

# WEDDING GUIDE 2023



Carlin Anquist Photography

# CONGRATULATIONS ON YOUR ENGAGEMENT!



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

The Coast Canmore Hotel 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 320 people.

With various packages to choose from, we offer a customizable experience. Every wedding is unique and our professional event coordinators 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 Sales Team  
Direct: 403-609-5432  
Email: [canmoresales@coasthotels.com](mailto:canmoresales@coasthotels.com)

# CONTENTS



K Kemmler Photography

2	Congratulations!
3	Contents
4	Reception Venue
5	Ballroom Rental & Food and Beverage Guidelines
6	What is included
6	Wedding Ceremonies
7	Decor Add Ons
7	Table Food + Drink Private Dining Room Rental
8	Complimentary Suite & Guestroom Rates
9	Catering Menu
10	Plated Dinner
11	Dinner Buffets
12	Dinner Buffet Enhancements
13	Reception & Cocktail Enhancements
14	Late Night Snacks
15	Beverage Service
16	Wine Selection
17	Local Vendors
18	Frequently Asked Questions
20	Financial Schedule
21	Banquet & Catering Guidelines
22	Alcohol Service Policy
22	Music
23	Contact Us

# 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 320 guests or 50-60 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.



K Kemmler Photography



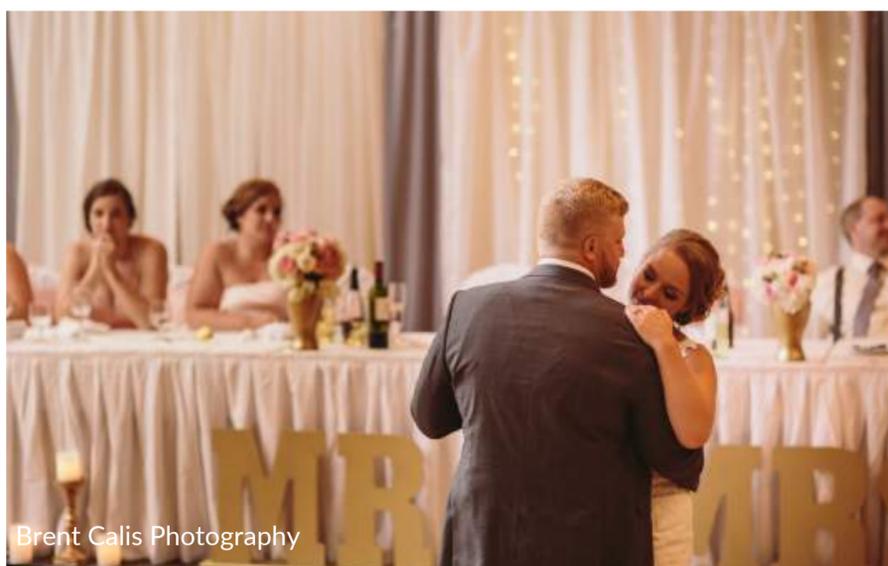
Ethereal Photography



# BALLROOM RENTAL FOOD & BEVERAGE GUIDELINES

There are no room rental fees, however, there are food and beverage minimum spend requirements based on the number of sections used. If the minimum spend is not reached, the difference will be charged as a "room rental fee".

BALLROOM RENTAL GUIDELINES		
Food & Beverage Spend (incl. alcohol sales, excl. service charge & tax)		
Number of Ballroom Sections Contracted	WEEKDAYS	WEEKENDS
	Monday through Friday	Saturdays & Sundays
One (1) Section	\$2,500	\$3,500
Two (2) Sections	\$5,000	\$7,000
Three (3) Sections	\$7,500	\$10,500
All Four (4) Sections	\$10,000	\$14,000



Please note that the Coast Canmore Hotel does not provide Halal or Indian catering. Unless otherwise arranged, please see below for meal pricing guidelines:

- Guests 12 years old and over are full price
- Guests 6-11 years old are half price
- Guests under 6 are complimentary

External food and beverages are not permitted to be brought on site. Wedding cakes / cupcakes and wedding favors (e.g. candy, chocolates, popcorn) are the only exception. Alcoholic wedding favors are not permitted. Wedding cakes / cupcakes must be purchased from a certified bakery / store.

