



THE UNIVERSITY  
WOMEN'S CLUB  
*of* VANCOUVER  
*at* H Y C R O F T

# CATERING & EVENTS PACKAGE

## 2019

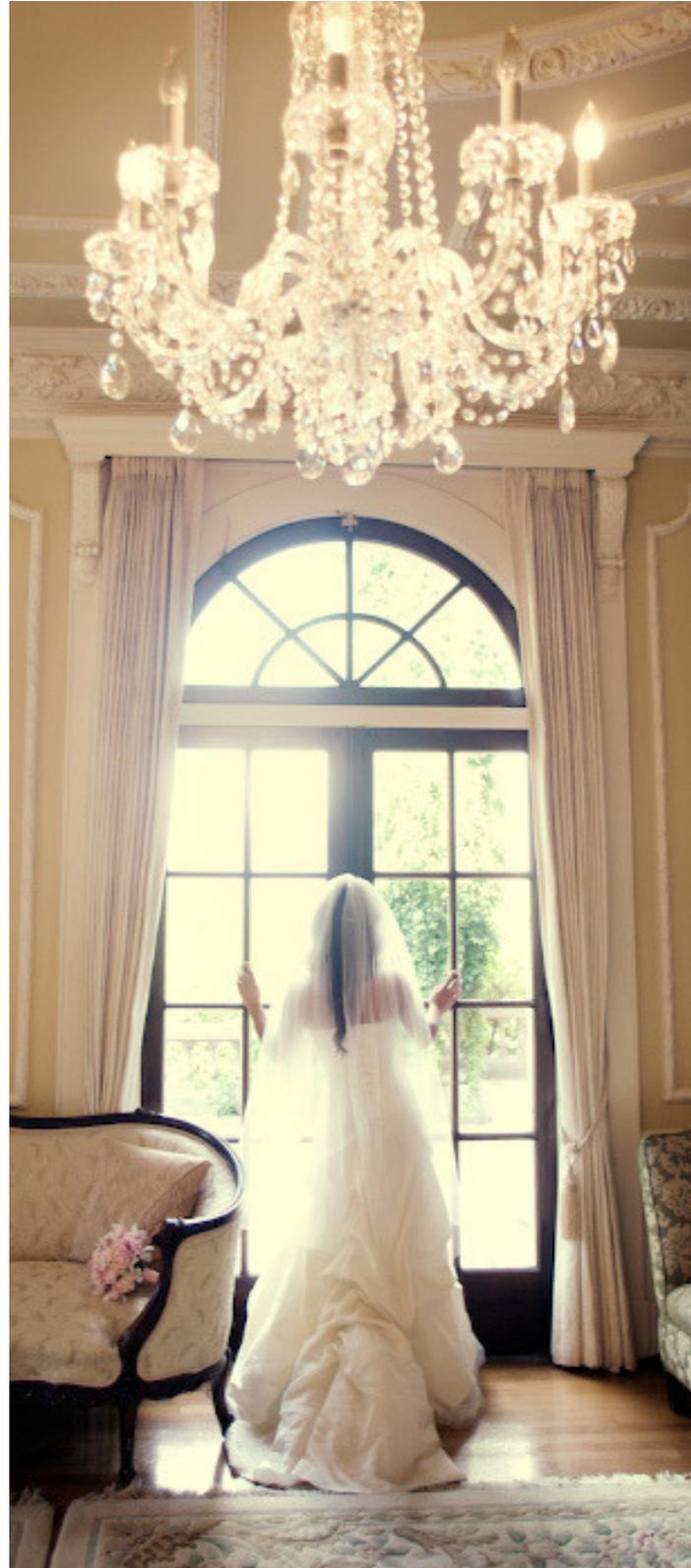


Nestled in the historic neighborhood of Shaughnessy, minutes from the downtown core and the Vancouver airport, Hycroft offers an unparalleled setting to host your next gathering. This 107 year old Edwardian

Heritage building is a bastion of elegance in the center of the busy city. It has been the home of the University Women's Club since they purchased the estate in 1962, and they have carefully restored and cared for it ever since. Hycroft offers several unique dining and meeting areas, and an incredible terrace that looks out upon the natural beauty of its gardens with a spectacular mountain backdrop.

Beautifully furnished and maintained, the stately rooms of Hycroft provide the ultimate in luxury: grand iconic columns, classic moldings, gold chandeliers, bright airy atriums, and rooms for relaxation. Whether hosting a small dinner, a corporate meeting, or a wedding reception, Hycroft will create a memorable experience for you and your guests with extraordinary hospitality and uncompromising service. Our experienced team is committed to delivering creative solutions for your event. From floor plans to custom menus, we will take care of every detail.

Thank you for choosing Hycroft!



