

# 2024/2025 Wedding Guide







## *Experience your Dream Rocky Mountain Wedding*

With the Rocky Mountains as your backdrop, let the Banff Park Lodge become your home away from home while you bring your wedding dreams to life. Situated in the heart of the Town of Banff, our central location will provide you with unforgettable experiences and adventures surrounded by natural beauty.

You are given the flexibility to ensure you get exactly what you want for your wedding day. You can choose a ceremony location in town or one of our banquet spaces to start your lives together. Our knowledgeable Sales and Conference team will work with you to plan your special day.

**CONTACT US NOW TO START PLANNING YOUR WEDDING!**

Wedding Sales Manager  
[sales@banffparklodge.com](mailto:sales@banffparklodge.com)  
403-760-3270



# *Our Event Spaces*

Located in downtown Banff, set amidst the beautiful peaks of the Canadian Rockies, Banff Park Lodge offers flexible banquet spaces, exquisite cuisine, and supremely comfortable lodging.

We have a wide variety of reception rooms available in the hotel that will accommodate your group, whether you are planning an intimate gathering or a party of 300.

## **COMPLIMENTARY INCLUSIONS**

- Complimentary guest room upgrade for the wedding couple
- Preferred guest room rate for family and guests
- Complimentary food tasting for wedding couple if doing a plated menu, once wedding contract is signed
- Decor drop off and cake storage prior to the wedding



# Ceremony and Reception Spaces

Lynx Salon	Maximum 30 guests	\$800.00 plus tax
Castle	Maximum 40 guests	\$950.00 plus tax
Summit	Maximum 60 guests	\$1250.00 plus tax
Glacier Salon *	Maximum 80 guests	\$1200.00 plus tax
Castle/ Assiniboine	Maximum 120 guests	\$1750.00 plus tax
Summit/ Assiniboine	Maximum 150 guests	\$2050.00 plus tax
Full Ballroom	Maximum 300 guests	\$2300.00 plus tax

\* Available for weddings between October-April only.

