

# WEDDING GUIDE 2024



Crista Lee Photography



# CONGRATULATIONS ON YOUR ENGAGEMENT!



Thank you for considering the Coast Canmore Hotel & Conference Centre for your special day.

The Coast Canmore Hotel & Conference Centre is a one-stop-shop for your Rocky Mountain wedding in Canmore, Alberta. We are the largest full-service venue in Canmore as we can accommodate receptions and ceremonies with a guest list of up to 300 people.

With various packages to choose from, we offer a customizable experience. Every wedding is unique and our professional Sales Managers will give you personalized advice and will be there for you every step of the way. Whether you invite 20 guests or 300, we want to make your dream wedding come to life.

We offer guestrooms, reception space, indoor ceremonies, rehearsal dinners, and all the amenities of a full-service hotel for you and your guests to enjoy. Our on-site restaurant Table Food+Drink - open daily for breakfast, lunch, dinner, or beverages in our lounge - will cater your meals to perfection.

We look forward to helping plan your wedding!

Sincerely,

Coast Canmore Hotel & Conference Centre Sales Team  
Direct: 403-609-5432  
Email: [canmoresales@coasthotels.com](mailto:canmoresales@coasthotels.com)





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K Kemmler Photography

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# RECEPTION VENUE

Our Wildrose Ballroom is approximately 6000sqft, comprising of four sections with air wall dividers between each section. The space can be adjusted to accommodate up to 300 guests or 50 in each section. The ballroom offers an abundance of natural light and features elegant chandeliers. The room is carpeted and has a permanent hardwood dancefloor. Your head table can be raised onto a stage and your guests will be seated at round tables with white or black table linen.

## 360 Virtual Tour



K Kemmler Photography



Ethereal Photography

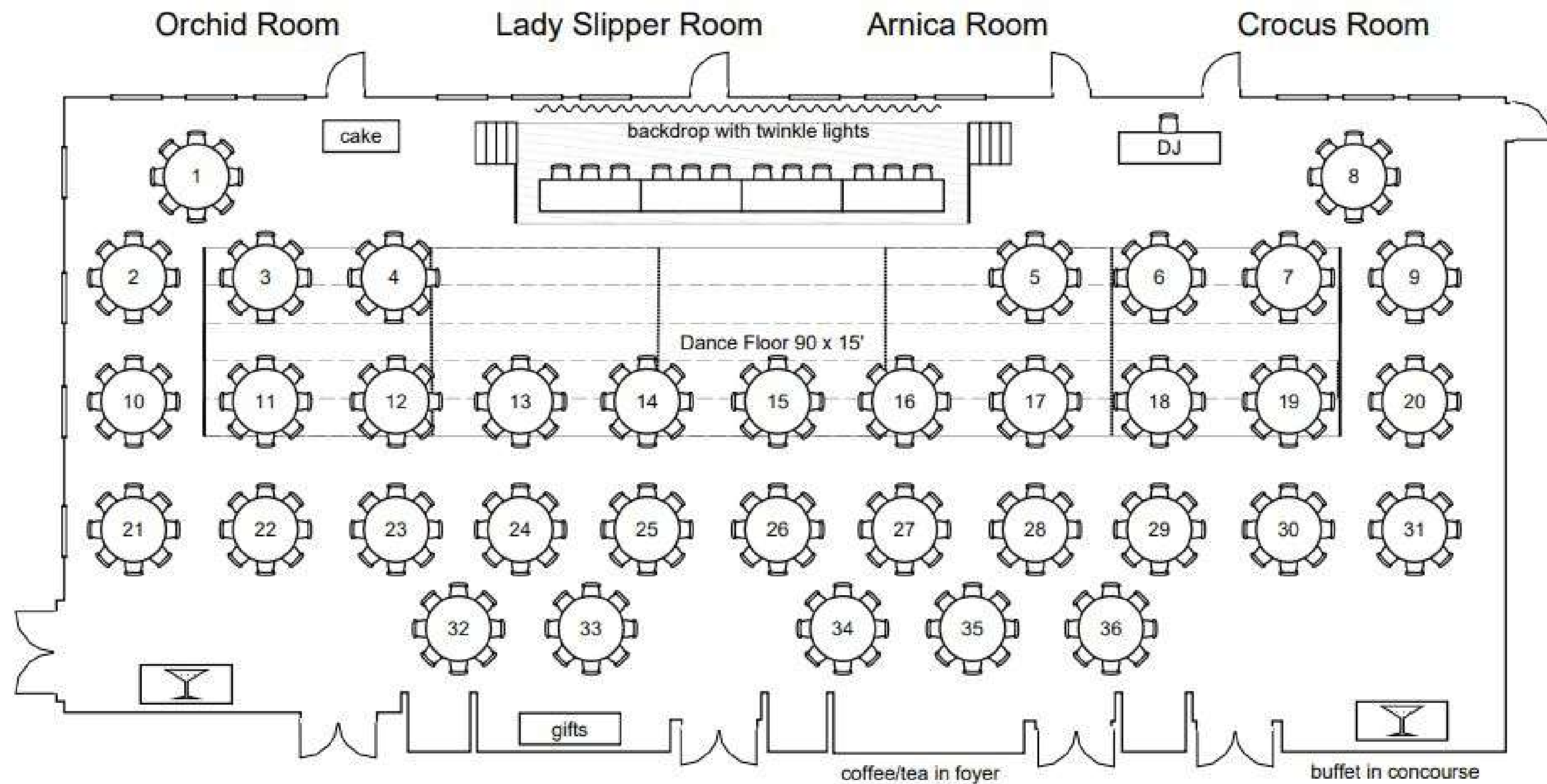




# SAMPLE FLOOR PLANS

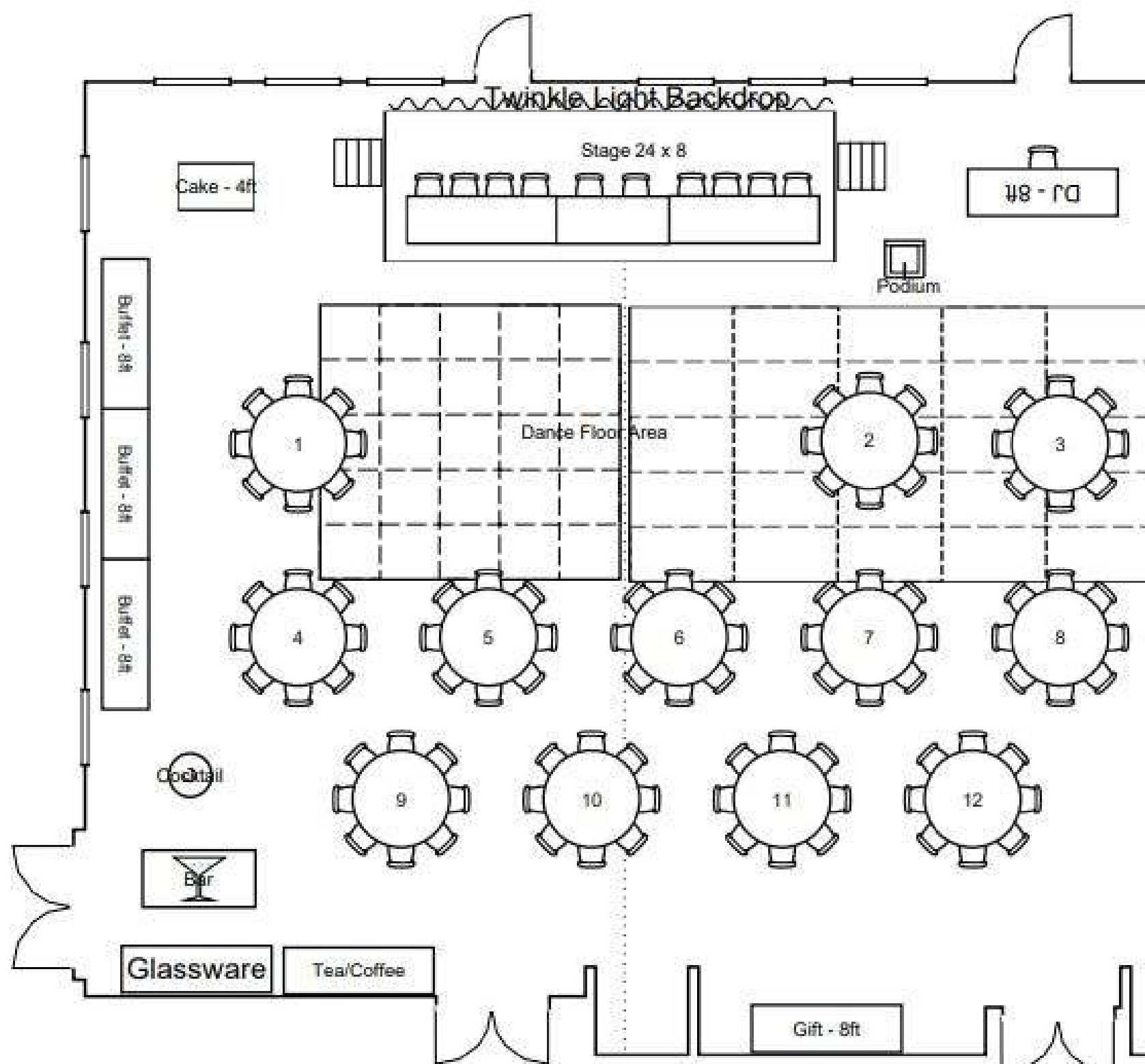
## Wedding Reception Four Sections - 300 guests

