

YOUR
MOUNTAIN
WEDDING





YOUR WEDDING AT THREE SISTERS – making your dreams come true

A WARM WELCOME

Thank you for expressing interest in Stewart Creek Golf & Country Club as a venue for your wedding celebration.

Kindly review the following Wedding Planner Package complete with room descriptions and floor plans, menus, and pricing. Please do not hesitate to contact us if you require further information.

We truly appreciate your consideration in Stewart Creek Golf & Country Club and look forward to hearing from you in the near future.

Kindest Regards,

John Munro

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Event Manager



MAKE YOUR WEDDING A SUCCESS IN THE CANADIAN ROCKIES

SOME HELPFUL HINTS TO CREATING A SUCCESSFUL WEDDING DAY

Your function room will be set-up with the appropriate tables, chairs, linens (white) & settings.

The Dining Facilities are very unique in the aspect that decorations are not needed. Simple flowers and candlelight are all that you need to enhance the atmosphere. All areas offer natural lighting, art or other decorative wall hangings.

Make your guests comfortable during the Reception period.

It is strongly recommended to offer hors d'oeuvres to your guests during a Reception period, especially if a Host bar is in effect.

Stunning mountain scenery ideal for memorable wedding photos.

Wedding photographs are often taken close to the Clubhouse, with stunning mountain views in several directions. We suggest inviting your photographer to meet with us to review the best areas for photos, both indoors and out.

CLUBHOUSE BANQUET FACILITIES

Stewart Creek Golf & Country Club offers 3 function rooms. Our staff provides full service to conference and social functions.* A set up fee for any break out rooms or other space beyond your main meeting room will apply.

	DIMENSIONS	USABLE SQUARE FOOTAGE	MAXIMUM SEATING	F & B MINIMUM
DINING ROOM	82' x 26'	2,140 sq ft	100	\$5000
LOUNGE	23' x 26'	628 sq ft	30	\$500
BOARDROOM	22' x 20'	612 sq ft	24	\$500

AVAILABILITY

Membership– Golf members have access to Stewart Creek Clubhouse year round.

Non-Members– Access is limited for non-members during the off season (from Mid-September - Mid-May).

*Stewart Creek is not responsible for damages to or loss of any article left in the clubhouse during or following any function by the customer or guests.



Minimums/Deposits/Cancellations

The Food & Beverage minimum spend (before GST & gratuity) is \$5,000.00. This amount does not include potential cash bar sales during the function.

A \$1,500.00 deposit is required to secure a specific date. In the event that the function is cancelled, outside of 6 months prior to the date, the deposit will be refunded, within 6 months, the deposit becomes non refundable.

The estimated total charge for the Event is to be paid, in full, 7 days prior.

Guaranteed Attendance

A guaranteed number of guests attending your function is required 7 days prior to the event. All billing will be based on the final guarantee unless numbers of guests on the day of the wedding exceed the guarantee number that was originally provided.

Food & Beverage from outside of Stewart Creek

Local & Provincial Health Regulations, dictate that all Food & Beverage (with exception of wedding cake, favors & candy buffets) must be catered by Stewart Creek Golf Course. Bringing in your own wines for a corkage fee is not permitted.

Prices for Food & Beverage

All menus & prices are guaranteed 120 days in advance of your wedding function.

Display Materials

To avoid damage to the clubhouse or building, tape, tacks, nails etc. are not permitted to be used on the walls or doors.

Access to Banquet Rooms

Unless pre-approved by the Stewart Creek Events Team, you will have access to the Banquet Room at Stewart Creek beginning at 10:00am, on the day of the wedding.



Room Rental

Includes use of main dining area and bar/ lounge, standard table linen (white), china, glassware, cutlery and service staff. Also included is a podium and microphone for speeches with in house sound system. A courtesy 12 Passenger Shuttle is also included for 4 hours to ensure your guests arrive back to their hotel safely after your celebration.

\$650

Ceremony

Onsite wedding ceremonies are permitted from Mid October through to Mid May. A minimum of 1.5 hours is required between the ceremony & dinner service for the set up of the dining room.

