

THE RIMROCK RESORT HOTEL

Modern Elegance In The
Rockies



Thank you for expressing interest in the Rimrock Resort Hotel as a site for your wedding.

The Rimrock Resort Hotel (Rimrock) is a luxury, AAA/CAA 4-Diamond property. Built into Sulphur Mountain, perched above the town of Banff, the Rimrock is adjacent to the world renowned Banff Upper Hot Springs and within walking distance to Banff Gondola. The Rimrock is surrounded by pristine wilderness and only a 10-minute drive to downtown Banff.

We take great pride to ensure our guests experience unrivalled levels of personalized service and accommodation whether they are individuals, tour groups, or delegates attending a conference.

The following is information on obtaining an Alberta Marriage License, ceremony and reception / dinner locations, with the capacity for each room. For your convenience, please visit our Website at <http://www.rimrockresort.com/pdf/RimrockBanquetMenu.pdf> for further information on our Banquet Menu or contact your Rimrock Wedding Coordinator for information.

To assist you with planning your special day here, we have also included a list of local wedding suppliers and services. This contact list is a quick reference sheet of local businesses that have participated in many weddings at the Rimrock, and know the hotel and area well.

The Rimrock will book weddings one (1) year in advance and will be subject to availability (some restrictions apply). All weddings are required to reserve a minimum of 30% of your total guest attendance in guestrooms.

Our Wedding Coordinator would be pleased to review availability, answer any questions you may have or confirm an appointment should you wish to view our facilities. Please call 403-762-1852 or email us at weddinginfo@rimrockresort.com. You may also visit our Website, www.rimrockresort.com, for a tour of our hotel, including menus and conference facilities. To access the Rimrock's image library, please go to www.rimrockresort.com/RimrockImages (please note that address is in case sensitive).

We look forward to the possibility of hosting your special day at the Rimrock.



CEREMONY ROOMS

The Rimrock will only host ceremonies if they are accompanied by a food and beverage function. The ceremony and the reception must be booked in the same function space with the exception of outdoor ceremonies. A minimum re-set period of three hours is required between the end time of your ceremony and the start time of your reception/dinner when utilizing the same function space.

Bluebell	40	people or less
Yarrow	70	people or less
Hawthorn A	60	people or less
Hawthorn B	60	people or less
Hawthorn C	60	people or less
Wildrose Salon A	200	people or less
Wildrose Salon C	200	people or less
Wildrose Salon AB	300	people or less
Wildrose Salon BC	300	people or less
Wildrose Ballroom	550	people or less

OUTDOOR CEREMONIES:

*Suite 900	70	people or less	\$ 1,500.00
**Pool Terrace	200	people or less	\$ 1,500.00

*Outdoor ceremonies include an indoor ceremony room for weather alternative. A minimum of two (2) hours for set-up is required. The decision for an indoor or outdoor ceremony will be made by the Rimrock team on the day of the ceremony, two (2) hours prior to the scheduled ceremony. Kindly note, tossing of confetti, birdseed, rice, etc... is not permitted.

**Chairs are not supplied on the Pool Terrace.

SUITE 900:

We recommend reserving GrandView guest room 903 as it connects to the Hospitality Suite 900 balcony; however, this is subject to availability. Inside Suite 900 we can accommodate 25 people or less in a reception style setup. All events are to be completed by 11:00 pm. Food and Beverage must be supplied by the Rimrock with any function event.

YOUR SITE INCLUDES:

- ❖ Set-up and removal of chairs, registry desk and chair, guest book table and gift table
- ❖ Tissues, mints, water station and coat rack (if required)

SET-UP ENHANCEMENTS:

Please see the enclosed contact list and note that fees are established by the respective suppliers

- ❖ Audio Visual – podium, microphone, lapel microphone, sound systems, etc.
- ❖ Chair covers, linens and décor
- ❖ Floral arrangements

WEDDING RECEPTIONS & DINNER LOCATIONS

All function rooms used for receptions and dinners have a minimum food and beverage revenue requirement of \$100.00 per adult guest, with a minimum number of guests in each function room as specified below. All food and beverage consumed, including your cocktail reception, dinner menu, wine and bar service, as well as a house prepared wedding cake, will be put towards the food and beverage minimum. **Prices quoted are subject to 18% service charge and 5% G.S.T.**

Bluebell*	25 people
Yarrow	40 people
Hawthorn A*	35 people
Hawthorn B*	35 people
Hawthorn C*	35 people
Hawthorn AB*	60 people
Hawthorn BC*	60 people
Hawthorn*	120 people
Wildrose Salon A	80 people
Wildrose Salon C	80 people
Wildrose Salon AB	130 people
Wildrose Salon BC	130 people
Wildrose Ballroom	250 people

Food and Beverage minimum charges are based on the number of people specified for each function room. If the guests in attendance are higher than the specified number, the \$100.00 per person charge will be applied for each additional adult guest.

