



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:
(DJ, florist, musicians, decorator, etc.)

Helpful venue information:

Please ensure you and your wedding planner review 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.

Classic Hatley Castle Wedding Package Timeline

Classic Hatley Castle and Quarterdeck Combination Wedding Package Timeline

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.

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.

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.

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: Classic Hatley Castle or Classic Hatley Castle & Quarterdeck combination packages

We'll hold the ceremony inside Hatley Castle's grand foyer. You can seat 35 guests in the foyer, with additional guests standing on the west staircase.

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.

Reception Venue Logistics

Location	Reception (Standing)	Banquet Buffet (Rounds)	Banquet Plated (Rounds)	Harvest Style *
Classic Castle Wedding Package				
Hatley Castle Drawing Room	100	100	80	54
Hatley Castle 1 st Floor	200	-	-	-
Hatley Castle Terrace	300**	-	-	-
Hatley Castle Terrace Lawn	300**	-	-	-
Castle/Quarterdeck Combo Package				
The Quarterdeck, Grant Building	250	230	200	120

Occupancies are based on maximum capacity and may be reduced according to function requirements (staging, A/V, head table, dance floor, silent auction, etc.).

**Harvest Style seating requires clients to rent table toppers to ensure enough space to accommodate the catering service. Table toppers are rented through a third-party supplier. Tables cannot be set until these are in place, so please ensure delivery as soon as you have access to the venue (refer to your Wedding Package Timeline)*

***Larger events may require additional set-up time, restroom facilities, or tenting. This must be approved by the University before securing through a third-party supplier. Additional fees would apply.*

Cocktail reception location:

Dinner reception location:

Dinner reception setup:

Do you require a head table?

How many people will be seated at the head table (maximum of 10)

Number of round tables required (5 ft rounds):

Plated Service – maximum of 8 place settings per table
Buffet Service – maximum of 10 place settings per table

Please indicate if you would like Harvest Style Seating:

Please identify how many chairs you require per table:

Do you require a cake table (2 x 3 table)?

Do you require a gift table?

Do you require a highchair (2 available)?

Catering

Truffles Catering Menu Quote #

Please ensure Catering knows the total number of tables you require as they provide standard table linens in white, ivory or black. If you make arrangements to order custom linen through your décor company, ensure it is noted on the Venue Planning Tool.

Food & beverage can be provided on the first floor of the Castle, the Castle Terrace and Terrace Lawn, with limited service in the Italian Garden. We are unable to offer these services in the Croquet Garden.

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 run a slideshow or 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)?

Dancing requirements:

Dance floor: We're responsible for protecting the heritage of our buildings, which includes the floors. If you're planning on dancing inside Hatley Castle, you'll need to rent a dance floor, approximately 15' x 15'.

The rate is \$400 plus taxes and includes set up and take down by RRU staff.

Do you require a dance floor?

Helpful Information:

Dancing is permitted on the Castle Terrace, but in the evenings, it does get cool so we recommend planning to dance inside the Castle. Outdoor music is only permitted until 11:00pm, indoors music can continue until 12am.

Atmospheric smoke is not permitted at any time.

As a National Historic Site we need to know if you have large electrical requirements as the Castle may not be able to accommodate the request. Additional lighting, larger bands, etc. may need to bring their own power. Please advise the RRU Events Team of any power requirements.

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

7 days prior to your event

- 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

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