

## Wedding FAQ

**1. Are we permitted to provide our own alcohol for our wedding reception?**

Cheakamus Centre is a fully catered and licensed site, and as such we do not permit any alcohol to be provided. We have a wide selection of wonderful BCVQA wines and locally brewed beer.

**2. Do you have a liquor license?**

Yes, as a full-service catering business we provide all food and beverage onsite.

**3. Can we choose our own catering company?**

Cheakamus Centre provides all catering services on site, inclusive of both food and staff. Our exceptional culinary team is committed to serving nutritious, delicious, and flavorful meals prepared from scratch using the freshest local ingredients. Our talented Chef prepares selections to suit every budget and event. An exception is provided for special occasion cakes.

**4. Do you allow camping onsite?**

Cheakamus Centre does not have facilities to provide group camping onsite. Limited tenting space may be available as an overflow option for groups renting overnight accommodation and utilizing our meeting and catering facilities.

**5. Can we bring pets?**

Pets are not allowed on the property. Exceptions apply to service dogs working for individuals with disabilities.

**6. What activities are available for us?**

Facility rental groups have access to our vast network of walking & hiking nature trails. Each facility rental venue is equipped with its own campfire pit or shelter. Additional facility use such as our sports-field, basketball court, volleyball court, canoe pond and meeting spaces will be contingent upon the other groups booked on site during your event days. We are pleased to offer affordable Cheakamus Centre led recreation activities. No animals may be hunted on the property, nor is fishing allowed. There are public areas nearby where such activities may take place, but this property is set aside for the preservation of land and animals.

**7. Can we bring candles on site?**

We do not permit open flames anywhere on our property, including interior spaces; this includes lanterns, tea lights, candles, and incense.

**8. Do I need an appointment to visit Cheakamus Centre?**

With respect of other groups that have booked their function with us, please make an appointment with your booking manager if you wish to visit the Cheakamus Centre at any time leading up to or following your event. This is also the case for any of your vendors that wish to see the site, and please keep in mind that some notice is required in order to accommodate their requests.

**9. Can you cater to special dietary needs?**

Absolutely, Chef Wade and his culinary team are experienced in developing creative menus incorporating a variety of meals customized to your group. Our goal is to ensure that all guests enjoy a delicious, flavorful, and nutritious meal, regardless of their dietary restrictions. Cheakamus Centre is a nut-restricted facility, which applies to all meals that Cheakamus Centre serves.

**10. Do you have private accommodations onsite?**

Cheakamus Centre does not have private accommodations onsite. Should you prefer hotel accommodation options, we do have preferred rates at Sandman Hotel and the Executive Suites Hotel & Resort. When contacting them directly mention that Cheakamus Centre is host to your wedding, and depending on their existing bookings and how many rooms you should require, a preferred rate will likely be offered. These 2 hotels are approximately a 12-minute drive from Cheakamus Centre. There are also several other hotels in and around the Squamish area.

**11. What type of accommodations do you have for our guests?**

We offer shared Cabin accommodations. Our heated rustic cabins can accommodate up to 16 people each with 2 shared washrooms; the cabins can be divided into two spaces using the central locked door. Wheelchair accessible cabins are also available. Guests are to provide their own pillow, sleeping bag or bedding for twin sized bunk beds, towels, personal toiletries, and flashlight. Please [click here](#) for our Cabin floor plans.

**12. Do you offer any type of private accommodations for the Bride and Groom for their wedding night?**

In terms of the accommodations for the bride and groom, we do have our 1 first aid cabin, which is used by the programming department for their onsite nurse or first aid attendants. This cabin does have a double murphy bed, with a small kitchenette. This cabin can most definitely be requested if you are booking overnight accommodations in cabins, but cannot be guaranteed for the bride and groom, until about 1-2 weeks before your event. This is due to the fact that we will require information from our education department to ensure that they will not be using this cabin for their first aid attendants staying onsite over the weekend.