# EXECUTIVE CHEF BENEDICT HAINES



Benedict Haines is a British chef who began his career working for Chef de Cuisine Richard Brooks, the personal chef to the late Princess Diana. From there, he moved to the prestigious Wentworth Golf Club where he worked under Michelin starred Chef Ian McAndrews. He went on to become Head Chef at Tyddyn Llan, a multi-award-winning Country House Hotel in North Wales, achieving a coveted 2 Rosette status for the hotel and restaurant.

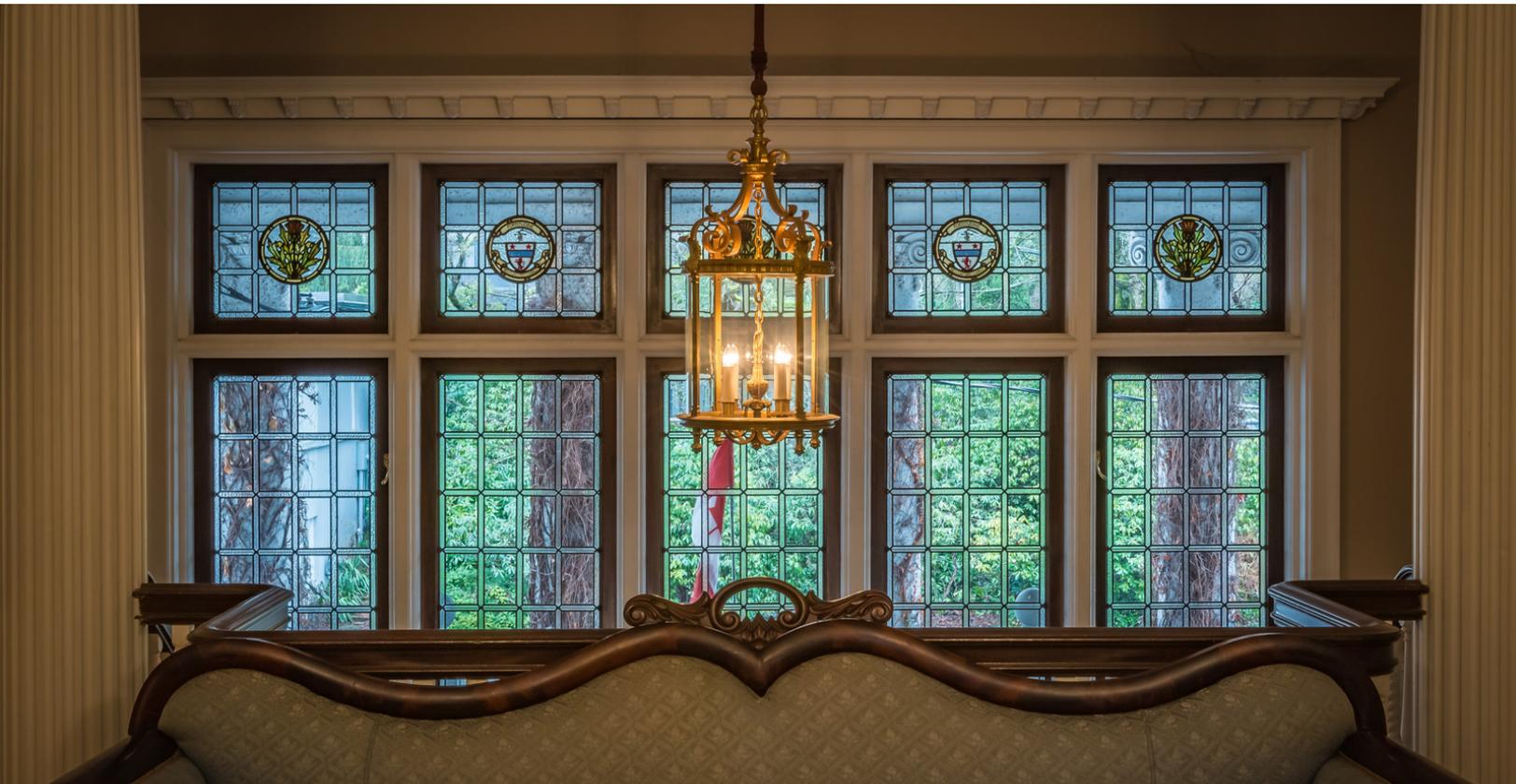
By the age of 27 he joined his best friend and fellow chef in France where they opened the Walnut Grove Cookery School. He spent the next 14 years offering 5 Day Hands-On Gourmet Culinary Courses in the Loire Valley to aspiring culinary students. Chef Benedict also traveled North America to offer various culinary courses. In 2011, he launched the first cookery course at Taku Resort on Quadra Island, BC, where he met his wife. Teaching this course led to a position as a personal chef in Vancouver, in addition to a small home ready meal business and numerous private dining experiences.

Benedict is now the Executive Chef at Hycroft, where he caters weddings and private member events.



# BREAKFAST & BRUNCH

Available 8-10 a.m.



