



Cochrane RanchHouse
CONFERENCE CENTRE



Weddings

2020

Contact Information

Facility Event Administrator:

Jane Graham

403-851-2561

jane.graham@cochrane.ca

Administrative Assistant:

Sharon Johnson

403-851-2562

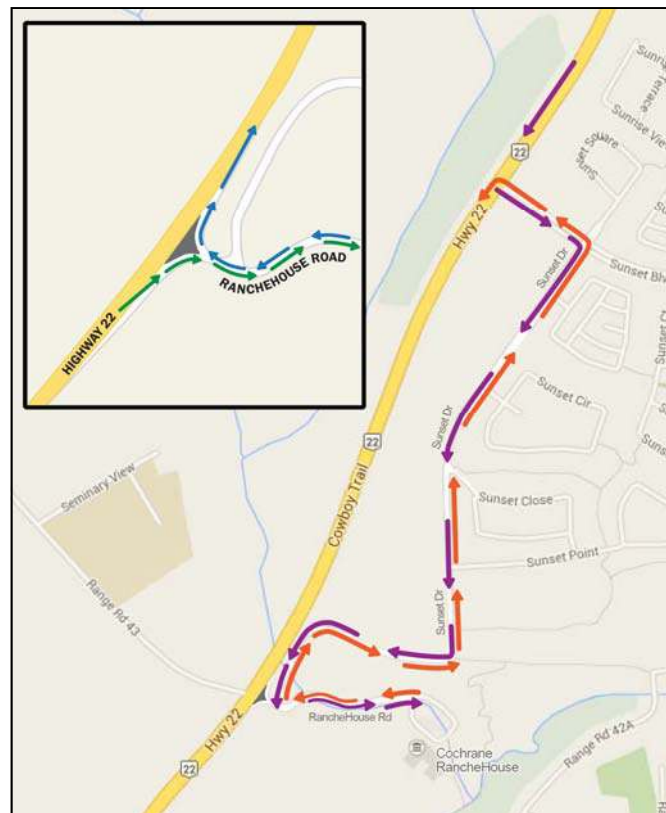
sharon.johnson@cochrane.ca

Website: www.cochraneranchehouse.ca

LOCATION

From the intersection of Hwy 1A & 22, travel 0.7km North.

Take your first right and follow straight through the gate.



Rooms

<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
Sage & Willow: Bridal party preparation rooms.	200	15	N/A

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

2020 Wedding Rates

Room Name	Rate
Aspen	740
Birch	740
Cedar	500
Aspen & Birch	1480
Aspen, Birch, & Cedar	1980
Hall of Vision & East Reception	3200
Chinook Dining Room & East Reception	3750
Hall of Vision, East Reception & Chinook Dining Room	4300
Willow/Sage Rooms	Included
Ceremony (Flat Rate)	\$1000.00

***A deposit 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.

Ceremony fee is \$1000. Includes bride and groom preparation rooms, full ceremony set-up and use of wooden arch if requested and available.

If the ceremony is planned for the courtyard, a back-up space will be reserved and set up in advance for you in case of inclement weather and is included at no extra charge.

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

Ceremony Only Celebrations

Available only November through April.

The fee is \$2000.00. This fee provides for chair set up, marriage license signing table with linen, Bride and Groom preparation rooms and use of wooden arch if requested and available.

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

Access

Access to the facility is guaranteed at 11 am on the day of your event. It is the responsibility of the client to plan their timeline around this access time.

Day before or earlier 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

An Affair To Remember

Phone: 403-245-5774

Email: stephen@anaffair.com

Website: www.anaffair.com

Gourmet To Go:

Phone: 403-855-1043

Email: info@gtgcatering.ca

Website: www.gtgcatering.ca

Catering must be booked through one of the RancheHouse's preferred caterers to provide all food and beverage service, including bartending. The client is responsible for making these arrangements directly with the caterer. The caterer's pay a 15% service charge calculated on the total charged to you for the preparation and service of food and non-alcoholic beverages (incl. subcontracted food) to the Cochrane Ranchehouse. GST will be applied to the service charge. This % will be noted on your catering invoice.

Guest Amenity Fee

The Guest Amenity Fee is \$10.00 per guest. The following items are included:

- Room set-up and take down—layout to be predetermined and coordinated with RH staff
- Tables (rounds or rectangles) and chairs
- White linen tablecloths, napkins, skirting
- White dinnerware
- Glassware and flatware
- Café lighting in Chinook or Hall of Vision
- Up lighting in all rooms
- If available: Decorative easels and wooden arch
- AV equipment—LCD projector, screen, podium, microphones, sound system

Wedding Send Off

Must be pre-approved by the RancheHouse.

Balloons, Paper lanterns, Fireworks, Sparklers, Birdseed,

Rose petals and Rice are not permitted.