**13. Do our guests who are interested in overnight accommodations book through you?**

We are not licensed for transient bookings. For your overnight accommodations, we are happy to work with you to make this process as painless as possible and ensure that you have all of the tools necessary to book accommodations for all of your guests. All accommodations will be invoiced directly to you and added to your estimate of costs and once the type of accommodations and number of guests staying onsite are determined, this is added to your final invoice.

**14. Do you have linens for rent?**

Yes, we can rent linen for the bunk beds to you and your guests for the duration of your stay. For \$15 per person plus 5% GST and nightly hotel taxes, is a linen bag, which includes: bedding (fitted sheet, flat sheet and blanket), pillow and pillow case, and a towel.

**15. Can we provide our own cake or dessert?**

You are welcome to provide your own cake or dessert for your wedding, however, this cake or dessert must be ordered from a licensed vendor and cannot contain any nuts of any kind, as we are a NUT-RESTRICTED facility. We will also require the ingredients list upon arrival of the cake or dessert from the vendor.

**16. Is there a cake cutting fee?**

No, we are happy to cut your cake and set it on the cake table for you after your official "cutting of the cake". If you are wanting the cake plated on individual plates and distributed to guests, then there is a plating fee (we don't recommend this as there is much wastage going this way). The dessert that you are providing cannot contain any nuts, which includes any nut butters or milks etc. We are a nut-restricted facility and will not serve or allow any dessert that contains nuts.

**17. Is there parking available for our guests and can cars be left overnight?**

There is plenty of parking available near the ELC. If there are overnight guests staying onsite in the cabins, there is parking available at our North entrance, where our cabins are located.

## **18. What type of bar service can we have?**

We are very flexible when it comes to your wedding reception bar service. We can customize a bar service that suits your budget. The various options are a full host bar; partial host bar (wine on tables and/or host bar for only the cocktail reception); toonie bar; full cash bar; ticket bar, where you provide your guests with drink tickets, that they in turn present to the bartender for a drink.

## **19. How does a toonie bar work?**

The toonie bar just works like a host bar. We will serve the drinks that you have chosen (if applicable) and then we will collect a toonie from each guest before providing them a drink of their choice. We then count the toonies or cash received at the end of the night and subtract this from your final liquor invoice. We keep track of the drinks served by counting the liquor pulled before and after the event (inventory). What happens most of the time with toonie bars is that guest will purchase tickets (that we have at the bar) for a number of drinks, so guests do not need to have a pocket full of toonies. For example: A guest will purchase 5 drink tickets for a value of \$10, which will entitle them to 5 drinks, which they will need to provide us at the bar every time they would like to drink. We count these at the end of the night, with the cash and ensure that it all balances with the inventory.

## **20. Is there coffee and tea service offered during the reception?**

Absolutely! This is added to your estimate of cost based on 75% of your guest size. This is due to the fact that not all of your guests will have a cup of coffee or tea. However, some may have 2-3 cups, if not more. So, we find calculating 75% is the best indicator of how much coffee or tea will be served. Because this is a self-serve station, this is the only way we budget for the amount of coffee or tea served.

## **21. Can we provide our own rental supplies?**

We are happy to rent linen & glassware on your behalf from our local rental company. This saves you a lot of time and work in having to rent them, bring them to the venue, set them up, take them down & return to the rental company. However, you are welcome to provide your own linen & glassware for your head table, guest tables & service tables (with the exception of the bar, coffee station & beverage stations, as we will provide these linens), but you are in charge of setting these items up and cleaning them up. In terms of décor items, although we do have a number of items that we are able to rent to you, you are welcome to provide your own!

## **22. How will the set-up work if we are providing all of our own rental supplies, such as linen?**

We will set up the desired floorplan and when you arrive for your set-up on either Friday or Saturday, you will set these items up. We will set aside the glassware and polished cutlery for your set-up. Your Events Manager will remove the labor hours associated with this set-up from your estimate.