Additional charges for cake plating as per below:

- Per person for plate, garnish and serving fee: \$2.50
- Platter style (i.e. cake pieces are displayed for guests to help themselves): \$50

Last call for alcohol service by 12:45am, with the bar closing at 1:00am. The venue space must be cleared completely by 2:00am.

18% SERVICE CHARGE AND 5% GST APPLY TO ALL PRICING.

# WHAT IS INCLUDED?

## Ballroom Rental Includes:

- 9 - 8' x 4' sections of staging
- 5ft diameter round tables for maximum 8 guests each
- Banquet chairs (no chair covers)
- Podium
- Head table
- China & Glassware
- Silverware
- Black or White Napkins
- Black or White Tablecloths
- Gift, cake and guestbook tables
- 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. However, we can guarantee access to the ballroom by 7:00 AM the morning of your wedding.

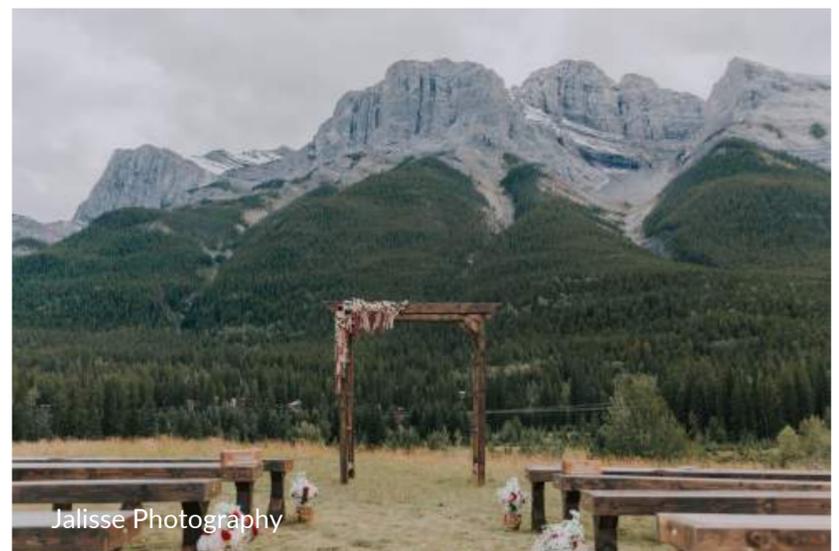
# WEDDING CEREMONIES

The Wildrose Ballroom provides a beautiful location for an indoor ceremony at the Coast Canmore hotel. We will provide set up and tear down of banquet chairs, signing table with table cloth and a water station (if requested).

Outdoor ceremony locations are available through the Town of Canmore.

Indoor Ceremony site rental fees  
(taxes & gratuity additional):

\$750



# ADD ONS

## DECOR PACKAGE

- assistance with booking rental items
- access to several design packages
- set up and tear down of rental items
- assistance with booking ceremony rentals and set up with Mountain Event Rentals

Prices vary, ask us for more information



## BACK DROP

\$250

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

## BACK DROP WITH TWINKLE LIGHTS

\$350

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

## SPOT LIGHTS

\$30/light

Add up to 8 standing spotlights to accent walls in your theme colors.



