

# UBC Farm Event Guidelines



**ubcfarm**

AT THE UNIVERSITY OF BRITISH COLUMBIA

**Centre for Sustainable Food  
Systems at UBC Farm**

**Last updated: 01/12/2012**

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# UBC Farm Event Guidelines

## Events at the UBC Farm

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The UBC Farm provides a beautiful and unique agrarian setting for events unlike anything else in Vancouver. We can host a wide range of events for both academic and non-academic users.

We have hosted picnics, birthday parties, conferences, BBQs, corporate parties, weddings, reunions, field dinners, music and sports events, meetings and retreats, bonfires, outdoor movie showings, and more!

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

## A working farm and community hub

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When considering the UBC Farm for your event location, it's important to keep in mind that the UBC Farm is a working farm – that is, it's a “real farm” that supports itself with the sale of produce grown on-site. This means there may be farm equipment and materials lying around, farm staff and students working in the fields, irrigation watering the crops, animals making noises (and smells), and other farm activities going on. Though we maintain cleared pathways, the terrain is generally bumpy and not manicured. This all adds to the uniqueness and authenticity of the site, but we strongly encourage you to visit the Farm before booking to make sure it's a good fit for your event.

In addition, with over 50,000 visitors each year, the Farm is a bustling hub of activity for the UBC and Vancouver community. On any given day, you may find undergraduate students out with their professors, graduate students doing research, a salmon smoke and Aboriginal community feast near the fire pit, school children on a class tour, customers shopping at our Saturday market, and a public workshop or lecture. This means it's highly likely you'll be sharing the site with others, especially if your event occurs during the Farm's open hours. We do our best to separate activities with time and space, but can't guarantee exclusive access. In addition, as an academic facility, priority is given to UBC academic users.

## Visiting the site

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You're welcome to visit the Farm and have a look around on your own during our open hours, which change seasonally and are posted on our website. If you'd like to schedule a visit to discuss your event, email [ubcfarm.events@gmail.com](mailto:ubcfarm.events@gmail.com) to set up an appointment. **Please thoroughly read these guidelines first**, as they may help answer your questions.

## Getting to the farm

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The UBC Farm is located at 6182 South Campus Road. Maps and driving/transit directions are available at <http://ubcfarm.landfood.ubc.ca/about/directions-hours-and-contact-information>

It's about a **15-minute walk from the nearest transit stops**. At this time, there are no shuttles available between transit stops and the Farm, or between main campus and the Farm.

There is ongoing construction along Wesbrook Mall south of 16<sup>th</sup> Ave. Make sure to check and see if there are any changes to Farm access prior to your visit or event.

## What to do at the UBC Farm

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Have a great time! If your event takes place during the Farm's open hours, you can feel free to:

- Take a walk around the farm and see what's growing. Please keep to the mowed paths.
- Visit the **chickens and bees**.
- Check out the **Children's Garden** and our **cob building** near the Farm Centre.
- Wander through our **heritage apple orchard**.
- If your event is on a Saturday, visit our **market** (9am-1pm) and pick up some tasty produce.
- Follow the **Agroforestry Trail**, a 45-minute leisurely walk that leads around the farm and through the forest.
- Enjoy bocce, Frisbee or other activities on our large **Events Field** near the main gates.

## Some important site protocol

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Here are some important policies to keep in mind when at the Farm. **It is your responsibility to communicate these site rules to your guests.**

- Please do not walk in any cultivated field areas 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.
- **No smoking on site.** Smoking is permitted outside the gate in the main entrance parking lot. You must provide a receptacle for cigarette butts if your guests plan to smoke.
- The farm has live-in caretakers who look after the site. Please respect the caretakers' privacy; this is their home. Avoid walking through the grassy area in front of the trailers.
- **Dogs must be kept on a leash** at all times.
- Look at but don't touch any livestock or bee hives; **watch out for electric fences.**
- All cars must be parked outside the Farm gates.
- Consider the weather and wear appropriate outdoor attire and footwear.
- Please leave the site as you found it so it can continue to be enjoyed by others.

## Farm capacity

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The farm can host almost any size group. Specific locations on-site can accommodate different group sizes. You'll want to visit to determine which location is best suited to your event.