## THE HYCROFT CLASSIC CONTINENTAL

Freshly baked assorted breakfast pastries &  
croissants  
Fruit preserves  
Seasonal fresh fruit platter  
Selection of fruit juices  
Freshly brewed Hycroft signature coffee &  
organic teas

**\$20 PER PERSON**

## THE HERITAGE BREAKFAST BUFFET

Freshly baked assorted breakfast pastries  
& croissants  
Fruit preserves  
Seasonal fresh fruit platter  
Smoked Canadian bacon  
Pork & herb breakfast sausage  
Caramelized onion nugget potato  
Free range scrambled eggs  
Freshly brewed Hycroft signature coffee  
& organic teas

**\$29 PER PERSON**



# THE MCRAE BRUNCH BUFFET

Greek yogurt with house-made granola  
Traditional smoked salmon, capers, shallots, lemon & dill  
Red-wine poached pears, artisan greens and arugula, roasted walnuts & creamy blue cheese dressing  
Kedegree style indian spiced rice salad, raisins, apple, cilantro & mint  
Roasted asparagus, courgette & artichoke hearts, baby spinach, lemon & herb vinaigrette

Grilled Canadian bacon  
Pork & herb breakfast sausage  
Herb roasted nugget potatoes & confit tomato  
Traditional baked ham, maple brown sugar & clove  
Spanish omelette, peppers, potatoes, sautéed onions  
Mushroom crepe lasagna with béchemel sauce and Parmesan  
Freshly baked assorted pastries & croissants

Mini glazed lemon meringue tarts  
Profiteroles filled with crème patisserie & dipped in dark chocolate  
Gâteaux strawberry shortcake  
Vanilla crème caramels  
Fresh fruit & berry platter

**\$65 PER PERSON**



## MEETING PACKAGES

Freshly brewed Hycroft signature coffee and organic teas, juice selection, freshly baked cookies & a fresh fruit bowl

**\$10.50 PER PERSON**

Freshly brewed Hycroft signature coffee and organic teas, soft drinks, homemade salted chips, maple roasted nuts & a fresh fruit bowl

**\$15.50 PER PERSON**

Freshly brewed Hycroft signature coffee and organic teas, freshly baked Danish pastries and cookies, selection of mini-squares & a fresh fruit bowl

**\$18.50 PER PERSON**



# CANAPÉS

Minimum order: 2 dozen.

## HOT HORS D'OEUVRES

Chicken satay, peanuts & black sesame  
Braised short rib bon-bon, tomato & chili jam  
Mini Thai style crab cakes, sweet chili sauce  
Indian spiced arancini, coriander & lemon  
Caramelized onion & cheddar mini quiche  
Moroccan spiced beef kofta, garlic & mint yogurt  
Panko crusted marinated tiger prawns with ponzu sauce

**\$38 PER DOZEN**



## CHILLED HORS D'OEUVRES

Smoked salmon mousse, lemon & dill, crostini  
House made chicken liver parfait, onion chutney, crostini  
Poached prawns, avocado guacamole, lime & cilantro  
Chicken, shallot & tarragon rillettes, cornichon, toasted baguette  
Mushroom duxelle & truffle puff-pastry tartlets  
Tuna tartare, shallot, lime & quail's egg on a rice cracker  
Pesto bocconcini & cherry tomato brochettes

**\$38 PER DOZEN**



## APPETIZER STATIONS

Crispy vegetable spring rolls with sweet chili sauce  
Crispy chicken gyoza, cilantro, jalapeño, soya & ginger sauce  
Panko tiger prawns, sweet chili sauce  
Nanuk sockeye smoked salmon & lemon infused cream cheese  
Goat cheese & truffle baked tartlets  
Spicy beef kofta, tzatziki sauce

**\$38 PER DOZEN**

All prices are subject to Taxes & 18% Gratuity



# PLATTERS

All platters are designed for 15 guests to enjoy.

## LIGHT REFRESHMENTS

Assorted artisan bread sandwich & wrap tray, chips & salad garnish	\$96
Crudités & homemade dips platter	\$75
Domestic & imported cheese board	\$150
Fresh seasonal fruit platter	\$80
Assorted pastries	\$30
Assorted cookies	\$24

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## GOURMET

### **WEST COAST SALMON TRIO PLATTER - \$ 210**

Dill gravlax, poached salmon, smoked salmon, lemon, capers, mustard dill dressing

### **SEAFOOD PLATTER - \$225**

Tiger prawns, mussels, squid, roll mops, olive oil & sea vegetables

### **CHARCUTERIE PLATTER - \$225**

Roasted beef, prosciutto, salami & Parma ham, cherry tomato & garlic confit

### **VEGETARIAN ANTIPASTO PLATTER - \$140**

Roasted & grilled peppers, zucchini, eggplant & artichoke with a balsamic reduction

### **MEDITERRANEAN PLATTER - \$180**

Chorizo, saffron chicken breast, tiger prawns on Spanish rice salad

All prices are subject to Taxes & 18% Gratuity



# THE BLUEBIRD 3-COURSE PLATED MENU

Available on Hycroft's Main Level only. From 10-60 guests.

