



Cochrane RanchHouse
CONFERENCE CENTRE



Weddings

2018

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Contact Information

Facility Event Administrator:

Jane Graham

403-851-2561

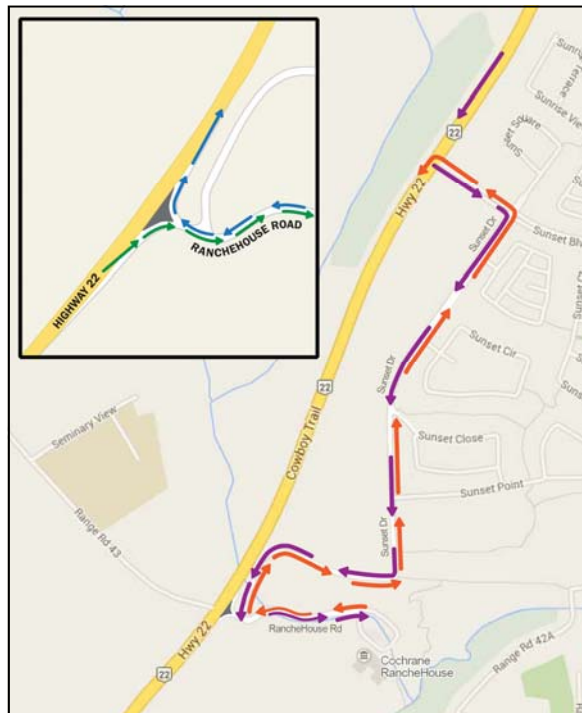
jane.graham@cochrane.ca

Administrative Assistant:

Sharon Johnson

403-851-2553

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Facilities

| <u>Room Name & Description</u> | <u>Capacity</u> | | |
|---|-------------------|----------------|------------------|
| | Sq. Ft. Approx | Chairs Only | Dining/ Dance |
| Aspen, Birch, and Cedar: (individually) Great space to hold a smaller event. | 1500 | 50 | 56 |
| Aspen & Birch: Use two of the three rooms to accommodate your medium sized event. | 3000 | 100 | 112 |
| Aspen, Birch, and Cedar: A large, functional space for a reception, with full dance floor; ideal for those who like to leave all of the tables set up and still have plenty of room for dancing. | 4500 | 250 | 184 |
| Hall of Vision: The Hall of Vision is a beautiful room with hardwood floors and a large river-rock fireplace. With windows on both walls and access to the RancheHouse courtyard, this room is ideal for your ceremony or reception, dinner and dance. | 2400 | 200 | 112 |
| Chinook Dining Room: This beautiful room is the ideal setting for a reception, dinner and dance. The large windows provide a breathtaking view of the Cochrane Ranche. Access to the RancheHouse courtyard is an added feature. | 4000 | 200 | 184 |
| Theatre: Excellent space for meetings, lectures, presentations. | N/A | 209 | N/A |
| Sage & Willow: Bridal party preparation rooms. | 200 | 15 | N/A |

***Overnight RV parking and camping is not permitted.**

***Special Event Liability insurance is required for events
with live music.**

Fees ~ 2018

| Room Name | Rate |
|---|-------------|
| Aspen | \$870.00 |
| Birch | \$870.00 |
| Cedar | \$870.00 |
| Aspen & Birch | \$1740.00 |
| Aspen, Birch, & Cedar | \$2600.00 |
| Hall of Vision & East Reception | \$4350.00 |
| Chinook Dining Room & East Reception | \$4350.00 |
| Hall of Vision, East Reception & Chinook Dining Room | \$4900.00 |
| Willow/Sage Rooms | Included |
| Ceremony (Flat Rate) | \$1000.00 |

***An initial payment of \$1000.00 is required to confirm the booking.**

This amount is refundable with 9 months cancellation notice.

***An administration fee of \$50.00 is applied to all cancellations.**

Ceremony

Ceremony Set-up.

RancheHouse staff will create an indoor or outdoor wedding ceremony set-up which includes guest chairs, a marriage license signing table & chair with linen.

Standard banquet chairs are provided for indoor ceremonies and white folding chairs are used in the courtyard.

Bride and Groom preparation rooms are provided.

If the ceremony is planned for the courtyard, a back-up space will be reserved for you in case of inclement weather.

