



THE MALCOLM

# Weddings

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# Weddings

### AN UNFORGETTABLE CELEBRATION BEGINS WITH AN UNFORGETTABLE SETTING.

The Alberta Rockies and charming downtown Canmore offer a romantic backdrop for any celebration. Whether you're hosting a few hundred family and friends in the Edinburgh Ballroom with its stunning mountain views or gathering in one of our more intimate venues, The Malcolm Hotel brings modern luxury and alpine ambiance together like no other destination.

### **BOOKING FACTS**

- The Malcolm Hotel books weddings year-round, pending availability.
- Weddings can only be booked 12 months in advance, with the exception of July and August, where there are no booking restrictions.
- The Malcolm Hotel does not book ceremony only events, until 30 days prior to the wedding date.
  - 2023 Menus will be issued in December, 2022. You will be choosing your food & beverage items from the 2023 menus.



### **ALL PACKAGES INCLUDE**

- A complimentary Mountain View Royal King guestroom on the wedding night.
- Round or rectangular dinner tables, white linen table cloths and napkins, white china, glassware, silverware, chairs, guestbook table, cake table
- Dancefloor, podium, microphone, projector, screen & stage
- Any additional décor is the responsibility of the couple.

### **GOLD PACKAGE**

\$149 PER PERSON

- Half hour sparkling wine reception;
  - unlimited pour for first 30 minutes of the cocktail reception
- Three (3) pieces per person of cocktail hors d'oeuvres
- Choice of Gold Buffet, or 3-Course Gold Plated Menu
- One (1) glass of house wine per person during dinner service
- Complimentary Cake Cutting Fee, buffet style only
- 50% off menu tasting for 2 people

ADD ON'S | Late Night Snack | Bar | Brunch

### DIAMOND PACKAGE

\$219 PER PERSON

- Half hour sparkling wine reception;
  - unlimited pour for first 30 minutes of the cocktail reception
- Four (4) pieces per person of cocktail hors d'oeuvres
- Choice of Diamond Buffet, or 4-Course Diamond Plated Menu
- One (1) glass of house wine per person during dinner service
- Choice of two (2) items from the Late Night Snack Menu
- Four (4) drinks per person
- Complimentary menu tasting for 2 people

ADD ON'S | Bar | Brunch

### KING MALCOLM PACKAGE

- Please ask your Group & Events Manager for our full catering menu; all food & beverage will be ordered a la carte to meet your minimum spend.
- 2023 Menus will be issued in December, 2022. You will be choosing your food & beverage items from the 2023 menus.
- No more than a 4% increase per annum can be expected.





### **CEREMONY SPACES**

	OUTDOOR	
ROOM	CAPACITY	SIZE
Edinburgh Terrace	120 People	1023 Sq. Ft.
Rooftop Stage	20 People	430 Sq. Ft.
	INDOOR	
ROOM	CAPACITY	SIZE
Edinburgh Castle Room	260 People	3500 Sq. Ft.

- It is mandatory to have an indoor backup plan in place. The Edinburgh Castle Room is the backup indoor ceremony location. The Malcolm Hotel staff will do a weather call 3 hours prior to the ceremony start time to determine whether the ceremony will be indoors or outdoors.
- We require 3 hours from the end of the ceremony to the start of dinner, in order to reconfigure the room to your dinner setup. Should your indoor backup plan be "as is" where the reception room is set for dinner, and guests are seated at their tables for the ceremony, the 3 hours is not required.
- It is up to the couple to provide any additional décor. Access to the space will be provided at the weather call.
- Use of flower petals, confetti, glitter, and rice is strictly prohibited. Candles are allowed, as long as they are enclosed in a votive as tall as the flame.
- The Edinburgh Terrace does not come with a sound system. Any microphones and speakers will need to be
  outsourced. All ceremony spaces come equipped with power, should you wish to have your DJ play music
  for your ceremony. Unplugged musicians such as a harpist or string quartet are also allowed to perform your
  ceremony music.

### THE MALCOLM HOTEL WILL PROVIDE THE FOLLOWING FOR YOUR CEREMONY SPACE:

- Set-up and tear down of our banquet chairs
- White chair covers upon request at a fee of \$2.50 per chair
- Signing table with white linen and skirting
- Guestbook & Gift table with white linen and skirting
- An easel

### REHEARSAL CEREMONY

- Rehearsal Ceremonies can be booked the day before the wedding. The time and location will not be confirmed until 2 weeks prior to your wedding date due to other events taking place at the hotel.
- Event Managers do not conduct the rehearsals. It is the responsibility of the couple to arrange this with their wedding planner, commissioner and sound personnel.