## APPETIZERS:

### Selection of two

White onion & thyme soup, garlic croutons (V)  
Chicken liver parfait, house pickles & toasted sour dough  
Smoked salmon & crab, aioli, cucumber dressing  
Goat cheese & apple croustade, walnut & raisin salad (V)  
Pressed braised ham hock, mustard & gherkin terrine, red onion marmalade

**Served with freshly baked artisan rolls**

## ENTREES:

### Selection of two

Seared fillet of West Coast wild salmon, peas a la Française, lemon & chive buerre blanc  
Butternut squash, sage & parmesan tagliatelle, nut brown butter (V)  
Roast free-range chicken breast, bubble & squeak croquette, braised cipollini onions, wild mushroom & truffle sauce  
Pork tenderloin cooked sous vide in butter milk, celeriac puree, savoy cabbage, cider & whole grain mustard sauce  
Baked Icelandic cod filet glazed with a parsley crust, pomme puree, spinach, clams mariniere

## DESSERTS:

### Selection of two

Maple syrup tart, vanilla ice cream & crème Anglais  
Griottines cherry & kirsch crème brûlée, pistachio short bread  
Passion fruit délice, textures of raspberries  
Citrus panna cotta, caramel oranges, poppy seed tuile  
Dark chocolate torte, cherry compote, white chocolate sauce  
Glazed lemon tart, iced lime parfait, honey tuile

**\$60 PER PERSON**

**Children's Menu Available Upon Request for Ages 12 and under**

All prices are subject to Taxes & 18% Gratuity



# THE GENERAL'S 3-COURSE PLATED MENU

Available on Hycroft's Main Level only. From 10-60 guests.

## APPETIZERS:

### Selection of two

Seafood chowder finished with fresh herbs

Pressed terrine confit of duck, pickled beets, raisin puree

Salmon, crab & prawn roulade, avocado guacamole, chili & lime dressing

Grilled asparagus, roasted artichoke and watercress salad, garlic aioli, shallot & sherry vinaigrette

Chicken, leek & smoked bacon terrine, tomato salsa and frisée salad

**Served with freshly baked artisan rolls**

## ENTREES:

### Selection of two

Roast striploin of beef, braised short rib bon-bon, smoked onion puree, fondant potato, spinach, veal jus

Rack of lamb, braised lamb shoulder, pea puree, heritage carrots, port wine jus

Breast of duck, duck leg bon-bon, savoy cabbage, roasted shallots, juniper berry & sherry vinegar jus

Celeriac, mushroom & truffle orzo risotto, heritage carrots & Parmesan

Seared filet of sea bass, lobster ravioli, confit fennel & vierge dressing

## DESSERTS:

### Selection of two

Maple syrup tart, vanilla ice cream & crème Anglais

Griottines cherry & kirsch crème brûlée, pistachio short bread

Passion fruit délice, textures of raspberries

Citrus panna cotta, caramel oranges, poppy seed tuile

Dark chocolate torte, cherry compote, white chocolate sauce

Glazed lemon tart, iced lime parfait, honey tuile

**\$80 PER PERSON**

**Children's Menu Available Upon Request for Ages 12 and under**

All prices are subject to Taxes & 18% Gratuity



# BUFFET SERVICE

At Hycroft, we understand the passion of West Coast living. We offer a variety of delicious, seasonal buffet menus that are rooted in the flavors of the West Coast, with an emphasis on fresh, local, and sustainable ingredients. Choose any of our menu options, or let us know if you'd like us to customize a menu for you. It is our goal at Hycroft to make your food experience elegant and memorable.

**Please select one of the three listed menus for service at your event. Please inform the Events Team of any allergies or dietary restrictions as necessary.**



**ADD GOURMET MACARONS TO ANY DESSERT BUFFET - \$3 EACH**

**Children Ages 5-12: Half Price**  
**Children Under 5: Complimentary**



# THE MCRAE BUFFET

Selection of artisan buns

Smoked Nanuk sockeye salmon, smoked mackerel & pickled herring platter

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Red, black and green kale Caesar salad with fresh Parmigiano-Reggiano, garlic croutons & creamy Caesar dressing

Fresh beetroot, cherry tomato & orange salad with orange vinaigrette topped with feta cheese

Mediterranean orzo salad with roasted vegetables tossed in a shallot, tarragon & red wine vinaigrette dressing

•••

Roasted free range breast of chicken with seasonal wild mushrooms, white wine & truffle jus finished with cream

Steamed fillet of West coast coho salmon with fennel shavings, lemon & fresh dill beurre blanc

Rigatoni carbonara with smoked bacon, parsley & Parmigiano-Reggiano (vegetarian version available)

Panache of steamed vegetables & roasted fingerling potatoes

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Profiteroles filled with crème patisserie & dipped in dark chocolate

