

# Wedding Packages at Cheakamus Centre



Congratulations and thank you for considering Cheakamus Centre to be a part of this incredible day in your lives! Cheakamus Centre provides the ideal natural forest setting to begin your happily ever after. Whether you are looking for a modern indoor wedding venue or a majestic outdoor backdrop surrounded by a pristine forest canopy, you will find what you are looking for on our extensive 165 ha ecological reserve located in the pacific northwest.

Inspirational natural décor and local seasonal cuisine will set the stage for a magical wedding day. As each wedding is unique, we encourage you to schedule a tour around our beautiful property and discuss your wedding dreams in person.

## VENUE LOCATIONS

Choose your dream ceremony & reception sites from our magical Pacific Northwest nature locations.

*Please note that your chosen ceremony & reception sites must be located at the same end of the property.*

## SOUTH END - ENVIRONMENTAL LEARNING CENTRE (ELC)

### CEREMONY SITES



#### FOREST CEREMONY

Outdoors

Our Forest location is the perfect setting for an intimate ceremony beneath the canopy, surrounded by 100-year old trees & the delicate fern cover.

#### Capacity

- Seated: 100 guests  
*(wooden benches included for approximately 90 guests)*
- Standing: 150 guests



#### AMPHITHEATRE

Outdoors

Located below the Environmental Learning Centre, the Amphitheater is a beautiful, covered area with a magnificent forest backdrop & a view of our glacier-water-fed pond.

#### Capacity

- Seated: 60 guests  
*(wooden benches included for up to 40 guests)*
- Standing: 80 guests

## SOUTH END - ENVIRONMENTAL LEARNING CENTRE (ELC)

### RECEPTION SITES



#### **ENVIRONMENTAL LEARNING CENTRE – DINING HALL**

Indoors

The ELC's Dining Hall will elevate you & your guests to the magic of the forest canopy. Surrounded by towering cedars & the Cheakamus River, the Dining Hall is without a doubt a unique setting for your reception.

#### **Capacity**

- Seated: 150 guests
- Standing: 300 guests



#### **ENVIRONMENTAL LEARNING CENTRE – COVERED GATHERING SPACE**

Outdoors

Nestled between the trees & our emerald pond, the Environmental Learning Centre's covered Gathering Space is a gorgeous location for an outdoor reception.

#### **Capacity**

- Seated: 150 guests (Note: Seating is not included in this area)
- Standing: 200 guests

## NORTH END - Forest Wedding

### CEREMONY SITES



#### FOREST CEREMONY

Outdoors

Our Forest location is the perfect setting for an intimate ceremony beneath the canopy, surrounded by 100-year old trees & the delicate fern cover.

#### Capacity

- Seated: 80 guests  
*(wooden benches included for up to 40 guests)*
- Standing: 100 guests

### RECEPTION SITES



#### FOREST RECEPTION

Outdoors

Beautiful & open area with a forest backdrop for an intimate reception in nature. Please note that we require our couples choosing this location for their reception to rent an event tent.

#### Capacity

*Based off of event tent rental capacity*

## NORTH END - Melody Hall

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### RECEPTION SITES



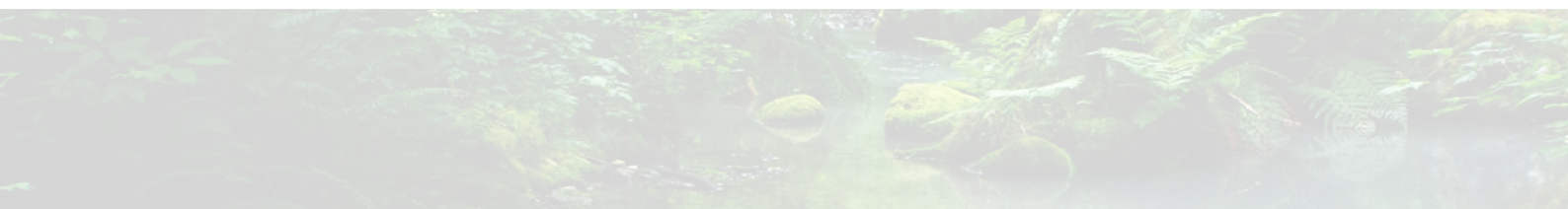
#### **MELODY HALL**

Indoors

Melody Hall is the perfect space for those wanting to host their reception indoors, in a charming & rustic setting.

