

UNBC WEDDINGS

Receptions, Ceremonies, and Photos

Congratulations and thank you for considering the University of Northern British Columbia as the site for your wedding day.

The stunning architecture of our campus helps create amazing memories on your special day. Whether it is your ceremony, reception or photos, our team of experts assists you by executing an unforgettable experience.

Decor

Enhance the furnishings we provide by bringing in your own decorations or rented items.

Guidance

We provide an experienced Event Coordinator to assist with menu, set up, and other event details.

Storage

Secured storage area for decorations is included.

Catering

A choice of excellent menus to meet your budget. Ask us about customized options.

Room Setup

Chairs, reception tables, catering tables and other rented UNBC furnishings are setup by our staff and ready for you to decorate when you arrive.

Beautiful Backdrops

Campus buildings and outdoor areas for photos sessions.

Rehearsal And Setup Time

Access the space on the day prior to your event for rehearsal and decorating purposes.

Direction

Signage at the main entrances to the University buildings is provided.

Details

Gift table, cake table, DJ table, registration table, head table are included.

The Perfect Location



The Charles J. McCaffray Hall Atrium

The Atrium of the Charles J. McCaffray Hall is truly impressive and is the preferred location for many wedding receptions and ceremonies. The three story high ceiling, exposed wood beams and natural light create a world away, only minutes from downtown Prince George.



The Bentley Centre

The Bentley Centre is a very popular location for both wedding receptions and ceremonies. The garden views from the windows which stretch down one side of the space allow for natural light to flood the area. Guests can visit the outdoor garden during the summer months. The rooms flanking this reception space can be set to create an inviting lounge to serve your guests cocktails and appetizers before you arrive.

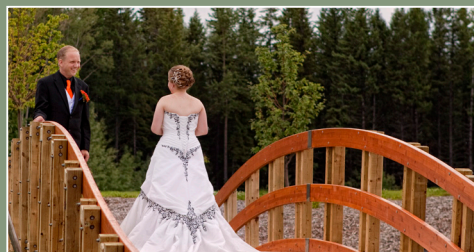


Photo Sessions

The UNBC campus offers natural architecture with large wooden beams framing many sunlit atrium areas, with slate and stone also featured on the floors and columns. These indoor areas plus outdoor gardens and viewpoints offer stunning photographic opportunities.



Saying “I Do!”

Looking for a beautiful and tranquil place to exchange your vows?

With eye catching architectural elements, breathtaking views and simple elegance, the University is the ideal place for weddings.

Room Rental Rates

Room	Ceremony		Reception	
	Capacity	Rental Rate	Capacity	Rental Rate
Atrium, Charles J. McCaffray Hall	180	\$584.00	120	\$584.00
Bentley Centre Hallway	200	\$584.00	-	-
Bentley Centre Hallway & 7-170/172			200	\$950.00
Agora Courtyard, Rotary Pavilion*		\$190.00	-	-
Photo Session	\$44.00 per hour			

Taxes are extra.

* Outdoor ceremonies may be booked at the Rotary Pavilion and the Agora Courtyard. An indoor location must also be reserved in case of poor weather. Rental rates will apply for both indoor and outdoor spaces.

Setup Information

For indoor locations: the University will have the set up of all furnishings completed for ceremonies and receptions on the day prior. We ask the bride, groom or designate to be on campus to check the set up and to make any slight adjustments and changes if necessary. In addition, the space is available for decorating and rehearsal purposes on the day prior after 4:30 p.m.

The University is responsible for set up of all furniture. Staging (4'x8'x16" sections) and backdrops (10'x15') are available for receptions and ceremonies. Additional charges apply. Please consult with your Event Coordinator for assistance with all your setup details.

For outdoor locations: a UNBC approved contractor must be hired by the client to provide furnishings and set up. Rented furniture is not allowed on campus without prior approval.

All decorations and personal belongings must be removed from the campus by noon on the day following your event.