Mini glazed lemon meringue tarts

Gâteaux strawberry shortcake

Fresh fruit & berry platter

**\$80 PER PERSON**

# THE SHAUGHNESSY BUFFET

Selection of artisan buns

Smoked Nanuk sockeye salmon, smoked mackerel & pickled herring platter

Charcuterie platter with prosciutto, salami, Serrano ham & house-made pickles

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Mixed artisan organic salad greens with a shallot & sherry vinaigrette

Greek salad with heirloom tomatoes, English cucumber, red onion, Kalamata olives topped with feta cheese & balsamic dressing

Roasted vegetable salad with roasted asparagus, courgette & artichoke hearts, baby spinach & lemon herb vinaigrette

•••

Braised grass-fed Frazer Valley beef cheeks cooked in veal stock, red wine with pearl onions, bay, thyme & juniper

Steamed fillet of West coast coho salmon, fresh pea and mint velouté & asparagus spears

Fricasse of free-run chicken breast & wild mushroom penne pasta with Parmesan & truffle

Panache of steamed vegetables & roasted fingerling potatoes

•••

Meringue nests filled with summer berry compote & Chantilly cream

Tiramisu Gâteaux

Vanilla panna cotta with fresh raspberries

Profiteroles filled with crème patisserie & dipped in dark chocolate

Fresh fruit & berry platter

**\$90 PER PERSON**

All prices are subject to Taxes & 18% Gratuity



# THE HYCROFT GRAND BUFFET

Selection of artisan buns

Smoked Nanuk sockeye salmon, smoked mackerel & pickled herring platter

Charcuterie platter with prosciutto, salami, Serrano ham & house-made pickles

Cheeseboard with a selection of domestic & imported varieties, grapes & walnuts



Mixed artisan organic salad greens with a shallot & sherry vinaigrette

Red, black and green kale caesar salad with fresh Parmigiano-Reggiano, garlic croutons & creamy Caesar dressing

Fresh beetroot, cherry tomato & orange salad with orange vinaigrette topped with feta cheese

Poached tiger prawn salad with Thai dressing, vermicelli noodles, ginger & cilantro



AAA Canadian strip loin of beef carving station with watercress, red wine jus

Roast fillet of Icelandic cod, confit lemon gel, wilted spinach & caper butter noisette

Roasted free range breast of chicken: seasonal wild mushrooms, white wine & truffle jus finished with cream

