



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:

Suppliers

Photographer:

Videographer:

Florist:

Ceremony Officiant:

Transportation:

Musicians/ Band:

Décor/Rentals:

Other:

Rented Items:

Timeline

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 timelines are designed to ensure events and public visitation do not impact each other and therefore are not adjustable.

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	Bride and bridesmaids 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 the Surrounding Gardens
2:30 PM	Bridal 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. Your package includes two freestanding speakers, one wireless microphone, and one lapel microphone for your officiant. The speakers are Bluetooth enabled or you can connect your device through a 3.5mm AUX audio jack.

Ceremony Location:

Will you be using the RRU provided white outdoor folding chairs?

Number of white outdoor folding chairs required? *(maximum of 150 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. Runways and laid down aisles are also not permitted.

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 some 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:

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 indoor access is not available for rehearsals. The rehearsal will be run and managed by your wedding planner.

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.

Parking

Royal Roads University, Campus Map & Parking

Parking on campus is restricted to designated parking zones. Pay parking is in effect in all zones.

Please advise your guests to park in the Central Parking lot located below the castle.

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.

* Would you like to pre-purchase parking passes for guests/ vendors? How many?

Helpful Information

Only battery-operated candles are permitted in our venues and atmospheric smoke or sparklers are not permitted at any time. Review your contract for full restrictions.

All campus buildings are non-smoking; however, there are designated smoking areas which are 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.

Do you have any other details or requests to share?

Helpful Checklist

Confirm and sign your contract with Truffles Catering if opting for catered cocktail hour

Hire your Wedding Planner. Please review all timelines and contracts together.

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

60 days prior to your event - Final deposit to be paid. This deposit represents the remaining 50% of facility rental cost, and applicable taxes.

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

14 days prior to your event

- o Provide Truffles with your final guaranteed numbers
- o Review and sign off on your RRU Client Confirmation and Floorplan. Send to RRU Events
- o 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 – Please share your wedding photos with us; we would love to see them!

Testimonials and photos can be sent to event.requests@royalroads.ca