



# Sirocco Golf Club

## Wedding Package



[www.sirocco.ca](http://www.sirocco.ca) | 403-201-5505

Sirocco Golf Club 2015/2016 | Site 13, comp 21, RR#9 | Calgary, AB



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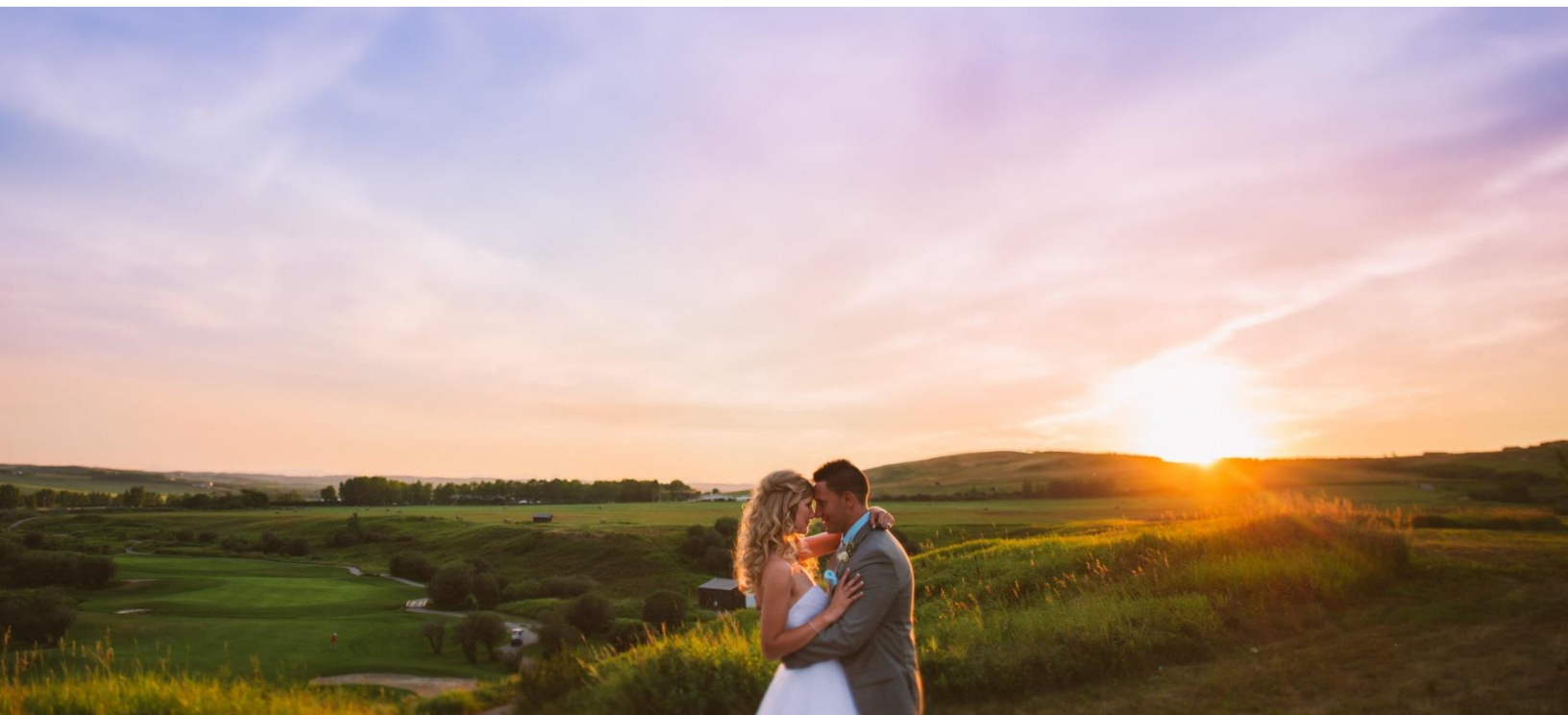
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## Congratulations on your Engagement

Set against the spectacular backdrop of the Alberta Foothills and the Rocky Mountains, our full service clubhouse overlooks the golf course and the lush pine creek valley.