## Fees and charges

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### Tours

Guided farm tours are available dependent on staff availability and are generally scheduled during open hours. Two weeks advance notice is preferred for tour bookings. The ideal group size is between 15-25 people per one tour guide, though 30 can be accommodated. Farm tours run rain or shine. Please see the “Payment and cancellations” section for our tour cancellation policy.

<b>Group</b>	<b>Description</b>	<b>Fee</b>
UBC groups	UBC students participating in UBC credit courses	By donation: suggested donation \$3.00/student
Domestic groups	Groups coming from Canada, not requiring translation	\$5.00/person, minimum \$60 for 1-hour tour
International groups	Groups coming from outside of Canada, typically requiring translation (not provided by UBC Farm)	\$8.00/person, minimum \$60 for 1-hour tour

## Site rental fee structure

The following rental rates are for the primary event locations at the UBC Farm. If you have event requests not addressed by the following fees or guidelines, please contact us. Private (non-UBC) groups are charged 12% HST. HST is not included in the rates below.

Location	Description/Capacity	Minimum charge (4 hours)	Hourly rate (after 4 hours)
Farm Centre Kitchen	<ul style="list-style-type: none"> <li>1-30 people</li> <li>Suitable for small events, meetings, workshops</li> <li>Open hours bookings only</li> <li>Heavily-used space; book well in advance</li> </ul>	\$135	\$33.75
Children's Garden & Bread Oven	<ul style="list-style-type: none"> <li>1-40 people</li> <li>Suitable for small parties or wedding ceremonies</li> <li>Cob bread oven available</li> </ul>	\$135	\$33.75
Children's Greenhouse	<ul style="list-style-type: none"> <li>1-40 people; slightly more if standing only</li> <li>Suitable for small seated dinners, parties</li> <li>Heavily-used space; book well in advance</li> </ul>	\$135	\$33.75
Fire pit area	<ul style="list-style-type: none"> <li>40-100 people</li> <li>Suitable for BBQs, fires</li> </ul>	\$150	\$37.50
Harvest Hut lawn	<ul style="list-style-type: none"> <li>40-200 people</li> <li>Suitable for BBQs, picnics, beer gardens</li> <li>Unavailable Saturdays until after 2pm</li> </ul>	\$150 (40-100 people)	\$37.50
		\$300 (101-200 people)	\$75.00
Poplar Grove	<ul style="list-style-type: none"> <li>40-120 people</li> <li>Suitable for weddings, seated dinners</li> <li><b>Unavailable Saturdays after 3:30pm</b></li> </ul>	\$300	\$75.00
Events Field / Orchard	<ul style="list-style-type: none"> <li>200+ people</li> <li>Suitable for weddings, seated dinners, large events</li> </ul>	\$400	\$100
	<ul style="list-style-type: none"> <li>All events over 400 people are charged additional fees per increments of 100 people</li> </ul>	\$400 + \$100 for each 100-person threshold (e.g. 401 people = \$500 minimum charge for four hours)	\$100 + \$25 increase in hourly rate for each 100-person threshold (e.g. 401 people = \$125 hourly rate)

## ***Additional fees and information***

### **Rates & Fees:**

- Events that extend past the Farm's open hours are assessed a **lock-up fee**. After the Farm is closed to the public, guests must remain in the vicinity of the rented event space.
  - A \$50 fee applies to events ending between 6:00 pm-9:00 pm
  - A \$100 fee applies to events ending from 9pm onward
- Smaller groups are welcome to book a larger-capacity area (e.g. a group of 30 booking the Events Field), but they will be charged at the rates indicated for each location.
- Low-income/non-profit groups interested in scheduling a tour or event at the Farm are welcome to inquire about negotiable rates or the possibility of doing volunteer work in lieu of a portion of the fee.
- **The UBC Farm reserves the right to assess all events on a case-by-case basis in terms of their impact on the site and amount of staff time and effort involved and may adjust the fees and charges accordingly.**
- Rates are charged for the total time on-site, including set-up and clean-up. For example, if your event time is from 3pm-9pm and you arrive on-site at 11:00am and leave at 11:00 pm, you will be charged the 4-hour base fee plus 8 hours at the hourly-rate.
- There is a 25% discount on the rental cost for a second Farm location. This discount applies to the site with the lower rental rate.
  - e.g. Full cost for renting the Events Field, with a 25% discount for renting the Poplar Grove on the same day