#### **Capacity**

- Seated: 120 guests (Note: Seating & Tables are not included in this area)
- Standing: 130 guests



# CHEAKAMUS CENTRE

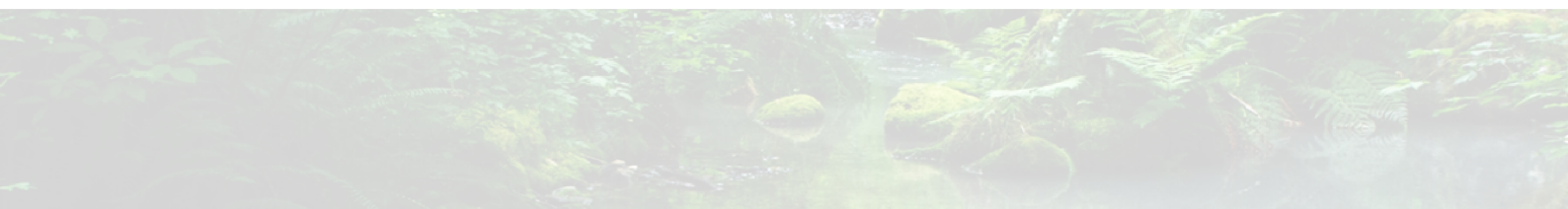
## PRICING

	SOUTH END INDOOR & OUTDOOR	SOUTH END OUTDOOR ONLY	NORTH END INDOOR & OUTDOOR	NORTH END OUTDOOR ONLY	FOOD & BEVERAGE MINIMUM SPEND
PREMIUM	\$8000	\$7000	\$5000	\$4000	\$9000
PEAK	\$7000	\$6000	\$3500	\$3500	\$7500
REGULAR	\$5500	\$5000	\$2750	\$2750	\$6000

## DATES

PREMIUM	JUNE	JULY	AUGUST	SEPTEMBER	
PEAK	JANUARY 1st only	MARCH Spring Break	MAY	OCTOBER	DECEMBER
REGULAR	JANUARY*	FEBRUARY	MARCH*	APRIL	NOVEMBER

\*Some Exceptions Apply



## CHEAKAMUS CENTRE WEDDING - *WHAT'S INCLUDED*



- Cheakamus Centre is a full-service wedding venue. Our proposal will include both ceremony & reception sites. All food & beverage services (inc. alcohol) will be provided by Cheakamus Centre. Please note that lodging options are available if interested (not included).

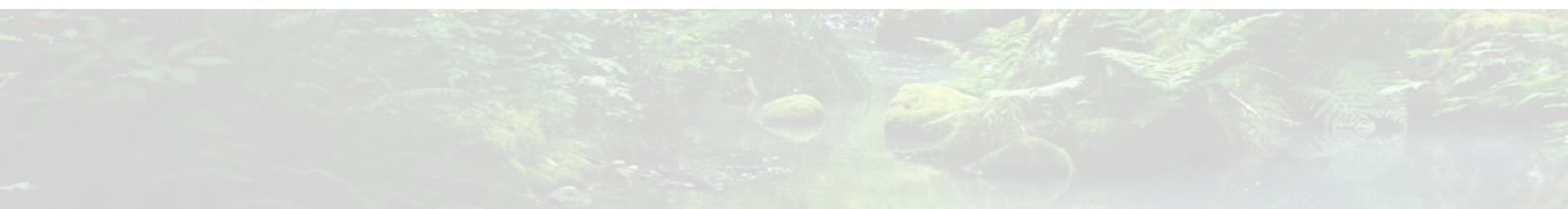
- Cheakamus Centre Events Coordinator will be on hand to support your wedding coordinator with any questions regarding food & beverage, floor plans, ceremony & reception set up and accommodation (if requested). On your wedding day, the Cheakamus Centre Event Coordinator and their skilled team will be on site from the beginning to the end of your event.