### Included in your wedding at Sirocco:

- | Step by step planning assistance
- | On-site coordination on your wedding day
- | Exquisite food and culinary team
- | Buffet, plated & cocktail party menu options
- | Rehearsal dinner and gift opening options
- | Menu tastings and wine pairing options
- | All flatware, white linens, and glassware
- | Audio visual podium and microphone included
- | Professional and courteous staff
- | Music, photography, floral and decor referrals
- | Wedding Ceremony

**Amanda Gulajec**  
Events Manager  
403.984.1396 | [events@sirocco.ca](mailto:events@sirocco.ca)





## Ceremony Locations & Policies

### Wedding Ceremony Options

Sirocco hosts wedding ceremonies that are accompanied by a food & beverage function, we are unable to host wedding ceremonies that are a stand-alone event. Ceremonies are regarded as a separate transaction and are not included in the Food & Beverage Minimum Spending.

### Sirocco Ceremony Set up Includes:

Set-up and removal of chairs, registry table, guest book table, and seating for the number of guest in attendance are all included in the rental fee. Sirocco is not responsible for the set up or take down of any ceremony decorations - please designate someone from your group to take the décor inside once the ceremony has completed.

#### | The Siraia Dining Room \$1,000

Offering a large stone fire place with beautiful wood flooring and windows throughout; this space can host up to 130 guests. Siraia is available for 2 hour increments (1 hour prior to Ceremony), Ceremony time (approximately 30 minutes), mingling and pictures (30 minutes). DJ's are permitted to "plug in" and play in Siraia.

Please note:  
there will be a 5% GST and 18% Service Charge applied to the ceremony site fee.

#### | The Outdoor Hilltop \$1,500

With mountain views that overlook the golf course, the Hilltop Site can host up to 200 guests & can be reserved for 3 ½ hour increments (1 hour prior to Ceremony), Ceremony time (approximately 30 minutes) and mingling and pictures (1 ½ hours).

As the Hilltop is overlooking the 18th green, music options are limited. It is asked that only "unplugged" musicians (harpist, string guitars – no DJ's) play only during the Ceremony as it can be heard on the course and be a disruption to golfers.

We are pleased to provide golf cart transportation for the wedding party and for those who require assistance to the Hilltop Site. Please arrange this with the Events Manager ahead of time.

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### Hilltop Ceremony Backup Space

Should we foresee an inclement weather forecast two days prior to the wedding; the client will need to make a decision on whether or not we need to have a backup plan.

If the decision is made the morning (24 hours) before the Ceremony and no extra set up is required, there will be no fee in changing the Hilltop Ceremony to The Indoor Sirocco Dining Room.

However, if a last minute decision is made the day of to move inside, the guests will have to be seated at their seats in the reception space. Outdoor ceremonies that are booked with 130 guest or more are urged to make back up arrangements at the time of their booking; Sirocco will gladly offer referrals for tent rentals.



### Pre-Ceremony Locker Room Access

We offer use of our locker rooms for a one hour time period before the ceremony for a maximum of 10 people. Please note that the locker room is for the exclusive use of members of Sirocco Golf Club and should be respected in that manner. Please note that only members of the opposite sex are not allowed in either the men's or women's change room (including photographers).

### Ceremony Rehearsal

We will do our best to accommodate requests to hold your wedding ceremony rehearsal on premise. Please speak with your event manager two weeks prior to discuss Sirocco availability and timing.



### Ceremony Site Access

Access to the ceremony booking space is guaranteed at 8am on the day of your scheduled event. Some decorations can be stored at Sirocco the day before; this must be prearranged with the event manager.

During the Off Season mainly, early access to the booking space may be granted the day before but cannot be guaranteed until 1 week prior.

