

# Important Wedding Booking Information

To help your planning process, please take a moment to read the following policies.

1. **Food and Beverage:** Royal Canadian Lodge will be the sole supplier of food and beverage items, with the exception of wedding cakes (see information below for wedding cakes).

No remaining food or beverage shall be removed from the premises. Food items will be cleared by the catering staff a maximum of two (2) hours after service, in accordance with safe food handling practice.

Alcoholic beverages will be served in accordance with the regulations of the Alberta Liquor Control Board. Any employee of Royal Canadian Lodge reserves the right to deny alcoholic beverage service to persons who are unable to present proper identification or who appear intoxicated.

2. **Food and Beverage Pricing:** All prices are subject to change without notice, however, menu prices will be honored ninety (90) calendar days from the date of contract. Specialty menu prices and room charges are subject to change without notice. All food and beverage prices are subject to an 18% service charge and 5% GST.
3. **Menu Selection:** To be assured of your menu choice, we ask that you advise the hotel of your menu selection thirty (30) days prior to the function date.
4. **Entrée Choices and Final Guarantee:** One (1) menu is required for each meal period for the group. Where a choice during the service of a plated meal is requested, one (1) appetizer and one (1) dessert must be chosen for the entire group. Pre-determined numbers for each entrée choice must be provided to your Sales Manager seven (7) days prior to your event.

A signed copy of the Banquet Event Order must be returned to your Sales manager at least fourteen (14) days prior to the event to confirm all function requirements.

The final guaranteed number of guests must be received by the hotel by 12:00 noon, seven (7) days prior to the event. Should no guarantee be received, the hotel will prepare and charge the original numbers quoted. The hotel will charge for the guaranteed number or actual consumption, whichever is greater.

5. **Special Meals:** Please inform us of any special dietary concerns and allergies at time of menu selection so that our chef may plan accordingly. In most cases, a substitution will be offered at the same price. Where requested ingredients require special ordering, a surcharge may apply.
6. **Function Rooms:** The Function Room is booked only for the times indicated. Set-up and dismantle times should be considered when booking. All events must end at midnight (12am) with last call scheduled for one hour prior. No extensions will be granted.

7. **SOCAN Fee:** All live or recorded entertainment is subject to a SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee. Fees are: Music without dancing \$29.81+ GST and Music with dancing \$59.64 + GST.
8. **Wedding Cakes:** Wedding cakes may be supplied by a third party. A \$2.00 cake cutting charge per banquet guest will apply. Delivery and set-up must be arranged in advance with the Sales Manager.

Special cake storage and handling must be approved by the Sales Manager in advance and may be subject to an additional charge.

9. **Bartender Charge:** Where a Cash or Host Bar is required, a bartender charge of \$20.00/hour (minimum of 3 hours) will be applied if sales are less than \$250.00.
10. **Storage:** Royal Canadian Lodge does not maintain storage space. Storage of shipped and/or delivered goods before the event is subject to prior arrangements and space availability.
11. **Decorations:** The use of confetti, sparklers, glitter, thumbtacks, nails, scotch tape and staples is not permitted in any banquet room. Signage must be of a professional nature. Defacing or taping of material within the hotel is prohibited.
12. **Function Room Changes:** The hotel reserves the right to provide an alternate function room best suited for the group should the number of guests attending differ greatly from the original number quoted.
13. **Deposit and Payment:** All weddings require full prepayment fourteen (14) days prior to arrival. A deposit of based on 25% of the estimated charges is required at time of booking. Your deposit will be applied to the final bill with any remaining amount due upon departure of your group. A credit card authorization form must be completed with the understanding that any and all unpaid charges will automatically be applied to the credit card.
14. **Damages:** Royal Canadian Lodge reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The convener for any function is held responsible for any damages to the premises by their guests or independent contractors on their behalf. Royal Canadian Lodge will not be responsible for damage or loss of any personal property or equipment left in the hotel prior to, during, or following any function.

