

# *Castle Mountain Resort*

## *Weddings*

### **2022 - 2023**



**Revised August 2021**



# 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!

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!*



# Options & Pricing

Venue	Yeti Trail Ceremony	Day Lodge Reception
Fri & Sun	\$500	\$1000
Saturday	\$1000	\$2000

Pre-Purchased Food Minimum	Yeti Trail Ceremony	Day Lodge Reception
Fri & Sun	-	\$4000
Saturday	-	\$5000

Timing	Yeti Trail Ceremony	Day Lodge Reception
Venue Setup	90 minutes prior	Starting @ 9 AM
Ceremony Start	1 PM or 4 PM	-
Reception Start	-	5 PM or later
Use of Venue	90 minutes	Until 1:00 AM

Inclusions	Yeti Trail Ceremony	Day Lodge Reception
Events Specialist	Included	Included
Ceremony Chairs & Setup	Included	-
Guest Shuttle*	Included	
Floorplan Setup / Tear Down	-	Included
Bartending / Serving Staff	-	Included
Reception Chairs / Tables	-	Included
Projector & Screen	-	Included
Linens	-	Included
Dinnerware & Glassware	-	Included
PA & Mic System**	\$250	Included

\*Guest shuttle is limited to the bridal party, parents of the bride / groom, disabled, and/or elderly guests who cannot make the walk to this site.

\*\*Power is not available at our ceremony site. A small, gas powered generator will be provided alongside of your PA & mic system.





# Ceremony Site

Nestled amongst lush greenery and an impressive backdrop our ceremony site will take your breath away. Enjoy picturesque views of Barnaby Ridge as you say your vows, sharing the experience with your closest and dearest. You and your guests will first enjoy the short, peaceful nature walk along the mowed Yeti Trail with less abled individuals able to take a ride in our ceremony site shuttle.

Once you reach the outlook, you'll be greeted not only by stunning scenery but also by a fully set ceremony site (chairs, marriage table, PA system upon request). Simply add your arch, small touches of décor, and we'll look after the rest.

**Capacity: 200**



# Reception Venue

Our reception space within the Day Lodge boasts an abundance of natural light, with a wonderful rustic feel. Wonderfully suited to groups of 60 – 200, the east end of our day lodge is most often set with reception tables while the west end features the dancefloor, a stage, and open space for mixing and mingling – most often during a cocktail hour period.

Enjoy a high-quality dinner under the warmth of our string lights and grab a reasonably priced beverage from the bar. Don't be afraid to bust a move on our dance floor!

**Capacity: 200**



# Policies & Guidelines

## General Policies

- Out of respect for our pristine alpine environment and MD of Pincher Creek by-laws, fireworks and firecrackers are not permitted
- 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) and RE:Sound Canada music licensing fees.
- Final guest counts must be submitted to CMR staff no later than 14 days prior to your event.
- All rental equipment must be pre-booked / confirmed no later than 14 days prior to your event.
- All pricing is subject to GST.

## Ceremonies

- Outdoor ceremonies are subject to the whims of Mother Nature. Only guests who have a ceremony & reception booking will be guaranteed an indoor ceremony space, in the event of inclement weather.
- Your selected ceremony site will be made available to you for three (3) hours total – 90 minutes immediately leading up to your ceremony time in addition to 90 minutes from the beginning of your selected ceremony time.
- All décor / personal items must be removed from the ceremony site immediately following the conclusion of your event.
- The activity of throwing items on wedding ceremony sites (such as confetti) is strictly prohibited. This includes but is not limited to any type of confetti, bird seeds, rice, dried herbs, flowers, seeds, leaves.
- Helium balloons and/or balloon releases are not permitted.
- Florals and decorations are permitted but must be removed immediately at the end of the ceremony.
- In an effort to reduce wildlife attractants, food and beverage is not permitted on the ceremony site.





## Receptions

- The reception space shall consist of the main, upstairs portion of the CMR Day Lodge and the attached, licensed (asphalt) patio immediately to the west of the day lodge space.
- Receptions, inclusive of cocktail hours, will occur within the hours of 5 PM and 1 AM. The last call for bar service will occur no later than 12:30 PM.
- Access to the venue for set-up / decorating will be made available starting at 9 AM on the day of your event.
- Decorations are permitted but must be removed from the venue at the end of the event. Décor must be affixed in such a manner so as not to cause damage to our building (no nails, screws, or any other affixations which cannot be removed without damage to the surface to which it is applied).
- The activity of throwing items on the floor of the venue (such as confetti) is strictly prohibited. This includes but is not limited to any type of confetti, bird seeds, rice, dried herbs, flowers, seeds, leaves.
- Helium balloons and/or balloon releases are not permitted.
- Castle Mountain Resort will provide staffing to setup and tear down your desired floor / seating plan but will not be responsible for decor. Seating plans must be provided at least 14 days in advance of your event.

## Food & Beverage

- A pre-ordered food minimum of \$4000 (pre-tax and excluding alcoholic beverage service) will be adhered to for all receptions occurring on Friday or Sunday. A pre-ordered food minimum of \$5000 (pre-tax and excluding alcoholic beverage service) will be adhered to for all receptions occurring on Saturday.
- 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, 14 days prior to your event.
- All food, beverage, and liquor must be provided by CMR. No outside food or beverage is permitted during set up, clean up, or during the function itself, with the exception of wedding cakes, candy bars, or cupcakes, or in the event that written consent is provided by a CMR representative.
- CMR respectfully declines events which prohibit the sale of alcoholic beverages either for a portion of or the entirety of your reception event.
- 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 beverage service to anyone, anytime for any reason.

## **Payment / Pricing**

- A non-refundable deposit, in the amount of your venue rental fee (plus GST), is required to confirm your booking.
- 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.
- Final and complete payment is due 10 days 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.
- Menu prices can vary due to market value fluctuations. Food pricing is guaranteed 90 days prior to your event.
- A credit card pre-authorization / deposit will be required for any host bar purchases, drink tickets, toonie bars, and/or any other beverages for which pre-payment has not been received.
- Payment can be made via cash, debit, Visa or MasterCard. Personal cheques will not be accepted.

## **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.





## COVID-19

- Both parties acknowledge that this event may be subject to government or other restrictions in light of the COVID-19 pandemic. These may include but are not limited to:
  - the need for all guests to prove vaccination status or be in possession of a medical exemption or have a recent, privately paid for COVID-19 rapid test (commonly referred to as a PCR test).
  - the need for all guests to wear facial coverings / masks while not seated
  - a limited number of guests per table
  - the need for physical distancing to be maintained
  - a limited number of guests permitted at the event
  - changes in food service style
- Should provincial health guidelines mandate that indoor events be restricted to less than 50 people, CMR may elect to cancel your event, at its sole discretion, and provide you with a full refund of all deposits any time outside of 30 days prior to your event. In the event that provincial health guidelines change to restrict indoor events to less than 50 people, within 30 days of your event, both parties agree to negotiate, in good faith, on moving forward with and/or cancelling the event.
- Both parties agree to move forward with the event provided that provincial restrictions allow for indoor events of up to and including 50 people.
- The parties agree to an amended pre-purchased food minimum of \$3000, should the event be restricted to a maximum of 50 people.