### Set up

It is the responsibility of the wedding party to set up and take down all decoration for the ceremony site. All decorations must be removed at the end of the function on the day of the event.

If some décor items are being duplicated for ceremony and reception set up, it is the responsibility of the wedding party to place all decorations once the room has been reconfigured.

Sirocco does allow flower petals, but confetti is prohibited. A clean up fee will be imposed if required. Pets of any kind are not permitted in the clubhouse with the exception of service dogs.







## Room Services & Policies

**Sirocco Wedding Reception Rooms Include:** Complete set up of your wedding banquet room (white, ivory or black table linens & matching linen napkins, white china, glassware and flatware, silverware); gift table, guest book table, cake table, easel, podium, one wireless microphone, LCD projector and screen and sound system and service staff.

*Function Rooms* will be assigned according to the number of people expected to attend and may be changed by Sirocco, while guaranteeing to meet the requirements of the group and coordinating with the minimum spending agreement. An increase in guests after the booking agreement will not guarantee additional space.

### Room Access

The banquet room will be available for inspection and decorating by 8:00 am on the day of the event. Some decorations can be stored at Sirocco the day before but this must be prearranged with the event manager. During the Off Season mainly, early access to the booking space may be granted the day before but cannot be guaranteed until 1 week prior and will be based on availability.

### Décor and Set up

The bride and groom are responsible for all decorations and set up including centerpieces, the guest book and pen, wedding cake knife & server, as well as any flower arrangements. Candles are permitted with a base to catch any dripping and the flame in enclosed. It is the responsibility of the wedding party to remove all décor items immediately following your event. All items must be removed from the building immediately after the event. The reception ends at 1.00am, it is required that all person property is removed by the wedding party by 2.00am.

### Floor Plan

We will be happy to work with you in developing seating arrangements and floor plans. Please note that the layout of the room is at the guidance and discretion of Sirocco. Any variances to the standard set-up provided by Sirocco are subject to an additional cost.

The final floor plan with the number of guest at each table and their selected meal must be submitted 14 days prior to the event booking. Minor adjustment to the floor plan can be submitted up until 3 days before the event.



## Room Capacities & Minimums

ROOMS	Reception & Buffet Dinner Capacity	Reception & Plated Dinner Capacity	Reception & Cocktail Party Capacity
Full Upper Clubhouse	175	204	226
El Sirocco & Ibby's	120	134	150
Montage Room( Downstairs)	48	56	75

### Food & Beverage Minimum Spending Requirements

(prior to applicable 18% gratuity & GST)

#### Peak Season

May 1<sup>st</sup> 2015 – October 15<sup>th</sup> 2015

ROOMS	DAY USE ONLY Friday – Sunday 8:00AM- 4:00PM	FULL DAY EVENT Friday – Sunday 8:00AM-1:00AM
Full Upper Clubhouse	\$8,000.00	\$15,000.00
El Sirocco & Ibby's	\$6,500.00	\$11,000.00
Montage Room	\$3,000.00	\$5,000.00

#### Off Season

October 16<sup>th</sup> 2015 – December 30<sup>th</sup> 2016

March 1<sup>st</sup> 2016 – April 30<sup>th</sup> 2016

(excluding NYE)

\*\*please note that the clubhouse and dining room are closed during this time.  
Sirocco Golf Club is open for private events only.

ROOMS	FULL DAY EVENT Monday-Thursday 8:00AM-1:00AM	DAY USE ONLY Friday – Sunday 8:00AM- 4:00PM	FULL DAY EVENT Friday – Sunday 8:00AM-1:00AM
Full Upper Clubhouse	\$6,000.00	\$7,500.00	\$9,000.00
El Sirocco & Ibby's	\$4,500.00	\$5,000.00	\$6,000.00
El Sirocco Room	\$3,500.00	\$4,000.00	\$5,000.00
Montage Room	\$2,250.00	\$1,500.00	\$3,000.00

A deposit of \$500 is required at the time of booking.  
14 days prior to the event, the remainder of the minimum spending requirement is due.