## TABLE FOOD + DRINK

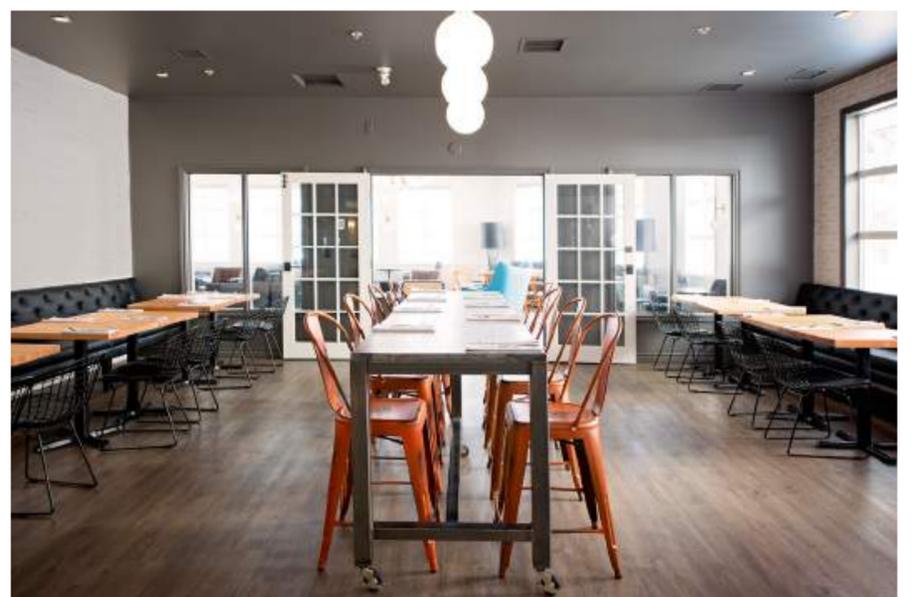
Looking for a space to host your rehearsal dinner or welcome reception? Adjacent to Table Food+Drink and the lounge you will find a private room, perfect for small groups of 32 or less,

Meals can be pre-ordered from our Feature Menu and servers will take your beverage order right at the table.

**\$500**

Food and Beverage Minimum Spend

Ask us about our intimate wedding package!



18% SERVICE CHARGE AND 5% GST APPLY TO ALL PRICING.

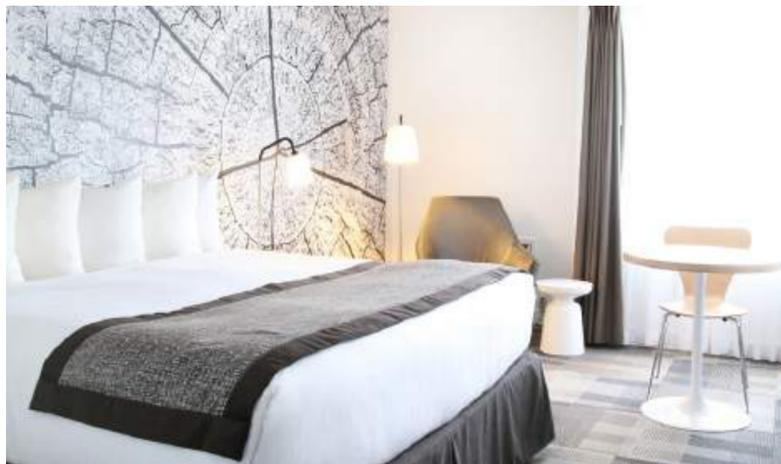
# COMPLIMENTARY SUITE



Stephanie Victoria Photography

When you book your wedding reception at the Coast Canmore Hotel, you will receive a complimentary night in our King Suite, or the best available room type. The King Suite includes a soaker tub and rainfall shower, sitting area with fireplace and extra amenities.

# GUESTROOM RATES



Host your Wedding Reception with us and we will be pleased to offer special room rates for you and your guests. Your Wedding Coordinator 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 complimentary parking, wifi, refrigerator, hairdryer, iron, iron board and access to other amenities.

# CATERING MENU



# PLATED DINNER

All plated meals include assorted baked house bread with whipped butter, freshly brewed Starbucks regular and decaf coffee, and assorted Teavana teas.

Please choose one from each category.

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

Menus and pricing subject to change.

