



THE GARDENS AT HCP
**BOOKING
INFORMATION**
&
FACILITY POLICIES

2025 - 2026



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FACILITIES



The Gardens at HCP offer a variety of spaces that can be rented for various events including weddings, celebrations of life, bridal showers, birthday parties, conferences, and more.

COUVELIER PAVILION

Our beautiful Couvelier Pavilion offers 1,836 sq ft of space for your event needs. The space comes equipped with air conditioning, a basic A/V system, free wifi, and a commercial prep kitchen ready for any catering teams to use.

In addition to the above amenities, HCP can provide you with tables and chairs that will be arranged according to preset floorplans for your event.



Table options:

- 2 small round signing tables (approx. 2' across)
- 12 rectangular tables with adjustable height (4' x 2', seat 4 people)
- 13 rectangular tables (6' x 30", seat 4-6 people)
- 13 round tables (5' diameter, seat 6-8 people)

Chairs:

- 100 chairs

Chair dimensions:

- From floor to top of chair back – 2' 10"
- Back – 1' 4.5" long x 1' 2.5" wide
- Seat – 1' 4.5" long x 1' 5.5" wide

THE GATHERING PLACE

This circular clearing provides a wide space that can seat up to 100 guests overlooking the beautiful Viaduct Flats. It functions as our signature wedding ceremony location and includes chairs for your guests and a wedding arch.



THE GARDENS

HCP offers over 9 acres of demonstration gardens that can be enjoyed by visitors and guests alike any time of the year. The various areas offer a stunning backdrop to photography sessions, elopements, and events of all kinds. The Gardens create a wonderful opportunity to connect with nature during special occasions.



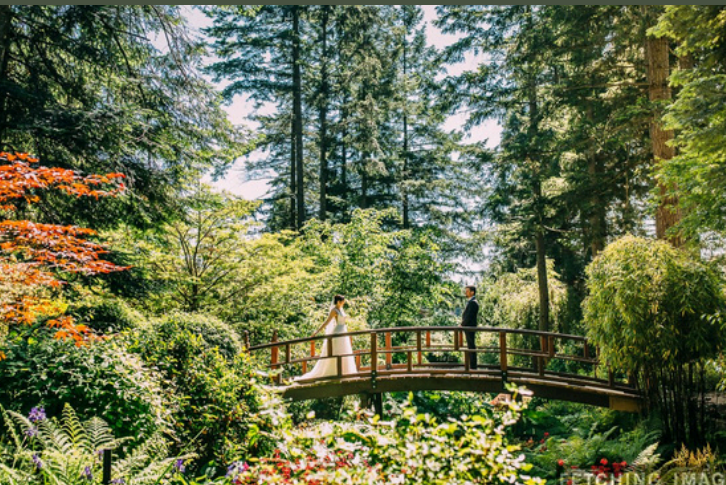
ELOPEMENT PLACEMENTS

Those choosing to elope with up to 10 guests can have their ceremonies nestled into chosen placements in the garden for unique and intimate experiences in nature.

Areas of the garden include:

- The Takata Japanese and Zen Garden
- The Rhododendron and Hosta Garden
- The Bonsai Garden
- The Mediterranean Garden
- The Lily Garden
- The Cutting Garden

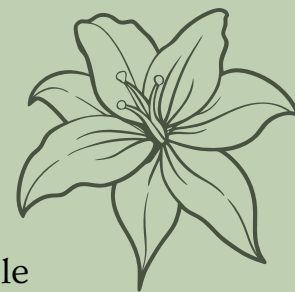
For elopement placements, clients must book a site visit with the coordinator to determine a location in the Gardens.



THE CLASSROOM

Our detached classroom is a wheelchair accessible space that is perfect for workshops, meetings, and conferences. The classroom can seat up to 30 people, and comes equipped with a basic A/V system and small prep area for tea and coffee.

