

IMPORTANT INFORMATION

Setting Up

We recommend allowing **at least 90 minutes** for setup before your guests arrive. Please note that we cannot guarantee additional time.

Our crew may assist with transporting your items to the yacht, but you are responsible for event decorations

Arrival

We kindly emphasize the importance of punctuality for all guests to ensure the full duration of the charter. Please note that we cannot guarantee the ability to extend the scheduled time.

Preparing for your Event

Items to Bring for Your Function

You are responsible for bringing everything required for your event. The list includes, but is not limited to:

- **Gravol:** It's recommended to bring your own and take it at least 1 hour before the charter (if you get seasick / motion sickness).
- **Food & Beverages:**
 - Catered or self-prepared meals, snacks, etc.
 - Coffee (regular/decaf, tea) along with condiments (milk, cream, sugar).
 - Ice.
 - Alcoholic and non-alcoholic beverages.
- **Dining Supplies:**
 - Appropriate number of cutleries, plates, plastic cups (glass is not recommended for safety reasons), napkins, and additional storage containers for leftovers.
- **Waste Disposal:**
 - Garbage bags.
- **Decorations:**
 - Bring your own decorations as needed, ensuring you use only tape or sticky-tac to attach them.
- **Personal Items:**
 - Sunscreen, hats, and towels.
 - A secondary set of **indoor flat shoes** (sneakers or strapped-back shoes) as outdoor shoes are not permitted (for safety and to prevent damage to the decking).
 - ***Note: High heels are strictly prohibited. Shoes are not provided.***

While onboard, you'll have access to a fridge/freezer, convection oven/stove, coffee pot, and microwave. Serving utensils are provided, but it's recommended to bring your own. Oven trays are available for heating hors d'oeuvres and similar items

1. **Smoking and Vaping Policy** Smoking, including vaping of any kind, is strictly prohibited in the following areas of the vessel: the main cabin, pilot house, bow, seated area, and upper deck. Guests who repeatedly violate this rule will be required to pay a \$150.00 fee immediately. Additionally, the vessel reserves the right to return to the dock without issuing any refunds in cases of repeated smoking violations.

However, vaping is permitted exclusively on the stern (rear) of the vessel, outside near the lift. This policy is in place because the vessel remains a private space.

2. **Lost or Misplaced Items** Staff will not be held responsible for any items that are lost or misplaced. It is the sole responsibility of you, the customer, to ensure that all personal belongings are removed. However, we understand that the end of the night can often be hectic. Should any valuable items be found, we will make every effort to contact you.
3. **NO PETS** except for certified Service Dogs or Support animals on board. NO EXCEPTIONS!
4. Disrespect towards crew members or fellow passengers will not be tolerated. All individuals are expected to treat one another with respect and adhere to all instructions provided while onboard.
5. **Supervision of Children** must always be supervised while on board the vessel. Additionally, we kindly request that children refrain from climbing, jumping, or engaging in any roughhousing on the furniture.

Important Notice: During short-term charters of less than 24 hours, state rooms are not accessible to guests. If a room is required for storage or changing clothes, a staff member must always escort you.

Important Notice: To participate in any water activities, all participants must complete and submit the Water Sports Agreement at least 48 hours prior to the charter. Life jackets will be provided, and waivers can be found in the designated section on our website.

These precautions are in place to ensure everyone's safety.

Crew's Responsibilities While Onboard During Function

1. The crew will prioritize your safety throughout the duration of your voyage.
2. The crew will be readily available to provide any assistance you may need.
3. The crew will assist in loading supplies onto the vessel prior to departure.
4. The staff will manage cleaning duties during the event.
5. The staff will assist with unloading supplies as needed after the event.

Gratuity

Our goal is to deliver a memorable and extraordinary experience. While gratuity is never expected, it is always appreciated. If you have any questions or require assistance, please feel free to speak with any member of our crew.

Parking / Important Contacts

As we prepare for your upcoming event, we would like to highlight some parking options near the vessel.

The vessel is currently located at the Bayshore Marina: 1601 Bayshore Dr., Vancouver, BC V6G 2V4

[VanCity Yachts Vessel Location](#)

For **Bayshore Marina Gate Access**, [VanCity Yachts Gate location](#)

There is a **loading zone for temporary parking** to load and unload near the Lift Bar and Grill: Lift Bar and Grill 333 Menchions Mews, Vancouver, BC V6G 3H2

[Loading Zone](#)

Crew Contact Information:

- Captain James: 778-991-3483
- Mike Pawly: 780-991-4907

Closest Parking Lots:

1. Bayshore Gardens Lot #138 1675 Bayshore Drive, Vancouver, BC [Bayshore Gardens Parking lot #138](#)
2. Bayshore Parking 1620 Bayshore Dr., Vancouver, BC V6G 3L1 [Westin Bayshore Parking lot #088](#)

We look forward to seeing you at your event!

Best regards,

VanCity Yachts Team