



Robert H. Lee  
Alumni Centre

## Weddings at the Robert H. Lee Alumni Centre





## Robert H. Lee Alumni Centre

The Robert H. Lee Alumni Centre is the perfect setting to host your modern classic wedding or private celebration. Our spectacular new venue boasts a contemporary design, signature décor elements, built in lounge features, West Coast exposed cedar, rich stone tiling, and is filled throughout with natural light. Situated in a prime location directly in the heart of the newly revitalized UBC Vancouver campus, the centre is close to transit stops and accessible parking.

The venue offers a variety of inviting spaces. For wedding celebrations, we suggest using the Jack Poole Hall in conjunction with the Wong-Trainor Welcome Centre. The Welcome Centre is a perfect setting for cocktails, boasting modern classic lounge furniture and an expansive metal fireplace. Cocktail tables can be set for your guests' enjoyment, and our front reception area seamlessly transforms into a full service bar. After cocktails, guests are invited to walk up our signature cedar stair case or take one of our two elevators to the second floor Jack Poole Hall. This gorgeous celebration space allows guests to enjoy a full seated dinner for up to 250 people, with a dance floor and stage that can accommodate a head table of 10 people. The Jack Poole Hall is surrounded by 20 ft. glass walls and a beautiful exposed cedar ceiling. Ceremonies can also be held in Jack Poole Hall. A cocktail hour in the Wong-Trainor Welcome Centre allows for our staff to flip the room from ceremony space into a full reception area. We also work closely with Cecil Green Park House, offering special pricing for guests who would like to host a ceremony at this classic venue, and then move to the Robert H. Lee Alumni Centre for a modern classic reception.

The rental includes the use of all tables and chairs, as well as the set up/tear down of your floor plan. Use of the in-house sound system, microphone, and podium are also included. Our professional industry catering partners can work with you to plan and execute all your food and beverage needs. Our staff will provide exceptional service to help make your event a success from start to finish.



## Robert H. Lee Alumni Centre

### Rental Spaces

The **Jack Poole Hall** is located on the second floor with 20 ft. floor to ceiling glass walls, allowing for plenty of natural light. It is a flexible space that is perfect for wedding ceremonies and receptions.

*Maximum capacity: 400 (standing/cocktail), 300 (seated dinner, rounds of 8), 250 (seated dinner, rounds of 8 with a dance floor).*

The **Wong-Trainor Welcome Centre** is available for evening rentals only. The space is perfect for supporting large-scale events occurring in the Jack Poole Hall and can be used for cocktails, or as a reception and display area.

*Maximum capacity: 300 (standing/cocktail).*

### Rental Rates

All Wedding rentals include a complimentary bridal room or children's "rec" room, plus access to our commercial catering kitchen. We include all tables, chairs, set up, tear down, basic AV, and room cleaning. A venue coordinator will be onsite to ensure the success of your event, and evening rentals include one security guard.

The Robert H Lee Alumni Centre is the home for UBC alumni. UBC Alumni A-Card holders will be entitled to a 20% discount on listed rental rates.



# Robert H. Lee Alumni Centre

## Jack Poole Hall

### May to September

#### Friday

Daytime (9:30 am to 3:00 pm)	\$ 2000.00
Evening (5:30 pm to 1:00 am)	\$ 3300.00
Full Day (9:30 am to 1:00 am)	\$ 5000.00

#### Saturday

Daytime (9:30 am to 3:00 pm)	\$ 2600.00
Evening (5:30 pm to 1:00 am)	\$ 4000.00
Full Day (9:30 am to 1:00 am)	\$ 6000.00

#### Sunday

Daytime (9:30 am to 3:00 pm)	\$ 2300.00
Evening (5:30 pm to 1:00 am)	\$ 3300.00
Full Day (9:30 am to 1:00 am)	\$ 5000.00

#### Monday to Thursday

Daytime (9:30 am to 3:00 pm)	\$1500.00
Evening (5:30 pm to 1:00 am)	\$2800.00
Full Day (9:30 am to 1:00 am)	\$4500.00

## Wong-Trainor Welcome Centre

#### Hours

4:00 pm to 9:00 pm  
4:00 pm to 1:00 am

#### Rates

\$ 600.00  
\$ 1200.00

- Wong-Trainor Welcome Centre rental rate will be reduced when booking along with Jack Poole Hall
- Monday to Friday the Wong-Trainor Welcome Centre is not available until 5:00pm



# Robert H. Lee Alumni Centre

## Jack Poole Hall

### October to April

#### Friday

Daytime (9:30 am to 3:00 pm)	\$ 1500.00
Evening (5:30 pm to 1:00 am)	\$ 3000.00
Full Day (9:30 am to 1:00 am)	\$ 4000.00

#### Saturday

Daytime (9:30 am to 3:00 pm)	\$ 2000.00
Evening (5:30 pm to 1:00 am)	\$ 3500.00
Full Day (9:30 am to 1:00 am)	\$ 5500.00

#### Sunday

Daytime (9:30 am to 3:00 pm)	\$ 1800.00
Evening (5:30 pm to 1:00 am)	\$ 3000.00
Full Day (9:30 am to 1:00 am)	\$ 4000.00

#### Monday to Thursday

Daytime (9:30 am to 3:00 pm)	\$1250.00
Evening (5:30 pm to 1:00 am)	\$2550.00
Full Day (9:30 am to 1:00 am)	\$4250.00

## Wong-Trainor Welcome Centre

### Hours

4:00 pm to 9:00 pm  
4:00 pm to 1:00 am

### Rates

\$ 600.00  
\$ 1200.00

- Wong-Trainor Welcome Centre rental rate will be reduced when booking along with Jack Poole Hall
- Monday to Friday the Wong-Trainor Welcome Centre is not available until 5:00pm



## Robert H. Lee Alumni Centre

### Rental Information

- Booking times can be flexible, depending on availability. Additional hours may be purchased.
- UBC alumni A-Card holders receive a 20 per cent discount on all rental rates.
- 5 per cent GST will be applied to all events.
- Additional fees include ReSound, Socan, and Special Event Insurance.
- Additional labour charges may be applied to “flip” the space from wedding ceremony to reception or to move or reconfigure the stage.
- Our exclusive catering partners can assist you with all food and beverage service.
- Our exclusive catering partners can provide you full bar service through their catering license.
- We do allow wedding clients to obtain their own special occasions permit. The caterer must serve this product on the clients’ behalf.
- A galley fee is charged to all clients wishing to obtain their own special occasion’s license.
- An exception to the catering exclusivity policy may be made to accommodate religious or cultural events. A 15% landmark fee will be charged to all the food and beverages provided by a non-exclusive caterer.
- Payment for all rentals is accepted by cheque, Visa, or MasterCard. Regretfully we do not accept Amex.
- Pre-paid parking may be arranged at the time of booking.

Visit: [www.alumnicentre.ubc.ca](http://www.alumnicentre.ubc.ca)

Call: 604.822.1922

Email: [nicole.caron@ubc.ca](mailto:nicole.caron@ubc.ca)