



# Chan Centre for the Performing Arts at the University of British Columbia

## RECEPTION & CONCESSIONS SERVICES

As at November 2008

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# OVERVIEW

In addition to being one of North America's premier performing arts venues, the Chan Centre has become increasingly well known as an ideal location for receptions, meetings, conferences and other special events.

Conveniently located within close proximity to downtown Vancouver and nestled amid the lush landscape of the University of British Columbia, the Chan Centre's tranquil setting, in tandem with its striking architecture and superior facilities, make it a venue of choice for presenters and organizers from myriad disciplines and industries. Experienced staff ensures that all events, from simple receptions to larger conferences, run smoothly and efficiently.

The Chan Centre's various venues are available for stand-alone receptions as well as for receptions held in conjunction with other events.

# RECEPTION VENUES

## **Glass Lobby & Patio**

With its soaring windows and verdant surroundings, the Chan Centre's elegant Glass Lobby offers a warm, open ambience that is ideal for receptions. Full service bars and an espresso counter are available, with ample room in the Lobby for catering tables and other entertainment options.

Weather permitting, clients may wish to take advantage of the adjacent outdoor patio. Located beside an evergreen forest, guests can take a short stroll through the neighbouring Rose Garden or stay and enjoy a beverage from the Chan Centre's portable bar service.

## **Great Performers Lounge**

Accessible through the Chan Centre Glass Lobby or via the Royal Bank Cinema entrance, the recently renovated Great Performers Lounge is perfect for receptions, meetings, seminars and presentations. The large, open and uncluttered space is complemented by picturesque mountain views and an impressive photo gallery, which highlights many of the great performers who have graced the Chan's stages.

The multi-functional venue may be furnished with chairs and tables, with full bar service available. Sound links to both the Chan Shun Concert Hall and Telus Studio Theatre are also in place. Washrooms are conveniently located just outside the Lounge area.

## **Royal Bank Cinema Lobby**

The Royal Bank Cinema Lobby (RBC Lobby) is just the thing for small, informal receptions. Used in conjunction with events held in the Royal Bank Cinema and the Great Performers Lounge, the space is a popular spot for casual "meet & greet" functions or coffee breaks.

Located just outside the Royal Bank Cinema, the RBC Lobby has a separate entrance from the main Chan Centre entryway as well as adjacent washrooms. Bar services are available.

## **Telus Studio Theatre**

In special circumstances, and with the approval of the Chan Centre Events Manager and Technical Director, the Telus Studio Theatre may be rented for receptions and parties. Bar services are available.

# VENUE SPECIFICATIONS

## Dimensions & Capacities

Venue	Dimensions	Standing Reception	Seated Reception	Bar Services
Glass Lobby	500 square metres	600	60	Full bar Espresso bar
Patio	235 square metres	100	50	Selected bar
Great Performers Lounge	115 square metres	100	40 – conference style 75 – theatre style	Full bar
Royal Bank Cinema Lobby	90 square metres	90	N/A	Selected bar
Telus Studio Theatre	270 square metres	150	100	Selected bar

## SERVICE & LABOUR COSTS

The Chan Centre's License Periods must include all set-up, event and clean-up time. License fees include a complement of Front of House staff, please see the Chan Centre's Schedule of Rates for details.

Please note that additional costs are applicable for any event that requires Chan Centre Front of House staff for more than the Front of House allowance included in the License Period.

# HOST BAR PACKAGES

In order to assist clients in organizing their events, the Chan Centre offers a variety of Host Bar packages, which are based on projected attendance and calculated at a flat per-person, per hour (or any portion thereof) rate.

- **Conference Coffee Service**

This basic package is suitable for conferences of any size up to 600 and includes:

- Freshly brewed coffee – regular and decaffeinated
- A selection of black and herbal teas
- Orange and cranberry juices and assorted soft drinks

**Cost:** \$2.45/person/hour

- **Deluxe Conference Coffee Service**

The Chan Centre's Conference Coffee Service package, complemented by Dasani and Perrier bottled water.

- Freshly brewed coffee – regular and decaffeinated
- A selection of black and herbal teas
- Orange and cranberry juices and assorted soft drinks
- Dasani and/or Perrier bottled water

**Cost:** \$3.75/person/hour

- **West Coast Bar**

All the components of the popular Conference Coffee Package plus the best of BC's wine and beer.

**Cost:** \$8.75/person/hour

- **Premium West Coast Bar**

The Chan Centre's best yet, this package includes all the standard components of the popular West Coast Bar option, with the addition of premium liqueurs, brandy and single malt scotch.

**Cost:** \$13.25/person/hour

- **Add-on – Espresso Bar**

Espresso based drinks including; cappuccinos, lattes, and mochas can be added to each host bar package.