### Wildrose Ballroom



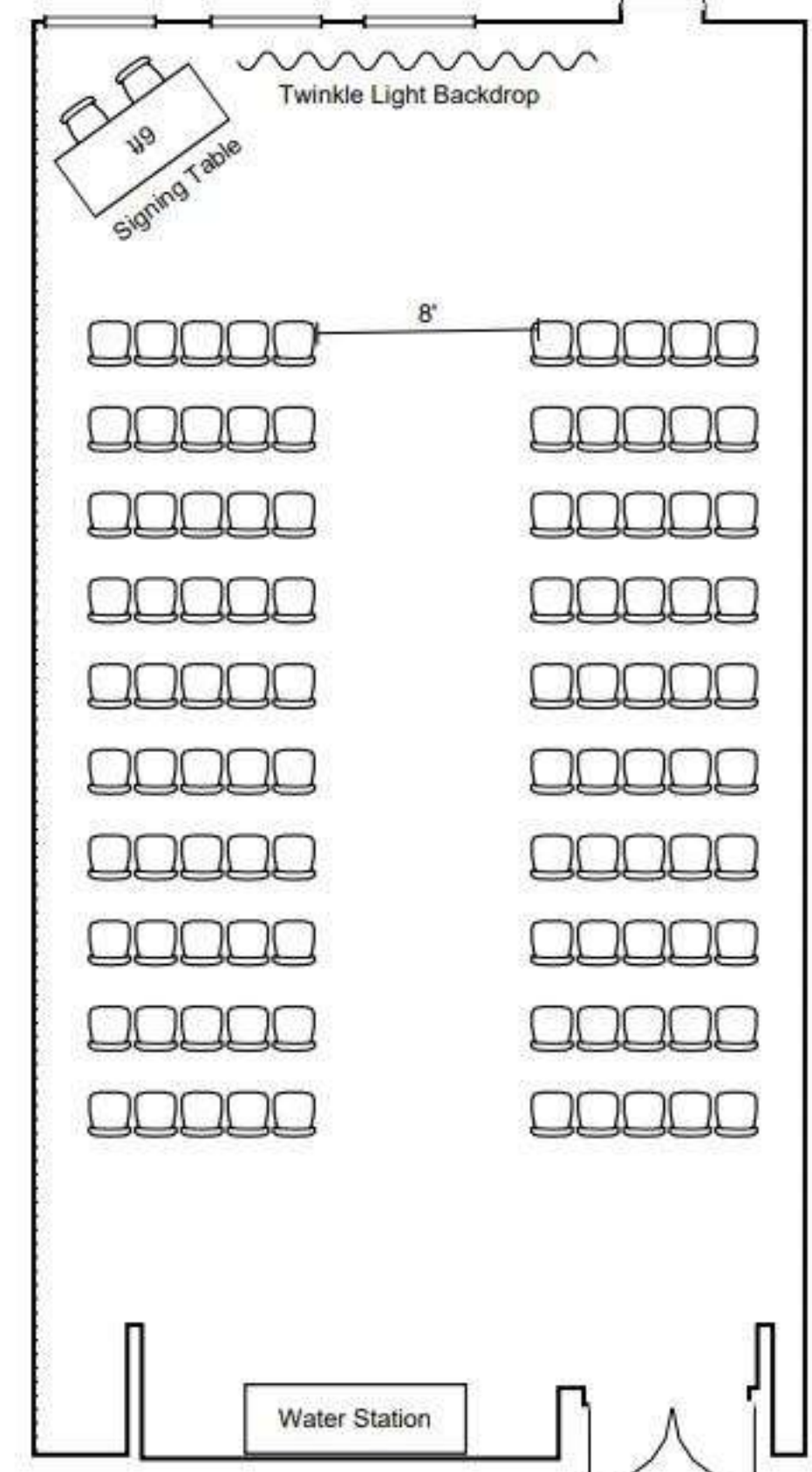
## Wedding Reception Two Sections - 106 guests

### Orchid Ballroom Ladyslipper Ballroom



## Ceremony One Section - 100 guests

### Arnica Ballroom





# BALLROOM RENTAL & FOOD & BEVERAGE SPEND

Ballroom Rental Guidelines		
Number of Ballroom Sections Contracted	Venue Room Rental	Food & Beverage Minimum Spend
One Section	\$1,000	\$4,000
Two Section	\$1,500	\$7,000
Three Section	\$2,000	\$10,500
Four Section	\$2,500	\$14,000



## WHAT IS INCLUDED?

### Ballroom Rental Includes:

- Stage (maximum size 9 pieces, 8'x36')
- 5ft diameter round tables for maximum 8 guests each
- Banquet chairs (no chair covers)
- Podium
- Head table with white or black skirting, maximum size of head table on stage is for 12 guests
- Plates, glasses & cutlery
- Black or white napkins, tablecloths, and skirting
- Gift, cake, guestbook and DJ tables with black or white skirting
- Table number stands
- Dance floor

Any additional set up and tear down requirements are the responsibility of the booking party including favors, decorations, lighting, name cards, etc. The hotel has an audiovisual company on-site that would be happy to provide a quote for any audiovisual equipment you may require.

At the time of booking, access to the ballroom the day before or the day after your wedding is not guaranteed. We can guarantee access to the ballroom by 12PM the day of your wedding.

**Last call** for alcohol service by 12:45am, with the bar closing at 1:00am. All guests must leave the venue by 1:15am and all decorations must be removed by 2am. Surcharges apply if more time is needed for set up and tear down of decor and this must be booked in advance.

18% service charge and 5% GST apply to all pricing.



# WEDDING CEREMONIES

The Wildrose Ballroom provides a beautiful location for an indoor ceremony at the Coast Canmore Hotel & Conference Centre. We will provide set up and tear down of banquet chairs, signing table with table cloth and a water station.