### RECEPTION ROOMS & PRICING

	January November -		May - June September - October		July - August	
	Room Rental	Food & Beverage Minimum	Room Rental	Food & Beverage Minimum	Room Rental	Food & Beverage Minimum
	EDINBURGH CASTLE ROOM - MAXIMUM 160 GUESTS					
Mon - Thurs	\$2,000	\$8,000	\$3,000	\$10,000	\$4,000	\$12,000
Fri & Sun	\$3,500	\$12,000	\$4,000	\$14,000	\$4,500	\$18,000
Saturday	\$4,000	\$14,000	\$4,500	\$18,000	\$5,000	\$20,000
	ED	INBURGH TER	RACE - MAXIM	IUM 120 GUES	TS	
Mon - Thurs	\$800		\$1,000		\$1,000	
Fri & Sun	\$1,000	N/A	\$1,000	N/A	\$1,200	N/A
Saturday	\$1,000		\$1,200		\$1,500	
EDINBURGH BALLROOM - MAXIMUM 260 GUESTS						
Mon - Thurs	\$3,000	\$12,000	\$4,000	\$14,000	\$5,000	\$18,000
Fri & Sun	\$4,500	\$14,000	\$5,000	\$18,000	\$5,500	\$25,000
Saturday	\$5,000	\$16,000	\$5,500	\$20,000	\$6,000	\$30,000

### RECEPTION ROOMS

### **EDINBURGH CASTLE ROOM & EDINBURGH BALLROOM**

- We know every couple is different and has a unique vision for their special day. As a wedding is a detailed production that requires an abundance of planning, we highly suggest hiring a wedding planner to ensure your day runs perfectly.
- The Malcolm Hotel staff will assist you in any venue related questions, on-site guestroom arrangements, menu selections, and creation of a timeline of events being held at The Malcolm Hotel to ensure your day goes perfectly. We do not organize or setup décor, center pieces, flowers, cakes, rentals, or anything not belonging to The Malcolm Hotel.
- Access to the space will be provided at the weather call. If the ceremony will be held indoors in the Edinburgh Castle Room, any setup of décor for the dinner will need to be done once the ceremony has concluded.
- The function space is available until 1:00am the night of the wedding. Last call is at 12:30am; the bar and music concludes at 1:00am.
- Any vendors or your assigned clean up team must be done by 2:00am. All décor items must be removed from the space the night of the wedding due to other events taking place at the hotel the next day.
- Any rented items such as chairs, must be delivered at the weather call, and removed by 2:00am the
  night of the wedding. Please contact your Events Manager to see if it is possible for a pick up the next
  day. This will not be confirmed until 2 weeks prior to your wedding date.
- The Malcolm Hotel reserves the right to charge extra cleaning/repair fees on your final invoice, for any damages or excessive cleaning required beyond regular use as a result of your event. This fee is equivalent to \$100.00 per hour, plus materials.
- Use of flower petals, confetti, glitter, and rice is strictly prohibited. Candles are allowed, as long as they are enclosed in a votive as tall as the flame.
- We do not permit anything to be affixed to the walls or chandeliers.
- The Malcolm Hotel will provide the following for your Reception Space:
  - o Setup and tear down of our banquet chairs
  - o White chair covers upon request at a fee of \$2.50 per chair
  - o 5 ft. round dinner tables (that seat a maximum of 8 guests), with white table linens and white or black dinner napkins
  - o Guestbook & Gift table with white linen and skirting
  - o Cake table & high cocktail tables
  - o White china, glassware, silverware
  - o Dancefloor, podium, microphone, projector, screen & stage
  - Any additional décor is the responsibility of the couple



### **GUESTROOMS**

- You are required to hold a minimum room block that is equal to 10% of your estimated guest count.
- The Malcolm Hotel offers a 20% discount off the Best Flexible Rate.
- The Malcolm Hotel will provide a discount code to provide the flexibility for your guests to book online, and choose from a variety of room categories.
- We will also provide a direct reservations phone line should your guests prefer to speak with one of our Legendary Guest Services Agents.
- Check-in begins at 4:00 pm, and while every effort will be made to accommodate an early arrival, we cannot guarantee guestrooms prior to this time.
- If the wedding ceremony is scheduled before 3:00 pm it is strongly suggested that the immediate wedding party reserve a guestroom the evening before the wedding.