- A 15-hour rental window. You will have access to the property from 10:00 am on your wedding day until 1:00 am on the following day. We require that a complete tear-down & clean-up be done by 1:00 am. (unless other arrangements have been made prior to your event & additional rental fees paid).

- Last alcohol service (last call) at 11:30 pm, to be shut down at 12:00 am.
- Extra hours can be requested based on availability for an additional fee of \$750/hr.



- Exclusive use of your chosen wedding ceremony & reception sites on your wedding day.



## CHEAKAMUS CENTRE WEDDING - *WHAT'S INCLUDED*



- A spare room option may be available for you to use how you see best fit (bridal room, children's play area, storage room, etc.). Please let us know if this would be helpful.

- The following décor items:

- Wooden ceremony log benches (seating for approximately 90 guests);
- Wooden ceremony arch;
- Wooden signing table & chair;
- Cedar podium.

- ELC indoor reception only:

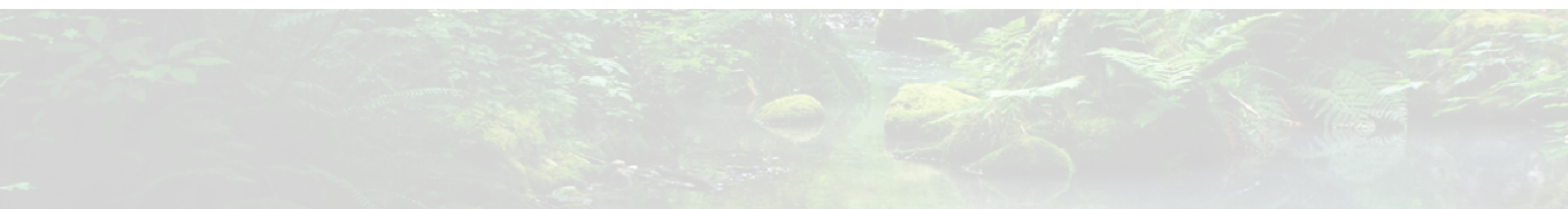
- Tables (25, 6ft x 3ft)
- Chairs (150)

- Pristine nature areas for photography. Please note that these areas must be predetermined & approved by your Cheakamus Centre Event Coordinator.

- Complimentary guest parking.

- Two guided site tours. Please note that all visits must be scheduled with your Cheakamus Centre Events Coordinator.

- One hosted wedding menu tasting. This is a group tasting with other couples pre-scheduled twice per year.





## CHEAKAMUS CENTRE WEDDING

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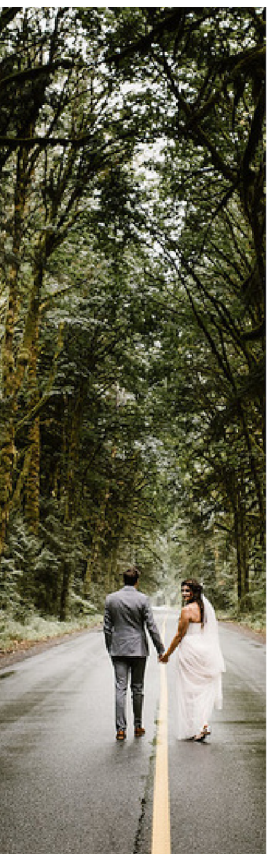
### **Required**

Please note that we require our couples to hire a professional day-of wedding coordinator to handle all event-related details. We want our clients & guests to enjoy their day to the fullest.

For our couples choosing North End outdoor locations for both ceremony & reception, an event tent rental is required.