Catering

Choose from our selection below or let our executive chef create a customized buffet or plated dinner just for you.

White Wedding Buffet *Minimum order of 25*

North Roast organic coffee, a selection of 4 O'Clock Organic Tea, iced water
Warm dinner rolls with whipped butter

Salads

- Mixed Greens: Spring Mix, Roast Sweet Potato, Cucumber, Pickled Red Onion, Candied Walnuts with Gluten Free Herb Vinaigrette (V) (GF)
- Caesar Salad: Romaine Lettuce, Bacon Bits, Croutons, Shredded Cheese, Caesar Dressing

Hot Selections

- Herb Roasted Boneless Chicken with a Lemon Butter Sauce or Sliced Roast Beef with a Demi-Glace
- Butternut squash agnolotti with a rich brown butter sauce (V)
- Seasonal oven roasted vegetables (V)
- Roasted baby potatoes or creamy mashed potatoes (V)

Dessert

- Assorted Cakes and Dessert Bars

\$50.99 per person plus applicable Tax and Gratuity

Price in effect until September 1, 2026

Bar Service

We partner with Prince George breweries and BC Wineries to offer local favorites. Two types of bar service are available:

FULL-SERVICE BAR A wide selection of beer, wine, coolers, classic cocktails, and assorted soft drinks served by skilled bartenders. The Full-Service Bar ensures guests have a variety of drink options to suit every taste

BEER & WINE BAR

A curated selection of local and international wines alongside craft and premium beers. Perfect for a banquet or reception setting when a full-service bar is not desired. Guests enjoy expertly poured drinks that complement the evening's cuisine and celebration.

Ask for our price list for cash or hosted bar services. A bartender fee may be applicable as per Catering & Bar Service Terms & Conditions.



Looking For A Personalized Experience?

Ask your Event Coordinator about working with our talented Executive Chef to create your customized menu. Whether you are looking for a buffet or plated menu, local foods, signature cocktails, or even a fun midnight snack, we can help you spoil your guests.

Other Important Details

- 1. Deposit:** A \$150.00 non-refundable deposit or 10% of the room rental fee, whichever is greater, is due upon signing the Rental Agreement and will be applied towards the final invoice.
- 2. Payment Terms:** Non-refundable, full payment of room rental fees and 50% of the anticipated additional services (e.g., catering, audio visual) must be received thirty (30) days prior to the event start date. Remaining balance owing is due five (5) business days prior to the event start date. The Client will be required to pay any outstanding balance in full to UNBC Conference and Event Services within thirty (30) days of the invoice date.
- 3. Cancellations:** A \$150.00 non-refundable deposit or 10% of the room rental fee, whichever is greater, is due upon signing the Rental Agreement and will not be refunded. Where notification of cancellation is received by UNBC more than thirty (30) days prior to the event start date, UNBC will refund any monies paid to reserve the facilities and services less the non-refundable deposit. Where notification of cancellation is received by UNBC less than thirty (30) days prior to the event start date, UNBC is entitled to payment for the full room rental fees and any additional charges incurred.
- 4. Event Confirmation:** Menu and set up details must be confirmed 14 business days prior to the event start date. Guaranteed numbers are required four (4) business days prior to the event start date and are not subject to reduction. The Client will be charged for the guaranteed number or the actual number attending whichever is greater.
- 5. Event Capacity:** The capacity of any facility at the university cannot be exceeded due to fire regulations.
- 6. Public Event Space:** Atriums and hallways cannot be blocked and are open to the public during your event. Signage will be put in place to ask individuals not attending your event to use alternate access. Atriums and hallways are open to the public; please do not leave valuables unattended. Secure storage can be arranged through your event coordinator. Furniture/decor cannot block fire exits or obstruct hallway aisles as laid out by UNBC.
- 7. Heating and Cooling:** Atriums and hallways are not directly heated or cooled. Therefore, these spaces will be affected by extreme weather conditions.
- 8. Decorating:** Decorations are the responsibility of the Client. UNBC Conference and Event Services must be consulted regarding any displays, signage, or decorations to be used on the property by the Client or guests. Use of nails, staples, glue, or any like materials are prohibited on walls, windows, doors, or ceilings. All decorations must be free-standing or be placed on the tables. Decoration cleanup is the responsibility of the Client.
- 9. Candles:** In accordance with City of Prince George Bylaws, and due to very sensitive smoke detectors on campus, open-flame candles are not permitted.
- 10. Additional Items:** The Client will be responsible for any additional items brought to campus (i.e. décor, linens, and furnishings) and their removal.
- 11. Health Regulations:** Due to health and safety requirements and quality standards, no food or beverages may be removed from the service location by any party other than the UNBC food service provider. There is a two-hour maximum time limit for the service of all perishable items. Cleanup of food and beverage items is included in the menu price. There is no credit or refund for leftover food and beverage items.
- 12. Allergies and Special Meal Requests:** Vegetarian, vegan, gluten-free, dairy-free, or other dietary intolerances and preferences are not included in catering orders unless requested. Dietary intolerances/preferences must be requested a minimum of five business days prior to the start date. There is no guarantee that meals will be 100% free from traces of allergens. Buffets and/or individual orders will be labelled to identify dietary requests.
- 13. Wedding Cake:** The Client may bring, or have delivered, Celebration Cakes or Cupcakes (e.g.: wedding cake) subject to placing a minimum catering order of \$250.00, excluding tax and gratuity. UNBC is not able to provide storage or refrigeration for celebration cakes/cupcakes. Forks, plates, and napkins will be provided. The Client is responsible for cutting and serving the celebration cakes/cupcakes to guests and supplying the knife and serving utensils.