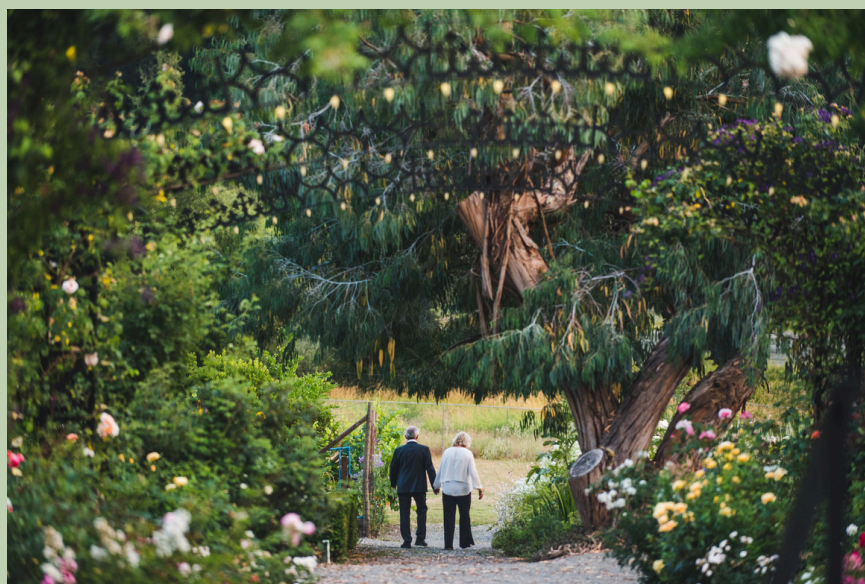




ACCESSIBILITY

The Gardens at HCP are committed to keeping the gardens an accessible community environment. We have a wheelchair ramp from our parking lot to the gardens, a ground level Pavilion with an accessible washroom, and sloping gravel paths that connect the Pavilion to the gardens.

Guests with mobility aids should be advised that loose gravel or other garden debris may create risk to their aids.



PARKING

HCP has a parking lot, half of which we reserve for events. The lot's North side reserves approximately 24 spaces for events. There is also limited angle parking along Quayle road. Parking is limited, and we advise carpooling or shuttling for larger groups.

Tour and coach busses should be advised that they may not park in the parking lot.

GARDEN ACCESS

The Gardens remain open to the public from 9am to 4pm every day, including during events. When holding any type of event with us, your guests will have free access to our nearly 10 acres of gardens during business hours.

Evening events should be advised that guests may not wander into the Gardens after standard hours of operation, 9am - 4pm.

WHAT WE PROVIDE

The Gardens at HCP have various facilities, resources, and services that we provide to help ensure you can enjoy smooth events.

Services we provide include:

- A/V system in the Couvelier Pavilion
- Chairs
- Tables
- Climate control in the Pavilion and Classrooms
- Commercial prep kitchen in the Pavilion
- Free wifi
- Staff
- Security
- Onsite parking



RATES

Our booking fees vary depending on location, service, and timeline. Additional fees may include possible fines, such as for damage or misuse of the property. Events that occur outside regular operating hours are subject to a security licensing fee.

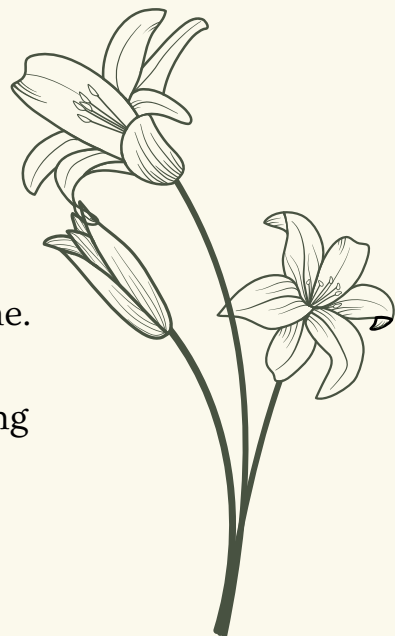
Couvelier Pavilion

- \$150/hour

Classroom:

- \$100/hour

All events require a minimum booking of 4 hours with 1 hour allocated for set up and 1 hour for clean up.