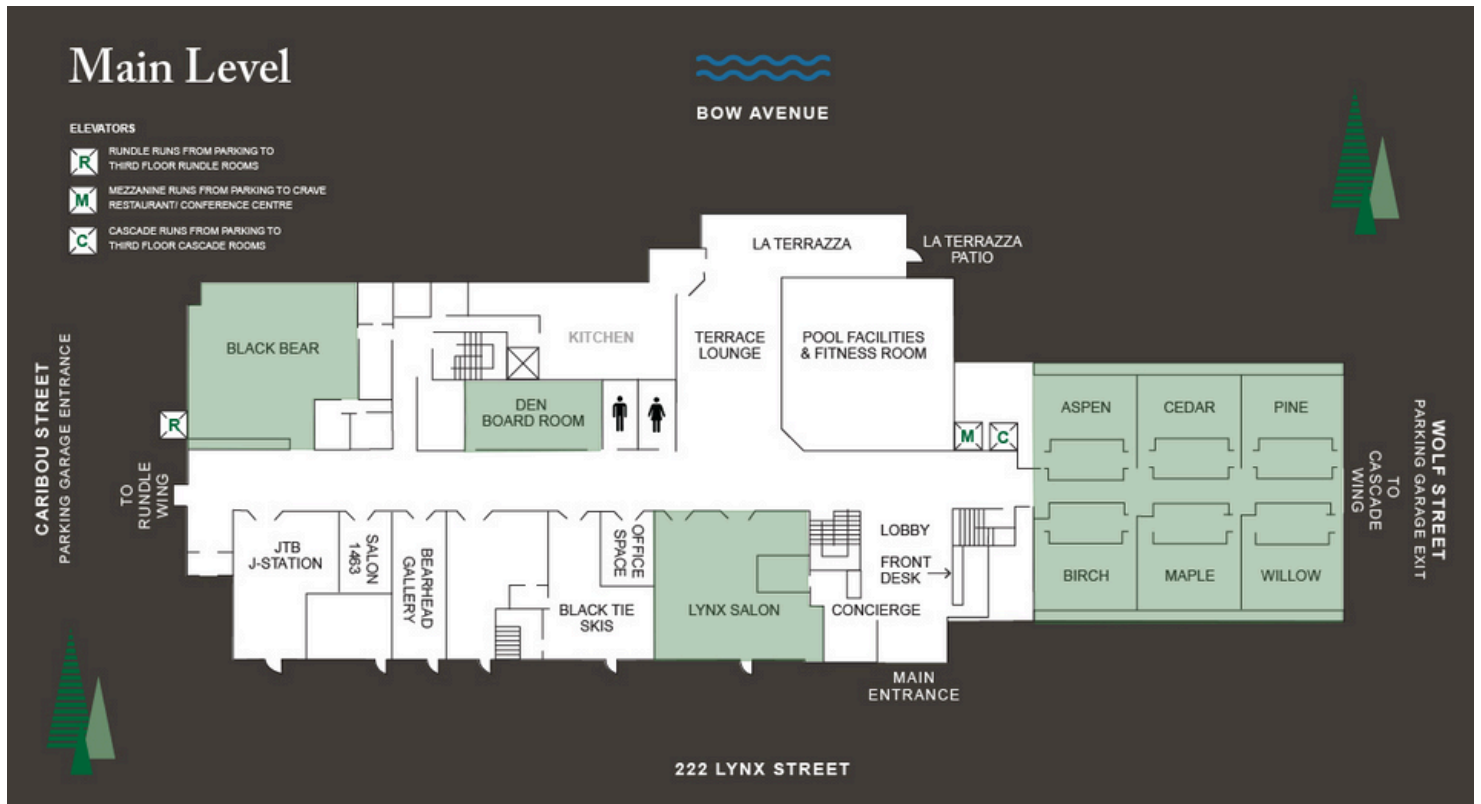
## BANQUET RENTAL INCLUSIONS

- Tables and chairs (rounds and rectangles available)
- Linen table cloths and napkins (white and black available)
- Tableware and glassware
- Dance floor and stage (if required)
- Signing table, guest book table, gift table, cake table, DJ table (if required)
- Podium (if required)
- Sign easel for seating plan (if required)
- Skirted head table (if required)





# Hotel Layout





## Guest Rooms

Situated perfectly between the Town of Banff's downtown core and the beautiful Bow River, the Banff Park Lodge is a full-service resort hotel and conference center that provides the perfect base for your wedding or special event.

Each of our 211 bright and spacious rooms includes a balcony or patio from which you can enjoy the fresh mountain air and spectacular views of Banff National Park. Our friendly and relaxed atmosphere, attentive service, and incomparable location make the Banff Park Lodge an excellent wedding venue for you and your guests to enjoy.

### WEDDING ROOM BLOCKS

Couples booking a venue space at the Banff Park Lodge can have a dedicated guest room block for immediate family members and a preferred rate for additional guests at the Banff Park Lodge and Bow View Lodge. This dedicated room block is guaranteed under the name of your group and the preferred rate will be extended to your guests, subject to availability. Our Conference Services team will set up a personal booking code that your guests can use to access the preferred rate. This code is sent out once the event contract has been signed and returned.





# Catering

Whether your tastes are inspired by cultural traditions or a fusion of flavors and styles, the Banff Park Lodge culinary team is committed to achieving your vision. We guarantee the finest and freshest meal preparation for private functions, whether choosing from our banquet selections or working with our chef to design a specialized menu of your own. We are happy to customize menus to fit your guests' dietary requirements, budget, and taste.

## **REHEARSAL DINNER**

Spend some time with your close family and friends the night before your wedding in one of our private function spaces. This is the perfect time to connect with those you love before the big day!

## **RECEPTION**

Start your festivities off right with appetizers and cocktails to begin your celebrations. We have a wide range of reception options available to choose from and suggest a selection of 3-4 hors d'oeuvres per guest for pre-dinner appetizers. Please see our Catering Guide for reception options.

## **DINNER**

From multi-course plated meals to lavish buffets to choose from, the main event is sure to wow you and your guests. Please see our Catering Guide for main course menu options.

## **LATE NIGHT SNACK**

From beef sliders to house-made pizza to build your own poutine, satisfy your late-night cravings with one of our many late-night snack options.

## **MENUS**

Menu prices are subject to change and actual menus and prices will be guaranteed 90 days prior to your function. As indicated on the menus, all food and beverage services are subject to an 18% gratuity charge plus 5% G.S.T.

Prices vary per meal and meals can be customized as you wish. Your Conference Services Manager will go over the details with you and provide you with options. You will be given Banquet Event Orders that will outline the final pricing and confirm the number of guests expected.

For any meal service, a final guaranteed number of guests has required a minimum of 72 hours prior to the function. The group organizer agrees to pay for this guaranteed number of meals, or the actual number of meals served, whichever is greater.