Available Mid October-Mid May Only

\$325

Dance Floor Rental

Use of 24ft x 20ft dance floor for your event

\$500

Entertainment

SOCAN is the Society of Composers, Authors & Music Publishers of Canada. It is required that a license fee for any events with music be charged based on the guidelines set out by SOCAN & the Copyright Act of Canada.

\$49.95

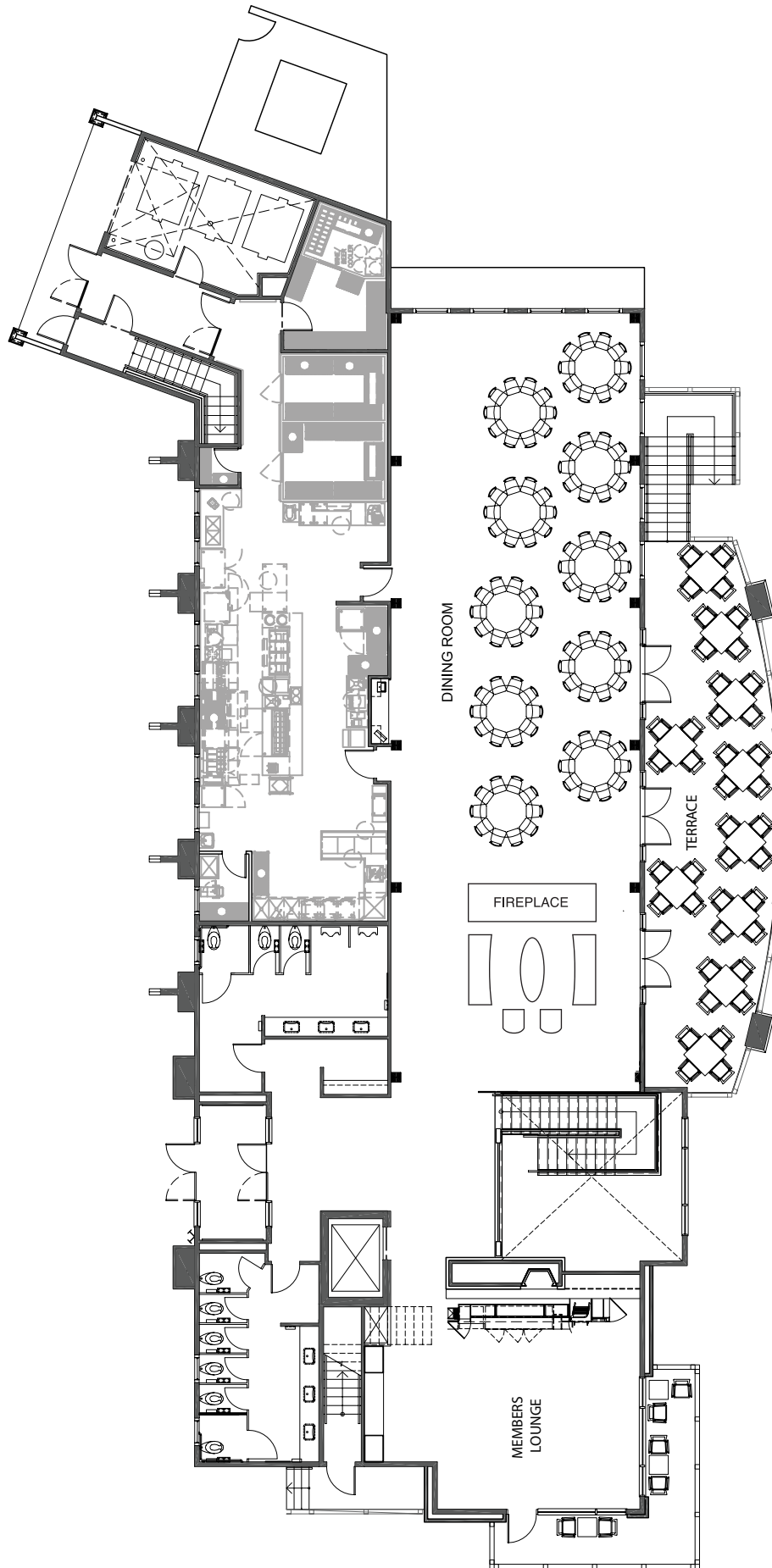
Miscellaneous Audio Visual Rentals if Required