Other Important Details

- 14. Menu Price for Children:** Buffet menu selections can include pricing for children upon request. A 25% discount will apply to children age 6-10 years, and children 5 years and under are free.
- 15. Photography:** Photo bookings do not guarantee sole occupancy of the facilities. UNBC is open to the public on a daily basis and as such UNBC Conference and Event Services is not able to close access to the public or other groups using the facilities for photos. Access to laboratory buildings, offices, classrooms, etc. that are locked is not permitted. UNBC Security personnel may request proof of permission from photographers, as appropriate. UNBC reserves the right to cancel photo session bookings if they are perceived to be in conflict with an organized UNBC event, providing that reasonable notice can be given to the Client. Consult UNBC Conference and Event Services for more information.
- 16. Outdoor Events:** Outdoor facilities may be booked. However, UNBC will not provide setup of equipment or furnishings. A pre-approved contractor will be permitted to supply and set up chairs, tables, linens, sound system, etc. All outdoor events scheduled must also book an indoor location in case of poor weather conditions. Rental rates will apply for both indoor and outdoor facilities.
- 17. David Douglas Botanical Gardens and Rotary Pavilion:** When using Gardens or Pavilion all furnishings and guests must remain on pathways and bridges. Additional charges may be incurred as a result of any damage to plants and landscaping. All garbage must be removed before vacating the site. These outdoor facilities are open to the public on a daily basis and as such UNBC Conference and Event Services is not able to close access to the public. Last-minute cancellation of use of these areas due to inclement weather will not be considered for a refund.
- 18. Guest Parking:** Campus Parking Policies must be adhered to (www.unbc.ca/parking). Vehicles can remain in the parking lots overnight at the owner's risk. Camping is not permitted on campus.
- 19. Oversize Vehicle Parking:** Contact your Event Coordinator to make arrangements.
- 20. Security:** The Client agrees to comply with UNBC Security staff requests. The Client is also responsible for ensuring their guests comply with these requests. Failure to do so may result in UNBC Security contacting RCMP.
- 21. Verbal Agreements:** Confirmation will be provided in writing by UNBC. Verbal agreements will not supersede information stated in the agreement or the Booking Confirmation Schedule "B" Anticipated Charges.