### **Food & Beverage**

For your reception menu, Cheakamus Centre is proud to offer the freshest ingredients; prepared with care by our talented Chef and culinary team. Cheakamus Centre is a full-service food & beverage facility. We supply all food and beverages served onsite; including alcohol.



## CHEAKAMUS CENTRE WEDDING - Policies



As a property that is owned by the North Vancouver School District and designated as an ecological reserve, our utmost priority is the health and safety of the many children we serve annually as well as the preservation of our natural surroundings. Out of consideration for all our guests, the environment, and the flora and fauna, we respectfully ask that you honor our policies. Fines are applicable to guests, their families, vendors and friends who refuse to comply with the policies of the property. It is your responsibility to inform your guests and vendors of our property policies and to ensure that they comply with them. Failure to do so may be subject to a fine determined.

**Nature Preservation:** Please stay on designated trails and park in designated spaces only. As a Nature Conservancy of Canada protected nature area, trimming of trees or removal of plants and foliage is not permitted. Photos may be taken at a great number of fantastic locations throughout the property, but you must remain in designated areas only. Please leave all animals and plants undisturbed.

**Smoking:** We are a non-smoking facility, however, we may designate a smoking area if that is requested in advance. A mandatory smoking tower for dispensing of your cigarette butts will be rented on your behalf. Guests who are found smoking in any location other than the designated area may subject you to a \$500 + fine that will be added to your final invoice. Repeat offenders may be asked to leave the property.

**Nuts:** Cheakamus Centre is a nut-restricted facility, which includes all meals provided by Cheakamus Centre. This also includes any snacks, skincare and hair products that may contain nuts. Failure to oblige by this no-nut policy will be subject to a facility cleaning fee charged to the contracted client's final invoice.

**Food & Beverages:** A final menu decision must be shared with us 10 weeks prior to your event date. Dietary restrictions & allergies should also be shared with your Cheakamus Centre Events Coordinator at this time to ensure our kitchen team can accommodate you & your guests. Note that outside food & beverages (inc. Alcohol) are not permitted on site, with the exception of your special occasion cake (full ingredients list, no nuts). Please note that leftover food cannot be taken home. In accordance with our liquor license, alcohol consumption must be contained within your chosen reception area.

\*Please note that menu pricing is subject to seasonal market fluctuations without notice.

**Service Staff:** Service staff rates are as follows:

- \$35/hr for Banquet Captains
- \$28.50/hr for servers, bartenders & chefs.

\*Please note that a minimum service shift is 4 hrs. in duration.



## CHEAKAMUS CENTRE WEDDING - *Policies*



**Final Guest List:** We require a final alphabetized guest list seven (7) business days prior to your event date. Please note that your final invoice will either reflect your actual guest count, or your guaranteed guest count, whichever is greater.

**Vendors:** Delivery and setup schedules must be approved by our Events Coordinator. It is your professional Wedding Coordinator's responsibility to share with us a vendor schedule including contact name, phone number, and arrival & departure times thirty (30) days prior to your event date. Cheakamus Centre being a school, vendors must check in & check out with our staff upon arrival/departure.

**Storage:** There are very few storage options on the property. If you require storage for any of your items (inc. Wedding cake or dessert), either before or after your event, they will be subject to a storage fee and cannot be determined until a few days prior to your event.

**Decorations:** Decorations are the responsibility of the client and are subject to approval by your Cheakamus Centre Events Coordinator. Any use of nails, tacks, staples, or glue on any of the walls, doors, or ceiling cannot be permitted. Tape may be allowed in certain areas. Decorations tear down 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. A detailed décor theme & items document must be submitted for approval 30 days prior to your event date.

