

2023

Wedding Package



Cochrane RancheHouse
CONFERENCE CENTRE



Photography: Kyley Faith Photography
Styling & Planning: Blush & Lace Beginnings

Weddings at the Cochrane RancheHouse



Celebrate your special day at the Cochrane RancheHouse in one of our three event spaces suitable for hosting intimate to large gatherings of up to 200 guests. We are a full service venue with an abundance of onsite amenities and catering. The RancheHouse is filled with rustic charm throughout creating a modern and romantic setting for your wedding day.

Our well manicured Courtyard provides stunning views of the Rocky Mountains and the Cochrane Ranche for a picturesque outdoor wedding ceremony.

Photography: Rocky Mountain Photo Co.
Styling & Planning: Signature Weddings by Ashley

Contact Information & Location

Contact Information

info@cochraneranchehouse.ca

403-851-2561

www.cochraneranchehouse.ca



Location

From the intersection of Hwy 1A & 22, travel 0.7km North on HWY 22.
Take your first right, follow straight through the gate and down the hill.

Event Rooms

Hall of Vision

The Hall of Vision offers plenty of space including natural hardwood floors, café lighting, rustic wood beams and a stunning river rock fireplace.

Large windows supply plenty of natural light and French doors provide easy access to our beautifully manicured Courtyard. This room is ideal for smaller receptions and indoor ceremonies.

Capacity

Ceremony: 200

Reception: 80

Rate: \$3,520

*Includes East Reception



Chinook Dining Room

This impressive room is the ideal setting for a larger reception and dance. The panoramic windows provide breathtaking views of the Cochrane Ranche and Rocky Mountains. French doors leading to the veranda provide easy access to the Courtyard. Café lighting, vaulted ceilings and rustic wood beams create a touch of romance and elegance.

Capacity

Ceremony: 200

Reception: 200

Rate: \$4,125

*Includes East Reception



Event Rooms

Aspen, Birch & Cedar

Aspen, Birch & Cedar is a flexible and functional space for small to large sized events. Access to the Courtyard is available through Aspen.

Aspen, Birch, & Cedar Capacity:

Ceremony: 200

Reception: 200

Aspen & Birch Capacity:

Ceremony: 100

Reception: 112

Rates:

Aspen & Birch: **\$1,600**

Aspen, Birch & Cedar: **\$2,180**



Sage & Willow

Sage & Willow are provided as preparation rooms for the couple. Seating & full length mirrors are included. Access time is noon.

Capacity: 15

Rates: Rooms included in ceremony fee.



Virtual 3D tours of our facilities can be found here:

https://youriguide.com/cochrane_ranchehouse_RMWE

Cancellation Policy



A signed service agreement, COVID-19 rider, and deposit of \$1,000 are required to secure the booking.

Cancellation Policy:

If 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 6 months prior to event will result in a refund of 25% of your total deposit. The client will forfeit 75% of their \$1,000 deposit to the Cochrane RancheHouse.

B) Notice of cancellation less than 6 months 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.**

Photography: LCR Photography

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 \$1,000. Rate includes preparation rooms for the couple, 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 in the ceremony fee.

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

Ceremony Only Celebrations

Available only November through April

Facility Access



Access to the facility is guaranteed at 12 pm 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. Wedding rehearsals can be scheduled two weeks prior to the event date.

Catering



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.

An Affair to Remember

403-245-5774
sales@anaffair.com
www.anaffair.com



Gourmet To Go Catering

403-855-1043
info@gtgcatering.ca
www.gtgcatering.ca



Visionary Catering

403-264-7447
order@visionarycatering.com
www.visionarycatering.com



Guest Amenity Fee



The Guest Amenity Fee is \$12.00 per guest. The following items are included:

- Room set-up and take down—layout to be predetermined and coordinated with RH staff
- Tables (rounds, rectangles and tall cocktail tables) and banquet chairs
- White linen tablecloths, napkins, skirting
- White dinnerware
- Glassware and flatware
- Café lighting in Chinook and Hall of Vision
- Up lighting in reception room (if requested)
- Decorative easels, wooden arch, and white or black pipe and drape (if available)
- AV equipment—LCD projector, screen, podium, microphones, and indoor Bluetooth capable sound system
- Entandem fees

Liquor Service

Clients have the option of utilizing the RancheHouse bar service or providing their own alcohol.