WEDDING PACKAGES

The Gardens at HCP offer a variety of wedding package options. Full descriptions of these can be found in our wedding brochure.

O1 ELOPEMENT



O2 CEREMONY-ONLY



03 RECEPTION-ONLY



04 FULL WEDDING



For pricing, please contact the Events Coordinator at events@hcp.ca to receive a quote.

SECURING DATES

Dates for events are subject to availability. To secure your booking date and time, The Gardens must receive a signed contract and paid deposit. Payment timelines vary depending on the type of event and will be confirmed upon booking with the events coordinator.

To secure a wedding date, clients must pay the 50% booking deposit when signing the contract. The remaining balance is due 6 months prior to the event.

CLIENT'S RESPONSIBILITIES

When hosting an event at the gardens, you are responsible for taking care of the property that you are using and ensuring that no damage occurs. Property damage can result in a fine up to \$500.



During events guests may encounter loose gravel, tree roots, garden installations, steps, and poor lighting in non-essential areas. Clients are responsible for potential hazards in the event of injury.



The client is responsible for any and all garbage or waste that accumulates during the event and must ensure that no one litters in the gardens. Clients must provide their own garbage bags or disposal units.

When visiting and exploring the gardens during your booking, you are responsible for keeping all gates closed. Failure to do so may allow deer in and damaging our garden spaces, this damage can incur damage fees.

VENUE RESTRICTIONS

The Gardens at HCP offer our spaces for event bookings as well as guided tours, but there are some restrictions and policies put in place to preserve the area and ensure the comfort of you and your guests.



OCUPANCY LIMITS

Whether hosting a wedding reception, birthday party, celebration of life, or a conference, the Couvelier Pavilion offers space for up to 90 guests. The building occupancy including all guests and service staff is 100 people to adhere to fire regulations. For most comfortable seating, we recommend 80 guests.



The Gathering Place, most often used for wedding ceremonies, can offer seating for up to 100 guests.

Elopements can accommodate up to a maximum of 10 guests, not including the couple and officiant. This restriction is due to the confines of spaces in the garden and offers a truly intimate ceremony experience



TIMELINES

Events booked with us must be a minimum of four hours in length. This allows for the allocation of 1 hour for set up, two hours for your event, and 1 hour for clean up and departure. Bookings can be extended but cannot be made shorter.

The Gardens at HCP can host events after our regular operating hours, but require a maximum end time of 8pm with full departure by 9pm. This regulation is put in place based on an agreement with our residential neighbours and out of courtesy to noise late at night. All evening events, after 4pm, are subject to a \$500.00 Security Licensing Fee.



ALCOHOL/SUBSTANCE USE

Any event including alcohol will need to gain a Special Event Permit (SEP) from the Province of BC. The SEP Permit allows for alcohol consumption within the Pavilion and on the surrounding brick patio. If guests take alcohol into the Gardens, the client may be subject to a fine of up to \$500.00. This enforcement is the client's responsibility.

Smoking or vaping anywhere inside the gates is not permitted. There are designated smoking areas available in the parking lot.

PETS



While leashed pets are permitted on HCP grounds, pets are not permitted inside the Couvelier Pavilion or other buildings, except for credited service animals.



FREQUENTLY ASKED QUESTIONS

Can my guests enter and wander the Gardens without paying the admission fee?

Yes! When holding an event within our regular operating hours, your guests can enjoy free access to the Gardens. Access is restricted after the Gardens close at 4pm. For evening events, guests can enjoy the Pavilion and the fountain at the centre of its brick patio.



Can I set up my decorations the day before or pick up my decorations the next day?

No, all decorations must be set up and taken down the day of your event. We allocate 1 hour for set up and 1 hour for clean up in our bookings. For an additional \$500, subject to availability, you may set up the day before your event.



It is unsafe for me to drive home after the event, can I leave my car at HCP overnight?

Yes, of course. Safety is of the utmost importance to us and if it is unsafe for anyone to drive home they may leave their car in HCP's parking lot. Any cars left overnight must be picked up by 9am the next day.



the gardens
at HCP

Horticulture Centre of the Pacific

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