\*Sample menu based on 2021 priced items. Subject to change for 2023

## SOUPS

PLEASE CHOOSE ONE

- Soup of the day \$7/person
- .....
- Smoked carrot & coconut \$8/person
- .....
- Potato & leek \$9/person
- .....
- Purée of wild mushroom truffle \$9/person
- .....
- Purée of butternut squash & crème fraiche \$8/person

## STARTERS

PLEASE CHOOSE ONE

- Caesar salad with double smoked bacon, parmesan, croutons, & padano cheese \$13/person
- .....
- Baby spinach & arugula with candied pecans, dried fruit, goat cheese & strawberry vinaigrette \$13/person
- .....
- Vine ripe tomato & bocconcini, fresh arugula pesto, aged balsamic, & fresh basil \$14/person
- .....
- Artisan green salad with fresh cucumber, radish, shredded carrot & honey balsamic \$12/person
- .....
- Watermelon, feta, double smoked bacon, watercress & balsamic mint \$14/person

## ENTREES

PLEASE CHOOSE ONE

- Roasted Prime Rib of Alberta Beef (6oz) - Roast garlic port rosemary reduction, herb roasted potatoes & seasonal vegetables \$42/person
- .....
- Seared Chicken Supreme - sundried tomato, goat cheese, spinach stuffed, herb roasted potatoes & seasonal vegetables \$32/person
- .....
- Seared Salmon - risotto with green pea, mint, herbed citrus beurre blanc, herb roasted potatoes & seasonal vegetables \$32/person
- .....
- Alberta Pork Loin - citrus brined stuffed with apple cranberry, herb roasted potatoes, seasonal vegetables & pan jus \$30/person
- .....
- Butternut Squash Ravioli - Roast garlic tomato sauce & sage brown butter & seasonal vegetables \$26/person

## DESSERTS

PLEASE CHOOSE ONE

- Chocolate fudge brownie, caramel sauce, Chantilly cream & fresh seasonal berries \$9/person
- .....
- Vanilla cheesecake, wild berry compote & Chantilly cream \$9/person
- .....
- Apple & pecan crumble, cinnamon crème anglaise \$9/person
- .....
- Triple chocolate mousse; white, milk and dark, raspberry coulis, Chantilly cream \$9/person

# DINNER BUFFETS

All buffets are served with assorted breads & whipped butter, Starbucks freshly brewed regular & decaf coffee, assorted Teavana teas, Chef's choice desserts & fruit presentation.

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

Menus and pricing subject to change

\*Sample menu based on 2022 priced items. Subject to change for 2023

THE COUGAR CREEK

\$44/PERSON

Bone in chicken, slow roasted with tomato, mushroom, pearl onion, tarragon & white wine

.....

Seared salmon, fresh dill, lemon butter

.....

Herb roasted potatoes

.....

Fresh seasonal vegetables

.....

Mixed green salad, seasonal vegetables, assorted dressings

THE COAST

\$47/PERSON

Slow roasted AAA Alberta beef inside round

.....

Red wine demi

.....

Herb roasted potatoes

.....

Fresh seasonal vegetables

.....

Classic Caesar salad

.....

Tomato, bocconcini, fresh arugula pesto & balsamic dressing

.....

Baby spinach & arugula salad, goat cheese, candied nuts & dried fruit with herb vinaigrette

THREE SISTERS

\$55/PERSON

Roast AAA Alberta beef striploin, truffle wild mushroom ragout

.....

Seared salmon, roast garlic, fennel, kalamata tomato broth

.....

Fresh seasonal vegetables

.....

Herb roasted potatoes

.....

Quinoa, kale & dried fruit salad, sundried tomato vinaigrette & goat feta

.....

Baby spinach salad, candied nuts, goat cheese & strawberry vinaigrette

# DINNER BUFFET ENHANCEMENTS

Menu & pricing subject to change. Prices applicable as additions to your buffet.  
18% service charge and 5% GST apply to all pricing.