### **Events Field & Poplar Grove:**

- 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. More refined trimming, weed whacking, etc. are up to the renter if desired, pending approval of Farm staff.
- The UBC Farm does not water any grassy areas, and in the late summer/early fall the Events Field and Poplar Grove can be quite dry. The Poplar Grove can also be quite soggy after multiple days of rain.
- As indicated in the fee structure above, the Poplar Grove is not available after 3:30pm on Saturdays.
- Your rental fee for the Events Field and Poplar Grove includes 1 hour of exclusive access where we will make an effort to prevent staff and students from being in the vicinity, tractors from driving by, irrigation turned on nearby, etc. This 1-hour time period needs to be requested and scheduled ahead of time. It cannot be changed on short notice as we adjust our program activities to fit around this time, so please ensure your event stays on schedule.
- The area included in the Poplar Grove rental encompasses only the area to the south of the adjacent UBC Farm Practicum student garden plots. The grass pathway north of the Practicum plots is not available for event set-up.
  - **A 3-foot buffer must be maintained between any event set-up and the Practicum student plots.** Our site liaison will check your set-up to ensure this buffer is maintained.

## ***UBC discount***

UBC-affiliated groups – including UBC faculties, departments, student societies, residence halls, AMS clubs, etc. – that hold events under 100 people receive a 25% discount on posted site rental rates and are not subject to the after-hours lock-up fee. UBC groups over 100 people are subject to posted rates. The UBC Farm doesn't offer an alumni discount, though alumni are given advance booking privileges (see *Bookings and Contracts*).

## Photography

Visitors and parties who are renting the site are welcome to take photographs at the UBC Farm. We request that photographers exercise discretion and respect toward other site users, including livestock.

Provided that no significant time is required from UBC Farm staff members to coordinate a photo shoot, a fee will not be assessed. If a photo shoot necessitates significant staff coordination and/or the borrowing of site equipment (e.g. a photo shoot with a tractor), then a fee will be determined and applied relative to the amount of staff time required. If your photo shoot involves a large number of people, a sizeable area, or a long period of time, we ask that you inform us in advance in order to ensure that there will be no conflicts with other site users.

## Bookings and contracts

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### Availability and advance booking privileges

As an academic facility, priority is given to UBC academic users. Booking requests from faculties, departments and other official UBC-affiliated organizations can be requested at any time. For private rentals, the UBC Farm accepts bookings according to the timelines below:

- **UBC affiliation:**
  - If the primary principal of an event (e.g. bride or groom) is a UBC alumnus, registered UBC student, faculty or staff member, a booking can be made **up to 8 months in advance of the desired date** (e.g. November 1<sup>st</sup> for a July 1<sup>st</sup> event).
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- **No affiliation with UBC:**
  - If the primary principal of an event (e.g. bride or groom) has no affiliation with UBC, a booking can be made **up to 6 months in advance of the desired date** (e.g. January 1<sup>st</sup> for a July 1<sup>st</sup> event).

The farm's open hours vary through the year and are updated on our website. We are generally open Monday-Saturday, 9:00 am-5:00 pm from June to October. Events can generally be scheduled outside of open hours into the evenings (see *Curfew and noise*). **Sundays are not available for bookings.**

**Please note that the following policy applies to weekend bookings** (see *Curfew and noise* for details):

- The first two weekends (Friday/Saturday) of each month from May through October are open to private rentals that can extend past open hours (i.e. until the event curfew listed below).
- The second two weekends (Friday/Saturday) of each month from May through October are open to private rentals that must be concluded, with all clean-up completed and the site vacated, by 9pm.

Our field use is dynamic enough that the availability of some favoured event locations may change on short notice. Because of the farm's primary function as a teaching and research facility, we are constantly establishing and concluding projects; therefore **we can only provide a realistic description of site conditions four months in advance of an event.** We recommend making an alternate on-farm location choice when booking the site in case the originally chosen location becomes unavailable.

