Lynn Canyon Café

Venue Rental Brochure



For rental inquiries & bookings
please contact us at:

info@butlerdiditcatering.com or 604-739-3663

THE BUTLER DID IT CATERING CO.
620 Clark Drive, Vancouver BC | 604.739.3663 | butlerdiditcatering.com

Meetings & Conferences

The Lynn Canyon Café is a beautiful space nestled in the Lynn Canyon Park with scenic wooded views, lots of natural light, and a rustic ambiance. Hiking and outdoor nature activities are literally at your doorstep.

Located on the second floor, the Mezzanine is a perfect meeting space for 5 – 40 people.

With 550 square feet of floor space, a private outdoor patio over-looking the park, and high ceilings, the Lynn Canyon Café Mezzanine provides a wilderness retreat from the hustle and bustle of downtown.

The Mezzanine is wheelchair accessible, and glass doors close off the space from the noise of the café downstairs.

Private catering can be arranged for your guests (see page 4) or guests can order their lunch from the café downstairs.

Room set-up styles:

TABLE & CHAIR SET-UP	# OF SEATS
Boardroom Style	20
Classroom Style	20 – 25
Bistro Style	30 – 35
U-Shape Table	35

Included in the rental:

- Use of room and outdoor patio
- Use of tables and padded chairs
- Free parking for guests

For rental rates and security deposit information please see the Rental Details section on page 5.



Boardroom



Classroom



Bistro



U-Shape

Weddings & Cocktail Parties









The Lynn Canyon Café has an authentic rustic west coast style suitable for any wedding, cocktail party, or birthday party. Nestled in the Lynn Canyon Park with scenic wooded views, lots of natural light, a rustic ambiance, and the outdoors at the doorstep.

For weddings and cocktail parties both the Café space and the upstairs Mezzanine are required for rental. The maximum occupancy for the entire space is 55 guests.

Occupancy:

SPACE	DINNER SERVICE	COCKTAIL
Mezzanine	Up to 40 guests	Up to 55 guests
Mezzanine & Café	Up to 40 guests	Up to 125 guests

There are numerous different set-up options available – our Event Coordinators are very familiar with the space and are able to make floor plan suggestions based on your guest count, meal service, and needs. They are also happy to assist in making rental arrangements for china, tables, chairs, glassware, etc.

The Butler Did It Catering is the exclusive caterer for the Lynn Canyon Café, for more details please see page 4. If catering is ordered, discounts to rental rates may apply based on food and beverage spend.

Included in the rental:

- Use of room and outdoor patio
- Use of tables and padded chairs
- Free parking for guests

For rental rates and security deposit information please see the Rental Details section on page 5.

Catering

The Butler Did It Catering is the exclusive caterer at The Lynn Canyon Café. We are happy to work with you to design a menu that suits your group and event.

We have a variety of menus to choose from: Plated Dinners, Buffets, Cocktail Parties, Corporate Catering, and more. Please visit our website to peruse our menus: http://www.butlerdiditcatering.com/

For daytime meetings and conferences – if you'd simply like to pre-order your lunch with the café you can find the menu at: http://www.butlerdiditcatering.com/lynn-canyon-cafe/

Self-catering is not permitted, unless written permission is granted by The Butler Did It Catering and a valid FoodSafe Certificate is displayed.

If catering is ordered from The Butler Did It Catering, discounts to rental rates may apply based on food and beverage spend.







Alcohol/Bar Service

The Butler Did It Catering is a fully licensed catering company with the ability to provide all you might need to host a fabulous bar for your guests.

Please inquire with our Event Coordinators for our Beer and Wine list. We can also arrange for any specialty beverages or cocktails, and/or create a custom cocktail for your event.

The Butler Did It Catering can provide professional uniformed service staff and bartenders for your event.



Rental Details



AVAILABILITY

Rental dates/times are subject to availability – on a first come first serve basis. To secure your date/time we will require a deposit totaling 50% of the venue rental fee along will your security deposit.

FEES

Rental fees are as follows:

Mezzanine Only	8:00am – 6:00pm	$40/hr
	6:00pm – midnight	$50/hr
Entire Space Mezzanine & Café	8:00am – 5:00pm	Please inquire
	5:00pm – midnight	$75/hr



50% of venue rental fees are required to secure your booking, while the remaining 50% is due no later than 48 hours prior to your rental.

Minimum rental of 2 hours, additional fees may apply to unstaffed events after 6:00pm.

There is a refundable security/damage deposit of $500.00.



CANCELLATION

If you must cancel your rental, your booking deposit is 100% refundable until 30 days prior to your rental. After 30 days a $50.00 administration fee will apply. Additional cancellation fees will apply if catering was ordered for your event.

SET-UP & CLEAN-UP POLICY

It is the responsibility of the renters to set-up for their event, unless otherwise prearranged with our Event Coordinators and Service Staff. All set up must take place during the designated rental hours booked by the group. If set up needs to take place at a different time, please arrange at the time of booking. Tables and chairs will be set in the "bistro" style floor plan by default, and will need to be put back in that formation at the end of the event. You are welcome to move tables and chairs around as you see fit to accommodate your set up. If you wish for us to set up your space for you, you will be charged a $40 setup and a $40 reset charge following your event.

Following the event, renters are responsible for leaving the facility clean and tidy. This includes taking down decorations, placing tables and chairs back in bistro set up, pick up debris off of floor, clean up any spills in kitchenette area, disposal of all garbage and recycling outside in appropriate bins. See more information under "Garbage & Recycling" below.

The Lynn Canyon Café Staff will take care of vacuuming the floors at the end of the event. Any excessive cleaning required will be deducted from damage deposit at a rate of $30.00/hour, 2 hours minimum.

GARBAGE & RECYCLING

The Butler Did It Catering will supply garbage and recycling bins for your event upon request. It is the renter's responsibility to make sure guests are using the receptacles properly, i.e. no garbage in the recycling bin, and to clean up all garbage/recycling after their event. We will take care of the removal of the garbage and recycling bins.

DECORATING

Absolutely no staples, tape, nails or thumbtacks to be used on tables, walls or beams. "Command" & "3M" hooks are allowed, however, it must not damage anything (if it does, it could be deducted from your damage deposit).

No confetti or rice is to be thrown inside or outside of the facility. Helium balloons are not permitted. Retrieving a balloon from a high ceiling is dangerous and expensive.

Candles are permitted granted they are in the appropriate holder; preferably a holder that does not expose the flame. Should wax be discarded on any items within the facility, the cost of removal will be deducted from the damage deposit, with notice.

PARKING

There is free parking in the Lynn Canyon Park surrounding the café, however, we are not able to reserve spots as it is open to the public. All vehicles attending evening events running beyond regular park hours must put an "attending Special Event" sign on their dash. This is to inform Park Rangers and RCMP that cars left in the parking area are not lost or missing hikers. Signs are provided free of charge, however, it is the organizers responsibility to ensure all guests attending know and post the sign in their vehicles.

SMOKING RESTRICTIONS

The Lynn Canyon Café is smoke-free facility – no smoking inside the building or on any of the outdoor balconies/patios. Smoking is permitted outside of the building, 6 meters away from all doorways. Please let us know in advance if your party will have smokers. Butt cans can be provided for an additional fee.

THE BUTLER DID IT
Since 1994
CATERING CO.

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