

Union Bay Community Club & Recreation Association

RENTAL FAQs

Alcohol

Q. I want to serve or sell liquor at my event. What do I need to do?

A. For events where alcohol will be consumed, you must apply for a Special Events Permit (SEP) from the BC Government Liquor and Cannabis Regulation Branch <https://justice.gov.bc.ca/lcrb/sep>, and comply with the associated regulations. Anyone serving alcohol must have a Serving It Right or a Special Event Server certificate.

Q. Can I bring my own liquor (BYOB) into the hall for my event?

A. Guests are not allowed to bring in and consume their own liquor. The Union Bay Community Club does not allow liquor to be brought onto the premises without a Special Events Permit (SEP) from BC Government Liquor and Cannabis Regulation Branch. All liquor must be served by a person that holds a Serving It Right or a Special Event Server certificate.

Cleaning

Q. Why am I be charged for mandatory cleaning and why can't I clean after my event?

A. The cleaning fees cover a complete facility cleaning after your event, including mopping of all floors and sanitizing of the washrooms. Cleaning fees are in place to ensure consistency, safety, and cleanliness standards are met for every booking.

CLEANING HOURS GUIDELINE

The following is a sample of the cleaning charges that will be applied to your event, provided all Damage Deposit Refund conditions are met. These charges are only guidelines and may be adjusted by the Rental Coordinator based on the nature of your event.

Indoor Areas

Main Hall	Meeting, Open house	1 hour	\$40
Main Hall	Memorial Service, Party	2 hours	\$80
Dining Room	Meeting, Memorial Service, Party	1 hour	\$40
Dining Room & Kitchen	Meeting, Memorial Service, Party	2 hours	\$80
Main Hall, Dining Room & Kitchen	Wedding, Memorial Service, Party	4 hours	\$120

Outdoor Areas

Camping/Outside Field Area & Lower Hall Washrooms	Reunions, Ball Tournaments, Outdoor Events	1 hour	\$40
Concession/Camping/Outside Field Area & Lower Hall Washrooms	Reunions, Ball Tournaments, Outdoor Events	2 hours	\$80

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Insurance

Q. Why do I have to purchase insurance for my event?

A. Insurance protects *both* the renter and the Union Bay Community Club. Even well-planned events can have unexpected incidents—such as injuries, accidents, or property damage. Insurance ensures that if something does happen, the costs and legal responsibilities don't fall personally on the renter or Union Bay Community Club.

General

Q. What is included in the kitchen rental?

A. There are basic kitchen essentials such as dishes, pots, pans, cutlery, utensils, dishcloths, dishtowels, fridge, freezer, stove, microwave & dishwasher.

Q. What is included in the concession rental?

A. The concessions contains only a small amount of cutlery, basic utensils, dishcloths, dishtowels, microwave, fridge, freezer, stovetop and grill. Renters should bring their own cookware and dishes.

Q. How many cars does the parking lot hold?

A. The parking lot can hold approximately 50 to 60 cars.

Q. Is there air air-conditioning in the building?

A. Air-conditioning is available upon request. All doors must remain closed if the AC is on.

Q. How many people fit at the 8-foot tables?

A. 8 people fit comfortably at the table.

Q. When I rent the electronic sign, how long does my announcement stay up for?

A. Your announcement can be displayed for up to 3 days, usually the day before, the day of and the day after your event.

Questions??

E-mail rentals@ubcc.ca or leave a message at 250-335-2500