We do not host ceremonies and receptions in the same room.

Ceremony Only Celebrations

**The Hall of Vision is available for ceremony only celebrations
November through April.**

The fee is \$2000.00. This fee provides for chair set up, marriage license signing table with linen, and Bride and Groom preparation rooms.

All food and beverage must be ordered from one of the Cochrane RancheHouse preferred caterers.

***The Cochrane RancheHouse is a non-smoking facility.**

Access

- ⇒ Access to the facility is at 12:00 pm (Noon) on the day of your event. It is the responsibility of the client to plan their timeline around this access time.
- ⇒ Day before decorating access may become available two weeks prior to the event date, pending availability.
- ⇒ Wedding rehearsals are arranged based on facility availability; there is no day before guarantee.

Catering

Gourmet To Go:

Phone: 403-855-1043

Email: info@gtgcatering.ca

Website: www.gtgcatering.ca

An Affair To Remember

Phone: 403-245-5774

Email: stephen@anaffair.com

Website: www.anaffair.com

- ⇒ One of these caterers must be contracted to provide all food and beverage service, including the bartending.
- ⇒ The client is responsible for making these arrangements directly with the caterer.
- ⇒ The caterer's pay a 15% service charge on your total food and non-alcoholic beverage costs to the Cochrane RancheHouse.
- ⇒ This % will be noted on your catering invoice.

Guest Amenity Fee

In addition to the room rental a Guest Amenity Fee of \$10.00 per person will be charged. The following items are included in this fee:

- | | |
|---|--|
| ⇒ White linen tablecloths | ⇒ White linen napkins |
| ⇒ Soft Drinks | ⇒ White table skirting |
| ⇒ Podium & Microphone | ⇒ SOCAN Fee |
| ⇒ LCD Projector | ⇒ Flatware and Dinnerware |
| ⇒ Projection Screen | ⇒ Glassware |
| ⇒ Tables and Chairs | ⇒ Room Set-up/take-down |
| ⇒ Café Lighting installed in either the Chinook Dining Room or the Hall of Vision. | ⇒ Café Lighting is not provided in the ABC rooms. |
| | ⇒ Up lighting is provided in the ABC |

Wedding Send Off

Must be approved by the RancheHouse.

Balloons, Paper lanterns, Fireworks, Birdseed,

Rose petals and Rice are not permitted.

Rehearsal

Wedding rehearsals are arranged based on facility availability; as a result of multiple bookings there is no rehearsal guarantee.

Liquor Service

- ⇒ All liquor is provided by the Cochrane RancheHouse.
- ⇒ The client must contract the preferred caterer to provide bar service.
- ⇒ The preferred caterer will charge the client directly for bartending fees; this will be included in your catering invoice.
- ⇒ RancheHouse Bars will operate on a cash basis.
- ⇒ The Cochrane RancheHouse will provide the liquor license.
- ⇒ A \$2 million Party Alcohol Liability insurance policy is required. Insurance may be purchased through your own agent or at www.palcanada.com
- ⇒ A Special Events Liability policy which includes Party Alcohol Liability coverage is required if live entertainment is used. Insurance may be purchased through your own agent or at www.palcanada.com
- ⇒ 2018 RancheHouse menu and bar pricing will apply.
- ⇒ All liquor must be purchased from the Bar.
- ⇒ Table wine may be pre-purchased from the RancheHouse for placement on guest banquet tables; a max of two bottles per table is permitted.
- ⇒ Shots, shooters and doubles are not permitted.
- ⇒ Twoonie bars are not permitted.
- ⇒ Special order liquor is not permitted.
- ⇒ Non refundable Cochrane RancheHouse liquor tickets will be available for pre-purchasing at \$5.00 per ticket. Guests may redeem the ticket at the Bar for the alcoholic beverage of their choice including wine and scotch.

Responsible Alcohol Management

The Cochrane RancheHouse practices a responsible alcohol management program in an effort to provide our Duty of Care and ensure the safety of our guests.

This program allows all employees of the Cochrane RancheHouse to monitor and control the service of alcoholic beverages in a safe and responsible manner.

Clients are not permitted to consume alcohol outside of the contracted bartending service. This includes rehearsals, set-up, and anytime outside specified catering service.

Bartenders reserve the right to cease service to any individual in accordance with Alberta Server Intervention Program (ASIP) regulations.

