



P.O Box 1070 Banff, Alberta, Canada, T1L 1H8, Reservations 1-800-563-8764 TEL: (403) 762-2642 FAX: (403) 760-8287

Wedding Frequently Asked Questions.....

What is my Hotel Catering coordinator's role?

Your Hotel Catering coordinator will help you with all things related to the hotel - Guestroom, Bridal Suite, Banquet Room and Food & Beverage arrangements. Should your special day require intricate planning, we can suggest several outstanding professional Wedding Planners. For a list of Wedding Service providers, please visit ([link to Wedding Services](#))

Can guestrooms be blocked at a specific hotel for our wedding date(s)?

We strive to make the booking of your guest's accommodations as easy as possible, for both you and your guests. By providing special discounted rates to your guests for ALL our hotels, we will be sure to accommodate your guests in the type of accommodations that best suit their individual needs. We make it easy for your guests to book on line, using a Promo Code, so they can choose from several different hotels which offer a wide variety of different accommodation types (hotel rooms, suites, condos, etc) and customize their stay according to their individual needs. With over 800 hotels rooms, blocking guestrooms and fussing with booking dates and cut off dates is no longer necessary when you stay with the Best of Banff.

Can we access the venue for planning, measuring etc.?

We welcome the opportunity to show and/or provide access to our facilities. To ensure that access, we ask you make an appointment prior, as our venues are very busy throughout the year.

Do you have a microphone or can we rent audio equipment?

Audio visual equipment is available at each of our hotels through an exclusive arrangement with our supplier. Rental fees do apply. To avoid delivery charges, all orders must be placed a minimum of 72 hours prior to the group's arrival. Thereafter a delivery charges will apply.

What tables, chairs and linen are provided?

The Banff Lodging Company will provide and set up round or rectangular tables that seat 6 - 8 people. China, cutlery and glassware are set upon classic white table linen tablecloths and napkins. Tea light candles in small, clear glass holders set the mood. We welcome you to bring your own table centres. Specialty coloured linen may be ordered at additional cost.



Can we bring in our own food?

Due to licensing, health regulations and insurance requirements, all food and non-alcoholic beverages served must be supplied and prepared by the hotel. In addition, no remaining food or beverage may be removed from the premises.

The only exception is your wedding cake. We can recommend a local baker or you can bring your own. A \$1.50 per person, cake cutting fee will be charged.

Who provides the liquor?

Our venues are licensed facilities and provide a wide range of alcoholic beverages. We will try to accommodate special requests for specific brand names.

Should you choose to bring your own liquor you must obtain an Alberta liquor license and the following Corkage Charges will apply:

Full Corkage (Including glasses, ice & mix)

\$15.00 per adult; \$6.50 per child 5-12 yrs; \$0 per child 0-5 yrs, plus tax & gratuity

Partial Corkage (Including glasses & ice only)

\$10.00 per person, plus tax & gratuity

What is the cost of bartending?

A \$75.00 service charge will be added for both host and cash bars. This fee covers the bartender, ice, mixes and room maintenance.

Both Full & Partial Corkage Charges are subject to a mandatory bartender charge of \$20.00 per hour with a minimum of 4 hours, plus tax & gratuity. This rate is per bartender, should two be required by group size.

Can decorations be set up the night before?

A limited number of decorations can be placed in the banquet room (no scotch tape, please) the day of the wedding. If you require the venue the evening before for decorating, half-day rental fee of \$150.00 plus GST will apply.

Who provides and arranges the flowers and wedding decorations?

We welcome you to bring your own decorations and flowers. Please let us know when the flowers will be delivered. Flowers and table centers must be arranged prior to arriving on site.



Can we toss confetti, bird seed or flower petals at the ceremony?

We like to be environmentally and National Park friendly. Confetti, flower petals make a mess, it is against the rules of the National park to feed the birds. We suggest bubbles! The tossing of confetti, flower petals or any other objects inside our outside our venues will result in additional cleaning charge.

Are we allowed to bring in candles?

Drip-less candles placed in a container are permitted on the guest tables. The wick must be 2 inches below the rim of the container. Our venues will provide glass holders with tea lights for the guest tables at no charge.

Who will set up the cake, gifts, guestbook, and registry tables?

We will provide and set up these tables with linen tablecloths according to your floor plan.

Can we have a dance floor?

At most of our venues a dance floor can be set-up for a \$150.00 fee.

How long can guests stay?

In most of our venues the bar can remain open until Midnight. Guests are asked to depart by 12:30 a.m.

Where do my guests park?

Complimentary parking is available at most of our venues for those staying overnight in our hotels. All other guests must find alternate parking.

Is there a rehearsal time prior to my wedding day?

Your venue rental does not include a rehearsal time.

Will any staff be on site to oversee the ceremony / reception?

One of our pleasant and professional Restaurant & Catering staff will be on hand prior, during and after your booking to ensure the room is unlocked and the set-up is accurate. This person will be your primary point of contact during the event.

Do you provide an Emcee?

The hotel cannot provide an Emcee. A family member or close friend would be a much better choice.



How do I confirm my venue dates and times?

Once you have confirmed your dates and venue of choice, your Hotel Catering Coordinator will send you an event contract and will hold the venue space for one week while you review the contract. The hotel requires a non-refundable deposit in the amount of \$1,000.00, which must be received with the signed event contract in order to guarantee the event space. If the deposit is not received by the end of the review period (one week from the contract being sent), the Hotel will release the event space.

What is SOCAN?

By law we are required to charge a SOCAN fee for the use of music in any public facility. That fee goes directly to The Society of Composers, Authors & Music Publishers of Canada. The fee structure is based on the size of the room utilized and whether dancing is involved, regardless of the number of people in the room. The fee structure is as follows:

Any Banquet Room that can accommodate between 1-100 guests, without dancing - \$21.00

Any Banquet Room that can accommodate between 1-100 guests, with dancing - \$42.00

Any Banquet Room that can accommodate between 101-300 guests, without dancing - \$30.00

Any Banquet Room that can accommodate between 1-100 guests, with dancing - \$60.00