### CAKE CUTTING FEE

A wedding cake and/or cupcakes are the only outside food items we allow to be brought into The Malcolm Hotel.

### THE MALCOLM HOTEL CAKE CUTTING FEES ARE:

- Buffet Style Flat fee of \$75.00 plus 5% GST and 18% Service Fee.
- Plated and Served \$5.00 per person to a maximum of \$275.00 plus 5% GST and 18% Service Fee.
- Cupcakes Flat fee of \$50.00 plus 5% GST and 18% Service Fee.

### MENU TASTINGS

Menu tastings are available seven (7) days a week, at 11:30am in our Stirling Lounge.

Only plated menu items are available for tastings.

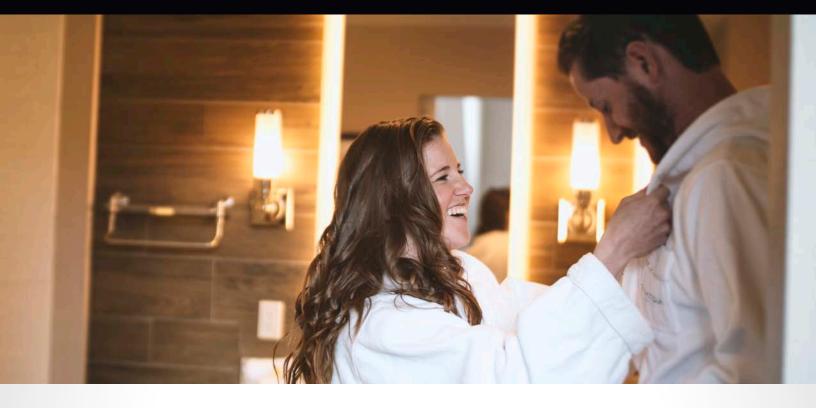
Pricing will vary depending on which package is chosen.

Should you wish to have a menu tasting prior to signing a contract, the tasting will be at your own cost. Pricing will be determined by the menu items selected to taste.



# REHEARSAL DINNERS & WELCOME RECEPTIONS

- If you are interested in hosting a rehearsal dinner or welcome reception the night prior to your wedding, we highly recommend booking this at the contracting stage, to ensure availability.
- The Stirling Private Dining Room is a great location for a private dinner, which can accommodate a maximum of 18 guests.
- If you have more than 18 guests, we recommend our Highland Games Lounge, for a more casual, reception style event.
- Contact your Events Manager to receive menus for the above options.



### **SECURITY**

All weddings that have more than 50 guests in attendance, have live music and/or a DJ, are required to pay for security services.

The Malcolm Hotel will book these services from our preferred Security Agency, and the charges will be applied to the Master Account.

Costs will range anywhere from \$350.00 - \$450.00 depending on wedding size.

# DEPOSITS & BOOKING PROCEDURE

The Malcolm Hotel will send a contract agreement with an initial estimate to secure a date. This estimate will consist of guestrooms being charged to the master account, a food and beverage minimum spend and the room rental fee, along with any security fees, if necessary.

The Malcolm Hotel will require full Master Account payment 30 days prior to arrival. This deposit will be split into thirds. The first 33% will be due upon signing of the contract. The second 33% will be due ninety (90) days prior to the wedding date.

A second estimate will be done prior to the final deposit due date. Therefore, the final deposit amount may change, based on the menu selection and final guest count. The final deposit will be due thirty (30) days prior to arrival.



# COCKTAIL RECEPTION

### **COLD HORS D'OEUVRES**

Scottish Smoked Salmon dill cream cheese, pickled onion & rye crumble

Basil Marinated Bocconcini & Cherry Tomato Skewer V GF

Grilled Prawn Fork D GF chipotle aioli

Tuna Tataki Spoons D GF onion slaw, soy sesame dressing

Crisp Seasonal Crudités vindividual jar with hummus or ranch dip

### **HOT HORS D'OEUVRES**

**Vegetable Spring Rolls V D** sweet chili sauce

Black Peppered Beef Skewers D GF sesame, scallions

Truffle Mushroom Arancini vtomato basil sauce

Rosemary Marinated Lamb Chops D GF

Potato & Lentil Samosa V D mango chutney

Coconut & Cashew Crusted Chicken Satay D GF

Tandoori Chicken Skewer cucumber raita



# BUFFET

### **SALADS**

Artisan Green Salad V GF shaved carrots, cucumbers, radishes, honey dressing

Caesar Salad v croûtons, lemon wedges, bacon bits, parmesan cheese

Cucumber & Tomato Salad V GF pickled pearl onions, frisée, black pepper dressing

New Potato & Roasted Corn Salad crispy bacon, smoked paprika, arugula, pommery mustard dressing