For outdoor ceremonies please contact the venues directly. Popular locations are:

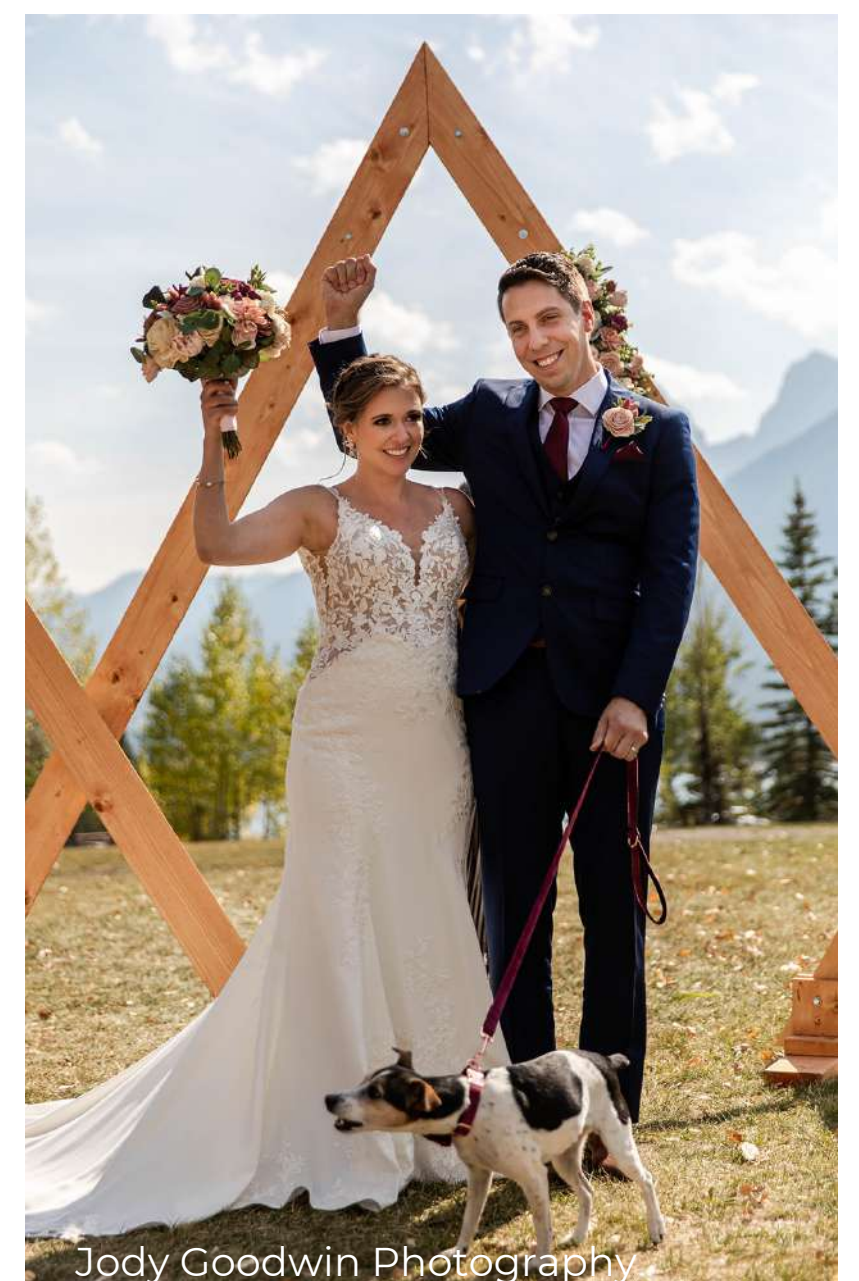
- Quarry Lake Park, Rundlevue Parkette & Riverside Park with the Town of Canmore
- Tunnel Mountain Reservoir & Fenland Meadows with the Town of Banff
- Cross Zee Ranch in Canmore
- Creekside Hall & Garden along Policeman Creek in Canmore
- Lake Louise Ski Resort

Indoor Ceremony site rental fees:

**From \$750**



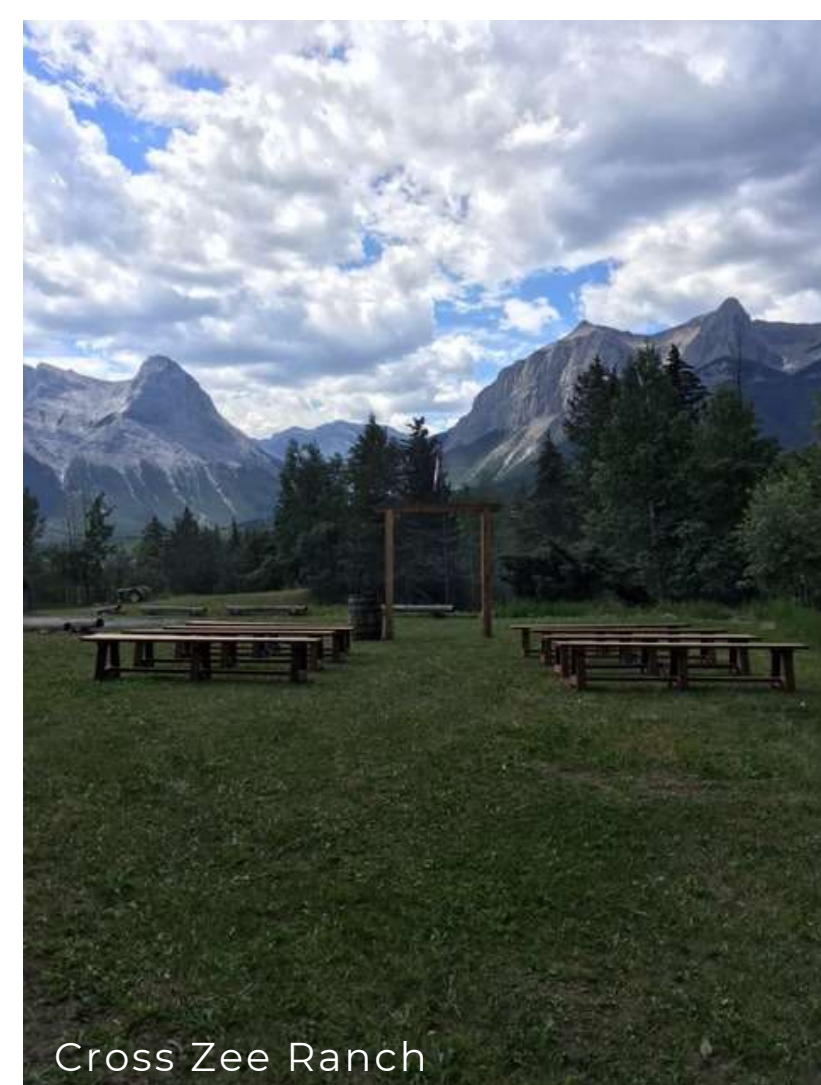
Ballroom Ceremony - Cole Hofstra Photography



Jody Goodwin Photography



Quarry Lake - Alex Popov Photography



Cross Zee Ranch



# ADD ONS

## DECORATIONS

For any rental decorations we can connect you with our partners at Mountain Event Rentals.

Coast Canmore Hotel & Conference Centre does not offer set up services. The group is responsible for setting up decorations.



## BACK DROP \$350

Add a simple white backdrop behind your head table for an elegant addition.

## BACK DROP WITH TWINKLE LIGHTS \$400

Add a simple white backdrop with twinkle lights behind your head table. The added lights will make you look even dreamier!



## TABLE FOOD + DRINK

Looking for a space to host your rehearsal dinner or post wedding brunch? Our private dining room is perfect for small celebrations for groups of 32 or less.

Meals can be pre-ordered from our *Feature Menu* and you will have a private bar.

**\$1,000**

Food and Beverage Minimum Spend

Ask us about our Intimate Wedding Package!



18% service charge and 5% GST apply to all pricing.



# GUESTROOM RATES



Host your wedding reception with us and we will be pleased to offer special room rates for you and your guests. Your Sales Manager can provide more information on rates and the booking process.

