



2025 HYCROFT  
WEDDINGS

# Contents

3 GENERAL INFORMATION

4 FACILITY INFORMATION

5 FLOOR PLANS

6 RENTAL RATES

9 RENTAL POLICIES

16 CONTACT US





PHOTO BY BLUSH WEDDING PHOTOGRAPHY

*Nestled in the historic neighbourhood of Shaughnessy, minutes from the downtown core and the Vancouver airport, Hycroft offers an unparalleled setting to host your next gathering. This 115-year-old Edwardian Heritage building is a bastion of elegance in the center of the busy city. It has been the home of the University Women's Club since they purchased the estate in 1962, and they have carefully restored and cared for it ever since.*

*Hycroft offers several unique dining areas, and an incredible terrace that looks out upon the natural beauty of its gardens with a spectacular mountain backdrop. Beautifully furnished and maintained, the stately rooms of Hycroft provide the ultimate in luxury: grand iconic columns, classic mouldings, gold chandeliers, bright, airy atriums, and rooms for relaxation. Whether hosting a small dinner, a corporate meeting, or a wedding reception, Hycroft will create a memorable experience for you and your guests with extraordinary hospitality and uncompromising service. Our experienced team is committed to delivering creative solutions for your event. From floor plans to custom menus, we will take care of every detail.*

*Thank you for choosing Hycroft!*

# FACILITY INFORMATION

*There are countless decisions involved in planning your wedding. Our experienced and dedicated staff are committed to ensuring that your special day runs as smoothly as possible. Let us help make this the most memorable and enjoyable day of your life.*

## ELEGANCE & HERITAGE

*Hycroft is conveniently located 5 minutes from the downtown core. Throughout the house, find Edwardian hand-carved marble fireplaces, original crown mouldings, and classic French doors that will compliment any wedding decor. The Hycroft Grand Ballroom is elegantly furnished with elaborate gold chandeliers, original fireplaces, and back-lit stained glass. It was built with a hand-sprung dance floor - a rarity in Vancouver. Treat your guests an evening they will never forget.*

## RETREAT FOR THE COUPLE

*Hycroft offers a complimentary Edwardian suite for the couple to prepare for their special day on the second level of the venue.*

## CEREMONIES & RECEPTIONS

*In addition to our indoor spaces, Hycroft has two gorgeous garden settings and a terrace with a mountain view to host your ceremony.*

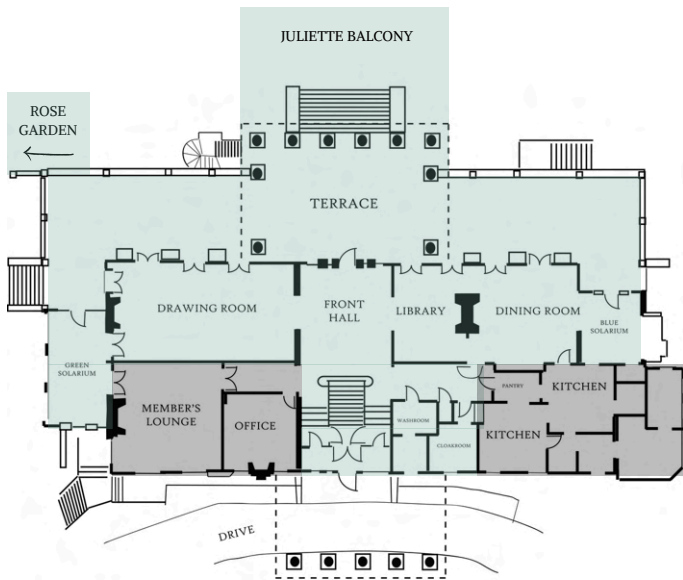
*Ceremonies at The Rose Garden: up to 100 seated  
Ceremonies at The Juliette Balcony: up to 60 seated  
Ceremonies on The Terrace: up to 100 seated*

*Dining in the Hycroft Drawing Room: up to 50  
Dining in the Hycroft Ballroom: up to 100  
Dining on the Hycroft Terrace: up to 100*