Rehearsal

Wedding rehearsals are arranged based on facility availability.

Liquor Service Options

1. Full Service Bar

All liquor is provided by the RancheHouse under our liquor license.

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.

Cash, Subsidized or Host Bar options are available. Host and subsidized bar require a credit card pre-authorization.

Host Bar - All beverages will be charged to the Bride and Groom.

Subsidized (ie: toonie) Bar - Guests charged \$2.00 per drink, the price difference charged to the Bride and Groom

Cash Bar - All beverages will be charged to each of your guests directly. 2020 RancheHouse menu and bar pricing will apply.

Table wine may be pre-purchased from the RancheHouse for placement on guest banquet tables; **a max of two bottles per table is permitted**. House Table wine is \$15.00 per bottle. Specialty wines may be ordered through the RancheHouse at wholesale plus 20% or \$15/bottle whichever is greater.

Client must purchase Special Events Liability policy if live entertainment is used. Insurance may be purchased through your own agent or at www.palcanada.com

Shots, shooters and doubles are not permitted. 2 drinks max per guest per visit to the bar.

2. Client provides own alcohol - Corkage fee of \$3/guest

All alcohol must be purchased in Alberta as per AGLC regulations. **No home made alcohol of any kind is allowed.**

Receipts must be attached to the liquor license and posted at the bar. Liquor delivery and inventory against receipts must be pre-arranged with the RancheHouse Facility Booking office.

A Special Event Liquor License **is required** and must be posted at the bar. In addition, a \$2 million Party Alcohol Liability insurance policy naming the Cochrane Ranchehouse as co-insured **is required**. **Both** must be presented the the RancheHouse 2 weeks prior to the event. Insurance may be purchased through your own agent or at www.palcanada.com

A Special Events Liability policy coverage **is required if live entertainment is used**. Insurance may be purchased through your own agent or at www.palcanada.com

The client must contract the preferred caterer to provide bartending service.

The preferred caterer will charge the client directly for bartending fees; this will be included in your catering invoice.

Host Bar - All beverages will be provided complimentary to your guests.

Subsidized (ie:Toonie) Bar - Guests are charged \$ 2.00 per drink, with the revenue going to the Bride and Groom.

Cash Bar - All beverages will be charged to each of your guests directly with the revenue going to the Bride and Groom.

Shots, shooters and doubles are not permitted. 2 drinks max per guest per visit to the bar.

Our function space is licensed to serve alcohol until 1:00am with last call at 12:30am. Any hired entertainment are to finish by 1am. Function space is to be vacated by guests by 2am.

All alcohol provided must be removed from the RancheHouse at the end of the event.

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 hours. This includes rehearsals, set-up, and anytime outside specified catering service.

Bartenders and RancheHouse staff 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. 2 drinks max per guest per visit to the bar.

Clients are responsible for the conduct of their guests. Misconduct may result in the guest being removed from the facility or termination of event with no refunds issued.

Our function space is licensed to serve alcohol until 1:00am with last call at 12:30am. Any hired entertainment are to finish by 1:00 am. Function space is to be vacated by guests by 2:00 am.

All alcohol provided must be removed from the RancheHouse at the end of the event.

2020 Wedding Bar Menu

Beer - \$6.00

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 - \$6.00

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

Spirits - \$6.00

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

Scotch \$7.00

Glenfiddich 12 Year

House Red Wine \$7.00

Inniskillin Merlot (Canadian)

Lehmann Layers—Shiraz Blend (Australian)

Kaiken—Malbec (Argentinian)

House White Wine \$7.00

Mission Hill 5—Pinot Blanc (Canadian)

Inniskillin—Chardonnay (Canadian)

Lehmann Layers—Semillon Blend (Australian)

Mix

Cranberry Juice, Motts Clamato Juice, Orange Juice

Pepsi, Diet Pepsi, 7up, Club Soda, Ginger Ale

Tonic Water, Caesar Rim Salt, Tabasco Sauce, Worcestershire Sauce

Menu choices subject to change.

Décor

All décor must receive approval by Cochrane RancheHouse Administrative staff.

Contracted Décor companies must be WCB compliant and must also carry General Liability Insurance.

Contracted Décor companies must supply their own set up equipment and work within the Noon - 2:00 am set up and tear down time-line.

Rental chairs must be delivered, set up and removed by a WCB compliant Décor or Rental Company. RancheHouse pre-approval required.

Candles, fireworks, sparklers, confetti, bird seed, rice and rose petals 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 Décor:

Clients are not permitted to install their own ceiling décor.

A Décor company with WCB compliance and General Liability Insurance must be contracted to install 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 all 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.

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/Décor Items:

The delivery, set up and removal of all rental items must be coordinated by the client or Contracted Décor or Rental Company 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.

Photo Booths:

Commercial photo booths are permitted.

Fog Machines:

Fog machines are not permitted.