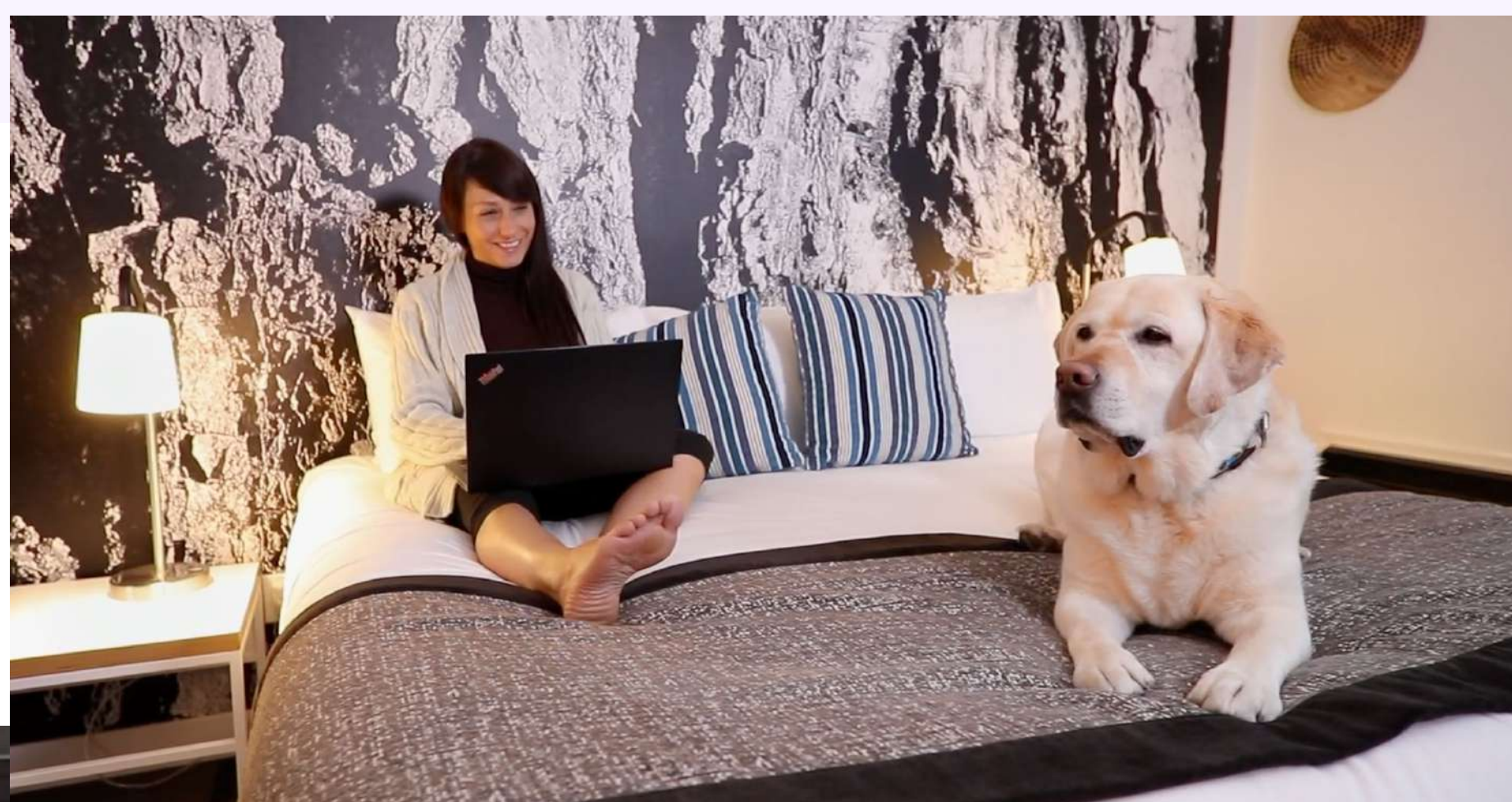
The hotel has 164 guest rooms, offering rooms with either one king bed or two queen beds. Guest rooms include triple-sheeted beds, free wi-fi and in-room Starbucks coffee and tea, refrigerator, hairdryer, iron, iron board and access to other amenities.

## Pets Friendly Guestrooms:

The hotel has a limited number of pet friendly rooms available. Pet rooms must be booked in advance. Pets cannot be left alone in the guestrooms and a pet policy must be signed upon check-in.

There is a pet fee of \$25 per pet per day, and we welcome all dog breeds, including large dogs. We have a soft spot for our furry guests, and as a special treat, all doggies receive a cozy pet bed, a food bowl, and a locally sourced pet treat. And on occasion, we've even seen cats accompany their owners on vacation!

Pets are not allowed in the banquet areas.





# CATERING



## Children meal pricing guidelines:

- Guests 12 years old and over are full price
- Guests 6-11 years old are half price (buffet only)
- Guests under 6 are complimentary (buffet only)

## Food Allergies:

The Coast Canmore Hotel & Conference Centre will accommodate serious\* and cultural (where possible) food allergies; we are unable to accommodate food preferences. The Hotel must receive food allergies no later than 10 business days prior to event. Guests name and dietary must be provided. The Hotel may not be able to accommodate any last-minute requests for allergies. All items are labelled on our buffets and will indicate if they contain gluten, dairy or nuts. Attendees who have notified us of food allergies in advance and that don't find appropriate options available on the buffet are to make themselves know to one of our team members so we can accommodate. Group must complete hotel food allergy form for all dietary restrictions/allergies. \*gluten, dairy, nuts, shellfish, vegan, vegetarian

## Please note:

Coast Canmore Hotel & Conference Centre is the sole provider of all food and beverages. External food and beverages are not permitted to be brought onsite.

Wedding cakes / cupcakes and wedding favors (e.g. candy, chocolates, popcorn) are the only exception. Alcoholic wedding favors are not permitted. Wedding cakes and cupcakes must be purchased from a certified bakery or store and a food waiver must be signed.

## Wedding Cake

The hotel offers cake cutting services at \$50 per 100 guests. The cake will be served buffet style.





# PLATED DINNER

Available for up to 250 people maximum  
Hotel requires 8 weeks notice if selecting a plated dinner.

All plated meals include assorted baked house bread with whipped butter, freshly brewed Starbucks regular and decaf coffee, and assorted teas.  
Please choose one from each category.  
All allergies must be communicated with the Sales Manager prior to the event.  
18% service charge and 5% GST apply to all pricing.  
Menus and pricing subject to change.  
All proteins excluding pork/bacon items are Halal

## STARTER

Group choice of one

- Traditional Caesar salad

\$15/person

double smoked bacon, parmesan, croutons, padano cheese
- Kale, brussel sprouts & pear v

\$15/person

candied nuts, goat cheese, apple cider vinaigrette
- Vine ripe tomato & bocconcini v/g

\$16/person

fresh arugula pesto, aged balsamic, fresh basil
- Artisan green salad v/d

\$14/person

fresh cucumber, radish, shredded carrot, honey balsamic
- Acorn Squash salad v

\$16/person

arugula, mixed grain, pumpkin seeds, citrus vinaigrette

## ENTREE

Group choice of one

- Roasted Prime Rib of Alberta Beef (6oz) g/d

\$46/person

port rosemary reduction, herb roasted potatoes, seasonal vegetables
- Seared Chicken Supreme g

\$35/person

truffle mushroom cream sauce, served on buttermilk mashed potatoes  
seasonal vegetables
- Seared Salmon g

\$36/person

green pea & mint beurre blanc, dill smashed potatoes, seasonal vegetables
- Mojo Roast Pork Loin

\$34/person

citrus brined with apple cranberry, pan jus, on red skin mashed potato,  
seasonal vegetables
- Ricotta Spinach Cannelloni v

\$28/person

Roasted garlic tomato sauce, seasonal vegetables
- Gluten Free Gnocchi v/g

\$28/person

Arrabiata sauce, pesto & grana padano

## DESSERT

Group choice of one

- Chocolate fudge brownie

\$10/person

caramel sauce, chantilly cream, fresh seasonal berries
- Vanilla cheesecake

\$10/person

wild berry compote, chantilly cream
- Apple & pecan crumble

\$10/person

cinnamon creme anglaise
- Triple chocolate mousse

\$10/person

white, milk & dark chocolate, raspberry coulis, chantilly cream



# DINNER BUFFETS

All buffets include assorted baked house bread with whipped butter, freshly brewed Starbucks regular and decaf coffee, and assorted teas & chef's choice dessert.  
Please choose one buffet menu.  
All allergies must be communicated with the Sales Manager prior to the event.  
18% service charge and 5% GST apply to all pricing.  
Menus and pricing subject to change.  
All proteins excluding pork/bacon items are Halal.

