



COVID-19 Information for Event Rentals and Weddings

The Gardens at HCP is dedicated to providing a safe and enjoyable experience for you and your guests. We are grateful that we have so much beautiful outdoor space to enjoy, and that the Couvelier Pavilion is large and airy, with modern and effective ventilation. If you have any questions or concerns about executing your event safely, please speak with your Event Manager after reading the following.

Provincial Health Order (PHOs)

The Gardens at HCP is operating under the ['Gatherings and Events' PHO](#). It is HCP's responsibility (as the "owner/operator") to ensure that you (the "organizer") are aware of the requirements and have the capacity to fulfill them. Please read the PHO carefully!

As noted in your contract, The Gardens at HCP retains the right to refuse or cancel any booking if a booking, in the opinion of The Gardens at HCP, may facilitate unlawful activities and/or if there is a safety risk to the public, staff, volunteers, or event participants. This includes any event that does not comply with the restrictions and requirements of the PHO.

Reduced Capacity

To comply with physical distancing requirements, the new capacity inside the Couvelier Pavilion is as follows:

- Up to **22** people seated individually without tables (theatre-style)
- Up to **14** people seated individually at 6' rectangular tables (classroom-style)
- Up to **20** people seated individually at 4' rectangular tables (classroom-style, no linens for 4' tables)
- Up to **50** people seated in groups of 6, household/bubble groupings, with or without 5' round tables*

*50 would be 8 round guest tables with 6 guests at each table, plus a 2-person "sweetheart table". Please reference attached floor plan. Your guest list might not divide neatly into bubbles of 6. Children and babies **do** count toward the maximum of 6 people per table. Please confirm your desired floor plan with the Event Manager.

Rescheduling and Cancellations

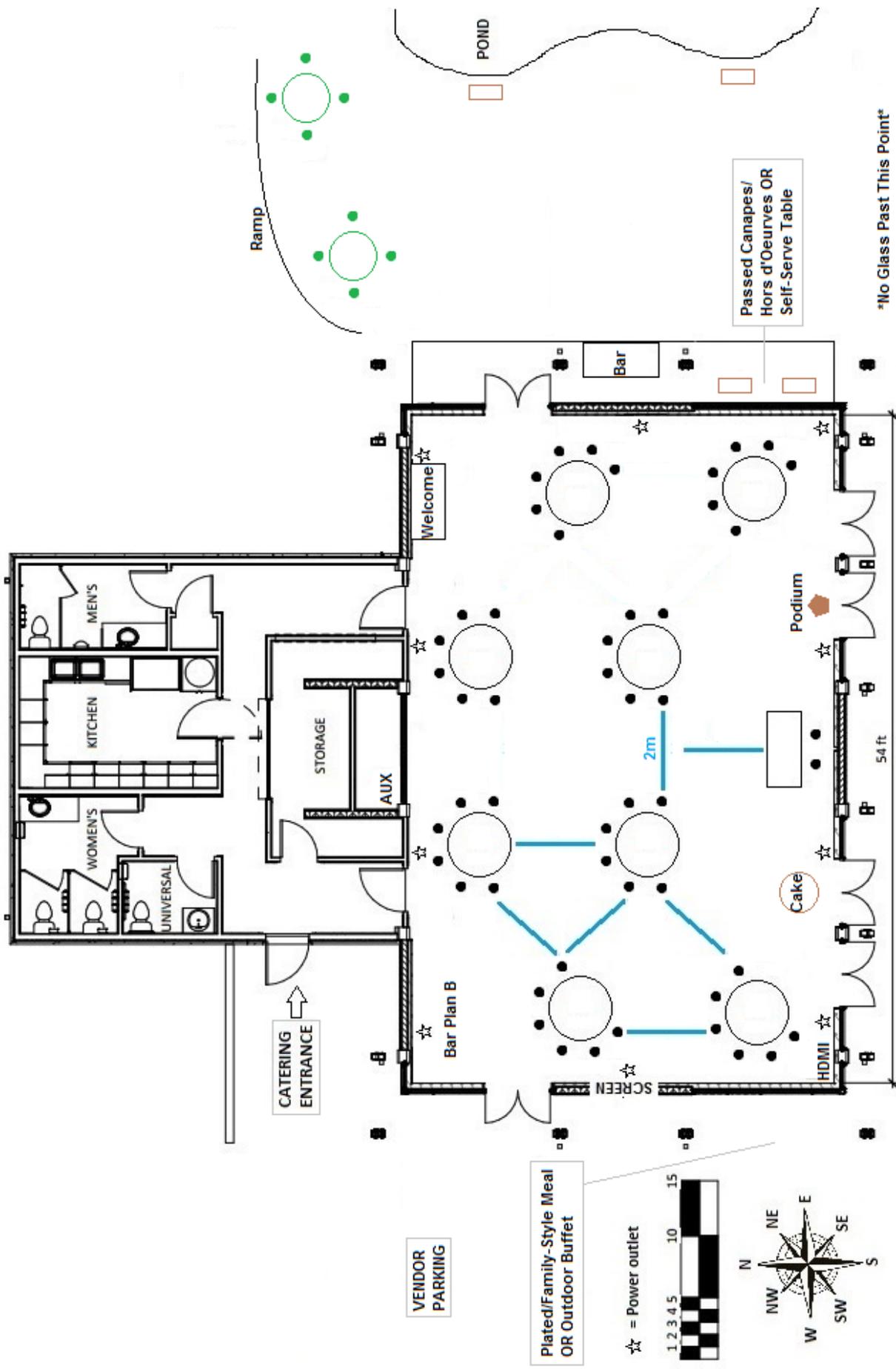
Before rescheduling or cancelling your wedding, please review our packages to see if a Ceremony Only or Elopement package would work for you. If you choose a lower-priced package, the difference will be refunded.

If you decide to reschedule/postpone your booking, we will waive the rescheduling fee and honour your contracted rate for up to one year. If the new date is more than a year after your original date, you will be required to pay any difference between your original rental rate and the rental rate for the new date. Your booking deposit and any other payments will be applied to the new date.

If the new date is not confirmed before the original date comes to pass, it will be treated as a cancellation.

If you decide to cancel your booking and *not* reschedule with us, the regular cancellation policy applies:

- The 50% booking deposit is refundable for events cancelled at least 30 days in advance.
- The 50% booking deposit is non-refundable for events cancelled 7-30 days in advance.
- There is no refund for events cancelled less than 7 days in advance.



Ramp

POND

Passed Canapes/
Hors d'Oeuvres OR
Self-Serve Table

No Glass Past This Point

VENDOR
PARKING

Plated/Family-Style Meal
OR
Outdoor Buffet

☆ = Power outlet



Welcome ☆

Bar

Podium

Cake

Bar Plan B ☆

STORAGE

AUX

KITCHEN

WOMEN'S

UNIVERSAL

MEN'S

CATERING
ENTRANCE

SCREEN

HDMI ☆

54 ft

2m