### **ENTRÉES**

Herb Roasted Chicken Breast lemon thyme jus

Squash Ravioli v sautéed mushrooms, roasted garlic tomato sauce

Herb Roasted Fingerling Potatoes V GF

Maple Rosemary Roasted Heirloom Carrots V GF

### LIVE COOKING STATION

Beef Carvery GF D horseradish, red wine jus

### **DESSERTS**

Assorted French Pastries

Chocolate Brownies

Wini Crème Brûlée

GF

Fresh Sliced Fruit

V

GF

D

**COFFEE & TEA** 



### 3-COURSE PLATED MENU

All guests will receive the same soup or salad, and dessert. Choice of entrée must be received in advance, and provided to your Group and Events Manager a minimum of 30 days prior to event.

### **SOUP OR SALAD** SELECT ONE ITEM

Thyme Roasted Mushroom Soup V GF truffle chantilly cream

Oven Roasted Tomato Soup V GF basil cream

Artisan Green Salad V GF shaved carrots, cucumbers, radishes, honey dressing

Caprese Salad V GF tomatoes, bocconcini, organic fresh basil pesto, friese, basil dressing

### **ENTRÉE** EACH GUEST SELECTS ONE ITEM

Pan Seared Salmon gr yukon potato mousseline, lemon cauliflower cream, seasonal vegetables

Herb Roasted Chicken Breast pepper, boursin mashed potatoes, rosemary jus, seasonal vegetables

Star Anise Braised Alberta Beef Short Rib GF caramelized onions, cheddar mashed potatoes, pan jus, seasonal vegetables

White Bean Croquette vsautéed spinach, squash purée, oven cured tomato

**DESSERT** SELECT ONE ITEM

Chocolate Torte raspberry coulis

Crème Brûlée V GF seasonal fresh berries

**COFFEE & TEA** 









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# BUFFET

### **SALADS**

Artisan Greens Salad V GF D shaved carrots, cucumbers, radishes, honey dressing

Asparagus Salad V GF crumbled goat cheese, orange vinaigrette

Roasted Red & Golden Beet Salad V GF D citrus and dill dressing

Roasted Mushroom & Spinach Salad V GF D truffled balsamic vinaigrette

### Charcuterie

artisan cheeses, olives, confit artichokes, grilled marinated peppers poached salmon, herbed cream cheese, crispy capers

### **ENTRÉES**

Double Smoked Bacon Chicken Breast GF

Hot Smoked Local Salmon maple-rosemary glaze, grilled fennel, citrus sauce

Cheese & Spinach Cannelloni v sautéed mushrooms, roasted garlic tomato sauce

**Creamy Whipped Potatoes** 

Steamed & Buttered Seasonal Market Vegetables V GF

### LIVE COOKING STATION

Roasted Alberta Beef grau jus

### **DESSERTS**

Chocolate Torte V

Apple Caramel Cheesecake V

Mini Crème Brûlée GF

Fresh Fruit & Berries V GF

**COFFEE & TEA** 



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### **DIAMOND MENU**

### 4-COURSE PLATED MENU

All guests will receive the same soup, salad, and dessert. Choice of entrée must be received in advance, and provided to your Group and Events Manager a minimum of 30 days prior to event.