# *Catering Guidelines and Conditions*

## **PLATED MEALS**

Please note that only one entrée choice is included in the plated meal price. If you wish to have two entrée choices for your guests to choose from, there is an additional \$10.00 per plate surcharge to the price of both entrées. If you wish to have 2 entrée choices, you will be required to provide the guaranteed number for both entrées 72 hours prior to the wedding. You will also need to provide a seating chart that corresponds to menu selections for each guest.

## **DIETARY RESTRICTIONS**

We will gladly accommodate any dietary restrictions such as vegetarian, celiac, lactose intolerant, etc. up to 10% of your guaranteed numbers at no additional charge. Over and above 10% of your guaranteed numbers will incur a charge per extra dietary request. This charge is \$5.00 per dinner, per extra dietary request. Simply provide the allergy or intolerance along with the name of the guest. These guests will need to identify themselves with our catering staff upon arrival at the function. Any special dietary meals requested but not consumed will be charged over and above the guaranteed number of meals, or the actual number of meals served, whichever is greater.

If there are any guests who have an anaphylaxis/ serious allergy we will do our best to accommodate them but we will require them to sign a liability waiver form as we cannot guarantee third-party products we purchase. Please be aware that while we endeavor to meet all dietary concerns, any last-minute requests may not be possible and/or incur additional charges.

## **CHILDREN'S PRICES & OPTIONS**

Dinner Buffet – Children 6–12 years old are charged half the price and children 5 years and under eat from the buffet for free. Plated Meal – we recommend that you choose one option from our children's menu (12 years and under).

## **FOOD REGULATIONS**

Due to Alberta Health food regulations, the Banff Park Lodge can only allow food to be out for 2 hours, and then all food will be removed.

## **WEDDING CAKE SERVICE FEE**

If you wish to provide your own wedding cake, please arrange the approximate time when you will be delivering the wedding cake in advance with your Conference Services Manager. We will be happy to store your wedding cake in one of our fridges or freezers.

Should you wish to bring in a wedding cake, cupcakes, or wedding dessert a fee of \$2.00 + GST per person will be applied to the master account. This fee is charged by the number of guests and includes cutlery, dessert plates, and service.

## **INDEMNITY FORM**

A signed indemnity form is required when bringing an outside wedding cake, cupcakes, or any severe allergy. This form simply holds the Banff Park Lodge harmless from any action, claim, or cause of action that may result from the service of food items brought into the hotel from outside sources. The Conference Services Manager will provide you with this form to sign.



# Bar Options

## BANFF PARK LODGE BAR

Host Bar	All beverages are charged on consumption to the Master Account
Ticket Bar	The Banff Park Lodge can supply tickets but is not responsible for handing out tickets or ticket sales
Cash Bar	All beverages are charged to your guests directly
Wine During Dinner	Wine is supplied by the hotel and charged to your master account

A bartender charge of \$35.00 per hour per bartender will be applied, for a minimum of three hours including half hour set-up and half hour tear down, if consumption is less than \$350.00.

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## CORKAGE BAR

You are welcome to supply your own commercial (non-home-made alcohol). The Banff Park Lodge is not responsible for handling any money (ticket sales or donations) for corkage bars. The Banff Park Lodge can supply drink tickets. Ticket seller must be 18 years or older.

The fee for a Corkage Bar is \$20.00 per person + GST and service charge.

Host Bar	All beverages are provided complimentary to your guests
Ticket Bar	The Banff Park Lodge can supply tickets but is not responsible for handing out tickets or ticket sales

A bartender charge of \$35.00 per hour per bartender will be applied, for a minimum of three hours, including half hour set-up and half hour tear down.

## CORKAGE BAR – PROOF OF PURCHASE, LIQUOR LICENCE & ALCOHOL DELIVERY

If you wish to supply the alcohol for your function you will be required to provide proof of purchase (receipt) in Alberta for the alcohol and a special event liquor license. A confirmation letter written by your Conference Service Manager is required for you to obtain the liquor license.

Please inform your Conference Services Manager the date and approximately the time you will provide the proof of purchase of the alcohol, the liquor license, and the liquor to our catering staff. Please be advised that the Alberta Liquor Law does not allow Banff Park Lodge to serve anything but commercially made alcoholic beverages on our premises. All alcohol must be purchased in Alberta. No boxed wine, bottles larger than 40oz or kegs are permitted.



