

WEST CASTLE WEDDINGS

2024



CONGRATULATIONS!



Kayley D Photography

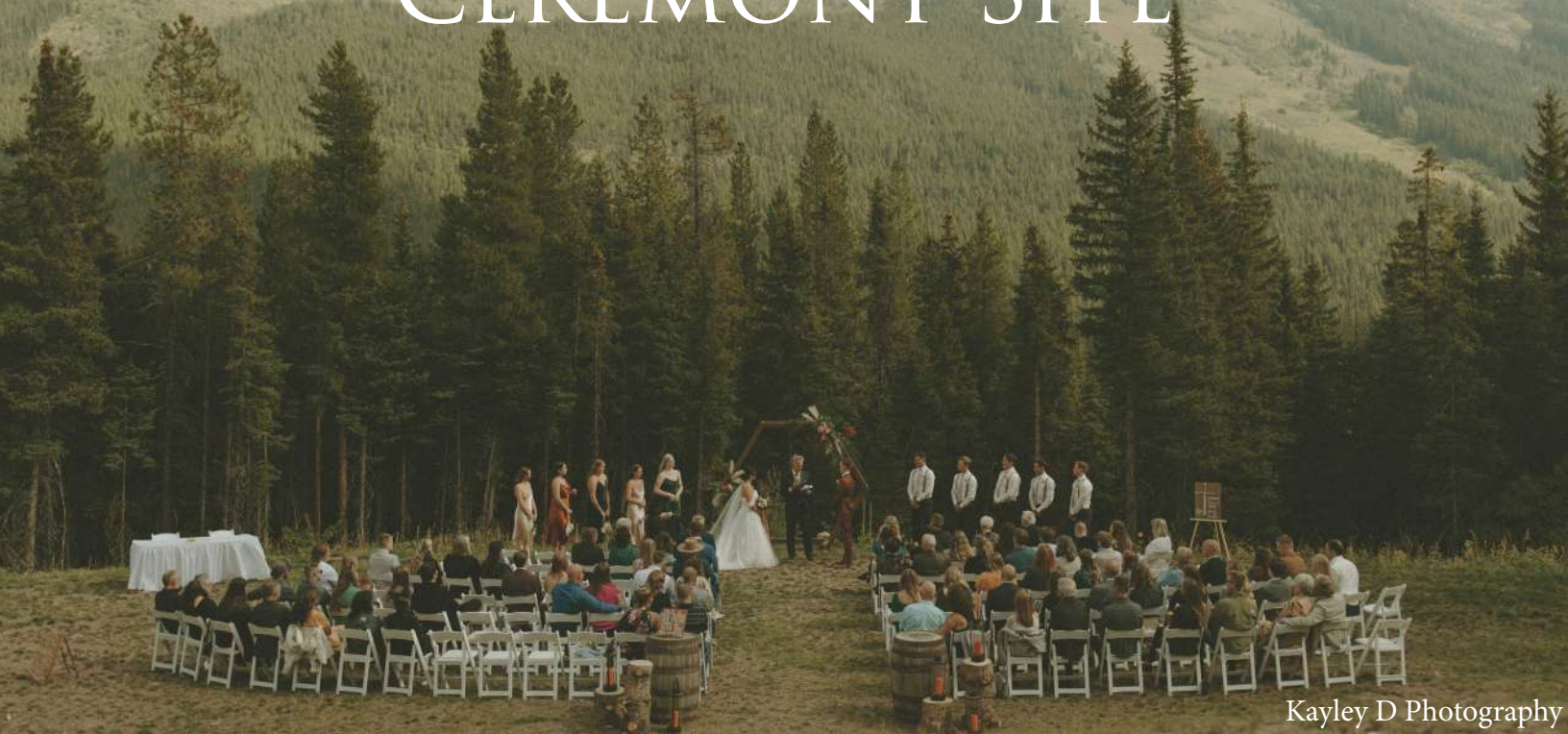
We are delighted you are considering Castle Mountain Resort for your wedding event. Our staff look forward to helping you create an ambiance of romance in our pristine mountain setting. Let our wedding team help you create the day you've always imagined!

Castle Mountain Resort has the most beautiful setting to celebrate the beginning of your marriage. With the majestic Rocky Mountains, beautiful wildflowers, babbling brooks, and gorgeous forest, we are sure to ignite the nature lover in you.

Thank you for your consideration of Castle Mountain Resort!



YETI TRAIL CEREMONY SITE



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Nestled amongst lush greenery and an impressive backdrop our ceremony site will take your breath away. Enjoy picturesque views of Barnaby Ridge as you say your vows, sharing the experience with your closest and dearest. You and your guests will first enjoy the short, peaceful nature walk along the mowed Yeti Trail with less-abled individuals able to take a ride in our ceremony site shuttle.

