



# Space Booking

## UBC Farm Research & Teaching

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The UBC Farm encompasses 24 hectares of integrated farm and forest lands on UBC's South Campus. Embodying UBC's aspirations to be a "living laboratory," the UBC Farm engages learners of all ages, from preschool through to faculty researchers. The farm is managed by the Centre for Sustainable Food Systems, which offers a wide range of interdisciplinary learning, research, and community programs on the site. Together, these programs explore and exemplify new paradigms for sustainable communities.

### 1. A working farm and community hub

The UBC Farm is located at **3461 Ross Drive**, Vancouver, British Columbia. Maps and directions are available on our [website](#).

The UBC Farm host a diversity of teaching and research initiatives. Please keep in mind that it is also a working farm and community hub. This means there may be farm equipment and materials around, farm staff and students working in the fields, irrigation watering the crops and other community engagement activities going on. Though we maintain cleared pathways, the terrain is generally bumpy and not manicured. You will be sharing the site with others, especially if your activity occurs during our open hours. We do our best to separate activities with time and space, but we cannot guarantee exclusive access to areas outside of your booked space.

### 2. Space booking

#### 2.1. Booking requests

Please submit a booking request to your UBC Farm teaching liaison, providing as much detail as you can on the following:

- Your contact information
- Activity date
- Purpose of rental
- Duration of rental (total time on-site)
- Number of attendees
- Location desired (if known)
- If applicable, details regarding catering and rental equipment, the use of Farm resources and/or tour requirements



## 2.2. Rental fees

The booking time includes **total time on site**, including all rental deliveries, set-up and tear-down time. For example, if your activity time is from 1pm-5pm and you would like to start setting up at 11:00am and leave at 7:00 pm, your booking time will be 8 hours.

Location	Capacity	Capacity (seated)	Hourly Rate (CND \$)
OUTDOOR			
Events Field	200+	200+	150.00
Harvest Hut Lawn	200	200	65.00
Fire Pit Area	100	100	65.00
Children's Garden	40	40	65.00
INDOOR			
Yurt	75	50	100.00
Children's Greenhouse	75	50	75.00
Classroom	15	10	50.00
Kitchen	50	30	50.00

## 2.3. Payment

Rental payments involve the following:

- Upon confirmation of the booking, **a deposit is required to secure the date.** The deposit is 25% of the estimated rental fee for your event. The balance of the rental fee is due 28 days prior to the event date.
- **The renter is financially responsible for damages incurred** as a result of event activity, and a damage charge will be billed if necessary.
- **Payment methods:** Fees are payable in cash or cheque made out to UBC Farm. We can also accept JVs from UBC units. If you are paying with cash, please bring exact change the day of the event. If you are paying with JV, please provide your JV number when confirming the booking.



### 3.Site protocol

The following protocol must be followed at all times. It is the responsibility of the activity organizer to communicate these site rules to your guests.

- Please **do not** walk in any crop fields or disturb any plants, equipment, or research apparatus.
- **Do not harvest any produce or other plants.**
- **No smoking on site.** Smoking is permitted outside the gate in the main entrance parking lot. You must provide a receptacle for cigarette butts if your guests plan to smoke. Signage is the responsibility of the renter and is recommended.
- Look at but do not touch any livestock or beehives and **watch out for electric fences.**
- All cars must be parked outside the Farm gates.
- The site must be left in the same state as you found it so it can continue to be enjoyed by others.

### 4.Set-up and clean-up

Set-up and clean-up are the responsibility of the renter and must be completed during the booking time.

- It is the responsibility of the renter to set-up the rental spaces as desired for your activity (i.e., table and chair configuration). Please communicate your rental requirements with the UBC Farm events coordinator prior to your event.
- Any rental space used must be returned to its original state following your event.
- **All garbage and recycling must be taken off site for disposal.** Small events (fewer than 50 people) may dispose of garbage and recycling on-site with prior approval and arrangement with your staff contact.
- Please clean up thoroughly after your event and leave the site as you found it. Any cleaning required after a rental may result in a damage charge (see "Payment").

### 5.Catering and rental equipment

You are welcome to hire catering services for your event. If you are interested in serving produce from the UBC Farm at your event, please have your caterer contact [ubcfarm.wholesale@ubc.ca](mailto:ubcfarm.wholesale@ubc.ca).



Rental equipment is permitted but the renter must inform UBC Farm staff of **all delivery and pick-up times must be confirmed with Farm staff no less than 28 days prior to your event.**

## 6. Deliveries and Pick-ups

- Rental equipment must be delivered and picked up during your rental period.
- Farm staff are not responsible for receiving deliveries. You must have someone **on site to receive all rentals** and direct the delivery staff to the correct location.
- **It is the responsibility of the renter to communicate the approved drop-off and pick-up times, the site open hours, and any relevant site policies to the rental company.** There is no indoor storage at the Farm for rental equipment in case of inclement weather. We cannot assume responsibility for rental equipment.