## **23. What are our options for set-up and take-down?**

You are welcome to rent the venue for a 4-hour time period the evening before your wedding for a fee of \$200.00. The time will be determined closer to the date of your event, but will likely be from 6:00pm-10:00pm, with the 1 hour rehearsal right before, in the exterior of the ELC. If this is something that you are interested in, please let your Event Manager know so a hold can be placed on the calendar. For the take-down, you are also welcome to rent the venue for a 4-hour time frame the morning after your event from 8:00am-12:00pm, but this will be dependent on bookings that are in the calendar. If you do not wish to rent the venue for the take-down the following day, we require all items belonging to you, or what you have brought in, to be removed from the ELC by 1:00am on your event day.

## **24. Are there any restrictions in terms of décor etc.?**

You are welcome to bring various types of flowers, lights, and décor for your wedding ceremony and reception. Decorations or décor are the responsibility of the client and are subject to approval by our Management. Any use of nails, tacks, staples, or glue on any of the walls, doors or ceiling cannot be permitted. Some tape may be allowed in certain areas, pending approval. Any cleanup of décor or decorations is the responsibility of the client and their vendors. Any items you bring in must be completely removed by the end of your venue rental period, unless prearranged with management.

**25. Are there any other restrictions that we should be aware of?**

There are few to note: No confetti, rice, flower petals, bird seed, etc. are not permitted, and the release of any living creatures during your ceremony must be approved by our Management well in advance of your event. No use of real candles at events are permitted, only LED/Flameless candles. Please ask Cheakamus Management for guidelines. Depending on the season and the weather, fire bans may be in place on the property. We stay in close contact at all times with the Forest Service so our information regarding bans is very up-to-date. When ban is in effect, campfires cannot be permitted. It is also possible that we set our own fire ban, if we feel this is necessary, as per our covenant with the Nature Conservancy of Canada. All visitors are required to walk on marked trails only. Please leave the forest undisturbed. There are many fantastic locations for photography but you must remain in designated areas & on marked trails.

**26. When is last call?**

Last call is 11:30pm–12:00am on your event day. The bar will be promptly closed at 12:00am and no liquor is served beyond that point. We ask that guests depart at 12:30am and the only people remaining are the clean-up crew until 1:00am.

**27. Is there a shuttle service or taxi service to and from Cheakamus Centre?**

We are happy to provide you with a list of various transportation options for your guests to get to and from Cheakamus Centre, but we do not have this service ourselves. It is highly recommended that if transportation is required for your guests to get to and from the venue, this is pre-arranged, as calling several taxis at 1:00am is not going to be that reliable.

**28. How do I book a tour and receive more information about cost and available dates? Also, what are the requirements to book the venue?**

Simply complete all the Request for Proposal fields on this page, and submit. Someone will be in touch to provide you with some additional information and determine a date to visit and take a tour of our beautiful LEED platinum venue, the Environmental Learning Centre. Once you have had a tour and we are able to determine a bit more information about your wedding, we will then send you the proposal for review. Once you have had a chance to review the proposal, you are encouraged to forward along any questions that you may have. Once a decision has been made to move forward, your Event Manager will draft a contract, and following that a signed contract and deposit (equal to the cost of the venue rental; varies by month) is required from you to secure your venue and date. The only payment required after that is 75% of your final anticipated estimate, and is due 1 month prior to your event. The final invoice is sent to you after your event.

**29. Are our guests permitted to take their beverages outside during the reception or with overnight accommodations?**

Your guests are welcome to enjoy a beverage outside of the venue (ELC) and outside of the accommodation spaces but only in designated areas. Please ask your Events Manager for additional information pertaining to this. We do always ask that no glass is brought outside of the reception covered area, which includes cabins and trails leading to and from. It is the responsibility of you, our client, to ensure that these are rules are being properly relayed.