## *Hotel Amenities*

- Indoor pool
- Eucalyptus-infused steam room
- Exercise facilities
- Concierge services
- Underground parking
- Complimentary car wash station
- Electric vehicle charging stations
- Direct access to ski and airport shuttle
- Complimentary ski, snowboard, & bicycle storage
- Two full service restaurants
- Room Service

### **EXPLORE OUR TOWN**

- Biking
- Golf
- Helicopter tours
- Fishing
- Rafting, kayaking & canoeing
- Cave tours
- Horseback riding
- Hiking
- Shopping
- Downhill skiing & snowboarding
- Snowshoeing
- Sleigh riding
- Cross-country skiing
- Dog sledding
- Snow tubing
- Skating



# Setup and Requirements

## **WEDDING CEREMONY**

If you wish to have the marriage ceremony held indoors at the Banff Park Lodge, simply ask your Conference Services Manager for availability and suggestions. We can provide a signing table if required and set chairs in a theater-style with a center aisle. Please speak to your Conference Service Manager for rental fee information for an indoor ceremony space.

While the Banff Park Lodge does not have an outdoor ceremony location on the property, there are some beautiful spots in Banff including the Central Park Gazebo and Tunnel Mountain Reservoir. If interested in booking a ceremony outdoors, more information can be found on the Town of Banff Website.

<https://banff.ca/666/Weddings>

## **RAIN VENUES FOR WEDDING CEREMONY**

We strongly recommend having a backup rain venue booked in case of inclement weather (we will only charge the room rental if room set-up is needed). You must contact the Banff Park Lodge Catering Department at (403) 760 3254, 24 hours before the scheduled event to say whether you will require the room or not.

If you fail to inform our catering department within the given time frame, we will charge you the room rental fee. If you cancel the rain venue 24 hours prior and then request it again after canceling, the Rain Venue is no longer guaranteed and extra setup fees will apply over and above the rental fee.

When booking a rain venue, please provide your Conference Services Manager the location of your outside wedding ceremony and the time of the ceremony. If your rain venue is in the same room as the wedding celebration, we require a minimum of 2.5 hours to change the room set up. For example, if your wedding ceremony will be held at 2:00 pm and your wedding celebration is to start at 5:30 pm, we will require all guests to be out of the room by 3:00 pm, to prepare the function room.

## **HEAD TABLE & STAGE**

Raised head tables are only possible in the Ballroom (Castle / Assiniboine / Summit/ Glacier). It is not possible to have a stage for both the band & the head table. A stage, if needed is available and complimentary.

A minimum of \$250.00 + GST charge will be applied should you change the room set up within 24 hours of the event.

## **TABLES**

Round tables of 8 (60"/5ft) are available. Round tables of 10 (66"/ 6ft) are limited so please ask your Conference Service Manager if they are available.

Signing tables, gift tables, guest book tables, cake tables, ticket tables, and DJ tables are available in 6ft or 8ft sizes. We have black or green skirting for these tables.

## **TABLECLOTHS**

We will provide white or black tablecloths and white or black napkins. These tablecloths are square and do not reach the floor. A \$40.00 charge per damaged table cloth will be applied to the master account.

# Setup and Requirements Continued

## FUNCTION ROOM ACCESS

If there are no functions in your wedding room the evening before, our catering staff may set up your room for it to be ready first thing in the morning of your wedding day.

Early morning availability can only be determined one week prior to the event based on meeting room availability and staffing schedules. However, you will have guaranteed access to the function space on the day of your event beginning at noon on the day of your wedding for decorating.

The room is to be vacated at 2:00 am and the wedding party is responsible for the removal of all chair covers, decorations, gifts, and other personal belongings after the completion of the function.





# *Decor Policies*

## **DECORATIONS**

Decorations which are allowed:

- Dripless candles with appropriate candleholders (tea lights, votive, or pillar with bases)
- Twinkle lights
- Flowers

Decorations that are not allowed:

- Confetti, rice, or flower petals
- Drip candles without candle holders
- Smoke machines
- Bubble machines
- Hanging banners using pins, nails, duct tape, or anything that can damage the wall
- Popcorn

If these items are used, an extra clean charge (\$150 minimum) will be applied to your final invoice.

## **CENTERPIECES**

Centerpieces are to be provided and set up by the wedding party.

## **FLOWERS**

Wedding party flowers may be stored at the Banff Park Lodge. Please inform your Conference Services Manager of the date and an approximate time when the flowers will be delivered.