The UBC Farm reserves the right to determine whether a proposed site use is compatible with our academic mission. The UBC Farm reserves the right to refuse site use for any activity that is deemed to

undermine or detract from our academic mission, including activities that would cause unacceptable disturbance to field areas, particularly activities that would negatively affect field research projects. The UBC Farm reserves the right to refuse site use for any activity that they deem to be contrary to or otherwise incompatible with the farm's vision, mission, and guiding principles as published in the *Cultivating Place* academic plan.

To inquire about dates and request an estimate, contact [ubcfarm.events@gmail.com](mailto:ubcfarm.events@gmail.com). Please provide details regarding your:

- Event date
- Purpose of rental
- Duration of rental (total time on-site)
- Number of attendees
- Location desired (if known)

## Contracts

For UBC academic users (e.g. faculties, departments, courses), Farm staff can determine if a proposed event is suitable and provide permission for use. No contract is required, though payment details apply. Participants may be required to read and sign a waiver form and participant code of conduct.

A signed contract is required for all rentals by third-party users. This agreement takes some time to process as it has to be reviewed and signed by the University Counsel's office to authorize use of the site. Farm staff will work with you to complete this agreement. This process needs to be started **at least 8 weeks prior to your event date**. Under special circumstances we may be able to process agreements in a shorter time.

## Payment and cancellations

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### Payment

Rental payments involve two deposits:

1. Upon confirmation of the booking, **a deposit is required to hold the date**. The amount of the deposit is 25% of the estimated rental fee for your event. A portion of the deposit is non-refundable. The balance of the rental fee is payable at least 28 days prior to the event date.
2. For events over \$1,000, a \$500 **damage deposit** (post-dated cheque) will be required when the final payment is made. For events under \$1,000, a \$250 damage deposit will be required. **This damage deposit covers:**
  - Excessive noise and/or music during the event (in recognition of the impact of noise on our onsite caretakers, as well as our growing community of neighbours)
  - Noise and/or music extending past the end time
  - Any cleaning required as a result of incomplete post-event clean-up
  - Failure to vacate the site by the agreed-upon lock-up time
  - Damage to UBC property (e.g. broken trellises)

Small events and tours may not require a deposit or damage deposit, and payment can be made on the day of the event. Farm staff will make this determination. The renter is still financially responsible for physical damages incurred as a result of event activity, and a damage charge will be added to your final bill if necessary.

Fees are payable in cash or cheque made out to UBC Farm. We **cannot accept credit cards**. We can also accept JVs from UBC units. If paying by cash, please bring exact change.

## Cancellations

If you need to cancel your event, we require a written cancellation notice (via mail or email). The cancellation policy is outlined in the contract and specifies:

- If the cancellation notice is received more than 14 days prior to the event, the renter agrees to pay the UBC Farm 20% of the rental fee.
- If the cancellation notice is received between 7 to 14 calendar days prior to the event, the renter agrees to pay the UBC Farm 50% of the rental fee.
- If the cancellation notice is received less than 7 calendar days prior to the event, the renter agrees to pay 100% of the rental fee.

**Tour Cancellation Policy:** If you cancel your tour more than 24 hours before your scheduled time slot, you will be billed for a \$30 cancellation fee. If you cancel your tour less than 24 hours before your scheduled time slot, you will be billed for a \$60 cancellation fee. The cancellation fee compensates the UBC Farm for the administrative costs, staff labour, and booked resources that cannot be recovered when a tour is cancelled on short notice.

## Insurance

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For private (invitation-only) events, general liability insurance is recommended but not required. 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. The UBC Farm will require proof of insurance 14 days prior to the date of the event.

## Curfew and noise

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For the first two Friday and Saturdays of the month (May-October):

- The event curfew (i.e. event done, music off) is **11:00 pm**.
- The event area must be cleaned up and the site vacated by **midnight**. Our caretakers will lock the gate at this time.
- If you need more time to clean up and vacate the site, you may end your event earlier according to your needs.

For the second two Fridays and Saturdays of the month (May-October):

- The site must be vacated by **9:00 pm**. Our caretakers will lock the gate at this time.
- You are welcome to end your event any time prior to 9pm, recognizing that you'll need to allow enough time for clean-up. Please plan your timing accordingly.

Weeknight (Monday-Thurs) events:

- The site must be vacated by 9pm. Later access may be arranged with permission.