Celeriac and confit fennel orzo risotto with truffle, Parmesan & fennel leaf

Panache of steamed vegetables & roasted fingerling potatoes



Mini glazed lemon meringue tarts

Profiteroles filled with crème patisserie & dipped in dark chocolate

Gâteaux strawberry shortcake

Vanilla crème caramels

Fresh fruit & berry platter

**\$100 PER PERSON**



All prices are subject to Taxes & 18% Gratuity





## BUFFET ENHANCEMENTS

Add a little luxury

### SEAFOOD PLATTER ON CRUSHED ICE

King prawns, fresh crab, smoked salmon, mussels & herrings, salmon roe

**MARKET PRICE**

### BUTTER POACHED CANADIAN LOBSTER TAIL

4 Oz. or 6 Oz.

**MARKET PRICE**

### WILD WEST COAST SMOKED SALMON PLATTER

Lemon, capers & herbs

**\$16 PER PERSON**

### POACHED TIGER PRAWN FOUNTAIN

With lightly spiced Marie Rose dipping sauce

**\$16 PER PERSON**

## CARVING STATIONS

Slow Roast Prime Rib of Beef

**\$18 PER PERSON**

Roasted Striploin of AAA Beef

**\$15 PER PERSON**

Rosemary & Garlic Marinated Leg of Lamb

**\$16 PER PERSON**

Slow Roast Loin of Pork, Thyme & Cider

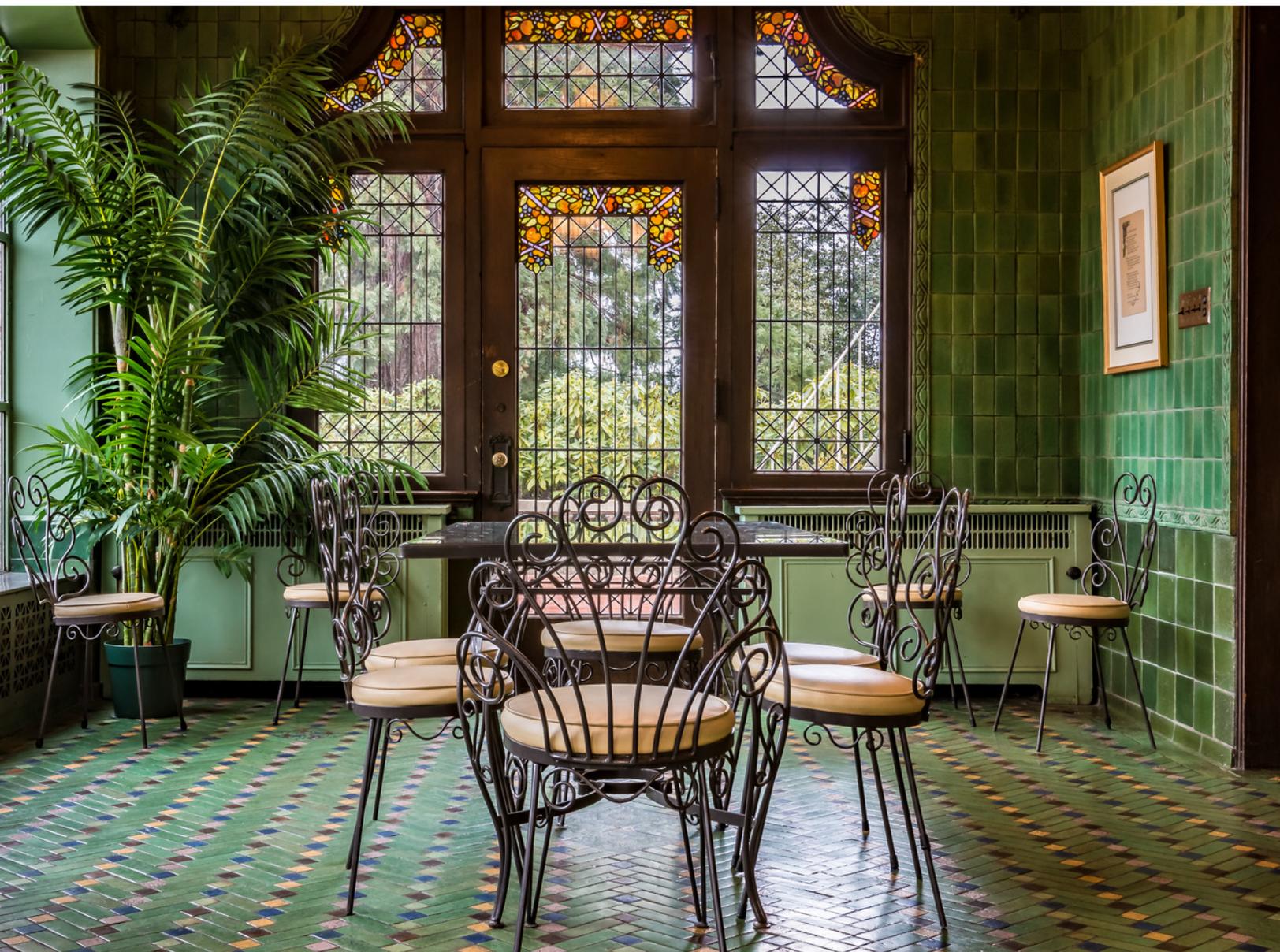
**\$14 PER PERSON**



# FAMILY-STYLE SERVICE

Hycroft's family style service is a unique home-style dining experience. This style is focused on bringing your family and friends together in a relaxed atmosphere using an interactive gourmet adventure.

**Please select one of the three listed menus for service at your event. Please inform the Events Team of any allergies or dietary restrictions as necessary.**



**ADD A TABLE-SIDE SERVED SOUP COURSE - \$7 PER PERSON**

Fresh Asparagus & Pea Veloute or  
Summer Gazpacho Soup or  
Chilled Vichyssoise or  
Butternut Squash & Parmesan or  
White Onion Veloute

**ADD GOURMET MACARONS TO ANY DESSERT BUFFET - \$3 EACH**



# THE FARRIS

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## FIRST COURSE

Grilled goat cheese croute, red wine poached pears, arugula, walnut salad with balsamic dressing

•••

Fresh striped beetroot, cheery tomato and orange salad, orange vinaigrette

## RISOTTO COURSE

**Please select one:**

Pea, mint & Parmesan

Mushroom & truffle

Roast Artichoke & bacon

## MAIN COURSE

Whole roasted free-run chicken, provençal vegetables and a tomato, fresh basil & garlic sauce with thyme roasted fingerling potatoes

•••

Steamed fillet of West coast wild salmon, market baby vegetables, shaved fennel and vierge dressing

## DESSERT BUFFET

Profiteroles filled with crème patisserie & dipped in dark chocolate

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Mini glazed lemon meringue tarts

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Gâteaux strawberry shortcake

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Fresh fruit & berry platter

**\$80 per person**

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All prices are subject to Taxes & 18% Gratuity



# THE HERITAGE

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## FIRST COURSE

Red, black and green kale caesar salad with fresh Parmigiano-Reggiano, garlic croutons & creamy Caesar dressing

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Duo of cantaloupe and honeydew melon, prosciutto, heirloom tomato & basil parsley pistou

## RISOTTO COURSE

**Please select one:**

Pea, mint & Parmesan

Mushroom & truffle

Roast Artichoke & bacon

## MAIN COURSE

Black-pepper crusted loin of pork, pickled red cabbage, herb roasted fingerling potatoes & a grain mustard cider sauce

•••

Roasted fillet of Icelandic cod, peas à la Française, pearl onions & buerre noisette