### **SOUP** SELECT ONE ITEM

Forest Mushroom en Croute vpuff pastry covered mushroom soup

Lobster Bisque sherry foam

### **SALAD** SELECT ONE ITEM

Butterleaf Pear Salad V GF

honey poached pear, blue cheese, candied pecans, mulled wine vinaigrette

Caesar Salad V

baby romaine hearts, brioche croûton, shaved grana padano, lemon, creamy caesar dressing

### **ENTRÉES** SELECT ONE ITEM

Pan Roasted Salmon & Prawn GF

smashed potatoes, sundried blueberry jus, seasonal vegetables

AAA Seared Beef Tenderloin GF

caramelized onions, havarti pave, merlot jus, seasonal vegetables

Roasted Garlic Chicken Supreme GF

cheddar whipped potatoes, rosemary sauce, seasonal vegetables

Roasted Mushroom Quinoa V GF D

cauliflower puree, lemon grilled kale

### **DESSERT** SELECT ONE ITEM

Berry Cheesecake

seasonal fresh berries

Chocolate Torte V

raspberry coulis

**COFFEE & TEA** 

GF Gluten Free

v Vegetarian

D Dairy Free



### KIDS MENUS

12 and under

### **ULTIMATE PARTY BUFFET**

\$25 PER PERSON

Carrots & Celery Sticks V GF

Hummus and Pita Bread V D

Macaroni & Cheese

Chicken Fingers & Plum Sauce

Cheese Pizza V

French Fries V

Brownies, Cookies, Popcorn, Fresh Fruit

### **PLATED MENU**

\$20 PER PERSON

Please select a maximum of two (2) entrée choices for all kids.

### **ENTRÉES**

Grilled Chicken Breast GF

mashed potatoes, fresh vegetables

Salmon Filet D GF

roasted potato, fresh vegetables

Mini Malcolm Burger

cheddar cheese, pork & beef patty, tomato, lettuce, homemade fries

Fish & Chips

tartar sauce

Chicken Fingers & Fries

Macaroni & Cheese V

**DESSERT** 

Brownie V

**GF** Gluten Free

V Vegetarian

D Dairy Free





### LATE NIGHT SNACK MENU

**Apple and Brie Grilled Cheese** \$34 PER DOZEN tomato soup

**Pizza** \$120 PER TRAY, SERVES 40 margarita, hawaiian, pepperoni & mushroom

Chicken wings \$30 PER DOZEN salt & pepper, bbq, fenugreek hot

Malcolm Fried Chicken \$45 PER DOZEN

Beef Sliders \$40 PER DOZEN

Pulled Pork Sliders \$36 PER DOZEN

Nachos V GF \$22 PER PLATTER

Jalapeno, tomato, green onions, black olives, salsa, sour cream drizzle

Poutine Bar \$18 PER PERSON french fries, sweet potato fries, cheese curds, gravy (additional \$3 per person for diamond package)

Add On to Poutine Bar Butter Chicken Sauce \$3 BBQ Sauce \$2 Pulled Pork \$4

Flavoured Popcorn \$7 PER PERSON butter, salt & pepper, truffle honey

Brownies V \$40 PER DOZEN

Cookies V \$40 PER DOZEN chocolate chip, white macadamia nut





# Catering Policies

- 1. All prices are subject to change without notice; however, The Malcolm Hotel will guarantee prices ninety (90) days prior to the function date. All Food and Beverage prices are subject to an 18% Service Charge and 5% Goods and Services Tax (GST).
- 2. For all meal functions, the Group and Events Manager must be notified of final guaranteed numbers no later than seventy-two (72) hours prior to the function. The Malcolm Hotel will charge for the guaranteed numbers or actual attendance, whichever is higher.
- 3. To be assured of your menu choice, we ask that you advise the hotel of your menu selection thirty (30) days prior to the function date.
- 4. The Malcolm Hotel will be the sole supplier of food and beverage items, with the exception of wedding cakes. Any special items (i.e. Food Samples) must be approved by your Group and Events Manager at minimum two-weeks prior to the function. The customer is to indemnify and hold harmless The Malcolm Hotel, their employees and agents against damages and all suits caused by own, or by independent contractors on their behalf, including supplied materials and food or beverage for use or consumption by guests.



- 5. The Malcolm Hotel permits the service of alcoholic beverages from 10:00am to 1:00am.
- 6. For a Host or Cash bar, should consumption fall below \$375.00, per bar, the difference will be charged to the master account.
- 7. The use of confetti, sparklers, or glitter is prohibited.
- 8. To ensure that all requirements are as agreed upon, we ask that a signed copy of the Banquet Event Order be returned to the Group and Events Manager at a minimum of fourteen (14) business days prior to the function start date.
- 9. The Malcolm Hotel is committed to accommodating all dietary needs such as gluten free, lactose intolerant, vegetarian etc. Please provide us a list of any guests who have any special dietary requirements which will need to include: type of allergy or intolerance, guest's name, table number and function name. The Malcolm Hotel will accommodate up to 5% of the total guaranteed attendance in dietary needs. Anything above 5% will be subject to additional fees.
- 10. Personal effects and equipment must be removed from the function rooms at the end of the scheduled day, unless reserved on a twenty-four (24) hour basis. We reserve the right to inspect and control all private functions. The Malcolm Hotel is not responsible for damages to or loss of any articles left in the hotel prior to, during, or following any function by the client or their guests. Special security arrangements may be made through your Group and Events Manager.