* Please note that the marked rooms are unable to host a band or DJ for consideration of guestrooms above and below, however please ask about the usage of alternative options in the indicated rooms.

Room capacities will vary depending on your set-up requirements for your function. If food and beverage minimums are not met, the remaining balance will be applied to your final bill.

YOUR FUNCTION ROOM INCLUDES:

Complete set-up of your wedding banquet room (tables, chairs, white or black table linens, and white or black linen napkins, white china, silverware, glassware, votive candles and black framed mirror centerpieces)

- ❖ Gift table, guest book table, cake table, place cards if required
- ❖ Option of a raised head table (dependant on function room)
- ❖ Table numbers, easel for seating chart and personalized menus

ENHANCE THE CELEBRATION

GUEST ROOMS:

Please direct your guests to call 1-888-RIMROCK (746-7625) to make their reservations. Our Reservations Team is pleased to assist them in booking a room to accommodate their needs. We are pleased to offer your guests 10% off the rate of the day at the time of booking. Be sure to advise your guests of your wedding reservation name to ensure that they are booking under your room block.

If the wedding ceremony is scheduled before 5:00 pm it is strongly suggested that the immediate wedding party be registered in the hotel the evening before the wedding. **We will not guarantee occupancy of hotel rooms and/or an early check in time prior to 4:00 pm.

REHEARSAL DINNERS:

Our dedicated staff will provide a delightful, comforting and inviting atmosphere. Elevate your senses with an exquisite fine dining experience at Eden; Primrose offers a comfortable, yet elegant setting for you and your guests; Larkspur is our grand and comfortable lobby lounge; Divas is our very own fabulous "martini jazz" lounge, where you will take in the atmosphere as your eyes scan the unique collection of movie "Diva" photographs that line the walls.

SPA DAY:

Let the Rimrock spa pamper you before and after your big day. Enjoy time with you friends and family with our special manicure and pedicure offer:

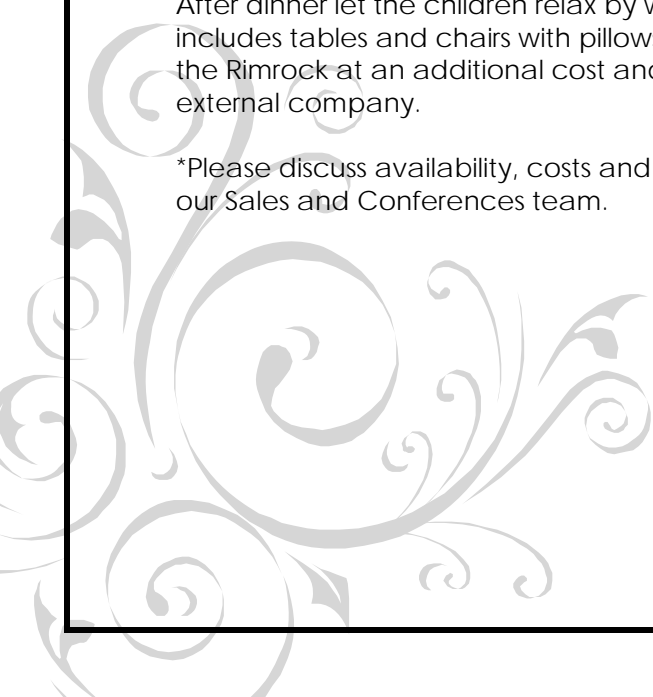
- ❖ Rimrock Manicure and Rocky Mountain Pedicure for \$120. Group bookings of 4 or more will receive a Free 30 minute Customized Massage for the Bride.
- ❖ Need to Rejuvenate after the celebrations? Come and relax together with a couples massage for a special price of \$250.00 per couple (Regular price \$279.00)

Contact the Spa at 403.762.1835 ext 1 to make your reservation.

CHILDREN'S ROOM:

After dinner let the children relax by watching movies in the comfort of a private room. Set-up includes tables and chairs with pillows and blankets. Snacks, TV/DVD player can be provided from the Rimrock at an additional cost and childcare services can be provided by a recommended external company.

*Please discuss availability, costs and additional options regarding the above enhancements with our Sales and Conferences team.



GENERAL NOTES AND WEDDING POLICIES

CAKE / PARTY FAVOURS/ CAKE CUTTING:

We are extremely happy to have Canada's top pastry Chef at the Rimrock Resort Hotel. Not only can Guy Vaugeois create your perfect wedding cake, but he has the ideas for a unique party favour or gift that will truly make your mouth water. Cake tastings are available upon request, and will be at your cost. We do allow our guests to bring their own wedding cake however there will be a charge for cutting, plating, serving or self service setup. If the cake is made by the Rimrock - consideration of the above will be waived. Please note the charges below for cake cutting and plating service should the cake be provided by an outside vendor.