## DESSERT BUFFET

Meringue nests filled with summer berry compote & Chantilly cream

•••

Tiramisu Gâteaux

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Vanilla panna cotta with fresh raspberries

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Profiteroles filled with crème patisserie & dipped in dark chocolate

•••

Fresh fruit & berry platter

**\$85 per person**

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All prices are subject to Taxes & 18% Gratuity



# THE EDWARDIAN

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## FIRST COURSE

Fresh watercress, English cucumber and granny smith apple salad, grain mustard & apple cider vinaigrette

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Pesto marinated bocconcini & heirloom cherry tomato salad

## RISOTTO COURSE

**Please select one:**

Pea, mint & Parmesan

Mushroom & truffle

Roast Artichoke & bacon

## MAIN COURSE

Roast striploin of AAA Canadian beef, charred onions, herb roasted fingerling potatoes, watercress & veal jus

•••

Pan-seared fillet of Atlantic sea bass, fennel purée, roasted artichokes, asparagus and courgette, chive & white-wine butter sauce

## DESSERT BUFFET

Mini glazed lemon meringue tarts

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Profiteroles filled with crème patisserie & dipped in dark chocolate

•••

Gâteaux strawberry shortcake

•••

Vanilla crème caramels

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Fresh fruit & berry platter

**\$95 per person**

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All prices are subject to Taxes & 18% Gratuity



# HYCROFT TRADITIONAL HIGH TEA

Enjoy one of our most celebrated traditions. From 4 to 30 guests.

A complimentary glass of Hycroft's house champagne

## **Selection of finger sandwiches:**

Coronation chicken on sourdough

Cucumber & mint cream cheese on multigrain

Savory egg, cheddar cheese & cress on multigrain

Honey roast ham & Dijon mustard on sourdough

Mini mushroom truffle quiche tarts

Nanuk smoked sockeye salmon, lemon infused cream cheese on a multi-seed croute

Homemade scones with whipped Chantilly cream & strawberry jam

Mini glazed lemon meringue tarts

Choux pastry profiteroles filled with crème patisserie & dipped in dark chocolate

A selection of flavoured macarons

**\$60 per person**

## **BEVERAGES:**

San Pellegrino Limonata, Aranciata	<b>\$3.00</b>
Perrier	<b>\$4.00</b>
Bottled Still Water	<b>\$2.25</b>
Soda (canned)	<b>\$3.00</b>
Juice	<b>\$4.00</b>
Coffee/Hycroft Organic Tea	<b>\$2.50</b>
Lemonade or Iced Tea	<b>\$3.00</b>
Non-Alcoholic Punch	<b>\$3.00</b>

All prices are subject to Taxes & 18% Gratuity



# WEDDINGS AT HYCROFT

There are countless decisions involved in planning your wedding. Our experienced and dedicated staff are committed to ensuring that your special day runs as smoothly as possible. Let us help make this the most memorable and enjoyable day of your life.

## ELEGANCE & HERITAGE

Hycroft is conveniently located 5 minutes from the downtown core. Throughout the house, find Edwardian hand-carved marble fireplaces, original crown moldings, and classic French doors that will compliment any wedding decor. The Hycroft Grand Ballroom is elegantly furnished with elaborate gold chandeliers, original fireplaces, and back-lit stained glass. It was built with a hand-sprung dance floor - a rarity in Vancouver. Treat your guests an evening they will never forget.

## RETREATS FOR THE BRIDE & GROOM

Hycroft offers two complimentary separate Edwardian suites for the Bride & Groom to prepare for their special day.

## CEREMONIES & RECEPTIONS

In addition to our indoor spaces, Hycroft has two gorgeous garden settings and a terrace with a mountain view to host your ceremony.

The Rose Garden: up to 130 seated  
The Juliette Balcony: up to 80 seated  
The Terrace: up to 130 seated

Dining in the Hycroft Drawing Room: up to 60  
Dining in the Hycroft Ballroom: up to 130  
Dining on the Hycroft Terrace: up to 130



# GENERAL INFORMATION ON EVENTS

## ROOM RENTAL FEES INCLUDE:

- Round or rectangular tables
- 130 banquet chairs for indoor events
- 130 white resin garden chairs for outdoor events
- Basic set-up
- 2 staff members who will act as House Liaisons for the duration of the event
- Vintage signing table & chair for weddings

## CATERING MENU PRICES INCLUDE:

- Plated, Buffet or Family Style table service
- White linen and white cloth napkins
- Silverware, china, and stemware (water and wine glasses) on your tables
- Hycroft serving staff and supervisors

## LIQUOR SERVICE

It is the responsibility of the host to obtain a Special Event Permit through BCLiquor online, and present a copy to Hycroft management prior to the event. The host purchases and delivers the alcohol to Hycroft, and Hycroft staff will serve all alcoholic beverages. The bar must close by 10:30 pm. Liquor may be taken following the event conclusion, or stored at the premises no longer than 5 days following the event.