### PREFERRED VENDORS

### **WEDDING PLANNERS**

Rocky Mountain Weddings	403.760.2963	info@rmwe.ca	rockymountainweddings.ca
Signature Weddings	403.678.1126	info@signatureweddingsbyashley.com	signatureweddingsbyashley.com
Mountainscape Weddings	403.760.5431	katie@mountainevents.ca	mountainscapeweddings.ca
Rocky Mountain Bride	403.585.7649	lisa@mountainbride.com	rockymountainbride.com
Moments by Madeleine	403.585.7649	hello@momentsbymadeleine.com	moments by madeleine.com
Love Spell Co.	403.827.9786	cassie@lovespell.co	lovespell.co
Locke Wedding Co.	403.896.0255	lockeweddings@gmail.com	lockeweddings.com
Canadian Rocky Wedding Service	403.688.1002	mahoweddings@gmail.com	canadianrockyweddingservice.ca

### **COMMISSIONERS**

Cheryl Cooper	1.844.418.4825	canmorecommissioner@gmail.com	canmorecommissioner.ca
Patrick Smiley Weddings	403.678.2912	psmiley@me.com	patricksmileyweddings.com
Twyla Jacobson	403.678.1195	mctwyjac63@yahoo.com	

### **PHOTOGRAPHERS**

Rocky Mountain Photo Co.	587.575.2020	info@rockymountainphoto.co	rockymountainphoto.co
Willow & Wolf Photography		hello@willowandwolf.co	willowandwolf.co
Kadie Hummel Photography	403.390.3389	hello@kadiehummel.com	kadiehummelphotography.com
Tkshotz Photography		tkshotz@gmail.com	tkshotz.com
Kim Payant Photography	403.497.5111	kimpayantphotography@gmail.com	kimpaymentphotography.com

### **VIDEOGRAPHERS**

Black & White Photo & Film	vourblackandwhite@gmail.com	vourblackandwhite.com

### **MUSIC & ENTERTAINMENT**

Class Act DJ Service	1.800.661.6044	mydj@classactdj.com	classactdj.com
Livin' & Dancin' DJ Service	403.609.3546	djben@telus.net	banffcanmoredj.com
Harp Angel, Harpist	403.678.6509	info@harpangel.com	harpangel.com
Vegas Entertainment	587.434.5849	vegasent@outlook.com	vegasthedj.com



### PREFERRED VENDORS

DÉCOR RENTALS			
Mountain Event Rentals	403.762.2272	rentals@mountainevents.ca	mountainevents.ca
FLORALS			
Elements Floral Design	403.678.4554	vicki@elementsfloral.com	elementsfloral.com
Forget-Me-Not Flowers	403.762.4111	banffflowers@gmail.com	banffflowers.com
Flowers by Janie	403.700.8299	info@flowersbyjanie.com	flowersbyjanie.com
Willow Flower Co.	403.678.6775	hello@willowflowerco.com	willowflowercompany.ca
Locke Wedding Co.	403.896.0255	lockeweddings@gmail.com	lockeweddings.com
HAIR & MAKEUP			
The Hair Co.	403.762.3087	info@thehairco.ca	thehairco.ca
Mountain Beauties	403.609.1454	booking@mountainbeauties.com	mountainbeauties.com
CAKES			
Kake by Darci	403.609.8482	cakerhapsody@gmail.com	kakecanmore.com
TRANSPORTATION			
Banff Sedan	403.762.1671	aaron@banffairporter.com	banffsedan.com
Alpine Limousine & Tours	403.762.5558	info@alpinelimo.ca	alpinelimo.ca
INVITATIONS			
INVITATIONS			
Pink Umbrella Wedding	403.679.8482	info@pinkumbrelladesigns.com	pinkumbrelladesigns.com

403.679.8482

Invitations

info@pinkumbrelladesigns.com

pinkumbrelladesigns.com