THE COAST  
\$50/PERSON

COUGAR CREEK  
\$52/PERSON

THREE SISTERS  
\$62/PERSON

Slow roasted AAA Alberta beef inside round with a red wine demi **g/d**

Chef's hot vegetarian dish **v/d**

Herb roasted potatoes **v/d/g**

Fresh seasonal vegetables **v/d/g**

Tomato, baby bocconcini, basil & arugula with pesto **v/g**

Kale, brussels sprouts, pear, candied nuts, goat cheese, apple cider vinaigrette **v/g**

Bone in chicken, slow roasted with wild mushroom sauce **g/d**

Chef's hot vegetarian dish **v/g**

Seared salmon, fresh dill, caper & lemon butter **g**

Herb roasted potatoes **v/g/d**

Fresh seasonal vegetables **v/g/d**

Mixed green salad, seasonal vegetables, assorted dressings **v/g**

Chickpea salad with cucumber, grape tomatoes, red onion & a mint yoghurt dressing **v/g**

Roast AAA Alberta beef striploin with truffle wild mushroom ragout **g/d**

Seared salmon with a mint, pea beurre blanc **g**

Chef's hot vegetarian dish **v/g**

Fresh seasonal vegetables **v/g**

Red skin mashed potatoes **v/g**

Corn & black bean salad with cilantro lime dressing **v/g**

Baby spinach salad, candied nuts, goat cheese & balsamic vinaigrette **v/g**

Artichoke, Kalamata olive, roasted red pepper salad with a sundried tomato dressing **v/g**



# DINNER BUFFET ENHANCEMENTS

All buffets include assorted baked house bread with whipped butter, freshly brewed Starbucks regular and decaf coffee, and assorted teas.  
All allergies must be communicated with the Sales Manager prior to the event.  
18% service charge and 5% GST apply to all pricing.  
Menus and pricing subject to change.  
All proteins excluding pork/bacon items are Halal.

## SIDES & SALADS



**Caesar salad** \$4/person

**Tomato & bocconcini salad v** \$4/person

**Greek salad v** \$3.50/person

**Twice-baked potato salad** \$3.50/person

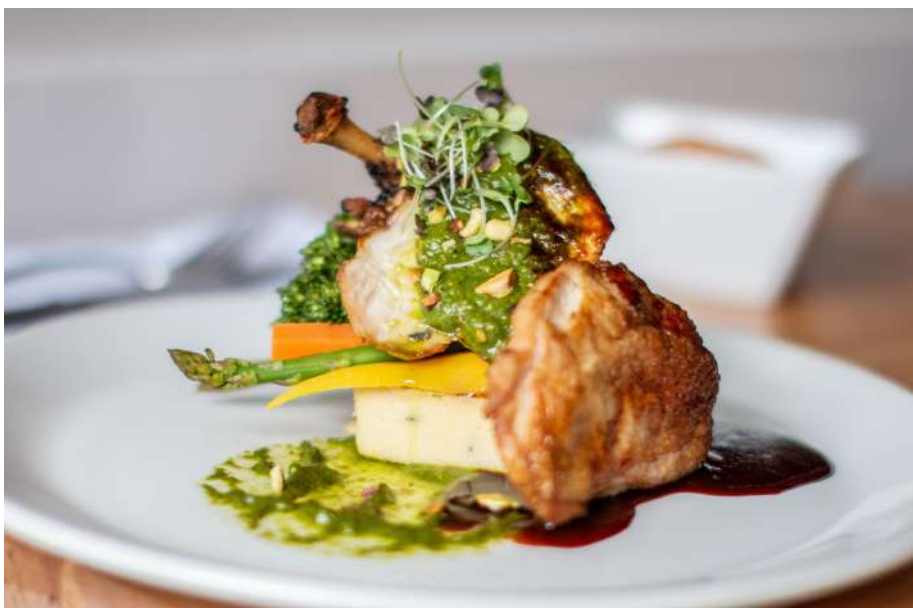
**Five bean salad with  
cilantro & cumin v** \$3/person

**Soup of the day g** \$2.50/person

**Spanish rice v/g** \$3/person

**Garlic bread v** \$2/person

## MAINS



**AAA Alberta roast beef inside round g/d** \$14/person  
with a red wine demi

**Herbed crusted bone in chicken g** \$12/person  
with a wild mushroom sauce

**Seared salmon g** \$14/person  
with a green pea and mint beurre blanc

**Garlic prawn skewers g** \$10/person  
in a citrus butter sauce



# RECEPTION & COCKTAIL ENHANCEMENTS

All allergies must be communicated with the Sales Manager prior to the event.  
18% service charge and 5% GST apply to all pricing.  
Menus and pricing subject to change.  
All proteins excluding pork/bacon items are Halal.

COLD CANAPES

(Minimum 2 dozen per selection)

<b>Cucumber with hummus v/g</b> micro green & padano wafer	<b>\$33/dozen</b>
<b>Caprese salad skewers v</b> pesto marinated bocconcini, grape tomatoes & aged balsamic	<b>\$33/dozen</b>
<b>Goat cheese tarts</b> herbed goat cheese, fresh melon & oven cured prosciutto	<b>\$37/dozen</b>
<b>Classic bruschetta v</b> on roast garlic balsamic crostini	<b>\$33/dozen</b>
<b>Crab &amp; avocado</b> in a cucumber cup with lemon dill & Crème Fraiche	<b>\$39/dozen</b>
<b>Smoked salmon mousse</b> crostini, capers, lemon preserve, cream cheese & fresh dill	<b>\$37/dozen</b>
<b>Prosciutto wrapped asparagus g</b> with melon and smoked apple wood cheddar	<b>\$39/dozen</b>



HOT CANAPES

<b>Vegetarian spring rolls v/d</b> with sweet chili sauce	<b>\$37/dozen</b>
<b>Vegetarian samosa v/d</b> With mango chutney sauce	<b>\$40/dozen</b>
<b>Vegetable &amp; pork gyoza</b> with sesame soy	<b>\$35/dozen</b>
<b>Chicken wings</b> dusted with sea salt lemon pepper	<b>\$30/dozen</b>
<b>Chicken satay g</b> with thai peanut sauce	<b>\$37/dozen</b>
<b>Fried Chicken, waffle</b> Garlic crema siracha	<b>\$38/dozen</b>
<b>Crab cakes</b> avocado aioli & fennel slaw	<b>\$39/dozen</b>
<b>Spanakopita v</b> with tzatziki	<b>\$35/dozen</b>
<b>House-made beef meatballs</b> Choice of one sauce: <ul style="list-style-type: none"><li>• Pineapple sweet &amp; sour</li><li>• wild mushroom</li><li>• roast garlic tomato sauce</li></ul>	<b>\$39/dozen</b>





# RECEPTION & COCKTAIL ENHANCEMENTS



**Crudit  v/g** **\$9/person**

**Artisan Cheese Board v** **\$18/person**

**Olives & House Pickles v/g** **\$8/person**

**Fresh Carved Fruit Display v/g** **\$12/person**

**Charcuterie** **\$18/person**

**Chocolate Fountain** **\$10/person**  
**(minimum 50 portions)**

**Candy Bar** **\$9/person**

## LATE NIGHT SNACKS



**Pub Fare** **\$18/person**  
Salt & pepper wings, pork dry ribs with Asian BBQ sauce, jalape o poppers, & onion rings

**Poutine Bar** **\$14/person**  
**(based on 1 bowl per guest)**  
Fries, 3 cheeses (cheese curds, shredded mozzarella & cheddar), house-made gravy

**Nacho Tray** **\$14/person**  
Corn chips, cheese, jalape os, olives, sour cream and salsa

**Assorted Pizzas** **\$12/person**  
**(based on 1.5 slices per guest)**  
Ham & Pineapple, Pepperoni and Cheese, Three Cheese, Vegetarian

**Build your own Deli Sandwich** **\$16/person**  
**(1.5 sandwiches per person)**  
Freshly sliced assorted deli meats & cheeses, assorted condiments, cocktail buns, olives & pickles



# BEVERAGE SERVICE

Note: A bartender charge of \$35 per hour (min. of three hours) will be applied if sales are less than \$450 (not including table wine).  
Menu items/pricing subject to change. Tax and gratuities included in price.