**Add-on Cost:** \$1.00/person/hour

# CASH BAR

With this option guests pay for the items they consume. As per the Host Bar option, clients may choose to offer a full bar or opt for a selected menu.

# HOST BAR BY CONSUMPTION

From a full selection of beverages to a selected drink menu, clients can create their own bar. When choosing this option and billing method, hosts pay only for items that their guests consume. If desirable, a pre-set spending limit can be arranged.

A final tally of the drinks consumed is sent with the final event settlement. Certain functions may require a deposit, payable in advance.

# HOST BAR POLICIES

## Guaranteed Numbers

See attached.

## Liquor Service

Reception spaces at the Chan Centre are fully licensed to serve alcohol. In accordance with the BC Liquor and Control Licensing Act, please note that the following rules apply:

- Chan staff must purchase, open and serve all alcoholic beverages served on Chan Centre premises.
- All alcohol must be consumed only in those areas designated for liquor consumption.
- **No alcohol donated or purchased outside of the Chan Centre may be consumed on the premises.**

# PRICE LISTS

## Bar Price List

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Beverage	Price
Spirits	\$4.70
Beer/Cider	\$4.27
Premium Beer	\$4.70
Wine	\$5.13
Liqueurs	\$4.70
Premium Liqueurs/Spirits	\$5.56
Single Malt Scotch	\$5.56
Mineral Water	\$2.80
Bottled Water & Juices	\$1.87
Soft Drinks	\$1.87
Coffee/Tea	\$1.40

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## Espresso Bar Price List

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Beverage	Price
Coffee & Liqueur	\$5.56
Café Mocha	\$2.80
Cappuccino/Café Latte	\$2.34
Hot Chocolate/ Steamed Milk	\$1.87
Espresso/Americano	\$1.40
Coffee/Tea	\$1.40
Italian Syrup Flavours	\$0.23

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**Please note:** Applicable taxes & gratuity are added to all Host Bar and Host Bar by Consumption packages.

# GUARANTEED NUMBERS

Projected attendance must be confirmed no later than seven days prior to the event.

For Advanced Billing Packages, clients are financially responsible for a guaranteed minimum number of guests (60% of the projected attendance), or the actual number of patrons served – whichever is greater.

For Host Bar By Consumption, clients are financially responsible for guaranteed minimum gross sales as seen in the chart below, or the actual gross sales – whichever is greater.

<b>Projected attendance</b>	<b>Alcohol served</b>	<b>Guaranteed gross sales</b>
Less than 20	No	\$25.00
	Yes	\$70.00
20-50	No	\$70.00
	Yes	\$175.00
50-100	No	\$125.00
	Yes	\$350.00
100-300	No	\$350.00
	Yes	\$950.00
300-700	No	\$850.00
	Yes	\$2,000.00

# PREFERRED CATERERS

Since the Chan Centre opened its doors in 1997, its staff members have had the pleasure of working closely with many of Vancouver's finest catering companies. They've also taken note of which caterers, in their professional estimation, provide a high degree of reliability, excellent food, a good range of price options and, most importantly, a superior level of service.

The Chan Centre's preferred caterers, in alphabetical order, are:

- **Culinary Capers Catering**

1545 West 3rd Avenue  
Vancouver, BC V6J 1J8  
T: 604 875 0123

- **Opus Hotel**

322 Davie Street  
Vancouver, BC V6B 5Z6  
T: 604 694 2119

- **Out To Lunch Catering**

241 Union Street  
Vancouver, BC V6A 2B2  
T: 604 681 7177

- **Peake of Catering**

4501 Main Street  
Vancouver, BC V5V 3R4  
T: 604 872 8431

- **The Lazy Gourmet**

1605 West 5<sup>th</sup> Ave  
Vancouver, BC V6J 1N5  
T: 604 734 2507

- **UBC Catering**

2071 West Mall,  
Vancouver, BC V6T 1Z2  
T: 604 822 2286

Please note: The Chan Centre reserves the exclusive right to provide all beverages consumed on-site. Catering companies may be contracted for food services only. Catering companies that are not on the preferred catering list may be used at the discretion of the Chan Centre Events Manager.

# CONTACTS

For further information or to book Chan Centre venues, please contact:

**Wendy Atkinson**  
**Programming Manager**  
T: 604.822.2283  
F: 604.822.1606  
E: [wendy.atkinson@ubc.ca](mailto:wendy.atkinson@ubc.ca)

For Concessions arrangements, please contact:

**Carl Armstrong**  
**Events and Customer Service Manager**  
T: 604.822.2188  
F: 604.822.1606  
E: [carl.armstrong@ubc.ca](mailto:carl.armstrong@ubc.ca)

**PLEASE NOTE: All prices subject to change without notice.**