Menus and pricing subject to change

\*Sample menu based on 2022 priced items. Subject to change for 2023

SIDES & SALADS



- Caesar salad \$3/person
- .....
- Tomato & bocconcini salad \$3/person
- .....
- Green salad \$2.50/person
- .....
- Twice-baked potato salad \$2.50/person
- .....
- Five bean salad \$2.50/person
- .....
- House-made chips \$2/person
- .....
- Spanish rice \$2.50/person
- .....
- Garlic bread \$1.50/person

MAINS



- AAA Alberta roast beef \$10/person
- .....
- Herbed roast chicken \$8/person
- .....
- Grilled salmon \$10/person
- .....
- Garlic prawn skewers \$8/person

# RECEPTION & COCKTAIL ENHANCEMENTS

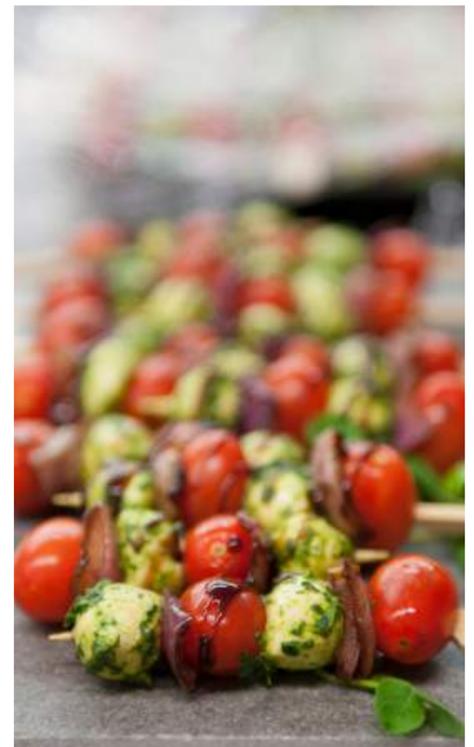
Menu & pricing subject to change. Minimum 2 dozen per selection.  
18% service charge and 5% GST apply to all pricing.  
Menus and pricing subject to change  
\*Sample menu based on 2022 priced items. Subject to change for 2023

(Minimum 2 dozen per selection)

- Cucumber with hummus - micro green & padano wafer \$28/dozen  
.....
- Caprese salad skewers - pesto marinated bocconcini,  
grape tomatoes & aged balsamic \$29/dozen  
.....
- Goat cheese tarts - herbed goat cheese, fresh melon &  
oven cured prosciutto \$35/dozen  
.....
- Classic bruschetta - on roast garlic balsamic crostini \$27/dozen  
.....
- Crab & avocado - in a cucumber cup with lemon dill &  
Crème Fraiche \$36/dozen  
.....
- Smoked salmon mousse - crostini, capers, lemon  
preserve, cream cheese & fresh dill \$33/dozen  
.....
- Prosciutto wrapped asparagus - with melon and  
smoked apple wood cheddar \$31/dozen  
.....
- B.C. albacore tuna - house pickled red onion,  
cucumber, ginger soy & crispy wonton \$35/dozen



- Vegetarian spring rolls - with sweet chili sauce \$31/dozen  
.....
- Vegetable & pork gyoza - with sesame soy \$29/dozen  
.....
- Chicken wings - dusted with a sea salt lemon pepper \$27/dozen  
.....
- Chicken satay - with a Thai peanut sauce \$33/dozen  
.....
- Beef kabob - marinated beef, red pepper & onion \$35/dozen  
.....
- Crab cakes - avocado aioli, jicama & fennel slaw \$35/dozen  
.....
- Spanakopita - with tzatziki \$29/dozen  
.....
- Baked Potatoes Bites - sour cream, chives, Pancetta,  
Pico de Gallo \$28/dozen



# RECEPTION & COCKTAIL ENHANCEMENTS

Menus and pricing subject to change



Crudité	\$7/person
Artisan Cheese Board	\$14/person
Olives & House Pickles	\$7/person
Fresh Fruit	\$10/person
Charcuterie	\$14/person
Chocolate Fountain	\$10/person

# LATE NIGHT SNACKS



## Pub Fare

Salt & pepper wings, pork dry ribs with Asian BBQ sauce, jalapeño poppers, & onion rings