Once you reach the outlook, you'll be greeted not only by stunning scenery but also by a fully set ceremony site (chairs, marriage table, PA system upon request). Simply add your arch, small touches of décor, and we'll look after the rest.

Capacity: 200



PRICING & INCLUSIONS

ELOPEMENT & CEREMONY OPTIONS FRIDAY & SUNDAY

VENUE

	Yeti Trail Ceremony
Pricing	\$1100
Availability	Friday & Sunday

TIMING

	Yeti Trail Ceremony
Event Start Time	1 PM or later
Venue Setup	90 minutes prior
Use of Venue	90 minutes

INCLUSIONS

	Yeti Trail Ceremony
Events Coordinator	Included
Ceremony Chairs & Setup	Included
Signing Table	Included
Guest Shuttle*	Included
PA & Mic System**	\$250

*Guest shuttle is limited to the bridal party, parents of the bride/groom, disabled, and/or elderly guests who cannot make the walk to this site.

**While power is not available at our ceremony site. A small, gas-powered generator will be provided alongside of any PA & Mic System rental.



DAY LODGE RECEPTION SPACE



Kayley D Photography

Our reception space within the Day Lodge boasts an abundance of natural light, with a wonderful rustic feel. Wonderfully suited to groups of 100 - 200, the east end of our Day Lodge is most often set with reception tables while the west end features the dance floor, a stage, and open space for mixing and mingling - most often during a cocktail hour period.

Enjoy a high-quality dinner under the warmth of our string lights and grab a reasonably priced beverage from the bar. Don't be afraid to bust a move on our dance floor!

Capacity: 200



PRICING & INCLUSIONS

CEREMONY & RECEPTION OPTIONS SATURDAY

VENUE

	Yeti Trail Ceremony	Day Lodge Reception
Pricing	\$1100	\$2200
Availability	Friday to Sunday	Saturday Only
Food & Beverage Minimum	-	\$8000

TIMING

	Yeti Trail Ceremony	Day Lodge Reception
Event Start Time	1 PM or later	5 PM or later
Venue Setup	90 minutes prior	Day-prior access guaranteed
Use of Venue	90 minutes	Until 1 AM

INCLUSIONS

	Yeti Trail Ceremony	Day Lodge Reception
Events Coordinator	Included	Included
Ceremony Chairs & Setup	Included	Included
Guest Shuttle*	Included	Included
Signing Table	Included	Included
Bartending & Serving Staff	-	Included
Floorplan Setup & Tear Down	-	Included
Reception Chairs & Tables	-	Included
Use of Projector & Screen	-	Included
Linens	-	Included
Dinnerwear & Glassware	-	Included
PA & Mic System**	\$250	Included

*Guest shuttle is limited to the bridal party, parents of the bride/groom, disabled, and/or elderly guests who cannot make the walk to this site.

**While power is not available at our ceremony site. A small, gas-powered generator will be provided alongside of any PA & Mic System rental.



POLICIES & GUIDELINES

Kayley D Photography

General Policies

- Out of respect for our pristine alpine environment and MD of Pincher Creek by-laws, fireworks, and firecrackers are not permitted.
- CMR performs routine cleaning during and after a function, any excessive cleaning after the event will be charged to the client at \$100 per hour with a minimum of 3 hours.
- Any damage to CMR property will be included in the cost of the final invoice.
- Events which utilize pre-recorded or live music are subject to SOCAN (Society of Composers, Authors, and Music Publishers of Canada) and RE: Sound Canada music licensing fees.
- Final guest counts must be submitted to CMR staff no later than 14 days prior to your event.
- All rental equipment must be pre-booked / confirmed no later than 14 days prior to your event.
- All pricing is subject to GST.



Ceremonies

- Outdoor ceremonies are subject to the whims of Mother Nature. Only guests who have a ceremony & reception booking will be guaranteed an indoor ceremony space, in the event of inclement weather.
- Your selected ceremony site will be made available to you for three (3) hours total - 90 minutes immediately leading up to your ceremony time in addition to 90 minutes from the beginning of your selected ceremony time.
- Guests are responsible for any / all décor. Castle Mountain Resort accepts responsibility only for the set-up of up to 2 accessories and/or signing tables and the set-up of enough ceremony chairs to accommodate the expected number of attendees.
- All décor / personal items must be removed from the ceremony site immediately following the conclusion of your event.
- The activity of throwing items on wedding ceremony sites (such as confetti) is strictly prohibited. This includes but is not limited to any type of confetti, bird seeds, rice, dried herbs, flowers, seeds, and leaves.
- Helium balloons and/or balloon releases are not permitted.
- Florals and decorations are permitted but must be removed immediately at the end of the ceremony.
- In an effort to reduce wildlife attractants, food, and beverage, are not permitted on the ceremony site.
- Castle Mountain Resort will provide a guest shuttle, to and from the ceremony site, on a limited basis. Guest shuttle is limited to the bridal party, parents of the bride/groom, disabled, and/or elderly guests who cannot make the walk to this site.
- The use of personal vehicles is limited to venue set-up and/or tear-down only. Under no circumstances are personal vehicles permitted to be used for guest shuttles.

