



Hollyburn  
Catering  
P A C K A G E

# *“a hidden gem for the west coast bride”*

Set amidst the North Shore mountain in the renowned British Properties, is Hollyburn Country Club. Our warm atmosphere and spectacular views of Burrard Inlet, Mount Baker, and the Lower Mainland make Hollyburn the perfect venue for the West Coast Bride. At this exciting time in your life, we are honored you are considering Hollyburn Country Club for your wedding venue.

Hollyburn is located directly off Highway 1, within easy driving distance of anywhere in the lower mainland, Whistler or Vancouver Island. Our recent \$15 million renovation includes the expansion of our scenic West Patio, an ideal location for an 80 person ceremony or a 60 person plated dinner. The Panorama Dining Room is the preferred location for a reception, with two adjoining decks and breathtaking panoramic views; the room is the perfect setting for dinners and cocktail receptions.

Our Chef has created a dining experience that combines the freshest seasonal ingredients with a West Coast flair. Our menus and catering packages are flexible; we invite you to share your vision and ideas with us to make your wedding unique and special.

At Hollyburn, our wedding planning team strives to deliver personalized service. From décor to menu selection, we will work with you to make sure your wedding vision is transformed into your dream wedding day.

We look forward to discussing your Hollyburn Country Club wedding plans further. Please contact us for further details and available dates.

Kind regards,

**Jan Freeman**

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jfreeman@hollyburn.org  
604.913.4513

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Catering Coordinator  
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# Reception And Ceremony Rooms

## West Patio

Get married on the breathtaking West Patio, overlooking the beauty of Vancouver. Our outdoor deck, with a capacity of 80 people seated, or more for a standing ceremony, is Hollyburn's quintessential wedding ceremony location.

Should weather changes require an indoor ceremony, our Creekside Room is provided as an alternative ceremony site. The Creekside room provides an abundance of natural light and is surrounded by West Coast flora.

## The Dining Room

The relaxed West Coast atmosphere of our Dining Room is enhanced by access to two patios enabling you to enjoy the stunning vistas from outside.

## Creekside Room

This warm and inviting room creates a flexible space ideal for ceremonies, plated dinners or cocktail receptions. It is flooded with natural light and offers a small adjoining patio.

## Club Lounge

Renovated in November 2015, this transformational room is one of our largest spaces with room to seat over 200 guests. This space is a blank canvas for your wedding decor ideas. Club Lounge features a modern, full service bar and state of the art audio visual capabilities.

# Reception & Ceremony Rooms



HOLLYBURN  
COUNTRY CLUB

## Room Capacities

	Club Lounge	Creekside I	Creekside II	Creekside I+II	Dining Room	West Patio*
Room Dimensions	129' X 42'	28' X 33'	42' X 33'	70' X 33'	1950 Sqft	39' X 34'
Theater Style	250	60	80	175	-	80
Cocktail Reception	300	60	80	150	250	80
Cocktail Reception With Dancing	300	30	60	125	200	60
Plate Service Dinner	250	40	60	120	140	80
Plate Service Dinner With Dancing	250	30	40	100	120	60
Buffet Dinner	250	30	50	120	120	50
Buffet Dinner With Dancing	250	20	40	120	120	50

\*Seasonal Availability

### Included in your ceremony/reception:

- Complimentary guest parking
- Table for guest book
- Gift table with linens
- Raised staging for head table
- Dance floor
- Sign in table
- Printed menus for menu choices
- Directional signage
- House background music
- Corded microphone & podium
- Floor plan
- White or black table linens with white napkins
- Table numbers & stands
- Full set up and clean up



# Terms & Conditions

- 1. Deposit:** A \$500.00 deposit is required in order to confirm a booking. The \$500.00 deposit is fully refundable if the function is cancelled 60 days prior to the date of the function. A \$1,000.00 deposit is required in order to confirm a booking made between November 15 to December 31. The \$1,000.00 deposit is fully refundable if the function is cancelled 90 days prior to the date of the function.
- 2. Outside Food:** Hollyburn Country Club does not permit outside food or beverages to be brought into the Club. We do make exceptions for special occasion cakes (i.e., weddings or birthdays).
- 3. Health Regulations:** Due to health regulations, food not consumed may not be removed from the Club.
- 4. Confirmation:** The guaranteed number of guests attending the function is required 3 business days (Monday through Friday) prior to the function. If the guarantee is not received, we will invoice for the original number quoted or the number in attendance, whichever is greater.
- 5. Menu and Wine selection:** Must be submitted to the Catering Office no later than three weeks prior to the function.
- 6. Special Meal Requests:** Any special menu requirements are to be advised at the time of the menu selection. These meals are to be included in the total number of guests attending.
- 7. Set Menu:** All plate service meals require a set menu.
- 8. Corkage:** Corkage is permitted at \$20.00 per 750ml wine bottle. Bottles of different sizes will be prorated.
- 9. Bar Minimum Spend:** If a bartender is required for a function, the minimum bar revenue required is \$300.00. If that minimum revenue is not reached, an additional labor charge of \$150.00 will be applied.
- 10. Service Charge:** All menu prices are exclusive of the applicable service charge and tax.
- 11. Decorating:** The Club prohibits the use of push pins, nails or scotch tape when hanging banners or posters from the walls or ceiling. Liability for damages to the premises will be charged according to replacement value of the property damaged.
- 12. Liability:** Hollyburn Country Club cannot be responsible for personal property brought into the Club. Subject to prior arrangement and the space available, the Club will accept delivery of materials for use during your function. The Club cannot be responsible for items lost, stolen or not delivered intact, either before, during, or after a function.
- 13. Facility Use:** Non-members attending functions at the Club are not entitled to use any of the facilities other than the room they are booked in, unless registered as a guest of a member.



