hall and Peggy Gunn Woodland Hall A&B

- Maximum Capacity: 180 lecture, 80 workshop, 120 seated reception or 150 stand up cocktail-style reception
- 8am-5pm or 5pm-midnight
  - Standard rate: $1,900.00
  - Non-Profit rate: $1,254.00
- 8am-midnight
  - Standard rate: $3,100.00
  - Non-Profit rate: $2,046.00

Available for use as requested:

- 2.5' x 6' tables
- Black padded chairs
- Coffee & Hot Water Urns
- Audio cable for sound
- Podium
- Microphone
- 8’ x 6’ Portable Projector Screen & Trolley
- LCD projector (available for rent)
- Servery Kitchen (access to be discussed with Truffles)

For any 2021 bookings - if you wish to keep the 2020 rate, full payment is due by December 4, 2020.
Visitor Centre Halls Admission Packages  (For Private Events Only - Excludes Festival of Lights)

<table>
<thead>
<tr>
<th>Package Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodland Hall A or B</td>
<td>$100.00+GST/day</td>
</tr>
<tr>
<td>Woodland Hall A &amp; B</td>
<td>$200.00+GST/day</td>
</tr>
<tr>
<td>BMO Great Hall</td>
<td>$150.00+GST/day</td>
</tr>
<tr>
<td>BMO Great Hall &amp; Woodland Hall A</td>
<td>$250.00+GST/day</td>
</tr>
<tr>
<td>BMO Great Hall &amp; Woodland Hall A &amp; B</td>
<td>$400.00+GST/day</td>
</tr>
</tbody>
</table>

Package covers all of your guests garden entry on the day of your event (during garden hours), with entry through the hall doors - no guest list required. For Public events, guests must pay for entry at the admission desk.

Sample Floor Plans

**Reception Style**  
BMO Great Hall and Peggy Gunn Woodland Hall A & B  
Maximum 120

**Lecture Style**  
BMO Great Hall and Peggy Gunn Woodland Hall A & B  
Maximum 200

Pipe & Drape/Décor not included
Sample Floor Plans

Pod Style
Peggy Gunn Woodland Hall A & B
Maximum 54

Boardroom Style
Woodland Hall B
Maximum 20

Classroom Style
Woodland Hall B
Maximum 22

Ceremony Style
Woodland Hall B
Maximum 50

Lecture Style
Woodland Hall B
Maximum 40
2020 Rental Rates (all rates subject to change)

Floral Hall Pavilion - The Floral Hall and Cedar Room are located in one of our original VanDusen buildings. These halls have free WiFi accessibility, however it is not strong enough for video conferencing style events. The WiFi can be accessed on the VanDusen network and no password is required.

Please note: To receive the non-profit rates, we must receive a copy of your non-profit certification prior to booking.

Floral Hall - *All prices below subject to GST*

The Floral Hall at VanDusen Botanical Garden also has a beautiful garden setting. The Floral Hall will accommodate up to 135 for a lecture-style presentation, 60 around workshop tables, or 120 for a reception. This is a unique location for business meetings, conferences, seminars, memorials, wedding receptions, banquets, Christmas parties or for special office functions.

<table>
<thead>
<tr>
<th>Time</th>
<th>Standard Rate</th>
<th>Non-Profit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am-5pm or 5pm-midnight</td>
<td>$840.00</td>
<td>$554.00</td>
</tr>
<tr>
<td>8am-midnight</td>
<td>$1,365.00</td>
<td>$900.00</td>
</tr>
</tbody>
</table>

Cedar Room

The Cedar Room is a conveniently located, moderate sized room capable of accommodating 50 for a lecture-style presentation or 20 people around workshop tables.

<table>
<thead>
<tr>
<th>Time</th>
<th>Standard Rate</th>
<th>Non-Profit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am-5pm or 5pm-midnight</td>
<td>$275.00</td>
<td>$182.00</td>
</tr>
<tr>
<td>8am-midnight</td>
<td>$460.00</td>
<td>$304.00</td>
</tr>
</tbody>
</table>

Available for use as requested:
- 2.5’ x 6’ tables
- Black leather chairs
- Coffee & Hot Water urns
- Sound System (Floral Hall only)
- Podium (Floral Hall only)
- Microphone (Floral Hall only)
- Projector Screen
- LCD projector (available for rent)
- Kitchen (Floral Hall only)

Floral Hall/Cedar Room Garden Admission Packages  (For Private Events Only - Excludes Festival of Lights)

<table>
<thead>
<tr>
<th>Package Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floral Hall (up to 75 guests)</td>
<td>$200.00+GST/day</td>
</tr>
<tr>
<td>Floral Hall (over 76 guests)</td>
<td>$400.00+GST/day</td>
</tr>
<tr>
<td>Cedar Room (up to 20 guests)</td>
<td>$60.00+GST/day</td>
</tr>
<tr>
<td>Cedar Room (over 21 guests)</td>
<td>$120.00+GST/day</td>
</tr>
</tbody>
</table>

Facility Viewings

If you would like to arrange a time to view our location, the rentals office is open 9 - 4pm weekdays; tours available based on availability.

For viewing the garden locations, please contact us and we will be pleased to give you a tour of the garden venues. Should an evening or weekend be more convenient, we will make arrangements for you to have garden access (during hours of operation) to view the garden and you can contact us thereafter with your questions.
Floral Hall & Cedar Room Floor Plans/Images

Floral Hall Floor Plan
Maximum 120 seated reception

Cedar Room Floor Plan
Maximum 50 lecture style

Please note: Floral Hall no longer has a stage. All décor, linens and chair covers rented separately.