RH Bar Service:

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 bars require a credit card pre-authorization. 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 and 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.

Host Bar - All beverages will be charged to the client.

Subsidized (i.e.: toonie) Bar - Guests charged \$2.00 per drink, the price difference charged to client.

Cash Bar - All beverages will be charged to each of your guests directly. Standard drink prices apply.

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Liquor Service



DIY Bar (client provides alcohol):

Client must purchase a private event liquor license from AGLC. The 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 Event Centre.

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 - \$6/guest (charged for all guests over the age of 12) provides for basic bar mix, garnish, and ice.

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

Cash Bar - Couple determines drink price charged to guests and all bar revenue is returned to the client.

RancheHouse Bar Menu

Beer - \$6.00

- Canadian
- Coors Light
- Corona
- Kokanee
- Stella Artois

Local Beer - \$6.00

- Half Hitch Farmer's Daughter
- Half Hitch Fire & Fury
- Half Hitch Papa Bear

Coolers & Ciders - \$6.00

- Big Rock Apple Cider
- Nutrl Vodka Soda Lime
- Palm Bay Grapefruit
- Twisted Tea

Spirits - \$6.00

- Absolut Vodka
- Bacardi White Rum
- Bombay Gin
- Canadian Club Rye
- Captain Morgan's Spiced Rum

Local Spirits - \$6.00

- Krang Astra Vodka
- Krang Nimbulus Gin

Scotch - \$7.00

- Glenfiddich

Red Wine - \$7.00/glass or \$30/bottle

- Gray Monk Latitude 50 Red Blend
- Jackson Triggs Black Label Cabernet Sauvignon
- Pelee Pinot Noir Reserve

White Wine - \$7.00/glass or \$30/bottle

- Inniskillin Chardonnay
- Mission Hill Reserve Series Pinot Grigio
- Sumac Ridge Sauvignon Blanc

Rose Wine - \$7.00/glass or \$30/bottle

- Road 13 Honest John's Rose



***Bar menu selections & pricing subject to change & availability**
****Special order items are subject to pricing & availability**

Event Insurance



A minimum \$2 million Special Event Liability policy naming the Town of Cochrane as co-insured is required for all events hosted at the Cochrane RancheHouse. All events serving alcohol must include liquor liability in the insurance policy provided.

In addition, if you choose to provide your own alcohol, an AGLC Special Event Liquor license in the client's name is required and must be posted at the bar during the event. As per AGLC : If liquor will be provided free to guests, you will need a private non-sale special event license. If liquor will be sold to guests, you will need a private resale special event license. Please visit the AGLC website for more information and the application. <https://aglc.ca/>

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

Rentals & Decor



All rentals and décor must receive approval by Cochrane RanchHouse 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 12:00 pm - 2:00 am set up and tear down timeline. 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 RanchHouse 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, i.e.: draping.

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

Cochrane RanchHouse may provide an arch, decorative easels and pipe and drape should the client wish to use them and they are available.

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Rentals & Decor



The RancheHouse standard banquet chairs 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 linen. Clients are responsible for the placement and removal of this linen. Clients are not permitted to install their own ceiling décor. Clients may provide their own chairs, chair covers and sashes. Clients are responsible for the placement and removal of all rented chairs, chair covers, benches and sashes. Clients may provide their own décor accent pieces and ceremony arch.

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.

Commercial photo booths are permitted.
Fog and bubble machines are not permitted.
Wedding send-offs must be approved by the RancheHouse.
Balloons, paper lanterns, fireworks, sparklers, birdseed, rose petals and rice are not permitted.

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