



# Weddings & Events



*a day to remember*

## **Event Planning for Your Special Moments**

Weddings, Retreats, Family Reunions, Brunches, Birthdays,  
Anniversaries, Retirement Parties, Holiday Events,  
Curling Parties, Golf Tournaments and Memorials

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## Wedding Information

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Once your event has been booked and the deposit paid, we will arrange a consultation meeting. Our experienced staff will discuss menus, room set up and specific details. Precise planning is the key to making this a special day for everyone..

We do not do food tasting for our buffet items due to preparation time involved with these items.

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## Booking Policy

The policy of the club is to book events only within one year in advance of a date. We do not tentatively book dates, they are treated on a first come first served basis. At the time of booking a non-refundable deposit of \$2650.00 is required for receptions, \$500.00 for private function space, and full payment for wedding ceremonies without a reception.

Two weeks prior to the event full payment is required, Any additional expenses occurred will require payment by cash or credit card the following day.

All weddings reception bookings will have a \$10,000 minimum that does not include GST or gratuity.

A guaranteed number of guests is required by 12 noon, seven (7) business days prior to the event. If the guaranteed number has not been received, the charges will be based on the previously contracted attendance or the actual number attended, whichever is greater.



## Food and Beverage Policy

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**Only food and beverage provided by the Canmore Golf and Curling Club may be consumed on the premises.** The only exception to this policy is wedding cakes, cupcakes and other home-made sweets and treats. We do not provide a cake cutting service, but will supply plates and cutlery. Left over buffet food is not allowed to be taken after the event is over, due to possible food safety issues after the food leaves our facility. AGLC (Alberta Gaming and Liquor Commission) wine may be brought in at an \$18.00 per bottle corkage fee plus 5% GST and 18% gratuity. AGLC regulates the sale and service of alcoholic beverages and CGCC is responsible for the up-keep of these regulations. CGCC will be glad to custom design a menu and special order any food or beverage items not necessarily standard on our printed food and beverage menu.

The Canmore Golf and Curling Club will not be responsible for the quality of the food as a result of late meal service due to a customer's request.

If you provide your guests a host bar then taxi or other reliable transport must be provided.

Any guest who uses verbal or physical abuse towards a Canmore Golf and Curling Club employee will be asked to leave the premises.

No donation jars may be placed at the bar.

The Canmore Golf and Curling Club reserves the right to inspect and control all private functions. The customer and the Canmore Golf and Curling Club must follow and abide by the rules and regulations set by the Alberta Gaming and Liquor Commission.

## Decorating and Liability

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Access to our facilities will be permitted in most cases in the golf season from 12:00pm onward on the day of your booked event. All special event décor for your event can be arranged for storage in the days prior. Certain circumstance may permit earlier access and will be communicated by our team. We do not allow artificial flowers at outdoor ceremony site.

CGCC allows the use of candles provided they are in a non flammable holder/surround or pillar style.

The Canmore Golf and Curling Club does not permit any article to be fastened to the wall or fixtures. The use of tacks, nails, screws, bolts or any tools which could mark the floors, walls or ceiling is prohibited. The Canmore Golf and Curling Club does not allow confetti or glitter to be used. Nor sparklers can be lit inside the venue.

A \$250.00 charge will be assessed for excessive cleaning. We will not be responsible for damage to or loss of merchandise or articles left in the club prior to, during, or following the reception. The customer agrees to be responsible for any damages that occur to the function room or any part of the Canmore Golf and Curling Club by the customer, guests, or invitees.

## Continued:

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**Venue Set-up:** Unless other arrangements are made access to the event area is 12:00PM the day of. Decorations can be dropped off the night before. Canmore Golf and Curling Club is not responsible for set up of table decorations, gifts or other décor or tear down.

All weddings are required to purchase a liability insurance policy with a minimum 2 million dollar liability. The Canmore Golf and Curling Club must be listed as 3rd party insured, you can contact your insurance provider or contact [palcanada.com](http://palcanada.com).

You are responsible for your personal property and responsible for decorating the tables after they have been set by staff.

**Service Charge:** An eighteen (18%) service charge and applicable sales tax will be added to all food and beverage, room rental ,ceremony charges.

**Dj/Entertainment:** To maintain a comfortable environment for your guests and our staff, the sound level of music should not exceed 75 decibels during introductions/dinner, and the dance portion of your evening should not exceed 90 decibels. **Pyrotechnics, smoke machines, streamers and bubble machines are not permitted to be used inside of the facility.** Dry ice is acceptable. Please ensure that your DJ's/Entertainers follow our house rules/agendas and respect the instructions of the duty manager. Entertainers are required be set up no later than two hours prior to event.