# Terms & Conditions

14. **Smoking:** All function rooms are non-smoking areas.

15. **Music Tariffs:** We are required to charge the following tariffs for events which provide the following:

**SOCAN Tariff:**

Function without dancing:  
\$29.56 + 5% GST

**Re: Sound Tariff:**

Function without dancing:  
\$13.30 + 5% GST

Function with dancing:  
\$59.17 + 5% GST

Function with dancing:  
\$26.63 + 5% GST

16. **Parking:** Members attending functions may park in member designated parking with valid decal displayed. Non-members are only permitted to park in designated non-member parking areas. Subject to business levels, parking may only be available off-site. Cars may be subject to towing if parking guidelines have not been followed. Cost of towing and recovering the car will be charged to the member or guest. Handicap parking is available with the approved signage displayed. Guests who have difficulty with stairs are encouraged to be dropped off by our main doors for easier access.



# Frequently Asked Questions

## **Do I have to be a member to hold my wedding at Hollyburn Country Club?**

No, you do not have to be a member to hold your wedding at Hollyburn. We do encourage you have a member sponsor.

## **Can I hold both the ceremony and reception here?**

Yes, you can hold both the wedding and reception at the Club.

## **Is there a minimum food & beverage spend amount? Does it vary depending on the season and is it negotiable?**

There is a minimum spend of \$7,500.00 in the Dining Room, plus an additional \$750.00 room rental fee. The other rooms have a minimal minimum spend of \$750.00. We offer reasonable prices that are consistent all year long. Any food and beverage will count towards minimum spend.

## **How early are we allowed to set up?**

The time of your wedding/reception determines when you can set up. Generally if it is an evening reception we give you the duration of the day for set up.

## **What time do we have to be out by?**

Our banquet facilities are open until 2:00am Monday through Saturday and 1:00am on Sundays. The bar must close at 1:00am Monday through Saturday, and 12:00am on Sundays.

## **Can you make special requests on the menu or replace menu items?**

Yes, our menus are very flexible and we can customize a menu for you.

## **If we bring our own A/V equipment, will there be any charges?**

No, you will not be charged for any A/V equipment you bring in. We do have some A/V equipment you may rent if needed.

## **How much is the cake cutting fee? Will there still be a fee if we have a cupcake**

### **tower/candy buffet and/or if we cut the cake ourselves?**

The cake cutting fee is \$1.00 per person. You may to cut your own cake at no additional fee. Yes we do allow a cupcake tower or candy buffet at no additional cost.

## **Is a menu tasting complimentary?**

We do a complimentary menu tasting with couples who have confirmed their wedding with us.

## **Is there an additional charge for set up?**

All rooms include set up. The Dining Room may incur an extra fee depending on the furniture usage. There is no charge to use the furniture in the dining room, but if you would like to use banquet furniture instead, then a labour cost will apply (between \$200-\$500).

## **Do you have a dance floor in every room?**

Our portable dance floors can be rented and assembled for any room you book.



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## **Does Hollyburn have liability insurance?**

Hollyburn is covered for liability situations, but if damage is done to the facility, the host may incur charges.

## **Where can my guests park?**

There is a guest parking lot with a car capacity of 175 spots (on a first come, first serve basis) and member parking (decal required) of 179 spots. There is additional street parking outside the Club grounds.

## **How much does it cost to hold my wedding at Hollyburn Country Club?**

The cost of a wedding varies depending on the number of people attending and the food/beverage selected. Please inquire with the Catering Department for rental fees/food and beverage prices. The Catering Department can be reached by e-mail: [catering@hollyburn.org](mailto:catering@hollyburn.org).





# Suggested Vendors

## Wedding Planner/Day of Coordination

Epic Events  
778.316.2218  
briar@epicevents.ca  
www.epicevents.ca

Sweet Beginnings  
m-perdio@hotmail.com  
www.asweetbeginning.com

## Décor/Rentals

A&B Partytime Rentals  
604.879.5281  
www.abpartytime.com

Anna Chair Covers  
604.339.7160  
www.annachaircover.com

Chair Decor  
604.433.5522  
tania.newman@chairdecor.com  
www.chairdecor.com

Coveted Covers  
604.802.1200  
lenora@covetedcovers.com

Koncept Event Design  
604.875.1001  
www.koncepteventdesign.com

Lonsdale Event Rentals  
604.986.5651  
info@lonsdaleevents.com  
www.lonsdaleevents.com

Upright Decor Rentals and Event Design  
604.878.1955  
uprightdecor.com

## Officiate/Chapel

The Chapel Group  
604.728.0685  
Stanleypark@thechapels.ca  
www.thechapels.ca

## Flowers

Limelight  
604.921.1999  
flowers@limelightfloraldesign.com  
www.limelightfloraldesign.com

West Van Florist  
604.922.4171  
flowers@westvanflorist.com  
www.westvancouverflorists.com

## DJ Services

Ed Lee Music  
604.255.3381  
edleemusic.com

Garry Robertson DJ Entertainment  
604.464.1294  
info@grmusic.com  
www.grmusic.com

Girl on Wax Events  
info@girlonwax.com  
www.girlonwax.com