**30. What is included in the venue rental fee and what does Cheakamus Centre provide?**

A 15 hour rental window, from 10:00am to 1:00am on event day (any decorating and clean-up time is to fall within this period or additional fees will be applicable); Exclusive use of the Environmental Learning Centre Interior & Exterior on event day, including use of the outdoor ceremony site, wooden arch at that site, wooden podium, signing table and chair, the canoe pond and its lawn; 1 hr. of free ceremony rehearsal the night before your wedding day (Day and time dependent upon space & availability, but will likely take place the evening prior around 4pm or 5pm). Complimentary rehearsal time is to be determined in the week before your wedding, when our schedules are better known. If you would like to definitively secure a specific rehearsal time before then, you may do so by paying a fee to rent the space (minimum 4 hr. rental); A Bridal change room and/or children's area, in our classrooms in the ELC; Ample Parking; Nature areas for Photography; Access to outdoor ceremony chairs, maximum of 120 and set-up will be subject to additional labor and must be determined at least 60 days prior to the event; In-house chairs and 26 tables (36"x72"), seating up to 150 people (we can accommodate larger weddings, but it will be required to use other tables and chairs. This is pre-set to your floor plan – indoor use only; In-house white China dinner plates (china), white China dessert/appetizer plates and cutlery, if desired; In-house plastic cups (for outdoor use after cocktail reception), if desired. Any glass stemware will be subject to a rental fee, as noted on your estimate; In-house white China coffee cups, if desired; In-house linens (black) for bar(s), your dinner/appetizer buffet tables, and beverage stations (juice and water).

### **31. Do you have a sound system?**

We don't have a sound system, microphone, or speakers. Usually the DJ or band provides these, unless you rent them, which many clients will do.

### **32. When will we have access to the ELC on our wedding day?**

You have access to the ELC on the day of your wedding from 10:00am-1:00am. Last call for the bar is 11:30pm-12:00am and the bar closes at 12:00am. All guests are expected to be out of the building at 12:30am and the remaining 30 minutes is for last minute cleaning. The doors at the ELC close at 1:00am and only staff should be left in the building. There is the option of renting the facility the evening before for 4 hours for set-up, which most clients will do, and also the option to rent the venue the morning after for a 4 hour period for clean-up. But, these set up and clean-up times are dependent on the other bookings we have onsite. Please see above for a thorough explanation on this option.

### **33. Do you have an online virtual tour or somewhere I can view the venue in greater detail before the tour?**

Yes, if you "Google" Cheakamus Centre, and stay on the Google browser page, you can "see inside" and take a guided tour around the exterior and interior of the ELC.

### **34. Where is the dance floor and is it permitted to have it outdoors?**

There is no specific dance floor – this is determined based on your desired floor plan and can be discussed in greater detail in person while viewing the venue. Unfortunately, we cannot accommodate a dance floor or music outdoors. However, our "tree house" looking venue with floor to ceiling windows (that all open), will definitely give you the outdoor 'feel', while being surrounded by the forest canopy.

### **35. Should we be hiring a day of coordinator or planner?**

This is entirely up to you. When booking your special day at Cheakamus Centre, your Event Manager (EM) will assist you in any venue related questions and logistics, leading up to the wedding, including on the day of the event. On the day of your arrival, whether that is to your accommodations or the venue for set-up, the EM will be onsite for the weekend of your wedding. The responsibility of our EM on the day of your wedding is to

# CHEAKAMUS CENTRE

nature is in session

ensure that the venue is being managed, but also to ensure that the timeline is being followed. The EM is there if there are any discrepancies (late, early etc.), and are the go to person to discuss anything related to the logistics of your wedding. They are responsible to ensure that the staffing is on point with their tasks. Their primary focus is to ensure that everything is running smoothly and everyone is happy as can be. The EM is not part of the ceremony timing and coordinating, apart from the beginning and ending, so we are prepared with the cocktail reception to follow. Depending on the complexity of your wedding, a wedding planner or day-of coordinator that can assist you with some set-up and logistics may be beneficial for you. We do have some great vendors that we can recommend to you that are on our preferred list. It is a great way to have peace of mind, even if it is just for the set-up and take-down.

**36. Since the reception hall of the ELC is upstairs, is there an elevator or lift for guests with disabilities?**

Yes! We have a lift that can be accessed by key for any of your guests that should require it. This is also great for any vendors that will require it for transporting large, heavy items up and down the venue.