



Important Information for Your Visit – Special Events at BMSC

Your accommodation reservation has now been confirmed. A reservation confirmation email has been sent to the email address you provided in the registration process. Guests are responsible for reviewing all reservation details and ensuring accuracy. If you have not received your confirmation, please check your spam or junk folder.

As you begin planning your visit, we encourage you to review the information below, which has been prepared to assist you with travel arrangements, arrival logistics, accommodation details, and other important event information.

By confirming a reservation and staying at Bamfield Marine Sciences Centre (BMSC), you acknowledge and agree to comply with these terms and conditions.

1. Guest Registration Requirements & Check-in Information

Seventy-two (72) hours prior to arrival, guests will receive an email from reservations@bamfieldmsc.com (Subject: *Bamfield Marine Sciences Centre – Check-in & Arrival Details*). This communication will include **unit access codes, parking information, and a secure link to complete your mandatory digital check-in.**

To support campus safety, guest services, and emergency response, all guests are required to complete digital registration before arrival and provide accurate personal information. This information is collected in accordance with applicable provincial requirements.

Because BMSC is in a remote coastal community with limited after-hours services, check-ins after 10:00 PM are not available. Guests expecting a late arrival should contact Guest Services before travelling.

Event registration and accommodation check-in will take place at the *Rix Centre for Ocean Discoveries*. Room keys (where applicable) and accommodation information will be provided at that time.

Following check-in, the **Main Office (Main Building)** will serve as your primary point of contact for Guest Services throughout your stay.

Office Hours

Monday to Friday, 8:30 AM – 4:30 PM

Please note that business hours are subject to change without notice.

Contact Guest Services for assistance +1 (250)-880-5227

Due to limited cell service coverage and occasional power outages in our remote location, phone service may be intermittent. If you cannot reach us, please try again, send a text message, or contact us via [WhatsApp](#) on the same number.



2. Payment

Guests are responsible for payments for **all reserved nights**, including late arrivals or early departures. The guest making the reservation acknowledges and agrees that:

- Personal liability for all charges is not waived.
- If a third party (including a company, institution, or association) fails to pay any portion of the account, the guest **remains fully and personally responsible** for the outstanding balance
- The guest accepts responsibility for all charges incurred by all occupants assigned to their reservation

3. Cancellation and Refund

BMSC recognizes that plans can change, particularly when travelling to a remote location. We kindly ask that guests notify reservations@bamfieldmsc.com as soon as possible if they need to cancel or modify their reservation.

- **More than 30 days before the event start date:** Full refund less a 15% administrative fee.
- **15 to 30 days before the event start date:** 50% refund.
- **14 days or less before the event start date:** No refund.
- **No-shows are not eligible for a refund.**

All cancellation and refund requests must be submitted by email to reservations@bamfieldmsc.com

4. Check-In & Check-Out Times

- **Check-in time:** is available from 3:00 PM until 10:00 PM
- **Check-out time:** No later than 10:00 AM.

Need to arrive early or depart later? Limited baggage storage is available upon request. Please contact Guest Services in advance to arrange luggage storage.

5. Transportation to Bamfield

Participants are responsible for arranging their own travel to and from Bamfield. Please visit your event registration page for travel information, directions, and transportation options. Where possible, participants are encouraged to carpool to reduce travel costs and environmental impact. For some events, organizers may coordinate transportation through the **Community Action Bus**, a community-based charter service that provides shared transportation for groups travelling to and from Bamfield.

6. Additional Information

- **Accommodation services:**
 - Bed linens and towels are provided in your accommodation.
 - Daily housekeeping service is provided in shared facilities.
 - If you require housekeeping assistance during your stay, please contact Guest Services.
- **Quiet Hours**
 - Please observe that quiet hours on Campus are from **9:00 PM to 7:00 AM**
 - Be mindful of fellow attendees who may be resting or preparing for early sessions.



- **Laundry**

- The coin-operated laundry facility is in the basement of Buchanan Lodge or in the Cafeteria Building.
- Payments: washers and dryers - loonies only.
- Please visit the office during business hours if you need a change, subject to availability. Laundry detergent is available for purchase in the Office.

7. Contact Information

For information regarding event schedules, sessions, registration, or event-specific arrangements

Email: events@bamfieldmsc.com

Guest Services for Accommodation, Reservations and On-Site Assistance

Email: reservations@bamfieldmsc.com

Phone: 250-728-3301

Mobile: +1 250-880-5227

8. Emergency Notifications

BMSC strongly recommends that all attendees download the **Voyent Alert!** App and register for notifications in **Bamfield, BC**, before arriving. This is the primary method used by local authorities to distribute emergency alerts and public safety information to residents and visitors.



 [Download Voyent Alert!](#)

After downloading the app, select Bamfield, British Columbia as your location to receive local emergency notifications while attending your Event.

We are looking forward to your stay.
BMSC Team.