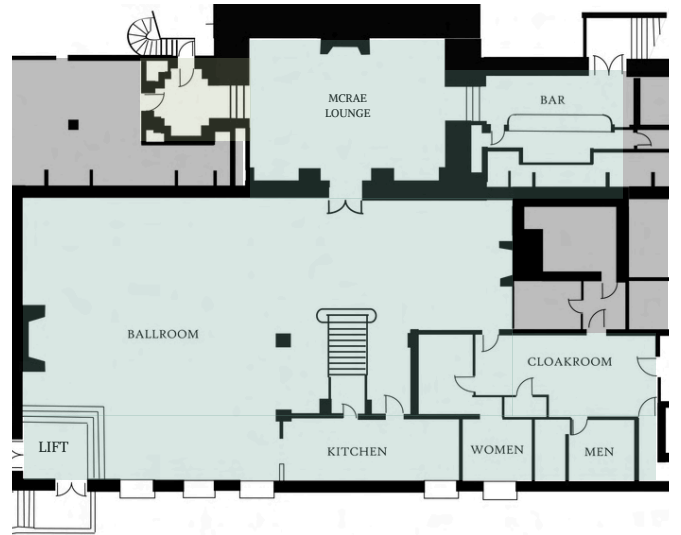


# FLOOR PLANS

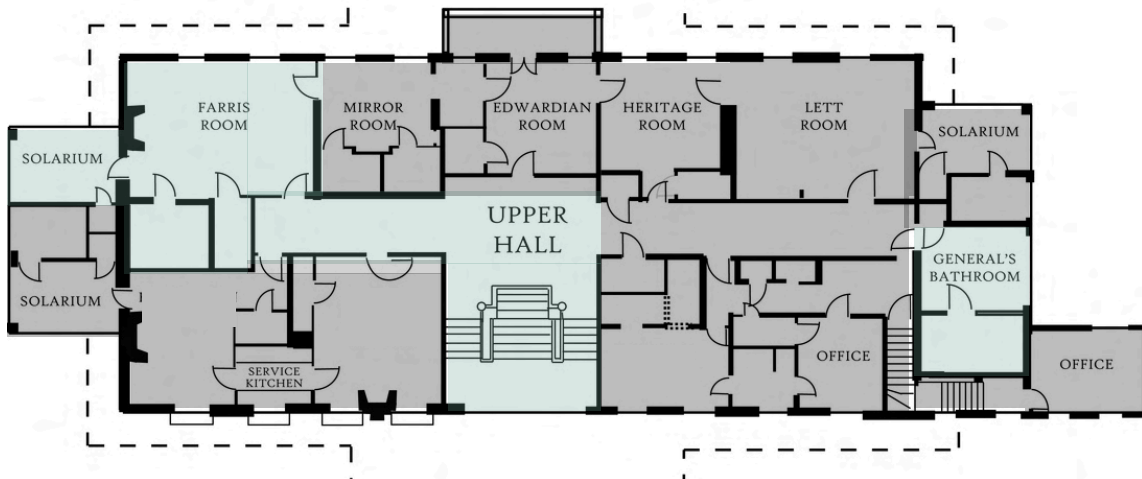
## MAIN FLOOR



## BALLROOM & MCRAE LOUNGE



## SECOND FLOOR



INCLUDED IN RENTAL

NOT INCLUDED IN RENTAL



# RENTAL RATES

HALF DAY  
FRIDAY

\$10,500

3:00 PM ACCESS

9:30 PM TERRACE END TIME

11:00 PM INDOOR END TIME

\$8,500

FOOD & BEVERAGE

MINIMUM SPEND

APPLICABLE FOR ALL  
WEDDING BOOKINGS

# RENTAL RATES

FULL DAY  
SATURDAY

\$15,500

9:00 AM ACCESS

9:30 PM TERRACE END TIME

11:00 PM INDOOR END TIME

\$8,500

FOOD & BEVERAGE  
MINIMUM SPEND  
APPLICABLE FOR ALL  
WEDDING BOOKINGS





# RENTAL RATES

FULL DAY  
SUNDAY

\$14,500

9:00 AM ACCESS  
9:30 PM TERRACE END TIME  
11:00 PM INDOOR END TIME

\$8,500  
FOOD & BEVERAGE  
MINIMUM SPEND  
APPLICABLE FOR ALL  
WEDDING BOOKINGS



# RENTAL POLICIES

## ROOM RENTAL INCLUDES

- 60" round, 6-ft & 8-ft banquet, cocktail and bistro tables
- white resin garden chairs or red & gold banquet chairs
- vintage signing table & chair for weddings
- white linen and white cloth napkins
- silverware, tableware, and stemware, and all bar glassware
- podium, and use of cloak room for guest belongings
- patio umbrellas, and outdoor garden furniture
- Hycroft serving & bar staff.
- set up of all venue and catering related items
- one front door security personnel

## REQUIREMENTS

*A Wedding Planner/Day-of Coordinator is required. The planner must be bondable and hold valid WCB standing.*

## WEDDING REHEARSALS

*UWCV offers a one-hour complimentary wedding ceremony rehearsal between Monday-Thursday 2 pm - 6 pm subject to availability. Attendee list is required. The rehearsal is limited to wedding party only. Vehicles must not be parked in the member's parking lot.*





## DEPOSIT & PAYMENTS

*All functions require a non-refundable retainer be provided to be confirmed as booked. The room rental payment schedule will be outlined in the rental agreement provided at the time of booking.*

*A non-refundable deposit of food & beverage minimum must be provided 180 days prior to the event date.*

*The estimated balance of the event is to be paid thirty (30) days before the event.*

*The UWCV requires a credit card on file for guarantee. Payment may be made by VISA, Mastercard, certified bank draft or cheque.*