REGULAR

\$10

Includes 18% grat + 5% GST

## LIQUOR

Smirnoff Vodka  
Captain Morgan White Rum  
Captain Morgan Dark Rum  
Captain Morgan Spiced Rum  
Gordons Dry Gin  
Seagram's Rye  
Tequila

## BEER & COOLERS

Budweiser  
Bud Light  
Molson Canadian  
Kokanee  
Coors Light  
Seasonal Ciders & Coolers

## WINE

House White  
House Red

PREMIUM

\$12

Includes 18% grat + 5% GST

## LIQUOR

Stolichnaya Vodka  
Crown Royal  
Appleton Rum  
Bacardi White Rum  
Bombay Sapphire Gin  
Johnnie Walker Red Scotch  
Tequila

## BEER & COOLERS

Stella Artois  
Corona  
Heineken  
Grizzly Paw Beer Variety  
Ciders  
Wild Life Cooler Variety

## WINE

Uma Malbec  
Campagnola Pinot Grigio

# BAR TYPE OPTIONS

Only one bar type can be selected

## DEBIT/CREDIT BAR

Guests are responsible for paying for the beverages they consume with debit/credit (cash only available upon request)

## SUBSIDIZED BAR

Guests will pay the pre-determined amount and the remaining charge per drink will be charged to the master account.

## HOST/OPEN BAR

All drinks ordered will be charged to the master account.

## TICKETED BAR

Tickets can be supplied by you, as long as your Sales Manager receives an example of a ticket, or the hotel can provide tickets.



# WINE SELECTION

All alcohol must be supplied by the hotel  
Menus and pricing subject to change  
*18% service charge and 5% GST apply to all pricing below.*

WHITE &  
SPARKLING

RED

House Red	\$32
Joya Red Blend, Portugal	\$40
Uma Malbec, Argentina	\$45
11th Hour, Pinot Noir, USA	\$50
Tom Gore Cabernet Sauvignon, California	\$50

House White	\$32
Joya White Blend, Portugal	\$40
Joya Rose, Portugal	\$40
Campagnola Pinot Grigio, Italy	\$45
Manos Negras Chardonnay, Argentina	\$50

Prosecco Toast (price per glass)	\$9
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Prosecco (bottle)	\$45
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PUNCH

Fruit Punch (Non- Alcoholic)	\$55/Dispenser
Fruit Punch (Alcoholic)	\$200/Dispenser\$
Rum Punch	150/Dispenser\$1
Sangria (Red or White)	50/Dispenser

One dispenser is 6L and serves 40 guests (5oz)





# RECOMMENDED VENDORS

## PHOTOGRAPHERS

Carlin Anquist Photography: [www.carlinanquist.com](http://www.carlinanquist.com)  
Forest Light Photography: [www.forestlightphoto.com](http://www.forestlightphoto.com)  
Crista Lee Photography: [www.cristalee.com](http://www.cristalee.com)  
ENV Photography: [www.envphotography.com](http://www.envphotography.com)  
Ethereal Photography: [www.etherealphotographyinc.com](http://www.etherealphotographyinc.com)  
Jalisse Photography: [www.jalissephotography.com](http://www.jalissephotography.com)  
Jenelle Quigley Photography: [www.jenellequigley.com](http://www.jenellequigley.com)  
Jody Goodwin Photography: [www.jodygoodwinphotography.com](http://www.jodygoodwinphotography.com)  
K Kemmler Photography: [www.kkemmlerphotography.com](http://www.kkemmlerphotography.com)  
Owl Eye Photography: [www.owleyephotography.ca](http://www.owleyephotography.ca)  
Stephanie Victoria Photography: [www.stephanievictoriaphotography.com](http://www.stephanievictoriaphotography.com)

## VIDEOGRAPHERS

Your Black + White Photo: [www.yourblackandwhite.com](http://www.yourblackandwhite.com)  
Jasmine Davies Productions: [www.jd-productions.com](http://www.jd-productions.com)

## FLOWERS

Willow Flower Co.: [www.willowflowercompany.ca](http://www.willowflowercompany.ca)  
Elements Floral Design: [www.elementsfloral.com](http://www.elementsfloral.com)  
Blue Lakes Floral Design: [www.bluelakesfloraldesign.ca](http://www.bluelakesfloraldesign.ca)

## MARRIAGE OFFICIANTS

Patrick Smiley: [www.patricksmileyweddings.com](http://www.patricksmileyweddings.com)  
Patricia Compton: [www.imarry.ca](http://www.imarry.ca)  
Marilyn Reid: [www.mreidweddings.com](http://www.mreidweddings.com)

## HAIR AND MAKE UP

The Loft Beard & Beauty Lounge: [www.theloftcanmore.com](http://www.theloftcanmore.com)  
Mountain Beauties: [www.mountainbeauties.com](http://www.mountainbeauties.com)  
Simply Me Canmore: [www.simplymehairandmakeup.com](http://www.simplymehairandmakeup.com)  
Prohibition Barber & Bourbon Room: [www.prohibitioncanmore.com](http://www.prohibitioncanmore.com)

## SITTERS

Babysitter: [www.myhotelsitter.com](http://www.myhotelsitter.com)  
Petsitter: [www.sunsoutpawsoutyyc.com](http://www.sunsoutpawsoutyyc.com)

## DJ

Class Act DJ Service: [www.classactdj.com](http://www.classactdj.com)  
Livin' & Dancin' DJ Service: [www.banffcanmoredj.com](http://www.banffcanmoredj.com)  
Visual Sound Waves: [www.visualsoundwaves.com](http://www.visualsoundwaves.com)

## MUSICIANS

Deborah Nyack, Harpist: [www.harpangel.com](http://www.harpangel.com)  
Ensemble Cascade, Violinist & Cellist:  
[www.ensemblecascade.com](http://www.ensemblecascade.com)  
Andrew Ibanez, Guitarist: [www.andrewibanez.com](http://www.andrewibanez.com)

## WEDDING PLANNERS

Rocky Mountain Weddings & Events:  
[www.rockymountainweddings.ca](http://www.rockymountainweddings.ca)  
Signature Weddings by Ashley:  
[www.signatureweddingsbyashley.com](http://www.signatureweddingsbyashley.com)  
Mountainscape Weddings: [www.mountainscapeweddings.ca](http://www.mountainscapeweddings.ca)

## CAKES

Kake by Darci: [www.kakecanmore.com](http://www.kakecanmore.com)  
Cotera Cakery: [www.coteracakes.ca](http://www.coteracakes.ca)

## DONUTS

Frankie D's Donuts: [www.frankiedsdonuts.com](http://www.frankiedsdonuts.com)