Shots, Shooters and Doubles are not permitted.

Clients are responsible for the conduct of their guests. Misconduct may result in the guest being removed from the facility or termination of event.

Party Alcohol Liability Insurance

- ⇒ Liquor Liability insurance is mandatory for all events serving alcohol.
- ⇒ **A \$2 million dollar Party Alcohol Liability policy with the Cochrane RancheHouse named as additionally insured must be provided.**
- ⇒ This insurance can be purchased through your own insurer or on-line at www.palcanada.com. Proof of Insurance must be provided to the Cochrane RancheHouse two weeks prior to event.



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2018 Wedding Bar Menu

Beer - \$5.50

Canadian, Coors Light, Kokanee, Alexander Keith's, Heineken, Corona, Wild Rose
Wraspberry Ale, Toolshed People Skills Cream Ale, Big Rock Grasshopper Lager

Coolers/Cider/Tea – \$5.50

Palm Bay Ruby Grapefruit, Rock Creek Apple Cider, Twisted Iced Tea

Spirits - \$5.50

Absolute Vodka, Canadian Club Rye, Bacardi Light Rum,
Captain Morgan's Spiced Rum, Bombay Sapphire Gin

Scotch \$6.50

Glenfiddich 12 Year

Red Wine \$6.50

Inniskillin Merlot (Canadian)

Lehmann Layers—Shiraz Blend (Australian)

Kaiken—Malbec (Argentinian)

White Wine \$6.50

Mission Hill 5—Pinot Blanc (Canadian)

Inniskillin—Chardonnay (Canadian)

Lehmann Layers—Semillon Blend (Australian)

Special Event Insurance

A Special Event Liability Insurance policy is required for all events where live music is used; this policy must also provide for the required \$2 million party alcohol liability coverage.

www.palcanada.com for more details.

Audio Visual Equipment

| <u>Item</u> | <u>Cost</u> |
|---------------------|-------------|
| CD Player | Included |
| 32" TV/DVD/CD | Included |
| 32" DVD/VCR | Included |
| Decorative Easel x2 | Included |
| LCD Projector | Included |
| Podium & Microphone | Included |
| Screen | Included |

***Fog Machines are not permitted.**

***Photo Booths are permitted.**

Decor

- ⇒ All decor must receive approval by Cochrane RancheHouse Administrative staff.
- ⇒ Contracted Decor companies must be WCB compliant and must also carry General Liability Insurance.
- ⇒ Contracted Decor companies must supply their own set up equipment and work within the Noon - 2:00 am set up and tear down time-line.
- ⇒ Candles, confetti, bird seed, rice and rose petals are not permitted.
- ⇒ Outsourced rental chairs are not permitted.
- ⇒ Any fabric used for events must follow the Alberta Fire Code regulations and is subject to waiver signature.
- ⇒ The Cochrane RancheHouse is not responsible for any lost or damaged items.

Linen:

- ⇒ Cochrane RancheHouse will provide white floor length tablecloths, white napkins and table skirting for the head, cake, gift, guestbook, registry, bar, and buffet tables.
- ⇒ Clients may provide their own linen. Clients are responsible for the placement and removal of this linen.

Ceiling Decor:

- ⇒ Clients are not permitted to install their own ceiling décor.
- ⇒ Café Lights are provided in either the Chinook or Hall of Vision. Café lights are not provided in the ABC rooms. Up lighting is provided in the ABC rooms.

Décor

Décor Accent pieces:

- ⇒ Clients may provide their own décor accent pieces.

Chairs:

- ⇒ The RancheHouse standard banquet chair will be included in the facility rental and may be used for indoor ceremonies and receptions.
- ⇒ White folding chairs will be provided for courtyard ceremonies.
- ⇒ Out-sourced chair rentals are not permitted.

Chair covers and sashes:

- ⇒ Client may provide their own chair covers and sashes.
- ⇒ Clients are responsible for the placement and removal of chair covers and sashes.

Rental/Decor Items:

- ⇒ The delivery, set up and removal of all rental items must be coordinated by the client on the day of their event.
- ⇒ Rental items must be approved by the Cochrane RancheHouse.
- ⇒ All rental items must be removed immediately following the event.
- ⇒ The Cochrane RancheHouse is not responsible for any lost or damaged items.