## CANCELLATIONS

*The room rental deposit amount that has been paid at the time of cancellation is non-refundable. Functions cancelled within thirty (30) days of the event date are subject to a cancellation fee of 100% of the food and beverage revenue. Written notice of cancellation is mandatory.*

## MENU SELECTION & GUARANTEES

*Menu selections and pricing will be finalized 45 days prior to your event date. A retainer payment on your minimum spend must be provided 180 days prior to the event date. The balance must be paid 30 days prior. We require the guaranteed number of guests no later than 10 business days prior to the event date. It is the sole responsibility of the client to provide this guarantee to our staff. Your final billing will reflect your guaranteed or actual number of guests in attendance, whichever is greater. A service charge of 20% is applicable to all food and beverage items.*

## LIQUOR SERVICE

*Bar service selections are required no less than 45 days in advance of the event. The renter must use UWCV bartenders and bar services for their event. The bar must close prior to or at 10:30 pm nightly. UWCV does not permit shots or shooters. UWCV is a liquor primary establishment. All minors must vacate the premises by 10:00 pm. No exceptions.*





## DAMAGES

*Hycroft management reserves the right to inspect and control all private functions. UWCV will not assume responsibility for the damage to or loss of any merchandise or articles left in the event facility prior to, during, or following an event. The renter agrees to be responsible for the conduct of his or her guests and for any damages to the premises during their event, or for any damages done by an independent contractor hired by the guest. Damage deposit will be in form of a credit card authorization form for a \$1,000 pre-authorized amount. Any damage and extraordinary cleaning as a result of the rental will be deducted from the Damage Deposit.*

## FURNITURE

*Arrangement for use and relocation of all Hycroft furniture, and or pianos must be coordinated and authorized in advance with the Events Manager. Any furniture and/or pianos that are moved without advance notice and authorization will subject the renter to a \$500 fine.*

## SMOKING & DRUGS

*Hycroft is a smoke-free facility. This includes all interior spaces, and exterior locations (including the terrace, gardens, and parking lot). This includes vapes, e-cigarettes. There is an ashtray and designated smoking area provided near the parking lot.*

*Hycroft has a zero tolerance policy towards the use and possession of illegal drugs on the premises. Any guest found to be using illegal drugs on site or thought to be under the influence will be removed from the property.*

## SOUND & MUSIC

*Out of respect for our neighbours, we require that all audio sources or performances must be approved by Hycroft.*

- *All audio must be coordinated with and authorized by the Events Manager.*
- *DJs must be approved by our Events Manager.*
- *If our staff determines that the sound levels are too high, adjustments must be made to reduce the volume.*
- *Dancing is permitted in the Ballroom only.*
- *Music that can be heard on the terrace must cease no later than 9:30 pm.*

## SOCAN FEE

*The Society of Composers, Authors, and Music Publishers of Canada assesses a tariff for the performance of live and recorded music. Functions with live and recorded music with or without dancing are subject to a fee which will be collected by UWCV at the time of billing, and paid to SOCAN (prices are subject to applicable taxes),*

## RE:SOUND FEE

*The Copyright Board of Canada charges a fee each time recorded music is played and distributed to the artists and record companies worldwide for public use of their music, otherwise known as Tariff 5.B. Functions with recorded music are subject to a fee which will be collected by UWCV at the time of billing and paid to Re:SOUND (prices are subject to applicable taxes).*





## SIGNS & BANNERS

*Signs are not permitted on the exterior of the building, or lobby areas without the approval of the Events Manager. Printed signs for functions rooms must be free standing, or placed on an easel. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building, chandeliers, or furniture.*

## DECOR & STORAGE

- *No flames are permitted indoors or out. This is inclusive of votives. Sparklers are not allowed.*
- *Pets and other animals are not permitted, excepting certified service animals.*
- *Confetti and glitter are not permitted.*
- *The Renter is responsible for removal of all decorations, gifts, boxes, and empty containers before the end of their rental period. The Renter, all guests, and their vehicles must leave the premises by the end of the rental period. The Renter will be subject to a fine of \$600 hour when exceeding the agreed tear-down end time. A \$1200 fee applies for any rentals that stay past midnight.*
- *All guests and vehicles must leave the premises by 11 pm.*
- *A cleanup fee of \$350 will apply should the Renter fail to remove any décor elements or items from the rented space.*
- *Storage is not available.*

## ACCESSIBILITY

*Due to the nature of our heritage property, wheelchair access is available only to the Main Floor and Terrace through ramps, and the Ballroom level through a lift & elevator. The lift must be operated by a Hycroft Staff Member.*

## GUEST PARKING

*There is limited complimentary parking in Hycroft's parking lot, and an abundance of free public parking on McRae Avenue, and at The Crescent. Hycroft parking is private property and is reserved for Members only during club hours.*



# Contact Us

CALL THE EVENT SALES OFFICE:

604.731.4662

[EVENTPLANNER@UWCVANCOUVER.CA](mailto:EVENTPLANNER@UWCVANCOUVER.CA)

1489 MCRAE AVE  
VANCOUVER, BC  
V6H 1V1