**Entertainments Tariffs (Music at Events):** All events with musical entertainment — live or recorded, are subject to both SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re: Sound (Royalties collected for Public Performance of Sound) charges. The fees collected by these two agencies are licensing fees and/or distributed as based on room capacities under our liquor license. The cost for this is \$85.

**Audio-Visual:** A standard podium and microphone are included in all room bookings. We have 3 screens in our Rundview room that are easily connected and are able to play audio and visual files directly from your laptop. We suggest testing the A/V prior to the event start time. Any audio-visual requests above and beyond will need to be contracted accordingly. CGCC assumes no responsibility for the set up, troubleshooting or pricing of AV requirements if outsourced.

**Dietary Restrictions:** We are more than happy to accommodate guests who have allergies, dietary concerns, or restrictions. Our chef will accommodate accordingly based on the total amount of guests with special requirements for the specific event. Please note that we cannot guarantee an "allergy free/contamination free" facility and all guests with concerns should have the necessary items with them in the event of an allergic reaction.

**Ceremony Rehearsal (if applicable):** Ceremony rehearsals typically take place the week of the wedding on a mid-week day. Unfortunately we cannot confirm the availability of a date until closer to the event as the space may be contracted by another client.



## Room Rental Rates:

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Rental charges include the set-up, use of space, normal clean up, a consultation meeting, and the following equipment as required: Tables, Linens and Chairs, Glasses, China, Silverware, Microphone, Podium and AV

## Wedding Reception: All

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|                                    | April 15th-October 15th | October 16th-April 14th |
|------------------------------------|-------------------------|-------------------------|
| <b>Rundle View Room</b>            | \$2650.00               | \$1950.00               |
| <b>Curling Lounge (48 ppl max)</b> | \$850.00                | \$500.00                |

## Private Function Room Rental (up to 6 hours)

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|------------------------------------|-----------|-----------|
| <b>Rundle View Room</b>            | \$2000.00 | \$1000.00 |
| <b>Curling Lounge (48 ppl max)</b> | \$850.00  | \$500.00  |
| <b>Additional Rental Fees</b>      |           |           |
| Outdoor Sound System               | \$150.00  |           |

## Curling Rink Function Space

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During the curling season, we have four sheets of ice available to rent. Great for Corporate Christmas parties, or just to have some fun with friends. For the rest of the year this space is available to host events. Contact us for more details on this space.

Ice sheet rentals available mid-October to mid-March and includes the use of sliders and brooms. A standard curling game is played with 8 players per sheet but variations are available.

|                |                 |                 |                 |
|----------------|-----------------|-----------------|-----------------|
| <u>1 Sheet</u> | <u>2 Sheets</u> | <u>3 Sheets</u> | <u>4 Sheets</u> |
| \$97/hr        | \$150/hr        | \$200/hr        | \$255/hr        |

## Canmore Golf & Curling Club is the perfect venue for your function

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The beauty of the Canmore Golf Course and the surrounding mountains make it an inspiring setting for a function, meeting, banquet or wedding. Situated at the edge of town but only a short walking distance from the downtown core, your group will be comfortably appointed and served by our experienced staff. The Rundlevue Room and beautiful patio boast expansive views of the Rundle Range, Ha Ling Peak, White Man's Pass and our beautifully maintained golf course. The cozy Curling Lounge is perfect for intimate meetings and receptions. Our full-service restaurant is available all year for table reservations and small group buffets.

## Room Capacities

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Our room capacities are dependent on your needs. On average the Rundlevue Room can comfortably seat 120. When renting the main room, the patio is also included for your guest's use.

The Curling Lounge will accommodate 48 people.

## Outdoor Wedding Ceremony Information

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A well manicured grassed area overlooking a beautiful pond and fountain with extensive views of the Rundle Range and a magnificent mountain backdrop is the perfect location to exchange your marriage vows. Ceremony fees include the take down and set up of chairs and signing table, guest direction and ceremony assistance.

With reception: \$775.00 + GST

Without reception: \$1400.00 + GST

For outdoor ceremonies that have not also booked a reception space, there is no guarantee of a back up indoor space.

## Indoor Ceremony Fee

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Outside of the golf season our beautiful Rundlevue Room with floor to ceiling windows and double sided fireplace is available as an indoor ceremony space.

With reception: \$775.00 + GST

Without reception: \$1400.00 + GST