Hycroft will provide standard bar glasses, ice and a bartender for \$5 per guest plus tax. Please inquire regarding full bar services provided by Hycroft.

## MENU SELECTION & GUARANTEES

Our team requires that your menu must be finalized no later than 30 days prior to your event. We require the guaranteed number of guests no later than 7 days prior to the event date for weddings, and 5 days prior to the event for all other event types. It is the sole responsibility of the client to provide this guarantee to our staff during normal business hours (9-6pm). The confirmed number of guests constitutes the guarantee. If no guarantee is given, the expected number of people listed on your Rental Agreement will be considered the guarantee. Your final billing will reflect your final guarantee or actual number of guests in attendance, whichever is greater,

## DEPOSIT & PAYMENT REQUIREMENTS

To make a reservation for your event date, a 50% non-refundable room rental deposit and a signed contract are required. A damage deposit of \$1,000 must be submitted in the form of a cheque, or the credit card on file.

60 days prior to your event, the non-refundable remaining balance of your room rental must be paid. The outstanding balance for the event should be paid no less than 3 days prior to your event. Any additional charges can be settled the following business day.



## **CANCELLATIONS**

All cancellations must be submitted in writing. The deposit amounts are non-refundable. Any unpaid balance will be waived.

## **MUSIC**

Out of respect for our neighbors, we require that all audio sources be located inside Hycroft (DJ, Speakers). For outdoor ceremonies only, DJ, speakers, microphone, and musicians are permitted on the Hycroft terrace, or in the garden areas with prior consultation with and authorization of the Events Manager. If our staff determines that the sound levels are too high, adjustments must be made to reduce the volume. Dancing is permitted in the Ballroom only. Any live music performance must be coordinated with and authorized by the Event Sales Coordinator. Music that can be heard on the terrace must cease no later than 10pm.

## **SOCAN FEE**

The Society of Composers, Authors, and Music Publishers of Canada assesses a tariff for the performance of live and recorded music. Functions with live and recorded music with or without dancing are subject to a fee which will be collected by UWCV at the time of billing, and paid to SOCAN (prices are subject to applicable taxes),

## **Re:SOUND FEE**

The Copyright Board of Canada charges a fee each time recorded music is played and distributed to the artists and record companies worldwide for public use of their music, otherwise known as Tariff 5.B. Functions with recorded music are subject to a fee which will be collected by UWCV at the time of billing and paid to Re:SOUND (prices are subject to applicable taxes).

## **SIGNS & BANNERS**

Signs are not permitted on the exterior of the building, or lobby areas without the approval of the Events Manager. Printed signs for functions rooms must be free standing, or placed on an easel. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building, chandeliers, or furniture.

## **GUEST PARKING**

There is limited complimentary parking in Hycroft's parking lot, and an abundance of free public parking on McRae Avenue, and at The Crescent. Hycroft parking is private property and is reserved for Members only during club hours. There is reserved parking weekdays (Monday-Friday) for up to 2 vehicles for organizers. On weekends (Saturday & Sunday) there are 20 parking spots available.

## **SMOKING**

Hycroft is a smoke-free facility. This includes all interior spaces, and exterior locations (including the terrace, gardens, and parking lot). There is an ashtray and designated smoking area provided near the parking lot. Please note that smoking of cannabis products is not permitted on Hycroft grounds. Please step off the property to consume these products.



## **FURNITURE**

Arrangements for use and relocation of all Hycroft furniture must be coordinated with and authorized in advance by the Hycroft staff. Any furniture and/or pianos that are moved without advance notice or authorization will subject the renter to a \$500 fine.

## **DISABLED ACCESS**

Due to the nature of our heritage property, wheelchair access is available only to the Main Floor and Terrace through ramps, and the Ballroom level through a lift & elevator. The lift must be operated by a Hycroft Staff Member.

## **MISCELLANEOUS**

- Hycroft management reserves the right to inspect and control all private functions. Hycroft will not assume responsibility for the damage to or loss of any merchandise or articles left in the event facility prior to, during, or following an event.
- The renter agrees to be responsible for the conduct of his or her guests and for any damages to the premises during their event, or for any damages done by an independent contractor hired by the guest.
- Battery operated candles are permitted inside and outside. No wax candles or open flames are permitted anywhere.
- Pets are not permitted at Hycroft.
- Confetti, real flower petals on the ground, and sparklers are not permitted. Fabric petals may be used.
- The renter is responsible for the removal of all decorations, gifts, boxes, and containers at the conclusion of their rental. All guests and vehicles must leave the premises by 11 pm. Vendors will be allowed 1 hour to for set-up prior to rental, and a 1/2 hour for move out following the event conclusion.

## **EQUIPMENT RENTAL**

- LCD Projector and Screen - \$150.00
- Wireless Microphones & Powered Speakers - \$150.00
- Grand Piano - \$150.00
- University Women's Club Podium - Complimentary
- Flip Charts - \$20.00
- WiFi - Complimentary
- Easels - Complimentary