\$14/person

## Poutine Bar (based on 1 bowl per guest)

Fries, 3 cheeses (cheese curds, shredded mozzarella & cheddar), house-made gravy

\$10/person

## Assorted Pizzas (based on 1.5 slices per guest)

Ham & Pineapple, Pepperoni and Cheese, Three Cheese, Vegetarian

\$8/person

## Build your own Deli Sandwich (1.5 sandwiches per person)

Freshly sliced assorted deli meats & cheeses, assorted condiments, cocktail buns, olives & pickles

\$10/person

# BEVERAGE SERVICE

Note: A bartender charge of \$20 per hour (min. of three hours) will be applied if sales are less than \$100 per hour per bar (not including table wine).

Menu items/pricing subject to change

Tax and gratuities included in price

\*Sample menu based on 2022 priced items. Subject to change for 2023

REGULAR

\$7.50

## LIQUOR

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

## BEER

.....  
Big Rock Grasshopper  
Big Rock Traditional  
Grizzly Paw Beer Variety

## WINE

.....  
Jackson Trigg's Pinot Grigio  
Jackson Trigg's Merlot

PREMIUM

\$8.50

## LIQUOR

.....  
Grey Goose Vodka  
Crown Royal  
Appleton Rum  
J Wray White Rum  
Bombay Sapphire Gin  
GlennFiddich 12 year

## BEER

.....  
Stella Artois  
Corona  
Heineken  
Alexander Keiths

## WINE

.....  
Uma Malbec  
Cantanga Organic Sauvignon  
Blanc

ADD ONS

\$8.00

Ciders  
Strongbow Apple Cider or Big Rock Strawberry Rhubarb Cider (Gluten Free)

## BAR TYPE OPTIONS

### CASH BAR

.....  
Guests are responsible for paying for the beverages they consume with cash.

### \$2/ \$3/ \$4 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

.....  
We are happy to provide a ticketed bar so that you can control the number of beverages ordered, followed by a cash bar if necessary. The tickets can either be supplied by you, as long as our wedding coordinator receives an example of a ticket, or the hotel can provide these tickets.

# WINE SELECTION

All alcohol must be supplied by the hotel, with the exception of table wine. A corkage fee of \$15 per bottle will be applied for every wine bottle opened. Corkage fee is subject to 18% service charge and 5% GST.

Menus and pricing subject to change

\*Sample menu based on 2022 priced items. Subject to change for 2023

RED

Jackson Trigg's Merlot, Canada	\$32
.....	
Joya Red Blend, Portugal	\$35
.....	
Uma Malbec, Argentina	\$40
.....	
11th Hour Shiraz, California	\$40
.....	
Manos Negras Pinot Noir, Argentina	\$42
.....	
Grayson Cellars Cabernet Sauvignon, California	\$44



WHITE

Jackson Trigg's Pinot Grigio, Canada	\$32
.....	
Joya White Blend, Portugal	\$35
.....	
Joya Rose, Portugal	\$35
.....	
Catanga, Sauvignon Blanc, Spain	\$48
.....	
Grayson Cellars Chardonnay, California	\$44

PUNCH

Fruit Punch (Non- Alcoholic)	\$40/jug
.....	
Rum Punch	\$88/jug
.....	
Sangria (Red or White)	\$88/jug



# RECOMMENDED VENDORS

## PHOTOGRAPHERS

Carlin Anquist Photography: [www.carlinanquist.com](http://www.carlinanquist.com)  
Carly Hill Photo: [www.carlyhillphoto.com](http://www.carlyhillphoto.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)  
K Kemmler Photography: [www.kkemmlerphotography.com](http://www.kkemmlerphotography.com)  
Orange Girl Photography: [www.orangegirl.com](http://www.orangegirl.com)  
Rocky Mountain Photo Co: [www.rockymountainphoto.co](http://www.rockymountainphoto.co)  
Stephanie Victoria Photography: [www.stephanievictoriaphotography.com](http://www.stephanievictoriaphotography.com)

