



THE GLENMORE INN & CONVENTION CENTRE

# WEDDINGS

Choose the Glenmore Inn and Convention Centre to celebrate your special day and we will assist you to create an unforgettable occasion. Have your ceremony in any one of our elegant function rooms. You can then enjoy your reception with up to 650 guests for dinner and dancing in our spectacular ballroom.

At the Glenmore Inn we understand how much work is needed to organize your wedding day, appreciating that each and every wedding is unique. We pride ourselves on our attention to detail and the high level of personal service to ensure your wedding day is as perfect as can be.

## CEREMONIES

We are pleased to provide the option of having your ceremony either in a private room or in the Garden Court Atrium. The Glenmore Inn will provide the seating, two white pillars, two arrangements with white silk flowers and a signing table.

### Cost

\$395.00 if hosting a reception at the Glenmore Inn

\$595.00 if there is no reception being hosted at the Glenmore Inn

### Wedding Rehearsals

A wedding rehearsal can be arranged at no additional cost.

## FUNCTION ROOMS

The Glenmore Inn has many function rooms available to host wedding ceremonies and receptions. With spaces to accommodate from 50 to 650 people, we can ensure to accommodate all of your needs.

Please be advised that each room has a minimum number of guests for food and beverage purposes.

Please see below for minimum guest requirements

<u>ROOM</u>	<u>MINIMUM NO. OF GUESTS</u>
Ogden	25
Macleod	50
Heritage	60
Glenmore Centre or West	75
Glenmore West & Heritage	110
Glenmore East	170
Glenmore Centre, West & Heritage	200
Glenmore East & Centre	250
Glenmore East, Centre & West	380
Glenmore East, Centre, West & Heritage	450

Rental fees may apply. Please contact the catering office for further information.



## WHAT IS INCLUDED

The Glenmore Inn will provide the following

- Tables including Gift Table, Guest Book Table and Cake Table
- Chairs
- White Linens
- Napkins - a variety of colored napkins (white, burgundy, forest green, royal blue and purple). Black is available at an additional cost.
- Centrepiece - option of a vase or frosted tea light
- Table Number Stands
- Cutlery
- China
- Glassware
- Podium
- Microphone

We also offer an All Inclusive Package, see page 6 for further information.



## EVENT RENTALS

Black Napkins	\$0.75 each
Black Runners	\$4.95 each
Gold Organza Overlays	\$6.95 each
White Pillars	\$20.00 set
White Pillars with Floral Arrangement	\$45.00 set
Personalized Menus	\$4.95 per table
Black Chair Cover	\$3.50 per cover
Black Chair Cover Sash	\$0.75 per sash
Uplighting - minimum of 3 lights, max 6 Based on availability Red, Blue, Green, White	\$40.00 per light

Any decorations that are not supplied by the Glenmore Inn are to be set up by you. We are happy to make recommendations for professional wedding decorators.

## RULES & REGULATIONS

- Decoration of the room may be done on the day of the function or the night before, if the room is available. Please check with the catering department.
- Thumbtacks, nails, scotch tape and staples are not to be used in any banquet room. Masking tape is permitted.
- All decorations provided by the bride and groom must be removed when you leave. Failing to adhere to this rule will result in an additional charge.
- Confetti and open flame candles are not allowed on hotel premises. Should confetti or like be used, a cleaning charge will be applied.
- Reception Hours are 6:00pm - 1:00am.
- Music is not permitted to start until 9:00pm and may be played until 1:00am.
- Last Call is 1:00am and the room must be vacated by 1:30am.
- All musical entertainment is subject to SOCAN (Society of Composers & Music Publishers of Canada) and Re:Sound Tariff 5 and is applied directly to the final bill.





## FINANCIAL PLANNING

### Deposit

A deposit of \$15 per person is required at time of booking.

Once we have received your signed contract along with your deposit, your function room will be held on a definite basis.

### Final Bill

Final payment is due 5 business days prior to your wedding date.

A 17% gratuity is charged on food and beverage totals and is distributed to the staff. G.S.T. will be added to the final bill.

Menus and wine selections must be confirmed a minimum of 30 days prior your wedding.

As is customary, banquet prices are subject to change due to fluctuating food costs.

Prices for all meal functions will be guaranteed three months prior to an event.

For your budgeting purposes please anticipate a minimum of \$65.00 per person for food and beverage based on dinner and wine service.

For menu and wine selections and prices please refer to the Wedding Package or visit our website [www.glenmoreinn.com](http://www.glenmoreinn.com).