Music is a welcome addition to events at the Farm, and we have hosted both live bands and DJs. Please respect our on-site caretakers and growing community of neighbours by keeping noise at a moderate level. Music must be turned off at the event end time indicated above. Any excessive noise and/or music during the event, or noise and/or music after the event end time, may result in full or partial forfeit of the damage deposit (see "Payment and cancellations" for details).

## Set-up and clean-up

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Set-up and clean-up are the responsibility of the renter and must be completed the day of the event. Setup the day before your event may be allowed with prior approval provided no other events are booked for the space; you'll be charged the hourly rate for your space as indicated above.

If you plan to hang any decorations at the farm or have any larger decorations/structures brought on-site, please confirm your plans with Farm staff. You are welcome to decorate the centre pathway of the Orchard, but decorations cannot be hung on the wires supporting the trees.

If your event goes into the evening, plan ahead to have proper lighting (flashlights, head lamps) for your clean-up as there are no outdoor lights at the farm. **All garbage and recycling must be taken offsite for disposal.** Small events (fewer than 50 people) may dispose of garbage and recycling on-site with prior approval of the UBC Farm.

Please clean up thoroughly after your event and leave the site as you found it. Any cleaning required after a rental may result in full or partial forfeit of the damage deposit (see "Payment and cancellations" for details).

## Catering and rental equipment

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You are welcome to hire catering services for your event. The UBC Farm does not provide catering, but if you are interested in sourcing produce from the UBC Farm to serve at your event, please have your caterer contact the farm (you can also ask us about providing flowers). Because of the farm's unique setting, we generally recommend working with caterers who have serviced events here before and are familiar with the site.

Rental equipment can be delivered the morning of the event from 8:00 am onwards. Please have someone on-site to receive the rentals, or ensure the rental company is aware of the delivery location. If rental equipment is being dropped off Saturday, please coordinate with Farm staff and the rental company to ensure the delivery does not interfere with the Saturday Farm Market.

All rental equipment must be picked up the day after the event between 8:00-10:00 am. **For Saturday events, rental equipment must be picked up Monday morning because the farm is closed on Sunday. Please note: If the rental company arrives on Sunday to pick up items and cuts the gate lock or otherwise trespasses on the site in order to retrieve their equipment, your damage deposit will be forfeited.** Please make sure your caterer is aware of this policy, as they often arrange their own rentals. There is no indoor storage at the Farm for rental equipment in case of inclement weather. We cannot assume responsibility for rental equipment.

**Please confirm your rental drop-off/pick-up time with Farm staff so we can ensure our gates are open.**

## Fires

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The UBC Farm's designated fire pit and surrounding area may be booked for events. You will need to secure a burn permit ahead of time from the UBC Fire Department. Fires permits are generally granted if the fire warning level in 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.**

To secure a burn permit, contact the UBC Fire Hall (604-665-6069). You'll need to supply the date of your event and start and end times. The fire department issues a number of these permits for us each year and has the UBC Farm's information on file. The day of your event, you'll have to call the fire hall 30 minutes prior to starting your fire and again after ensuring it's extinguished.

Your burn permit requires you to have the following on-hand with you for the duration of your fire:

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

These items (excluding the cell phone and burn permit) can generally be supplied by the UBC Farm; please confirm prior to your event. **Firewood is not currently supplied by the UBC Farm.** Please plan to bring your own wood, including fire starting material such as newspaper. Firewood can generally be purchased at the Shell station at 10<sup>th</sup> Ave and Discovery St.

Please note that the fire pit is part of the UBC Farm's Aboriginal garden area, and it has taken on cultural and spiritual significance for the Aboriginal program participants who use the site. Please take extra care to leave no garbage behind in this area.

A cob bread oven is also available on-site in the Children's Garden area. A burn permit is required to use this oven; please inquire for details.

