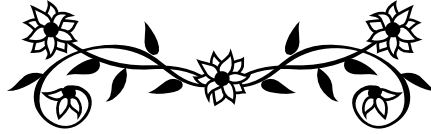


## **FORT CALGARY WEDDING RECEPTION INFORMATION**



### **CEREMONIES**

- ❖ Ceremony venues are available for rental only in conjunction with a catered event.

### **RECEPTIONS**

#### ***THE DEANE HOUSE***

- ❖ We recommend a maximum of 60 people for a Wedding dinner. A small dance floor can be accommodated if required.
- ❖ The Deane House does not have a built in sound system for speeches. We find that the acoustics of the house are such that it is normally not required. Background music can be provided.
- ❖ The rental fee of \$425.00 includes full private use of the house, garden and patio.
- ❖ The Captains Room on the 2<sup>nd</sup> floor of the House will seat 40 people for an indoor ceremony, 60 people standing. Chairs are not provided for outdoor ceremonies.
- ❖ Functions cannot begin before 5:00 pm.
- ❖ A minimum food & beverage purchase of \$2000.00 is required.

#### ***THE OFFICERS MESS***

- ❖ Maximum comfortable seating at round tables of 8 for a wedding reception is recommended to be 144 people. This will allow room for your head table, dance floor, cake table etc. Functions at the Officers Mess will be offered complimentary use of a Podium & Microphone. Background music can be provided.
- ❖ The rental fee is \$425.00. The Main Floor of the Barracks building is available as a prefunction area for cocktails for a rental fee of \$200.00.
- ❖ A minimum food & beverage purchase of \$4000.00 is required.

## FORT CALGARY WEDDING RECEPTION INFORMATION



### CEREMONY LOCATIONS FOR WEDDINGS IN THE OFFICERS MESS

#### **Burnswest Theatre**

- ❖ The Theater will accommodate a maximum of 140 people. The rental fee of \$200.00 includes use of the sound system. Ceremonies cannot begin before 4:00 pm.

#### **JOW Gallery**

- ❖ The Gallery is suitable for up to 60 people for a wedding ceremony. Additional guests can be accommodated if not all guests are seated. The rental fee is \$200.00. This room does not have a built in sound system for music or speeches.

### GENERAL INFORMATION

- ❖ Complete set up including ivory linens and china is included for all functions. We will provide your guest book table, gift table and cake table as needed.
- ❖ Centerpieces are your responsibility. Open flames are prohibited. We request no decorations be attached by any means that could damage our walls or furniture. Confetti (metallic and paper) is not permitted.
- ❖ All food and beverage (except your Wedding Cake) must be provided by Fort Calgary and is subject to an 18% gratuity charge.
- ❖ Wedding cake service - A fee of \$1.00 per person will be charged for provision of plates, forks, napkins and clean up of cake service. We will cut your cake if needed.
- ❖ All of our venues are completely non-smoking.
- ❖ A non-refundable deposit of \$500.00 is required to confirm all bookings.
- ❖ SOCAN fees (Society of Composers, Authors and Music Publishers of Canada) will be charged as required by law for the performance of live or recorded music.
- ❖ We are a not for profit organization and do not charge GST on private functions.