

Wedding FAQ's

When can I have access to decorate?

If nothing is booked then you have access to decorate the day before from 10 a.m. to 5 p.m. If there is a booking the day before then you have access to decorate as early as 8:00 a.m. When you arrive, your room will be structured and ready to go. To save time you have the option to deliver and store your decorations for quick access. We have carts and a tall ladder at your disposal.

Is there an elevator?

Yes, access to the elevator is through the Admin. Office door located on the parking lot side for any deliveries. We have carts for you to use. Any guests who cannot utilize the stairs have access as well. We will greet your guests at the door and escort them upstairs to the main reception room.

Outdoor Ceremony

The grounds rental gives you access to anywhere on the grounds. Our ceremony chairs are a white bistro-style which when rented from us will be set up one hour prior to your ceremony. Your archway/backdrop must be in place at that time.

If you plan an outdoor ceremony and the weather does not cooperate, the ceremony will move inside to the main reception room. Because your tables and chairs are already in place, we would create an isle way down the center of the room. The wedding party would enter the room from the main doors and the ceremony would take place in front of the back fireplace. We provide a row of 10 chairs at the front for the immediate family and the rest of your guests would sit at their tables.

Indoor Ceremony

There are two options for your consideration...

- 1) If you have the ceremony earlier in the day where guests would leave and come back later, we can set up a "theatre-style" seating facing the back fireplace. We place the guests' tables on the opposite side of the room. After the ceremony, the room transitions to the reception. We need a minimum 2 hours to complete.
- 2) If you have the ceremony late afternoon going right into the cocktail hour, we would create an isle way down the center of the room. The wedding party would enter the room from the main doors and the ceremony would take place in front of the back fireplace. We provide a row of 10 chairs at the front for the immediate family and the rest of your guests would sit at their tables.

Table Dimensions

Signing Table, Cake Table, Guest Book Table, Gift/Display Tables and DJ Table – 6 ft. x 30 in.

Head Table for 4-10 people (allow for 2' per person)

Head Table for 12 – 22 ft.

Head Table for 14 – 24 ft. (with extension)

Round Guest Tables – 60" (ideal for 8 per table, but you can assign seating for 6-10 per table)

Backdrop & Stage

The white curtain backdrop is 20 ft. wide x 9 ft. tall. It includes four up lights and mini-lights in behind.

You can embellish if you wish. The stage is 22 ft. wide x 8 ft. deep x 10" tall.

Are Candles okay?

Yes, as long as they are contained in a votive holder.

Service Charge

An 18% Service Charge applies to all food and beverage/corkage charges. It pays for the operations of the facility, i.e. maintenance, upkeep, replacement of banquet items such as plates, cutlery, glasses, serving dishes, etc. It also pays for labour costs. The service charge is not a gratuity for the staff. Please note our bartenders do place a tip jar at the bar for their professional services.

Plate Service for the Head Table

Because the meal is buffet style, we generally do not provide plate service to the head table. Most parties are fine accessing the buffet along with their guests. However, if you want plate service we can do so at a cost of an additional \$10 per person.

What time does the party end?

The DJ and Bar Service end at 1 a.m. Last call is at 12:45. You must pack your decorations the same evening. They can be stored for a later pick up the next day or the following Monday. You must take any leftover alcohol the same evening. The bartenders will pack and place on a cart for you.

How much liquor should I bring for my Corkage Bar?

Liquor License

Snow Valley's bar has a liquor license utilized for the selling of our own liquor products. You will need a liquor license if you bring your own liquor, wine, beer, or anything regulated by the Alberta Gaming and Liquor Control (AGLC). Go to the AGLC.ca website and apply for a Private Special Events License. There are two types: \$10 license if you are having an open bar. \$25 license if you are selling tickets. A copy of all your liquor purchases (receipts) must be attached to your liquor license and displayed behind the bar

Hard Liquor

Snow Valley's bar offers you 8 well choices for each side, 16 in total. Variety is always appreciated by guests so try to accommodate as many of their drinking needs as possible, ex) having a dark and light rum option or having a specialty drink available. Vodka is usually the most popular drink with white & dark rum being less popular. **No** bottles over 1.14L! Anything over that size will not fit in the bar wells or our pour spouts and can be troublesome to properly pour drinks with.

Hard Liquor	100ppl	125ppl	150ppl	175ppl	200ppl
Vodka	3	6	9	12	14
Gin	2	3	4	4	5
Spiced or Red Rum	2	4	6	8	9
White Rum (optional)	1	1	1	1	2
Dark Rum (optional)	1	1	1	1	2
Whiskey or Scotch	2	3	4	4	6
Tequila	1	1	2	2	3
Special Liquor(Fireball, Jägermeister)	1	2	2	3	5

Liquor amounts are based on a 1.14L bottle and provides approximately 40oz of liquor.

Note: 100ppl or less requires 1 bartender, anything over 100ppl requires 2 bartenders.

Beer

Snow Valley offers you 12 rows for beer/cooler selection (6 rows each window which hold 9 bottles/cans per row. It is always good to have a bit of variety to try to accommodate as many of your guests' drinking needs as possible. For example, you should consider having 4 different selections of beer and 2 non-beer selections (coolers or cider). If you decide to include kegs in your beer selection, a rule of thumb is to limit your bottle/can beer selection to 1 or 2 options. A pony keg will last all night with the possibility of not being finished, especially if there are too many other beer options in the window. Some events choose to offer only kegs for beer selection with ciders, coolers and non-alcoholic beers in the windows.

Beer, Coolers & Ciders	100ppl	125ppl	150ppl	175ppl	200ppl
Beer 1 (popular brand)	3	4	4	5	5
Beer 2	2	3	4	4	5
Beer 3	2	2	3	4	5
Beer 4	2	2	2	3	4
Cooler	1	1	1	1	1
Cider	1	1	1	2	2

Beer amounts are based on a 24 bottle/can pkg. Ciders and coolers usually come in packages of 4 or 6, but for the sake of this quantity guide everything is considered to be in packages of 24.

Wine

Based on 8ppl/table. Over 175ppl will require some tables of 10.

Table Wine for:	100ppl	125ppl	150ppl	175ppl
Number of Tables	13	16	19	22

You will need to decide how much wine you want to provide at each table plus you will need to provide additional wine for bar service.

Red wine is usually the first choice for table wine selection. Many events choose to offer wine cards on the tables instead of pre-opened bottles. Guests can redeem the cards at the bar for a bottle of their choice, red or white. This eliminates possible waste from pre-opened bottles. We collect leftover bottles at the end of the night. They are condensed, re-corked/closed and set with any leftover liquor.

You can return unopened bottles to the liquor store. We gather all leftover wine and liquor along with your receipts and return them to you at the end of the event.