

Castle Mountain Resort Wedding Package 2021



Photograph: Love and be Loved Photography
www.loveandbeloved.ca



Congratulations

First and foremost – congratulations on your engagement! We are delighted you are considering Castle Mountain Resort for your wedding event. Our staff look forward to helping you create an ambience of romance in our pristine mountain setting. Let our wedding team help you create the day you've always imagined!

The menus presented in this package are a sample of what we offer at Castle Mountain Resort. We are happy to work with you to create a perfect menu that fits with your special day.

Castle Mountain Resort has the most beautiful setting to celebrate the beginning of your marriage. With the majestic Rocky Mountains, beautiful wild flowers, babbling brooks, and gorgeous forest, we are sure to ignite the nature lover in you.

Thank you for your consideration of Castle Mountain Resort!



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Wedding Package

Lodge Rental:

Category	Mid-week (Mon - Thurs)	Weekends (Fri - Sun)
Wet Events	\$ 1000	\$ 2000
Dry Events	\$ 2000	\$ 4000

What's Included:

- Day prior access to the lodge, for set-up, between 9:00 AM and 5:00 PM
- Day of access to the lodge from 12:00 PM until 2:00 AM, with last call at 1:30 AM, last service at 1:45 AM and event ending no later than 2:00 AM
- Set-up and tear down of the reception area, including place settings, tables, chairs, china, glassware and silverware
- Head table on risers with white table skirting
- Accessory tables for cake cutting, gifts and guest registry
- Dance floor and stage
- Paper lanterns over the dance floor
- Set up of any A/V equipment
- Local contacts for photography, floral arrangements, wedding commissioners and entertainment services

Optional Extras:

- Audio Visual Equipment
 - Small (Portable) Sound System \$200.00
 - Large Sound System \$300.00
 - Lodge TV Network Slide Show \$150.00 & up
- Other Extras
 - Catering for rehearsal dinner, and/or gift opening brunch
 - White ceremony chairs \$5.00 per chair *does not include set up
 - Set up & tear down of ceremony chairs \$5.00 per chair
 - Linens from \$5.00 per person



Policies & Guidelines

Menu / Bar:

- A Food and Beverage minimum of \$6000 (pre-tax and excluding alcoholic beverage service) will be adhered to.
- CMR requires food choices to be made 90 days prior to the wedding, along with a submission of approximate number of expected guests. Final guest numbers are required, in writing, 10 days prior to your event.
- All food, beverage, and liquor must be provided by CMR; outside food or beverage is not permitted during set up, clean up, or during the function itself, with the exception of wedding cakes, candy bars, or cupcakes. We respectfully decline any corkage events.
- CMR accepts no liability for damage, set-up, care, or repair of the wedding cake.
- Any special food and beverage related requests, including food allergies, must be made 14 days prior to your event. The honoring of requests made within 14 days of your event date cannot be guaranteed.
- In order to comply with public health regulations, removal of remaining food by guests is prohibited and cannot be packaged to take away at the end of the evening
- All food and beverage services are subject to gratuity of 18% and GST of 5%.
- CMR reserves the right to refuse service to anyone, anytime for any reason.

General Policies:

- Absolutely no popcorn, rice, or confetti please
- All rental equipment / linens must be pre booked at least 14 days before your event
- Out of respect for our pristine alpine environment, fireworks and firecrackers are not permitted
- All pricing is subject to GST.
- CMR performs routine cleaning during and after a function, any excessive cleaning after the event will be charged to the client at \$50 per hour with a minimum of 3 hours.
- Any damage to CMR property will be included in the cost of the final invoice.
- Events which utilize pre-recorded or live music are subject to SOCAN (Society of Composers, Authors, and Music Publishers of Canada) fees.



The pre-recorded fees are \$59.17 per event with dancing.

- Events with pre-recorded or live music are subject to RE:Sound Canada music licensing fees in the amount of \$26.63 / event.
- Outdoor ceremonies are subject to the whims of Mother Nature.

Set-up / Decorating / Timelines:

- All decorations must be pre-approved by the event coordinator.
- Complimentary, day-prior access, is included in the cost of your venue rental. The venue can be accessed, without additional charges, between the hours of 9:00 AM and 5:00 PM, the day prior to your event. After hours set-up time is subject to a Facility Attendant rate of \$50 / hour (three hour minimum / day).
- On the day of your event, the venue will be open and available starting at 12:00 PM (Noon). Last call will take place no later than 1:30 AM, last service of alcohol no later than 1:45 AM, with the event ending no later than 2 AM.
- All décor must be removed, from the facility, on the day immediately following your event, at a time to be agreed upon.

Catering and Alcohol Policies:

- CMR requires food choices to be made 90 days prior to the wedding, along with an approximate number of guests. Final guest numbers are required 10 days prior.
- All food, beverages and liquor must be provided by Castle Mountain Resort, we respectfully decline any corkage events.
- No outside liquor or food products are allowed to be brought into the premises with the exception of the wedding cake.
- CMR accepts no liability for damage, set-up, care or repair of the wedding cake.
- Absolutely no outside food or drinks before, during set up or during the function in any of our licensed areas.
- Any special requests including food allergies and liquor requests must be made 14 days prior to your event to avoid disappointment.

Payment / Pricing:

- A discounted venue rental fee (referred to above as “Wet Events”), plus GST, is applicable for events where bar service is permitted. “Dry events”, or those without bar service are subject to the full rental rate, plus GST.
- A non-refundable deposit, in the amount of your venue rental fee (plus GST), is required to confirm our catering services and your room rental and date.



- 180 days prior to the event, a 50% payment of services for the function is required based on the initial quote, this payment is non-refundable in the event of a cancellation by client.
- Menu prices can vary due to market value fluctuations. Food pricing is guaranteed 90 days prior to your event.
- A valid credit card must be provided for any open bar purchases, bar tabs, toonie bars, or any other beverages which you have not pre-paid for.
- Final and complete payment is due 24 hours prior to your event. Final billing number will be based on either the final number given or the actual count that day, whichever is greater.
- Payment can be made via cash, debit, Visa or MasterCard

Cancellation:

- Your initial deposit is non-refundable. Cancellation of your event, regardless of when it is made, will result in the forfeiture of your initial deposit.
- Cancellation inside 180 days will result in the forfeiture of your initial deposit plus any subsequent deposits. Failure to pay your 50% deposit, 180 days prior to your event date, will result in the cancellation of your event and your initial deposit will be withheld.
- Cancellation inside of 10 days will result in the forfeiture of any deposits in addition to the billing of any expected charges, based on your anticipated number of attendees.