## VIDEOGRAPHERS

Your Black + White Photo: [www.yourblackandwhite.com](http://www.yourblackandwhite.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)  
Aydin Odyakmaz: [www.canmorebrides.com](http://www.canmorebrides.com)  
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)

## 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

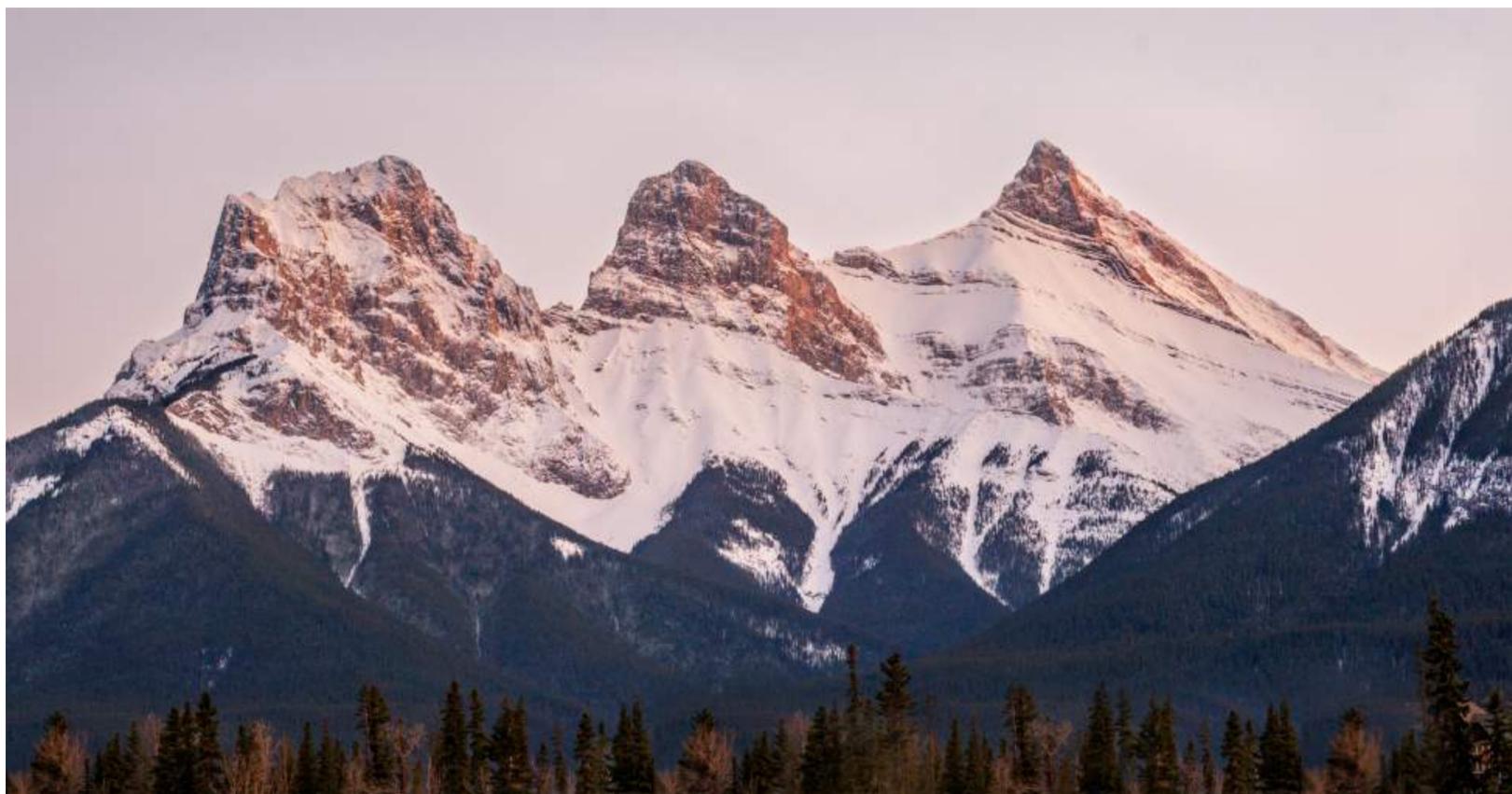
Kake by Darci: [www.kakecanmore.com](http://www.kakecanmore.com)  
Cake Rhapsody: [www.cakerhapsody.ca](http://www.cakerhapsody.ca)