## **PARTY FAVOURS**

Party favours are to be provided and set up by the wedding party.

## **OUTSIDE LINEN & OVERLAYS**

Linens & table overlays provided by the wedding party or third party must be delivered by 4:00pm the day before the wedding date or when required by our Catering Manager. If you are unable to provide these when required, please advise your Conference Services Manager of the time and date you can provide the linens. Your Conference Services Manager will confirm with the Catering Manager if the timing allows the catering staff with enough time.

## **PORTABLE SOUND SYSTEM**

Our Bluetooth portable sound system may be rented for \$100.00 plus GST and is required for the Glacier Salon, Lynx Salon, Ballroom, or the Black Bear room. Often weddings will hire a DJ or band in order to use their sound system and microphone.

All music, whether provided by a DJ or by a band, must end at 1:00 am.

## **SOCAN AND RE-SOUND**

All live or recorded entertainment is subject to a SOCAN charge (Society of Composers, Authors, and Music Publishers of Canada) which is automatically applied to your master account. This charge is determined by room type, room size, and whether or not there will be dancing. This charge is subject to 5% GST.







# Local Vendors

## PHOTOGRAPHERS

Kim Payant  
403-497-5111  
kimpayantphotography@gmail.com

Alex Popov  
403-678-8543  
alexpovphotography@gmail.com

Kirstie Tweed  
403-431-3464  
hello@orangegirl.com

Kendal + Kevin Photography  
403-554-5852  
hello@kendalandkevin.ca

ENV Photography  
Elizabeth Van Der Bij  
780-297-7546  
www.envphotography.com

Alpine Peak Photography  
403-762-3516  
info@carmichaelphoto.com

Magnifik Photography  
magnifikphotography.com

Pixel Pumas Pro  
www.pixelpumaspro.com

## MARRIAGE COMMISSIONERS

Carl J. Shields  
403-762-2430  
info@weddingsbanff.com

Patrick Smiley  
403-609-0876  
patricksmileyweddings.com

Twyla Jacobson  
403-678-1195  
mctwyjac63@yahoo.com

## CAKES / DESSERT

Kake by Darci  
403-609-8482  
kakecanmore.com

Frankie D's Donuts  
frankiedsdonuts.com

## FLORISTS

Blue Lake Floral Design  
403-707-7021  
bluelakesfloraldesign.ca

Forget Me Not Flowers  
403-762-4111  
banffflores.com

Willow Flower Co.  
403-678-6775  
willowflowercompany.ca

Banff Mountaintop Flowers  
403-762-8600  
banffmountaintopflowers@telus.net

## HAIR

Salon 1463  
(In house hair salon)  
403-762-0440  
salon1463.com

Mountain Beauties  
403-609-1454  
mountainbeauties.com

Lilies & Lace Beauty Co.  
403-493-0646  
liliesandlace.ca

## MUSIC

Harpist  
Deborah Nyack  
403-678-6509  
harpangel.com

Music Mosaic  
403-678-5172  
musicmosaic.ca

Livein' & Dancin' DJ Services  
403-609-3546  
djben@telus.net

Class Act DJ Service  
403-678-2949  
mydj@classactdj.com

Pez Productions  
403-980-2172  
pezproductions.ca

## DECOR & RENTALS

Mountain Event Rentals  
403-762-2272  
mountaineventrentals.ca

Special Event Rentals (Calgary)  
403-235-2211  
calgary.specialeventrentals.com

## LIMOUSINES

Banff Sedan  
800-587-9958  
weddingsbybanffsedan.com

Limousines of Banff  
403-762-1691  
banfftransportation.com

## VIDEOGRAPHERS/ PHOTO BOOTH

Parfait Productions  
parfaitweddings.com

Twisted Film Works  
403-389-1900  
hello@twistedfilmworks

Snap Beauty Mirror Photo Booth  
www.snapbeautyphotobooth.com

## PLANNERS

Mountainscape Weddings  
403-760-5431  
weddings@mountainevents.ca

Something New Weddings  
403-679-9654  
somethingnewbanff.com

Mountain Bride  
403-585-7649  
info@mountainbride.com

Signature Weddings by Ashley  
403-678-1126  
signatureweddingsbyashley.com

Blush and Lace Beginnings  
403-805-8122  
blushandlace.ca

Elope in Banff  
403-762-3516  
elopeinbanff.ca