## DECOR

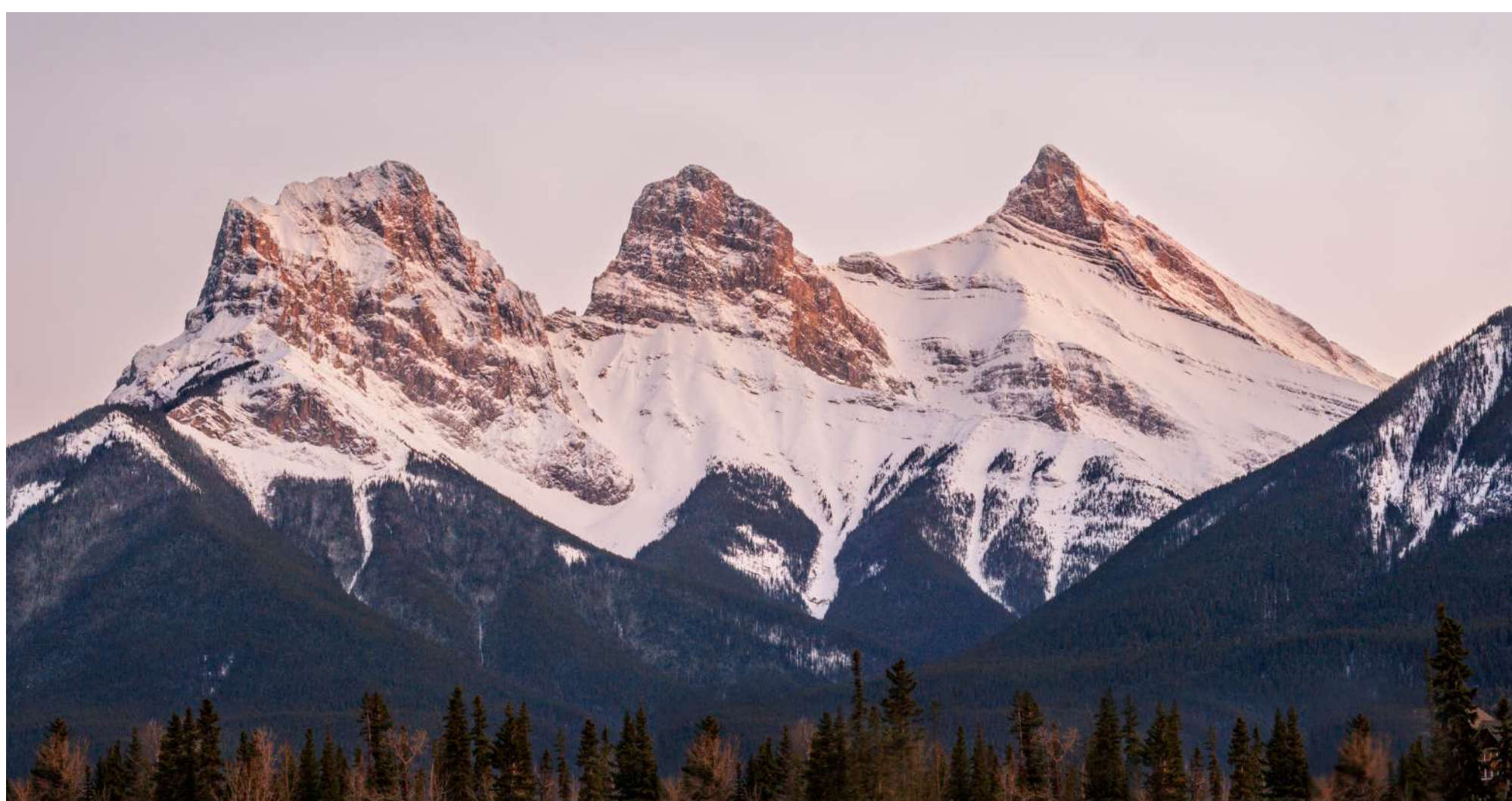
Mountain Event Rentals: [www.mountaineventrentals.ca](http://www.mountaineventrentals.ca)  
Chair Flair: [www.chairflair.ca](http://www.chairflair.ca)

## TRANSPORTATION

Alpine Limousine & Tours: [www.alpinelimo.ca](http://www.alpinelimo.ca)  
Highland VIP: [www.highlandvip.com](http://www.highlandvip.com)  
Banff Airporter (airport shuttle): [www.banffairporter.com](http://www.banffairporter.com)

## PHOTOBOOTH

Snap Beauty Photobooth: [www.snapbeautyphotobooth.com](http://www.snapbeautyphotobooth.com)







## FREQUENTLY ASKED QUESTIONS

We know planning a wedding can be a lot of work.

To make it easier for you, here are answers to some common questions that we have heard from our couples!

**What is the last call and when do we have to be out of the space?**

Last call for alcohol service by 12:45am, with the bar closing at 1:00am. All guests must leave the venue by 1:15am and all decorations must be removed by 2am. Surcharges apply if more time is needed for set up and tear down of décor and this must be booked in advance. Your Sales Manager will need to know what time you would like last call to be.

**How can guests book rooms?**

Once a group block is set up, your Sales Manager will send you booking instructions and a code for guests to easily book hotel rooms.

**Can I bring my own cake / cupcakes?**

Cakes and cupcakes must be from a certified bakery / store. We require a food waiver form to be signed. There is a cake cutting fee of \$50 per 100 guests. The cake will be served buffet style.

**Do you have storage space for cake?**

Yes, please let your Sales Manager know if cake storage is required. We will also need to know when the cake will arrive.

**Do you have an in-house caterer?**

Our on-site culinary team will prepare you and your guests a delicious meal! We do not allow any external catering / food and beverage to be brought on-site, wedding cakes / cupcakes are the only exception.

**Do you offer a shuttle service from a ceremony location to your hotel?**

Although we do not have a shuttle service, there are many taxi companies in Canmore to choose from. The hotel has a list of transportation companies in the area that would be happy to provide you with a quote.

**What is the tax and service charge?**

We charge a service fee of 18% on the final bill, followed by 5% GST on top of this total. Your Sales Manager has an estimate sheet that will help you with planning your expenses. Guestrooms are subject to a total of 12% taxes (4% Alberta tourism tax, 3% Destination Marketing Tax, and 5% GST).

**Will our ceremony space be available for a rehearsal?**

If you have booked your ceremony at the hotel, we will allow you to have a ceremony rehearsal, subject to availability of the space. Your Sales Manager will let you know two weeks prior to your wedding date if the space is available. rehearsal space is not guaranteed and the room will be empty.



**Does the hotel have a preferred list of vendors or can we use who we'd like?**

You are welcome to use any vendors that you would like. However, we do ask that you let us know the name and contact details of your vendors, should we need to contact them for any reason. We do have a listing of some local vendors that may be helpful with your planning.

**How early can I get into the room to set up?**

Your contracted reception space will be available to you from 12pm Midday the day of the wedding, unless your contract states otherwise. The Coast Canmore Hotel & Conference Centre cannot guarantee access to the ballroom the day before and / or the day after your wedding. Two weeks prior to the wedding, your Sales Manager can advise you if the space is available for earlier set up to begin. We can also confirm at this time if we will have a storage space available for you to use. Please ask your sales manager for more details.

**When do we have to remove our decorations after the event?**

Your contracted reception space will be available to you until 2am the night of the wedding, unless your contract states otherwise. The Coast Canmore Hotel & Conference Centre cannot guarantee access to the ballroom the day after your wedding. Two weeks prior to the wedding, your sales manager can advise if the space is available for later take down of decorations. We can also confirm at this time if we will have a storage space available for you to use. Please ask your sales manager for more details.

**Do you offer audiovisual services?**

Our on-site audiovisual provider (Encore) would be happy to provide you with a quote for any audiovisual requirements you may have. Please contact Encore at 403-762-1740 if you have any questions or require a quote. Note: Encore do not provide DJ / band services.

**What are the SOCAN and Re:Sound fees? Do we have to pay it even if we have a DJ / band?**

If you will be playing music of any kind, these fees are non-negotiable, and legally we must collect payment of these fees. Note: the hotel forwards these fees to SOCAN and Re:Sound. If you have a DJ / band that is playing music these fees will still apply. Your DJ / band should be familiar with these fees, as every venue charges these fees for playing music.

**Staging**

The hotel has 9 pieces of 8x4 staging. The staging height is approximately 1.5 feet off the ground. If you would like your head table raised (on a stage) please let your Sales Manager know how many people will be at the head table. The maximum number of people on the stage is 12.