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# Wedding Services & Policies



## Menus

Our wide variety of appetizers, entrees and desserts has been selected to offer you the most flexibility in creating a menu. When our Clubhouse is open (April-October), Our Executive Chef would welcome the opportunity for you to attend a menu tasting in the Siraia dining room to experience the food at Sirocco. Please see the Events Manager for course details, availability & pricing. Menu selections are due one month prior to your booking date. Calgary Health Region guidelines and food safety practices prohibits the removal of food items after an event with the exception of specialty cakes.

## Catering

Children's meals are available. Buffet service is available for events of 30 or more guests. Children 3 years & under dine free; Children 4 – 12 years dine for ½ price. Late night buffets are also available. As Sirocco allows for a 5% coverage in food consumption to ensure a good selection of food is available to all guests, any leftover food is the property of Sirocco. Any menu changes the day of the event will be subject to an additional charge based on the item requested.

## Outside Food

All food and beverage (with the exception of wedding cake, cupcakes and candy bar) for the event must be catered by Sirocco.

## Choice of Menu

When selecting your menu, please remember that for each function, the menu must be set and predetermined for all attending guests. Special dietary substitutes are available and must be pre-arranged in advance of the function. Guests who are to receive special meals must be identified to the Banquet Manager prior to service commencing.

## Bar and Alcohol Arrangements

All alcohol must be purchased from Sirocco. Our function space is licensed to serve alcohol until 1:00 am with last call at 12:45 am. Any hired entertainment (ie. DJ, band, etc.) are to finish by 1:00 am. The function space should be vacated by 2:00 am. Host, subsidized (ie. Twoonie or threenie) and predetermined ticket bars are available and applicable to your minimum spending. Cash bars are unfortunately not.

## Accessibility

Sirocco is a smoke free environment. Smoking is permitted outside only in designated areas and not on the patios. Sirocco is wheelchair accessible and there is a lift in the building in our main lobby to assist guests getting to the lower floor.

## Prices

Prices and menus are guaranteed 90 days in advance of the function. As menus are updated a revised version will be sent to you.

## Gratuities and Tax

All food, beverage, and rentals are subject to an eighteen percent (18%) service charge. GST is applied to the total bill including service charge.

## Final Numbers and Guaranteed Attendance

A minimum guaranteed number of guests attending your function are required 14 days prior to the event. If the number is not received,



the estimated number of guests at the time of the booking will be taken as the guarantee.

### Start and Finish Times

Starting and ending times of all functions are to be strictly adhered to. The space is only booked for the times indicated. Setup and dismantling times are to be determined at the final meeting with your Event Manager, 14 days prior to the event. Evening bookings must be complete by 1:00am and the premises vacated by 2:00am with all personal property. For brunch or lunch functions, the room must be vacated no later than 4:00p.m. or be specified at the time of booking.

### Shipping, Receiving & Storage

Minimum amounts of materials or supplies for your functions may be delivered or dropped off to Sirocco 24 hours prior to your function. Boxes must be marked and addressed properly with the name and date of the event clearly indicated to the attention of the Events Manager. The Event Manager must be notified of any deliveries at the final meeting. Storage is not provided following your event booking unless it has been pre-arranged.

### Transportation and Parking

Taxis do come to Sirocco; however they can take up to 45 minutes to arrive and must be called by the individual needing taxi service from their personal cell phone. Sirocco cannot make the arrangements for guests. We recommend arranging a shuttle service for guests or implementing a "safe ride home" program. There is plenty of parking in very close proximity to the clubhouse. Vehicles can be left overnight. Please discuss with you Events Manager what time the gates open the following morning.



### Photographs

Only approved locations on the site of Sirocco Golf Club are available for pictures. Locations may only be used for photographs if they are not on the golf course or will not interfere with play. Please discuss your onsite photography plans with your Events Manager in advance.

