



# Royal Roads University Venue Planning Tool

The Venue Planning Tool ensures all the logistical details of your event are communicated to the University’s resource teams. Clients are required submit their completed Venue Planning Tool no later than 45 days prior to event date. It is highly recommended that you acquire a professional wedding planner to work with you in creating the event plan for your wedding day as the RRU Events Team does not provide full event planning services.

Please ensure ALL necessary logistical information is captured on your venue planning tool. Due to the volume of activities on campus, most last-minute requests and additions cannot be accommodated.

Wedding couples name:

Wedding date:

Wedding Package:

Guaranteed Number of Attendees:

Wedding Planners Name:

Contact Number and Email:

Please provide a full list of your Suppliers:  
(Florist, musicians, decorator, etc.)

### ***Helpful venue information:***

**Please ensure you and your wedding planner reivew your wedding package timeline in full. All supplier setup and strike must be completed within the package timelines. Our event timelines are designed to ensure events and public visitation do not impact each other and therefore are not adjustable.**

GARDEN CEREMONY WEDDING PACKAGE Saturday or Sunday Timeline 11:30 am - 2:00 pm	
10:00 AM	Royal Roads University garden set up complete
10:00 AM	Truffles Catering on site (if required)
11:30 AM	Décor suppliers on site (optional)
11:30 AM	Wedding party arrive on site
11:40 AM	RRU on-site representative and wedding planner to review event plan & sound system
12:00 PM	Guests arrive and proceed to ceremony location
12:30 PM	Wedding ceremony
1:00 PM	Wedding photos in the Italian and Croquet Gardens
1:00 PM	OPTIONAL: 1-hour reception in the Italian Garden
2:00 PM	Guests depart Italian and Croquet Gardens
2:00 PM	Wedding photos in front of castle and available gardens
3:00 PM	Wedding couple depart property

## **Ceremony Venue Logistics**

Our team will set up the following items in your preferred ceremony location; up to 150 white outdoor folding chairs, a small registry table covered with a white linen and private event signage. The package also includes a public address system with a wireless microphone. The connection to the speakers is a 3.5mm AUX audio jack, please ensure you bring an adapter that will work with your device as they vary based on the model.

### **Ceremony Location:**

### **Number of Chairs Required:**

*(RRU can provide a maximum of 150 outdoor chairs)*

Please specify if you have a preference for the number of rows and/or number of chairs per row:

### **Live Musicians:**

### **Number of chairs required for musicians:**

*\*musicians must bring their own equipment; please advise if seating is required.*

**Garden Information:** Flower petals, rice or confetti are not permitted because our peacocks mistake them for snacks. We suggest blowing bubbles! They're the perfect and prettiest way to celebrate your ceremony.

Please note arches are required to be free-standing; nothing is to be staked into the ground or secured to any infrastructure/foilage.

Protecting the gardens and grounds is a top priority to ensure we can provide a beautiful location for events year-round. Any additional décor requests need to be reviewed with the RRU events team.

**Rain Plan:** Ceremony can take place under the Loggia in the Italian Garden, with standing room for guests. Umbrellas are not provided, and will need to be rented, or guests will need to be advised to bring their own should inclement weather be forecasted for the day.

**Wedding Rehearsals** are not included in our wedding packages. However, you may be able to visit the gardens for an informal rehearsal, Monday to Friday after 5 pm if the gardens are available. Please contact the RRU events team if you are interested in this option and we will let you know two weeks before your wedding date if this is an option. Hatley Castle is not available for rehearsals.

**Parking** is included in your Wedding Package. Please advise your guests to park in the Central Parking lot located below the castle; no pass is required. Guests requiring mobility support may be dropped off near the garden booth. Accessible parking is available on College drive and must display a valid accessibility permit. Parking is not permissible in reserved spots.

**Restrictions:** Only battery-operated candles are permitted in our venues and atmospheric smoke is not permitted at any time. Please review your contract for full restrictions. All campus buildings are non-smoking; however, there are designated smoking areas which our onsite staff can advise your guests.

**Drones:** Royal Roads campus falls within Transport Canada's restrictions for recreational drone use. Drones are not permitted for events, or at any time on campus.

## Catering for Optional 1-hour Cocktail Reception:

Truffles Catering Menu Quote #

Food & beverage will be provided in the Italian Garden. We are unable to offer these services in the Croquet Garden. For indoor weddings in the shoulder season, this will be offered inside Hatley Castle.

## Audio Visual

RRU provides a media console and a public address system as part of your package. Our onsite staff will show you how to use the basics of the system. If you would like to hire an AV technician to manage other media on your wedding day, we can help you arrange that for you.

Do you require additional AV support for your event (additional fees will apply)?

**Do you have any other details or requests to share?**

## Helpful Checklist

### Hire Wedding Planner!

**January – March – connect with Truffles Catering to review your menu details.**

**90 days prior to your event - 60% deposit toward the estimated food and beverage cost.**

**45 days prior to your event - Submit completed Venue Planning Tool to RRU Events Team**

**30 days prior to your event** - Final deposit to be paid. This deposit represents the remaining 50% of facility rental cost, and the remaining food & beverage amount based on your updated quote from Truffles Catering.

**Minimum guaranteed number of attendees is provided to Truffles.**

You may only increase numbers after this point, until 14 days prior to your event.

### 14 days prior to your event

- Provide Truffles with your final guaranteed numbers.
- Review and sign off on your RRU Client Confirmation and Floorplan. Send to RRU Events Team.
- Provide copy of Liability Insurance to RRU Events Team

*You can buy liability insurance from insurers licensed in British Columbia. It should have a limit of at least \$2,000,000, and name Royal Roads University indemnified. You may contact any licensed insurance broker or contact [www.palcanada.com](http://www.palcanada.com)*

**Wedding Day** – Relax, let your planner do all the work, and enjoy your special day together!

**After your wedding** – You will be sent a Truffles catering invoice for review. Once confirmed as accurate, Royal Roads will issue your final invoice with any additional payments required, or any credits due back.

Please share your wedding photos with us; we would love to see them!  
Testimonials and photos can be sent to [event.requests@royalroads.ca](mailto:event.requests@royalroads.ca)