



Cochrane RancheHouse  
CONFERENCE CENTRE

2020 Wedding Information



# Contact Information

info@cochraneranchehouse.ca

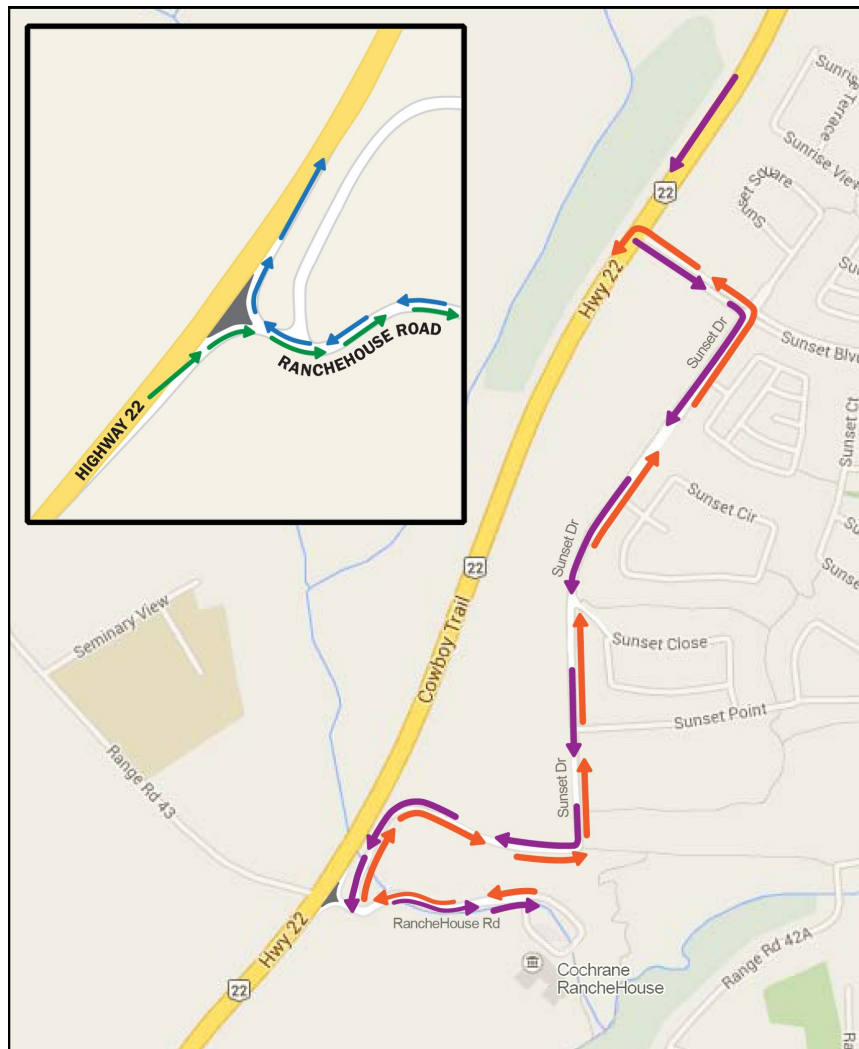
403-851-2561

**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 &amp; Description</u>	<u>Capacity</u>		
	Sq. Ft. Approx	Chairs Only	Dining/ Dance
<b>Hall of Vision:</b> The Hall of Vision is a beautiful room with natural 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
<b>Chinook Dining Room:</b> 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
<b>Aspen &amp; Birch:</b> Use two of the three rooms to accommodate your medium sized event.	3000	100	112
<b>Aspen, Birch, and Cedar:</b> 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
<b>Sage &amp; Willow:</b> Bridal party preparation rooms. (included in rental of any of the other spaces)	200	15	N/A

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

# 2020 Wedding Rates

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

**A deposit of \$1000.00 is required to confirm the booking.**

**Cancellation Policy:**

In the event the event is cancelled by the client, the client acknowledges that the RancheHouse will incur lost revenue and additional costs seeking an alternative booking for the date the client reserved.

A.) Notice of cancellation received more than 180 days prior to event will result in a refund of 25% of your total deposit.

B) Notice of cancellation less than 180 days prior to contracted date will result in a refund of 0% of the total deposit.

C) Your deposit is 100% transferable to another date based on availability without penalty. Cancellation must be provided in writing.