### Music and Speeches

Please note that a performing rights license is required when renting a facility for a private function, if music is to be performed for this event. This license fee is remitted to the Society of Composers, Authors and Music Publishers of Canada (SOCAN). SOCAN is a non-profit organization which, under the Copyright Act of Canada (R.S., C.55, S.1) is authorized to collect for the public performance of music in Canada. SOCAN distributes the money collected to Copyright owners in the form of a royalty. Therefore, you are required by federal law to pay a performing rights license under Tariff 8. These fees are approved by the Copyright Board and are published annually in the Canada Gazette. The rates are:

Events with dancing..... \$59.17  
Events without dancing..... \$29.56

### Audio Visual Package

Our complementary package includes; podium & one wireless handheld microphone and one ceiling mounted LCD projector with a remote control screen. Basic set-up & striking of said equipment is included in your complementary package; however Sirocco Golf Club is not responsible for the performance or execution of any third party AV presentation.

If an AV presentation is to take place an onsite contact must be prearranged for a run through at the two week meeting and then identified to Sirocco Golf Club Management day of.

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It is agreed that should payment not be made within 30 days of the date of the final statement, interest charges in the amount of 2.00% per



## Deposits & Contracts

### **Booking Deposit**

A non-refundable \$500 deposit is required at the time of booking to confirm the function space. This deposit is applied to the final bill.

### **Pre-Payment**

A second deposit of the guaranteed minimum food and beverage spending agreement will be due 14 days prior to the event booking date.

### **Final Invoice & Receipt**

The Final invoice & receipt paid out on the prearranged credit card will be sent by email within 5 business days after the event. Otherwise, Final Payment shall be made upon receipt of the statement and is due no later than 7 days from the event booking date.

### **Cancellation**

In the event that something unforeseeable happens from the date of signing to 6 months prior to the booking and the event needs to be postponed, Sirocco will retain all deposits paid and apply those monies towards the new wedding date, to be held within one year of the original date. Should you cancel within 60 days prior to your event date, half of the balance of the total payment to reach the minimum food & beverage requirement outlined in your contract will automatically be processed to the credit card number on file. Acceptance and understanding of the foregoing policy is assumed to be part of all

arrangements made between the client and Sirocco Golf Club.



#### | Wedding Photographers

Kristyn Harder Photography  
Meg Courtney Photography  
Janine Deanna Photography  
Heart & Sparrow  
Christina (plus) Nathan  
Blush Wedding Photography  
Northridge Photography  
Sofia Katherine Photography  
Geoff Wilkings Photography  
Scott Gage Photography

#### | Boudoir Photography

Butler Photography  
[www.butlerphoto.ca](http://www.butlerphoto.ca)

#### | Live Music

Sam Spades Band  
Muhoney  
Tracy Sweet, Harpist  
Dr Zeus and the Blue Whos

#### | Cakes & Baking

Whippt Desserts & Catering

#### Disc Jockeys

Rock-it Production DJ Services  
Revolution DJ Services  
The "Hurricane"  
Outright Entertainment

#### Transportations

The Checker Group  
Ambassador limousine service  
Associated Cabs  
AM PM Limo  
Southland Transportation Ltd.  
Calgary Motorcoach  
Luxury Motor Coach Charters  
National Motor Coach

#### Commissioners

Jerry Stilson  
Bruce Adlington  
Brenwyn Cooley  
Tamara Jones

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Linda Halliday  
Claire Burbridge

#### Florists |

Flower Chix  
Flowers By Janie  
Blue Hydrangea Floral Boutique  
Creative Edge Flowers  
Rebecca Dawn flower design  
Flower Artistry  
Studio Mandala  
Verbena Floral Design

#### Décor Rentals |

Great Events Rental  
Aurora Décor Kim Purvis  
Wishamon

#### Stationary |

Plush Invitations  
The Social Page  
Spoonful of Sugar

#### Décor Set-Up & Take Down |

Chair Flair  
Sarah Jane Concierge Services