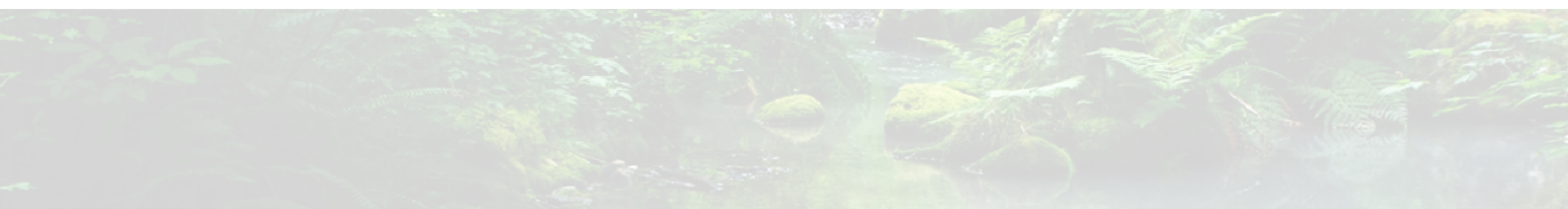
- Confetti, rice, real flower petals, bird seed, etc. are not allowed onsite.
- The release of any creatures (such as butterflies or doves) or objects (such as balloons or lanterns) during your ceremony or reception is not allowed.

**Group Boundaries:** If there are other groups on the property at the same time as you, there may be areas that will be out of bounds to you at certain times. We will let you know where those areas are, but please ask if you are unsure.

**Site Visits:** In respect of other groups that have booked their function with us, please make an appointment with your Events Coordinator if you wish to visit the Cheakamus Centre at any time leading up to or following your event.

**Glass:** No glass is permitted outside of the covered reception area. It is the clients' responsibility to ensure that these rules are being properly relayed.

**Pets & Animals:** We do not allow pets on the property, with the exception of service dogs on lead and our guard animals. 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.



## CHEAKAMUS CENTRE WEDDING - *Policies*



**Open Flames:** We do not permit open flames onsite; this includes lanterns, tea lights, candles, and incense. Only LED/flameless candles are permitted.

**Fire Bans:** Campfires are allowed in designated areas only. Depending on the season and the weather, fire bans may be in place on the property. When a ban is in effect, campfires cannot be permitted.

**Tenting/RVs/Trailers:** Cheakamus Centre does not allow tenting on property. Recreational vehicles or trailers are prohibited from parking on our property. Please ensure that all the individuals in your group are properly informed of this policy. Failure to oblige by this policy will be subject to a non-compliance fee charged to the contracted client's final invoice.

**Property specificities:** While we wish for you to enjoy the magnificence of our property, please keep the following in mind:

- **Permanent Residents:** Cheakamus Centre has a number of residential staff, including young children, on site. Please be respectful by minding noise levels and staying out of these residential grounds.
- **Animal Habitat:** Our farm is an exciting place, and we understand many visitors enjoy close-up experiences with our animals. Please do not enter any farm area or animal habitat without Cheakamus Centre staff supervision and no feeding the animals.

**Certificate of Insurance:** We require that you provide us with a Certificate of Insurance with a minimum liability of \$5 000 000 thirty (30) days prior to your wedding day.

**Service Charge:** A service charge of 18% will be added to all food & beverage service.

### **Taxes:**

All food & beverage, service charge, service staff & venue rental are subject to a 5% GST.

All alcoholic beverages are subject to a 10% Provincial Liquor Tax.

All rental items are subject to a 7% PST.

Accommodations are subject to either a 5% GST or an 11% MRDT (depending on chosen accommodation option).