## Serving food

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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. The form is found at [http://www.vch.ca/media/TemporaryFoodServices-Application\\_Aug2011.pdf](http://www.vch.ca/media/TemporaryFoodServices-Application_Aug2011.pdf) (197 KB). This would include food preparation for items such as hot dogs, hamburgers, pancakes, etc. This application is not required if:

- You have contracted a caterer or mobile food service operator who possesses a valid health permit;
- Foods are limited to pre-packaged, non-perishable items such as chips, pop, or candy bars;
- The event is restricted to members of a particular group or society and their invited guests and the food that is prepared and served is voluntarily made by that group. Volunteer food handlers are advised to follow the Vancouver Coastal Health food safety tips at: [http://www.vch.ca/your\\_environment/food\\_safety/food\\_safety\\_at\\_home/](http://www.vch.ca/your_environment/food_safety/food_safety_at_home/)

## Alcohol

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A special occasion license (SOL) must be obtained in order to serve alcohol, and someone must be designated as your SOL holder. The SOL applicant/holder needs to have a Serving it Right (SIR) certificate, be in attendance for the duration of the event, and has a legal duty of care for event attendees. **In the case of weddings, the SOL applicant cannot be the bride or groom.** The license must be posted where the alcohol is to be served. Alcohol must remain in the immediate vicinity of the event, and no alcohol is permitted off-site.

Because we are on the UBC campus, there are some changes to the general SOL process and requirements. Applications must go through the UBC RCMP and the on-campus BC Liquor Store. You should allow a minimum of one month for this process. **See Appendix A for a detailed description of the responsibilities of an SOL holder and how to apply for a SOL.**

For details on special occasion licenses, including license fees, amounts and types of alcohol that can be served, liquor pricing, etc. see this BC Liquor Stores brochure (PDF): [http://www.bcliquorstores.com/files/LDB\\_SOL\\_brochure.pdf](http://www.bcliquorstores.com/files/LDB_SOL_brochure.pdf)

Please note that UBC requires submission of a **Safety and Emergency Response Plan for any event with over 100 people where alcohol will be served.** This plan will need to obtain approval from the campus fire department. Coordinate with Farm staff if your event requires submission of this plan.

Please make sure your guests get home safely. Ensure that a wide variety and generous supply of food and non-alcoholic beverages are readily accessible and reasonably priced or free. Because the UBC Farm is not located adjacent to transit routes and many people drive to the site, we recommend organizing designated drivers, a shuttle service, or having taxi service phone numbers on hand at the end of the night.

## Site services

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### Tents, tables and barbeque

The farm has approximately eight 10' x 10' pop up tents, ten 6' folding tables, and eight picnic tables available for events if they are not being used for Farm purposes. These items are generally in use by the UBC Farm 9am-7pm on Fridays and from 7am-2pm on Saturdays.

Picnic tables are generally located on the Harvest Hut lawn and may be moved for your event. **Please return them to their original location when your event is finished.** Additional picnic tables may be found elsewhere on site but please ask before moving these tables.

The farm has a medium-sized propane barbeque available for use. Propane and BBQ utensils are not provided. Please clean the BBQ with the brush provided after use and return to the Farm Centre.

If you'd like to use these resources, make sure to inquire and book them ahead of time.

### Parking

For all events, we strongly encourage guests to **take transit, cycle or walk!** If your guests are driving, **carpooling is strongly recommended.** All vehicles must be parked outside the Farm gate. If you will need to drive in to drop off equipment or guests of limited mobility, check with staff first.

There is a small parking lot just outside the gate that can accommodate 10-12 vehicles. **Because of continued construction in the area, the availability of parking will be significantly constrained for the foreseeable future.** If your event will draw a lot of vehicles, you'll need to book a nearby parking lot along Wesbrook Mall (at the Triumf or NRC facilities). These lots are about a 10-minute walk from the farm. Some facilities require a fee for use of their lots and some don't. UBC Farm staff can help make these arrangements.

Please ask your guests to watch out for pedestrians and cyclists on roads near the farm.

## Washrooms

There are **two single-stall, unisex washrooms** located in the Farm Centre. These washrooms are **not special needs accessible**. From June to October we have a single wheelchair-accessible portable washroom next to the Harvest Hut building (the site of our Saturday Markets, near the main gate).

For events that occur during the Farm's open hours:

- Fewer than 50 people – can use the Farm Centre washrooms.
- Over 50 people – are required to rent portable washrooms.

For events that occur after or extend past the Farm's open hours:

- Fewer than 50 people – can use the Farm's portable washrooms.
- Over 50 people – are required to rent portable washrooms.