# Ceremony

RancheHouse staff will create a beautiful 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 outdoor 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.**

## 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**

403-245-5774

[www.anaffair.com](http://www.anaffair.com)

[sales@anaffair.com](mailto:sales@anaffair.com)

### **Gourmet to Go**

403-855-1043

[www.gtgcatering.ca](http://www.gtgcatering.ca)

[info@gtgcatering.ca](mailto:info@gtgcatering.ca)

### **Visionary Catering**

403-264-7447

[www.visionarycatering.com](http://www.visionarycatering.com)

[order@visionarycatering.com](mailto:order@visionarycatering.com)

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
- Decorative easels, wooden arch, white pipe and drape (if available)
- AV equipment—LCD projector, screen, podium, microphones, sound system
- SOCAN/ReSound fees

# Liquor Service Options

## **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 \$30.00 per bottle. Specialty wines may be ordered through the RancheHouse and will be priced at that time.

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

## **Client provides own alcohol**

A Private Event Liquor License must be presented and posted at the event. All alcohol must be purchased in Alberta as per AGLC regulations. No home-made alcohol of any kind allowed. Receipts must be attached to the liquor license and posted at the bar. Liquor delivery and inspection of inventory against receipts must be pre-arranged with the RancheHouse Facility Booking office.

In addition, a \$2million Party Alcohol Liability insurance policy naming the Town of Cochrane as co-insured is required.

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.

Corkage Fee of \$3/guest (anyone over 12) provides for basic bar mix, garnish, and ice.

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.

***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.***



# 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.

## Smoking:

The Cochrane RancheHouse is a non-smoking facility. Smoking tobacco is permitted outside. The consumption of cannabis is banned from all public places.

## Insurance and Licensing:

**All applicable insurance and licensing must be in place a minimum of two (2) weeks prior to the event.** A copy must be given to Ranchehouse administration at that time.

For all events serving liquor (either full service bar or client provides liquor) the client must purchase a **\$2 million Party Alcohol Liability insurance policy naming the Town of Cochrane as co-insured.**

**If the client chooses to provide their own alcohol, they must contact AGLC to arrange for a Private Event Liquor License.** Please visit the AGLC website for more information and the application. <https://aglc.ca/>

In addition, all events with live entertainment require the client to purchase a **Special Events Liability Insurance policy with \$2 million (\$2,000,000) coverage.**

Insurance may be purchased through your own agent or at [www.palcanada.com](http://www.palcanada.com)

# 2020 Bar Menu

## **Domestic/imported Beer \$6.00**

Canadian, Coors Light, Kokanee, Keith's,  
Heineken, Corona, Stella Artois

## **Local Beer \$6.00**

**Half Hitch Brewery:** Papa Bear, Fire & Fury

## **Local Spirits \$6.00**

**Krang Spirits:** Astra Clara Vodka, Nimbulus Gin

## **Red Wine \$7.00**

Kaiken Malbec, Peter Lehman Layers, Inniskillin Merlot

## **White Wine \$7.00**

Mission Hill 5 Vineyards, Inniskillin Chardonnay, Peter Lehman  
Layers

## **Coolers/Cider \$6.00**

Palm Bay Vodka & Soda, Palm Bay Grapefruit, Rock Creek Cider

## **Spirits \$6.00**

Absolut Vodka, CC Rye, Lamb's Dark Rum, Barcardi Light Rum,  
Captain Morgan's, Bombay Gin, Glenfiddich Scotch

\*bar menu items subject to change & availability

# Rentals and Décor

All rentals and décor must receive approval by Cochrane RancheHouse Administrative staff.

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

Contracted rental and décor companies must supply their own set up equipment and work within the 11:00 am - 2:00 am set up and tear down time-line. The delivery, set up and removal of all rental items must be coordinated by the client on the day of their event. All rental items must be removed immediately following the event. The Cochrane RancheHouse is not responsible for any lost or damaged items.

Candles (or flame of any kind), confetti, sparklers, bird seed, rice and rose petals are not permitted.

No live animals can be used in decor, i.e: goldfish.

A fire waiver must be signed if fabric is used for decor, ie: draping.

Cochrane RancheHouse will provide white floor length tablecloths, white napkins and table skirting for the head table, cake, gift, guestbook, registry, bar, and buffet tables.

Cochrane RancheHouse may provide a wooden arch, decorative easels and white pipe and drape should the client wish to use them and they are available.

Clients may provide their own linen. Clients are responsible for the placement and removal of this linen.

Clients are not permitted to install their own ceiling décor.

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. Clients may provide their own chair covers and sashes. Clients are responsible for the placement and removal of all rented chairs, chair covers and sashes. Clients may provide their own décor accent pieces.

The Cochrane RancheHouse is not responsible for any lost or damaged items.

The client and guests in attendance at event will not deface or damage any walls or permanent fixtures of the Cochrane RancheHouse.

## Photo Booths:

Commercial photo booths are permitted.

## Fog Machines:

Fog machines are not permitted.

## Wedding Send-Off

Must be approved by the RancheHouse. Balloons, paper lanterns, fireworks, sparklers, birdseed, rose petals and rice are not permitted.