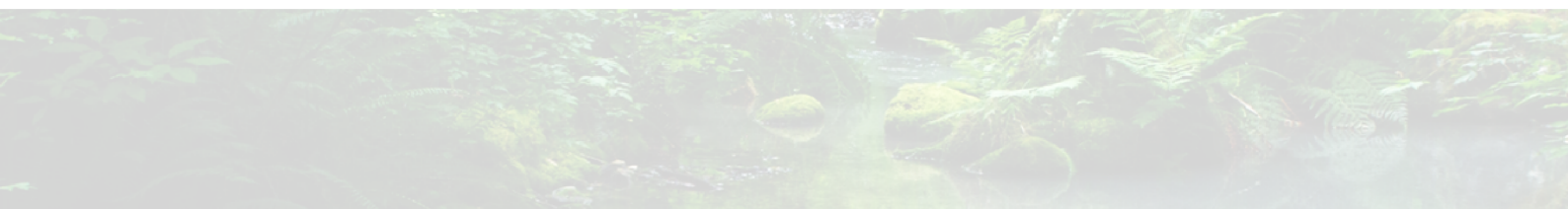
### **Music:**

SOCAN fees (Society of Composers, Authors & Musicians Publishers of Canada) are payable if live or taped music is played. Please refer to [www.socan.com](http://www.socan.com) for more information.

Resound fees are payable if taped music is played. ("Resound licenses recorded music for public performance, broadcast and new media.") Please refer to [www.resound.ca/what-we-do/](http://www.resound.ca/what-we-do/) for more information.

These fees will be added to all bills & are subject to taxes.

\*Policies are subject to change without notice.





Credit: Sara Rogers Photography

## CONTACT US

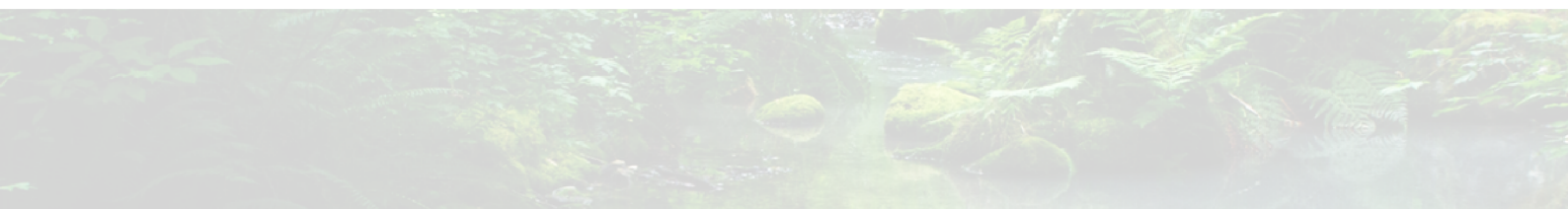
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For wedding inquiries, please fill out this [form](#).

Emily Howie, Sales & Events Manager

Or visit our website:

[www.cheakamuscentre.ca](http://www.cheakamuscentre.ca)



## CHEAKAMUS CENTRE WEDDING FAQ

### **What if it rains?**

Environmental Learning Centre – For our couples with an outdoors ceremony site, we do have a covered alternative – the amphitheater – in case of rain.

North End – For our couples with an outdoor ceremony and reception site, we require that you rent an event rental tent big enough for all your guests.

### **Can we plan & organize our own wedding / Can a friend or family member act as our wedding planner?**

No. We require our couples to hire a professional day-of wedding coordinator to handle all event-related details. We want our clients & guests to enjoy their day to the fullest.

### **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. We can also accommodate any dietary restrictions. An exception is provided for special occasion cakes.

### **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 cannot contain any nuts of any kind, as we are a nut-free facility. We will also require the ingredients list upon arrival of the cake or dessert from the vendor. We also have very limited storage onsite, hence we cannot guarantee cold storage for your dessert until a few days prior to your wedding.

\*There is a cutting and storage fee of \$50.

\*\*If plating is desired, a plating fee will apply.