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

## Power and Water Access

Power and water access are generally only feasible for events located on the Harvest Hut lawn. Generators are recommended as a power supply.

A standard 15A 120V power outlet is located underneath the Harvest Hut awning. We have the capacity to provide up to 100A of power for specialized uses, but this must be arranged ahead of time. Cold water hose bibs are available in the Harvest Hut wash area. All water is city water and is drinkable.

The Farm generally has a few standard extension cords and one longer (150') heavy duty cord that can be available if not in use by the Farm and if requested ahead of time. Any additional or longer extension cords and any hoses required for your event will be your responsibility to provide.

## Site liaison

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For the day of your event, a staff liaison and/or caretaker contact will be provided, however you'll generally be required to be fairly self-sufficient for the duration of your event. 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.

We require a site contact name and cell phone number from the renter to give to our staff liaison/caretaker, in case they need to get a hold of someone during the event. **For weddings, the contact-person must be physically present for the duration of the event and cannot be the bride or groom.**

## Emergency contact information

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In case of an emergency during your event, please have the following information available:

- In an emergency call **911**
- **UBC mobile first aid** can be reached at 604-822-4444
- **UBC Security** can be reached at 604-822-2222
- The UBC Farm is located at **6182 South Campus Road**
- Fire extinguishers and first aid kits are located in the Harvest Hut and Farm Centre (locked after hours)

## Appendix A: SOL information and procedure

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### The SOL Holder

Your SOL holder is responsible for the safety and sobriety of guests. The SOL holder has a legal duty of care for event attendees. This means they are responsible for ensuring that intoxicated persons don't harm themselves or others. **The SOL holder is legally liable for an intoxicated guest's behaviour until that person gets home.** Especially in light of the stringent BC Impaired Driving laws, it's important for the SOL holder is aware of their legal responsibilities. We encourage you to arrange designated drivers, shuttles, have taxis on call, etc. so that your guests can have a great time and get home safely!

**Please note that the UBC RCMP requires the SOL holder to have a Serving it Right certificate.**

The Liquor Distribution Branch (LDB) rules indicate that *"event organizers, caterers or managers are not eligible to apply for a SOL on behalf of the host of the event... an individual who is a member of the family or a close friend of the family may apply for a SOL for a family event"* where the guests are family and friends only (not open to the public).

Since the application process requires numerous trips to UBC prior to the event, it's best if your SOL holder lives in Vancouver.

### Applying for a SOL

Once you have someone ready to apply for your SOL, you need to go through the following procedure:

1. The farm needs to prepare an endorsement letter. To do that, we need the name & address of the person with the SIR certificate who is applying for the SOL, the date and time of your event, and anticipated attendance (better to err on the high side if you are unsure).
2. The applicant needs to pick up the signed letter in the Dean's office of the MacMillan building (room 248, 2357 Main Mall) and then take it to the RCMP office on campus (2990 Wesbrook Mall) along with the SOL application form. The RCMP will authorize the amount of alcohol to be purchased based on your expected attendance. **Call ahead to find out the RCMP hours, as they have been cut back.**
3. The applicant will need to bring their Serving it Right card and a piece of ID and will need info such as the start and end time for the event, the number of people, **and the amount and type of alcohol you plan to serve.** You will also need the farm address: 6182 South Campus Road, Vancouver, BC V6T 1Z4. The RCMP will take a day or two to approve the application and will phone you when it's ready
4. Pick up the application with the RCMP's stamp of approval and take it to the BC Liquor Store on campus (in the Village, 2158 Western Pkwy) and drop it off to get the actual SOL. They also require a day or two of turnaround time to approve it. It may take longer in August/September as they receive lots of applications when school is starting up in the fall.

**Please note:** The RCMP requires that you apply with them (step 2) **at least 14 days prior to the event.** We would recommend you do it earlier if at all possible. The RCMP will only authorize a certain number of SOLs for a given date (to limit alcohol consumption on campus), so if you wait too long and there are other events planned your application may be denied.

Here is a link to a map showing the location of the MacMillan building, the RCMP, the BC Liquor Store and the UBC Farm:

<http://maps.google.ca/maps/ms?ie=UTF8&hl=en&msa=0&msid=101842177379186822982.000475373a03d85394d30&z=14>