- ❖ Buffet \$3.00 per person reaching a maximum of \$150.00
- ❖ Plated \$5.00 per person reaching a maximum of \$225.00

We recommend cake cutting take place prior to dinner, with service at any time specified. Any remaining cake can be packaged and refrigerated for pick up the following day on a complimentary basis.

COSTING AND ESTIMATES:

Menus and wine selections must be confirmed within 30 days prior to your wedding day. Menus are subject to change; however, we will guarantee our menus 60 days before your event. Once your final menu and beverage requirements have been confirmed, the Sales and Conferences Team will prepare an estimate for your wedding. These amounts will be based on historical information and industry guidelines. For your budgeting purposes please anticipate the following:

- ❖ One bottle of wine (750 ml) serves 5 glasses
- ❖ One bottle of sparkling wine or champagne services 6 champagne flutes
- ❖ Estimate a minimum of ½ bottle of wine per person for dinner, and 1/3 of a bottle per person for lunch
- ❖ Estimate a minimum of 5 pieces of hors d'oeuvres per person, based on a one (1) hour reception before the main meal
- ❖ Estimate 2 drinks per person for the first hour of a reception, then 1 drink per hour for each hour after that
- ❖ Allow 1½ hour to 1 hour and 45 minutes for a 4-course dinner

FOOD AND BEVERAGE:

The Rimrock will be the sole provider of all food and beverage with the exception of wedding cakes. Final guaranteed number of guests is required 3 business days prior to your function.

TEST MEALS:

Test meals are available from Sunday to Friday between 2pm and 5pm. Only plated menu items are available for test meals and will be at your cost at the set banquet menu prices. For all test meals, an 18% service charge and 5% GST will apply. Please speak to the Rimrock Wedding Coordinator should you require any more information.

DATE AVAILABILITY AND RESTRICTIONS:

The Rimrock will book weddings one (1) year in advance and will be subject to availability (some restrictions apply). All weddings are required to reserve a minimum of 30% of your total guest attendance in guestrooms.

Restricted dates are as follows:

- ❖ All of September with the exception of the Labour Day weekend
- ❖ The last three weekends of November commencing on the third from last Friday of the month
- ❖ All of December
- ❖ The first week of January including New Years Day

*Other date restrictions may occur based on hotel occupancy levels.

DEPOSITS AND FINAL PAYMENT:

At the time of booking, a 25% (of estimated wedding cost) deposit is required to confirm the space. A total of 100% of the estimated wedding cost will be required 30 days prior to the event. A refund will be issued in the event of overpayment and if there is a remaining balance after the event it will be charged to your credit card on file. Our Accounting Department will then forward a detailed invoice three to five business days after your event. All deposits are non-refundable.

MUSIC:

For any events taking place on the property of the Rimrock with an entertainment component, we are obligated to charge a SOCAN fee. SOCAN (Society of Composers, Authors and Music Publishers of Canada) collects this fee as a copyright licensing fee on the behalf of the original artist(s). The fees collected are distributed as royalties to SOCAN members and to affiliated performing rights societies throughout the world. The fee is designated per event and based on venue capacity(s). This fee is not revenue for the Rimrock.

PICTURES:

If your wedding is confirmed at the Rimrock, you will receive complimentary access to the hotel and hotel grounds for pictures (with the exception of the main lobby and Larkspur Lounge).



*Photos courtesy of Alpine Flowers, Bev Cavanagh Photography, and Peak Photography

PREFERRED CONTACT LIST
TO ASSIST YOU IN YOUR WEDDING PLANNING

CHILDCARE

Childcare Connection	403.760.4443	www.childcarebanff.com
My Hotel Sitter	403.762.3661	www.myhotelsitter.com

EVENT DECOR & DESIGN

Mountainscape Productions & Events	403.760.5436	www.mountainevents.com
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EVENT PLANNING

Cherry Tree Occasions	403.688.9915	www.cherrytreeoccasions.com
Elegant Banff Weddings	403.762.2171	www.elegantbanff.com
Rocky Mountain Weddings	403.609.3896	www.rockymountainweddings.ca

FLORIST

Forget-Me-Not Flowers	403.762.4111	www.banffflowers.com
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MUSIC

Banff Entertainment Co.	403.678.0339	www.banffentertainment.com
Harp Angel – Harpist	403.678.6509	www.harpangel.com
Music Mosaic	403.678.5172	www.musicmosaic.ca
PM Gigs	403.267.4447	www.pmgigs.com

PHOTO BOOTHS

Creative Photobooth	403.760.7998	www.creativephotobooth.com
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TRANSPORTATION

Banff onDemand	403.762.3330	www.banffondemand.com
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VIDEOGRAPHY