Receptions

- The reception space shall consist of the main, upstairs portion of the CMR Day Lodge, Barnaby Room, and the attached, licensed (asphalt) patio immediately to the west of the day lodge space.
- Receptions, inclusive of cocktail hours and final tear down, will occur within the hours of 5 PM and 1 AM. The last call for bar service will occur no later than 12:00 AM.
- Castle Mountain Resort maintains responsibility for floorplan set-up, including



the set-up of a head table on risers, an appropriate number of round guest tables capable of accommodating the expected number of attendees, the set-up of up to four (4) accessory tables, associated linens, and the provision of an appropriate number of chairs.

- Castle Mountain Resort will provide catering supplies necessary for the event, including enough dinnerware, silverware, glassware, and other catering accessories to successfully execute food and beverage service.
- Staffing levels will be set at the sole discretion of Castle Mountain Resort, with bartending, serving/clearing staff, and food preparation staff included.
- Access to the venue for set-up/decorating is guaranteed to be available the day prior to your event, within regular business hours (8:30 AM - 4:30 PM).
- Additional set-up/decorating time may be made available outside of this time at a cost of \$100 per hour.
- Decorations are permitted with the placement/application of all décor being the complete responsibility of the wedding couple and/or its contractors. All décor must be removed from the venue at the end of the event.
- Décor must be affixed in such a manner so as not to cause damage to our building (no nails, screws, or any other affixations which cannot be removed without damage to the surface to which it is applied).
- The activity of throwing items on the floor of the venue (such as confetti) is strictly prohibited. This includes but is not limited to any type of confetti, bird seeds, rice, dried herbs, flowers, seeds, and leaves.
- Helium balloons and/or balloon releases are not permitted.
- Seating plans must be provided at least 14 days in advance of your event.

Food & Beverage

- A food & beverage minimum of \$8000 (pre-tax and excluding gratuity) will be adhered to for all reception events.
- CMR requires food choices to be made 90 days prior to the wedding, along with submission of an approximate number of expected guests. Final guest numbers are required, in writing, 14 days prior to your event.
- All food, beverage, and liquor must be provided by CMR. No outside food or beverage is permitted during set up, clean up, or during the function itself, with the exception of wedding cakes, candy bars, or cupcakes, or in the event that written consent is provided by a CMR representative.
- CMR respectfully declines events which prohibit the sale of alcoholic beverages either for a portion of or the entirety of your reception event.
- CMR accepts no liability for damage, set-up, care, or repair of the wedding cake.



- Any special food and beverage-related requests, including food allergies, must be made 14 days prior to your event. The honoring of requests made within 14 days of your event date cannot be guaranteed.
- In order to comply with public health regulations, removal of remaining food by guests is prohibited and cannot be packaged to take away at the end of the evening
- All food and beverage services are subject to a gratuity of 18% and GST of 5%.
- CMR reserves the right to refuse beverage service to anyone, anytime for any reason.

Payment / Pricing

- A non-refundable deposit, in the amount of your venue rental fee (ceremony and/or reception venue rental plus GST), is required to confirm your booking.
- 180 days prior to the event, a 50% payment of services for the function is required based on the initial quote, this payment is non-refundable in the event of a cancellation by the client.
- Final and complete payment is due 14 days prior to your event. The final billing number will be based on either the final number given or the actual count that day, whichever is greater.
- Menu prices can vary due to market value fluctuations. Food pricing is guaranteed 30 days prior to your event.
- A credit card pre-authorization will be required for any host bar purchases, drink tickets, toonie bars, and/or any other beverages for which pre-payment has not been received.
- Payment can be made via cash, debit, Visa, or MasterCard. Personal cheques will not be accepted.

Cancellation

- Your initial deposit is non-refundable. Cancellation of your event, regardless of when it is made, will result in the forfeiture of your initial deposit.
- Cancellation within 180 days will result in the forfeiture of your initial deposit plus any subsequent deposits. Failure to pay your 50% deposit, 180 days prior to your event date, will result in the cancellation of your event and your initial deposit will be withheld.
- Cancellation within 14 days will result in the forfeiture of any deposits in addition to the billing of any expected charges, based on your anticipated number of attendees.