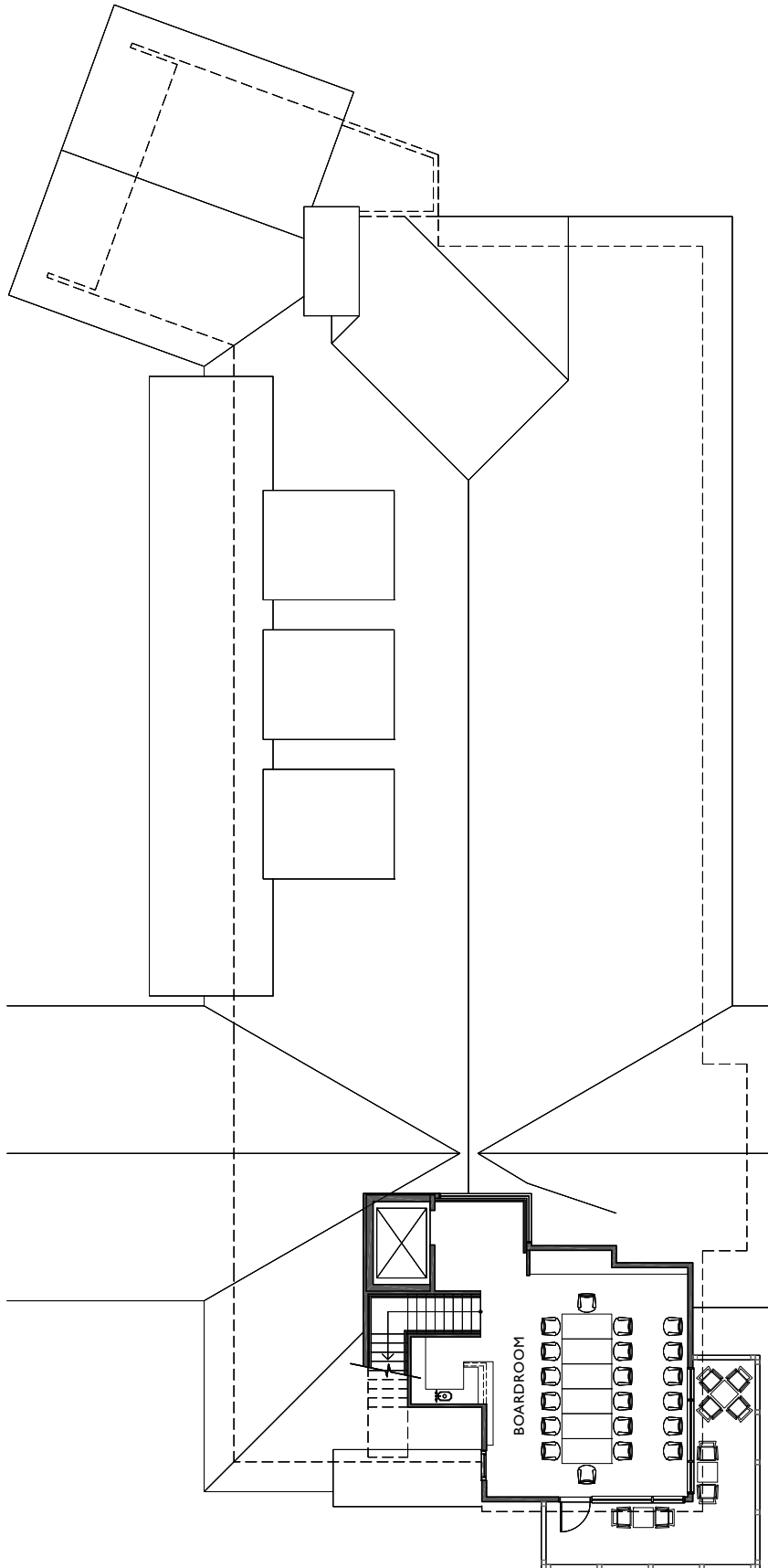
Use of 47" Flat Screen TV's	\$75.00
Two Speaker Sound Systems for Dancing	\$425.00
LCD Projector & 8ft Screen	\$175.00

Service Charge

All services such as Food, Beverage, Audio Visual, Equipment Rental etc. are subject to an 18% service charge & GST.