### **Are we permitted to supply our own alcohol for our wedding reception?**

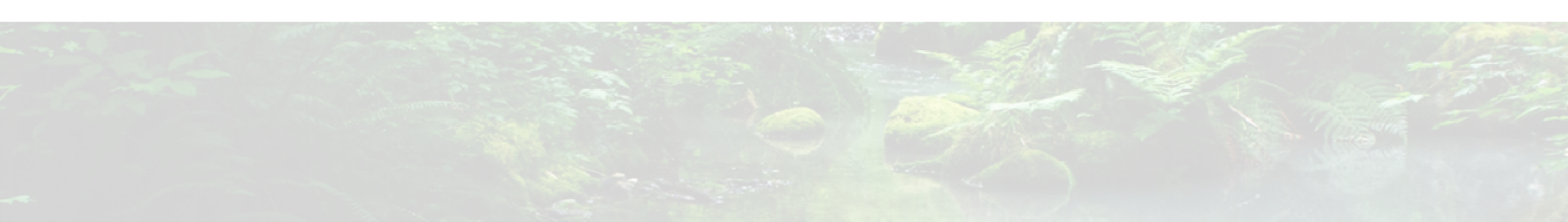
Cheakamus Centre is a fully catered facility, and as such we do not permit any alcohol to be provided. We have a wide selection of wonderful BCVQA wines and locally brewed beer.

### **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; toonie bar; full cash bar, where you provide your guests with drink tickets, that they in turn present to the bartender for a drink.

\*Last call: 11:30 pm.

\*\*Bar closes at 12:00 am.



## **Do you allow camping onsite?**

Cheakamus Centre does not have facilities to provide group camping onsite. Tent, campers & R.V. are not allowed onsite.

## **Do you supply any décor or rental items?**

Yes. All of our wedding packages include the following:

- Ceremony log benches (seating for approximately 90 guests);
- Wooden ceremony arch;
- Wooden signing table & chair;
- Cedar podium.

Indoor Environmental Learning Centre receptions also include:

- Reception tables (25, 6ft x 3ft);
- Reception chairs (150).

Please note that any other desired rental items are your responsibility (rental, setup & tear down).

## **What are your décor guidelines?**

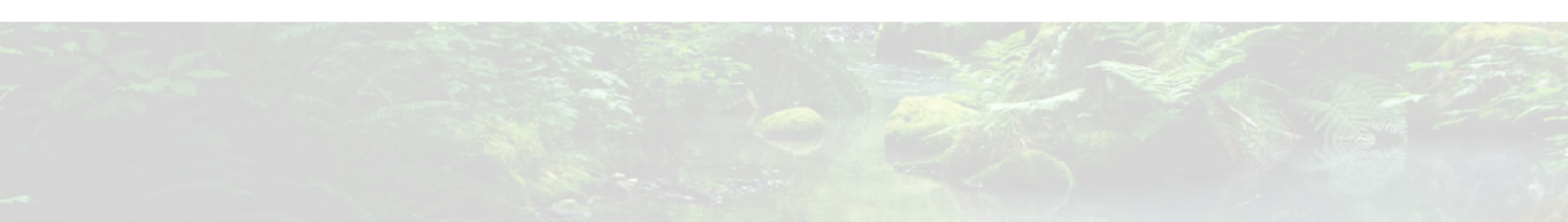
All décor must be approved by your Cheakamus Centre Events Coordinator. It is your professional wedding coordinator's responsibility to share a full décor plan with your CC Events Coordinator 7 business days prior to your wedding day. We do not permit flames anywhere on our property, including interior spaces; this includes lanterns, tea lights, candles, and incense. Confetti, rice, flower petals, butterflies, doves, etc. Are also prohibited.

## **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 Cheakamus Centre Events Coordinator 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.

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

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



### **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. We highly recommend you organize this service for your guests as Cheakamus Centre is located North of Squamish in Paradise Valley.

### **Can we bring pets?**

Pets are not allowed on the property. Exceptions apply to service dogs.

### **What activities are available for us?**

Facility rental groups have access to our vast network of 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 is contingent to other group bookings. 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. Experiential add-ons such as cultural indigenous activities & outdoor activities might also be available. Please inquire with your Cheakamus Centre Events Coordinator.

### **Are Plates and Glasses included?**

Plates and Glasses are available at an in-house rental cost for groups of 100 or less. For Groups of 101 or more, all plates and glasses must be rented from an off-site rental company.

### **Are we permitted to drink alcohol outside?**

Yes, as long as you are in our designated outdoor reception space. No glass is allowed outside. Plastic champagne and water glasses can be rented in-house for a fee for groups under 100