**Day of set up**

The wedding party is responsible for setting up anything besides the "basic structure" of the room. The wedding party will be responsible for setting up items such as centerpieces, special décor, seating cards, chair covers, etc. If you would like hotel staff to put the chair covers on, there will be an additional fee. The hotel staff will set up items that the hotel is providing listed on page 6.

**DJ / band information**

Please ensure your DJ / band comes equipped with all appropriate power cords, speakers, mic stands, projector carts, etc. as we do not have any equipment on-site unless it has been pre-arranged through our audiovisual company. The hotel reserves the right to control the volume of the music.

**Can you cater to dietary restrictions?**

Yes, our culinary team is very familiar with preparing meals to suit all dietary restrictions. The couple will be required to provide a list of all guest dietary restrictions (with associated names). If the meal selected is not suitable for those with certain dietary restrictions the chef will prepare a separate plate for these individuals.



**Is the hotel pet friendly?**

The hotel has a limited number of pet friendly guestrooms. Guests must inform the reservation agent at the time of booking and a pet policy form must be signed upon check-in. There is a pet fee of \$25 per pet per day, and we welcome all dog breeds, including large dogs. Pets are not allowed to be left alone in the guestrooms. Pets are not allowed in any banquet areas. Pets must be well-behaved and kept on a leash at all times.

**What is the role of my Sales Manager?**

The Sales Manager is your point of contact throughout the booking and planning process of your wedding. The Sales Manager will prepare the banquet event orders and cost estimate for your wedding, and discusses all the details with our banquet team. The Sales Manager is not a wedding coordinator and will not be present during your wedding. Our Banquet Manager will take care of all requests during the event.

**Are real candles allowed?**

Unfortunately, real candles are not allowed in our banquet spaces.

**Do you provide storage space for decorations?**

Storage space for decorations and décor rentals is not guaranteed unless a space is booked in advance. Additional fees may apply.

**What items are not allowed?**

Items not allowed include, but are not limited to: confetti, glitter, smoke or fog machine, alcoholic wedding favors, outside food and beverages, vinyl dancefloor covers, sparklers, open flames, tacks, tape, nails, screws and bolts, or any tool which could mark the floors, walls, ceilings, fixtures. Please let your sales manager know if you are planning on bringing any decorations.

**Do we have to hire a bartender?**

The hotel will schedule a bartender for your event. A bartender charge of \$35 per hour (min. of three hours) will be applied if sales are less than \$450 (not including table wine).

# FINANCIAL SCHEDULE

**Costing & Estimates**

Menus, bar and wine selections must be confirmed 30 days prior to the wedding date.

**First deposit**

Non-refundable deposit of \$1,000 due with signed contract.

**Second deposit**

50% of the minimum required food and beverage spend is required 90 days in advance to the function.

**Full pre-payment & last minute additions**

A full prepayment of the estimated master account will be required 20 days prior to the function (includes food and beverage, room rental, audiovisual, bar charges and any room accommodation). A 5% incidental charge will be added to this cost estimate in case of last minute additions. If not used this charge will be credited to the master account. Please note that a cost estimate is not the final billing, it is an estimate of the event.

**Final invoice**

The final invoice will be sent to you within 5 business days after your event. Any balance owing is due within 2 business days from receipt of the invoice. In case of an overpayment, a refund will be issued to the credit card on file.



# BANQUET & CATERING GUIDELINES

## Food & Beverages

- Our catering menu features a selection of our most popular items. Special dietary substitutions can be made available upon request. All our proteins are Halal except for any pork products.
- Menu selections must be submitted to your Sales Manager at least 30 days prior to the function date.
- Food Allergies must be received 10 business days prior to the function. The Hotel will accommodate serious\* and cultural (where possible) food allergies; we are unable to accommodate food preferences. \*gluten, dairy, nuts, shellfish, vegan, vegetarian
- The Coast Canmore Hotel & Conference Centre will be the sole supplier of all food and beverage items. The only exception is wedding cakes. Cakes must be from a certified bakery / store and a cake waiver must be signed.
- No food and beverage items may be removed from the function room.
- Any substitutions or special requests for menu changes may be subject to additional charges.
- The couple is allowed to bring in food and beverage items solely for the purpose of a wedding favor (e.g. candy, chocolates, popcorn). Food favors cannot be homemade. Wedding favors that include alcohol are not permitted.
- A bartender charge of \$35 per hour (min. of three hours) will be applied if sales are less than \$450 (not including table wine).
- Late night snacks are served at 11pm at the latest.
- Last call is at 12:45am and the bar closes at 1pm, no exceptions

## Pricing

Price guarantee: all prices are subject to change without notice. Quoted prices will be honored for 3 months prior to any event. All alcoholic beverage pricing is subject to change without notice.

## Guaranteed numbers

A guaranteed number of guests is required 5 business days before an event. If a guaranteed number is not supplied within this time frame, we shall assume it to be the highest figure of attendees; estimated by the most recent numbers supplied to us by the couple.

Should the number of guests attending your wedding differ greatly from the original number quoted, the hotel reserves the right to provide an alternative function room more appropriately suited for the group's size, based on availability.

## Not permitted

Items not allowed include, but are not limited to: confetti, glitter, smoke or fog machine, alcoholic wedding favors, outside food and beverages, vinyl dancefloor covers, sparklers, open flames, tacks, tape, nails, screws and bolts, or any tool which could mark the floors, walls, ceilings, fixtures. Please let your Sales Manager know if you are planning on bringing any decorations. The hotel will hold the wedding couple responsible for any damages to the hotel property. Any signage used in the public spaces or banquet rooms should be of professional quality and should be approved by your Sales Manager.

## Security

It is mandatory for the hotel to hire local security personnel for weddings of 100 guests or more. A charge of \$220 will be added to the master account if you have 100 guests or more.

## Noise policy

The hotel reserves the right to turn down music and ask guests to stay indoors as per the Town of Canmore noise bylaw. The hotel's quiet hours are between 11pm and 7am, and guests are asked to stay in the ballroom during these hours.



Other wedding policies

The Coast Canmore Hotel & Conference Centre is not responsible for damages to or loss of any article left in the hotel prior to, during, or after any function by the couple or guests.

Should damages occur in a banquet room (table linens, carpet, walls, etc.) due to negligence of members of the group, an assessment for damages will be added to the final bill, payable upon check out.

ALCOHOL SERVICE POLICY

AGLC licensing

The Alberta Gaming and Liquor Commission (ALGC) policy stipulates that we must adhere to applicable laws, including request identification from anyone who appears under 25 years of age. A driver’s license or passport are the ONLY recognized AND acceptable forms of identification.

Alcohol policies

The hours of alcoholic beverage service at the Coast Canmore Hotel are 11:00 a.m. to 1:00 a.m. daily. No outside alcohol can be brought into the hotels’ conference, banquet or dining facilities - a \$500 fine will incur if done so.

What is music licensing?

MUSIC

When music is played in a public banquet room (either live or recorded) a license is required from the Society of Composers, Authors and Music Publishers of Canada (SOCAN) as well as Tariff #5 – Use of Music to Accompany Live events will be charged. Charges are determined upon room capacity (not guest attendance). The fee payable for each event is as follows and will be charged on your final invoice.

For more information please visit:  
www.socan.com  
http://www.resound.ca/

RE:SOUND LICENCE  
SOCAN LICENCE

ROOM CAPACITY	FEE WITHOUT DANCING	FEE WITH DANCING
1-100	\$22.06	\$44.13
101-300	\$31.72	\$63.49
301-500	\$66.19	\$132.39

ROOM CAPACITY	FEE WITHOUT DANCING	FEE WITH DANCING
1-100	\$9.25	\$18.51
101-300	\$13.30	\$26.63
301-500	\$27.76	\$55.52



# CONTACT US!

Thank you for considering the Coast Canmore Hotel & Conference Centre for your wedding venue.  
Please contact us for any additional questions or further details.

Tel: 403.609.5432      Email: [canmoresales@coasthotels.com](mailto:canmoresales@coasthotels.com)  
511 Bow Valley Trail Canmore, AB T1W 1N7



Ethereal Photography