Thank you for considering Stewart Creek Golf & Country Club for your event. Our experienced and enthusiastic team, led by our Event Manager, is ready to deliver an exceptional day in one of the world's great mountain settings. We will manage all aspects of your event to ensure a lifetime memory is delivered for you and your guests. Please take a moment to read over the following information. Should you have any questions, a member of our Event Team will be happy to clarify.

GENERAL INFORMATION

Client Name:

Requested Date:

On-site Contact:

Phone

Fax:

E-mail:

Details:

CHEQUE: Enclosed To Be Recieved

CREDIT CARD #: _____

EXPIRATION DATE: _____

NAME ON CREDIT CARD: _____

Stewart Creek Golf & Country Club
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Phone 403.609.6099
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Toll free 1.877.993.4653

EVENT RULES AND REGULATIONS



Our Event Team is readily available to assist you with all aspects of your event, through to its successful conclusion. In order to ensure a well-organized event, we request that you comply with the following rules & regulations:

1. Room Rental Fee \$650: Includes use of main dining area and patio, standard table linen (white), china, glassware, cutlery and service staff. Also included is a podium and microphone for speeches with in house sound system. A courtesy 12 Passenger Shuttle is also included for 4 hours to ensure your guests arrive back to their safely after your celebration.
2. Ceremony: On site wedding ceremonies are permitted from Mid October through to Mid May. A minimum of 1.5hrs is required between the ceremony & dinner service for the set up of the dining room. \$325 Fee applicable for all ceremonies.
3. Dance Floor: Use of 24ft x 20ft dance floor for your event, \$500 fee.
4. Payment Terms: The Food & Beverage Minimum spend (before GST & Gratuities) is \$5,000 – this amount does not include potential cash bar sales during the function. A deposit of \$1,500.00 is required to confirm the date for the use of the facility and is non-refundable, if the booking is cancelled within 6 months of the event date. Full payment of the estimated catering, beverage & service total is required seven (7) days prior to the event. 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 the following day.
5. Confirmation: The guaranteed number of guests is required seven (7) days prior to your event. Charges will be applied to the credit card on file. If the number of guests is greater than the confirmation number, additional charges will be invoiced.
6. Service Charge: All services which include but are not limited to, Food, Beverage, Audio/Visual, Dance floor rental, standby shuttle service etc. are subject to an 18% service charge and GST.
7. Music: SOCAN (Society of Composers, Authors and Music Publishers of Canada) requires that the users of music obtain a SOCAN license to perform, or authorize others to perform, copyright music in public. The required license fee for an event with music will be charged based on the guidelines set out by SOCAN and the Copyright Act of Canada. The fee of \$49.95 plus service charge & GST will be added to all bills.
8. Health Regulations: Local & Provincial Health Regulations dictate that Food & Beverage (with the exception of wedding cakes, favors & candy) must be catered by Stewart Creek Golf & Country Club.
9. Beverage Service: All Beverages are to be supplied by Stewart Creek Golf & Country Club. Bringing in your own wines for a corkage fee is not permitted. Stewart Creek's liquor license is valid from 10:00am – 1:00am.
10. Pricing: All menus & prices are guaranteed 120 days in advance of your wedding function.
11. Decorating: To avoid damage to walls, doors and ceilings, tape, tacks, nails, are not permitted without prior consent from the Events Department. The use of confetti sparkles or glitter is prohibited.
12. Liability: Stewart Creek reserves the right to inspect and control all private functions. Stewart Creek assumes no responsibility for any loss or damage to goods, property, or equipment brought into the clubhouse by the organizer or guests.
In addition, Stewart Creek will not be held liable and will assume no responsibility for negligence which could result in bodily injury or property damage due to shuttle services provided by Banff Transportation Group.

I, _____, understand and agree to the Rules and Regulations as set forth by Stewart Creek Golf & Country Club. I have enclosed payment of the applicable deposit, and understand that any and all unpaid charges will automatically be applied to the credit card (on file) the following day.

DATE: _____

SIGNATURE: _____