## ALL INCLUSIVE PACKAGE

### YOUR ALL INCLUSIVE PACKAGE INCLUDES

#### DÉCOR AND SERVICES

- Ceremony area complete with wedding pillars
- Elegant reception room
- Personalized menus & centerpieces on each table
- Cake cutting service
- Disc Jockey 9:00p.m. - 1:00 a.m.
- LCD projector & screen for presentation
- \*Complimentary gift opening room day after wedding
- \*Complimentary business suite for the couple, including sparkling wine and complimentary continental breakfast

#### FOOD & BEVERAGE

- Fruit and alcohol punch on arrival
- A choice of one of our delectable meals
- Red & White wine with dinner
- Complimentary bar 9:00p.m. - 1:00 a.m.
- Personalized Signature Drink
- Late night coffee and tea service
- Dinner tasting for two

### STARTING AT \$112.95 PER PERSON

This package is available for a minimum of 75 people, should you have less, a surcharge will apply.  
Gratuity of 17% & 5% G.S.T. not included | \* Based on Availability



## GUESTROOMS

The Glenmore Inn has 169 spacious guestrooms and suites and we are pleased to offer discounted room rates for you and your guests. Our jacuzzi and executive suites are perfect for you to stay in on your wedding night to end your special day.

Upon signing the contract a group block will be set up for you. Our Group Sales Manager is dedicated to providing you with personal attention ensuring you and your guests needs are accommodated, allowing you stress free planning.

For further information on group bookings email [sales@glenmoreinn.com](mailto:sales@glenmoreinn.com) or call Tel: 403.720.5292 and our Group Sales Manager will be more than happy to assist.

Check - in commences at 4:00pm and checkout time is 12:00pm

## FACILITIES

The Glenmore Inn offers many amenities to make your stay comfortable and your day memorable.

- Complimentary Wireless Internet
- Indoor Pool with Waterslide and Hot Tub
- Complimentary Parking
- Fitness Centre
- Express Check Out
- In Room Dining
- Business Services
- Laundry
- Ice and Vending Machines
- ATM
- 2 Dining Outlets - Restaurant and Lounge
- Pet Friendly guest rooms





## BEFORE THE BIG DAY

CHOOSE THE GLENMORE INN FOR YOUR

ENGAGEMENT CELEBRATION

BRIDAL SHOWER

REHEARSAL DINNER

GIFT OPENING BRUNCH

GUEST ROOM BLOCK

Ask us for more information!

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A romantic photograph of a bride and groom embracing outdoors. The bride is wearing a white lace wedding dress and the groom is in a dark suit. They are positioned on the left side of the frame, with the groom's arms around the bride. The background is a soft-focus outdoor setting with trees and a building.

## F.A.Q'S

Q. Can I come see the venue?

A. We would love to give you a tour of our hotel and convention centre. Please make an appointment with our Director of Catering, Cindy Thomas. Phone: 403.720.5291 or Email [CindyThomas@glenmoreinn.com](mailto:CindyThomas@glenmoreinn.com)

Q. Are there any days you don't book weddings?

A. We do not book weddings on Statutory Holidays.

Q. Can we check in earlier than 4pm?

A. We cannot guarantee an early check in but will try to accommodate your needs the best way we can. If you do require your room prior 12:30pm we strongly recommend you check in the day before. We can certainly store luggage and items for those who are checking in the day of the wedding if your ceremony falls before 4:00pm.

Q. Can we have food tasting? What is the cost?

A. Yes, please contact Cindy Thomas to schedule a food tasting. Wedding tastings are complimentary for 2 people and guests can choose 2 entrees to try.

Q. Can we taste wines?

A. No, we do not offer wine tasting.

Q. Can we bring in our own alcohol?

A. Yes, you are able to bring in your own alcohol providing you follow the AGLC rules and regulations. A corkage fee per person and bartender fee will apply.

Q. What options are there for a bridal suite?

A. The Glenmore Inn has several suites available at different rates. Information on our rooms and suites can be found on our website. Please contact us for pricing information.



## THE GLENMORE INN & CONVENTION CENTRE

Please contact our Catering Department

Cindy Thomas  
Director of Catering

Tel: 403.720.5291 Email: [cindythomas@glenmoreinn.com](mailto:cindythomas@glenmoreinn.com)

Address: 1000 Glenmore Court SE, Calgary, Alberta, T2C 2E6.

[www.glenmoreinn.com](http://www.glenmoreinn.com)