Mountain Wedding Videos	403.760.7998	www.mountainweddingvideos.com
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GENERAL CONTACT LIST
TO ASSIST YOU IN YOUR WEDDING PLANNING

AUDIO VISUAL

TELAV at the Rimrock	403.762.1847	www.avwtelav.com
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BAND, QUARTET & TRIOS

Corner Pocket	403.678.1087	www.suzieq.ca
Music Mosaic	403.678.5172	www.musicmosaic.ca
PMgigs	403.276.4447	www.pmgigs.com
Rick Climans Jazz Group	403.606.2627	

BANFF INFORMATION

Discover Banff Tours	403.760.5007	www.banfftours.com
Info Banff	403.762.8421	www.infobanff.com
Town of Banff	403.762.1200	www.banff.ca

CHILDCARE SERVICES

Childcare Connections	403.760.4443	www.childcarebanff.com
My Hotel Sitter	403.762.3661	www.myhotelsitter.com

DÉCOR RENTALS/SET UP ENHANCEMENTS

CDM Consulting Group	403.609.7710	www.cdmgroup.ca
Forget-Me-Not Flowers	403.762.4111	www.banffflowers.com
Frozen Memories	403.936.2345	www.icesculpture.ca
Mountainscape	403.760.5436	www.mountainevents.ca
Special Events Rentals	403.235.2211	www.specialeventsrentals.com



DISC JOCKEYS

Banff Entertainment Co.	403.678.0339	www.banffentertainment.com
Class Act	403.678.2949	www.classactdj.com
Gig Master Website		www.gigmasters.com
Livin' & Dancin' DJ Service	403.609.3546	www.banffcanmoredj.com
NRG Productions	403.760.1930	www.nrgmusicproductions.com

FLORIST

Alpine Flower Gallery	403.762.8600	www.alpineflowergallery.com
Elements Floral	403.678.4554	www.elementsfloral.com
Forget-Me-Not Flowers	403.762.4111	www.banffflowers.com
Willow Haven	403.678.6775	www.willowhaven.ca

HAIR STYLIST

B-Towne	403.760.3355	www.b-towne.com
Botega Hair	403.760.3087	www.botegahair.com
Symiotics	403.762.8880	www.symiotics.com

HARPIST

Deb Nyack	403.678.6509	www.harpangel.com
Tracy Sweet	403.869.2123	www.harpist-tracysweet.com

INVITATIONS

Bow Valley Basics	403.762.4228	www.bybasics.com
Unicom Graphics	403.762.4477	www.unicomgraphics.com

LIMOUSINE SERVICES/HORSE & CARRIAGE/TRANSPORTATION

Alpine Helicopters	403.678.4802	www.alpinehelicopter.com
Alpine Limousine	403.762.5558	www.alpinelimo.ca
Banff Carriage	403.762.4551	www.banffweddings.ca
Highland Executive Chauffeur Inc.	403.688.8279	www.highlandexecutivechauffeur.com
Ultimate Limousine	403.762.5466	www.banfflimo.com

MAKE-UP ARTIST

Lori McHatten 403.431.1438 lorimchatten@yahoo.ca

MARRIAGE COMMISSIONER

Karyn Faryna 403.762.8098 www.banfflakelouiseweddings.com
Rick Kunelius 403.762.3852 www.kunelius.com
Carl J. Shields 403.762.243 www.weddingsbanff.com
John Stutz 403.762.4076 www.mountainmarriages.ca
Robin White 403.760.4867 www.banfflakelouiseweddings.com

MARRIAGE LICENSE

Banff Bureau 403.762.2177 www.banffbureau.com

PHOTOGRAPHERS

Banff Photography 403.762.3562 www.banffphotography.com
BMB Photographics 403.669.5353 www.bmbimage.com
Bonner Photography 403.762.8030 www.bonnerphotography.com
Crista-Lee Photography 403.679.0235 www.cristalee.com
Eric Daigle Photography 403.609.3725 www.ericdaigle.com
Julie Williams Photography 403.675.8085 www.juliewilliamsphotography.ca
Kim Payant Photography 403.497.5111 www.kimpayantphotography.com
Orange Girl Photography 403.762.5389 www.orangegirlphotographs.com
Peak Photography 403.762.3516 www.carmichaelphoto.com
Richard Brown 403.678.3237 www.richardbrownphoto.ca
SIDDALL Photography 403.431.6066 www.siddallphotography.com

PIANIST

Suzanne Morley 403.678.1087 www.suzieq.ca

VIDEOGRAPHERS

Alta Resort Productions 403.678.9959 www.AltaResort.net
Banff Video 403.678.0339 www.banffvideo.com
Camera Operator 403.760.7998 www.CameraOperator.ca
Tracker Productions 403.762.8788 www.trackerproductions.com