## 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)





## 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've heard from our couples!

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

Unless otherwise indicated on your contract, for a dinner reception the last call will be at 12:45am, the bar closes at 1am, and the rooms must be empty by 2am. Your wedding coordinator 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 wedding coordinator will send you booking instructions and a code for guests to easily book hotel rooms.



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

Cakes must be from a certified bakery / store. We require a food waiver form to be signed. There is an additional charge for cake cutting / plating (refer to page 5)



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

Yes, please let your wedding coordinator know if cake / cupcakes storage is required. We will also need to know when the cake / cupcakes 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 wedding coordinator 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 the availability of the space. Your wedding coordinator will be able to let you know two weeks prior to your wedding date if the space is available. Keep in mind; we will not have anything pre-set in the area until the day of the wedding and it will simply be an empty space. Rehearsal space is not guaranteed.



**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 by 7am the day of the wedding, unless your contract states otherwise. The Coast Canmore Hotel cannot guarantee access to the ballroom the day before and / or the day after your wedding. Two weeks prior to the wedding, your wedding coordinator 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 wedding coordinator 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.



**Day of set up**

The wedding party is responsible for setting up anything besides the "basic structure" of the room, unless you purchase the add-on Decor Package. The wedding party will be responsible for setting up items such as centerpieces, special decor, 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.



**Staging**

The hotel is 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 wedding coordinator know how many people will be sitting on the stage so we can ensure you have enough staging.



**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.



**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.



## FINANCIAL SCHEDULE

### **Costing & Estimates**

Menus 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.

### **Final payment**

A full prepayment of the estimated master account will be required 10 days prior to the function (includes food and beverage, room rental, audiovisual, bar charges and any room accommodation).

### **Pre-payment & last minute additions**

A 5% incidental charge will be added on 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. This is for you to review and keep for your records. Any refunds owed will be applied at this time.

# BANQUET & CATERING GUIDELINES

## Food

- Our catering menu features a selection of our most popular items. Special dietary substitutions can be made available upon request.
- Menu selections must be submitted to your wedding coordinator at least 30 days prior to the function date. Special dietary requests must be received 5 business days prior to the function.
- The Coast Canmore Hotel 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.
- 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.
- Table wine may be brought in for a corkage fee of \$15 per opened bottle, if confirmed with wedding coordinator.



## Pricing

Price guarantee: all prices are subject to change without notice. Quoted prices will be honored for 4 months prior to any event. All alcoholic beverage pricing is subject to change without notice.



## Guaranteed numbers

A guaranteed number of persons 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.



## Not permitted

No confetti or glitter is to be used on hotel premises. Any articles to be fastened onto the wall or electrical fixtures including the use of tacks, tape, nails, screws, bolts, or any tool which could mark the floors, walls, ceilings, fixtures are strictly prohibited. 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 wedding coordinator.



## Security

It is mandatory for the hotel to hire local security personnel for weddings of 50 guests or more, who are having a subsidized bar (drink tickets, host, toonie, etc.). A charge of \$150 will be added to the master account if you have a subsidized bar and 50 guests or more.



## Other wedding policies

The Coast Canmore hotel 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

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.

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. The only exception is if a corkage fee has been pre-arranged.

## 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.socan.com)

<http://www.resound.ca/>



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



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

Tel: 403.609.5431    Email: [canmoresales@coasthotels.com](mailto:canmoresales@coasthotels.com)  
511 Bow Valley Trail Canmore, AB T1W 1N7



Ethereal Photography