



BANFF *Caribou* LODGE & SPA • 2024 *Wedding Guide*

## ***Congratulations on your Engagement!***



**Thank you for considering us for your special day!**

The Banff Caribou Lodge & Spa offers a mountain wedding venue in Banff. Nestled high in the Canadian Rocky Mountains, this cozy lodge offers an intimate atmosphere in a rustic setting on your big day. Located within Banff National Park, the nice main street will draw you outside to find first-class restaurants, bars, and shops.

Say "I do" in one of the two function rooms. You can then enjoy your reception with up to 48 guests for your first dance. In addition to the venue's cozy function spaces, the Keg Steakhouse's culinary team crafts delicious dishes.

To request further information or to make an appointment please send us an email at:  
[events@bestofbanff.com](mailto:events@bestofbanff.com)



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## *Banquet Rooms & Capacities*



## *Woodlands Room*



Equipped with cork flooring, the Woodlands Room is the perfect setting for a party of 12 to 48 guests. We can help you with your event layout, based on your wishes and number of guests.

Dimensions: 34' x 22.5'  
Square Footage: approx. 765 sq. ft.  
Max. Capacity: 48 (banquet), 48 (ceremony)

## *Tundra Room*



The Tundra Room is the most intimate space at the Banff Caribou Lodge & Spa, perfect for parties of up to 20 people.

Dimensions: 20' x 18.5'  
Square Footage: approx. 370 sq. ft.  
Max. Capacity: 16 (banquet), 20 (ceremony)



## *Ceremony & Reception Package*



## *Ceremony & Reception Package Pricing 2024*



Indoor Ceremony in the Tundra Room  
Indoor Reception in the Woodlands Room

Ceremony & Reception Package \$1,250  
Reception Only Package \$850

### **Pricing Estimates**

#### **Ceremony & Reception**

48 Guests	\$5,300
40 Guests	\$4,650
32 Guests	\$4,000
24 Guests	\$3,300

#### **Reception Only**

48 Guests	\$4,950
40 Guests	\$4,250
32 Guests	\$3,600
24 Guests	\$2,900

Pricing estimates do not include 5% GST or 18% gratuities

A **\$500 surcharge applies** to the above rates for **Saturday weddings in Summer (July & August only)**. Rates are approximate, some restrictions may apply.



# *Included in this Wedding Package*



## **Ceremony Package**

**Indoor Ceremony** use of the Tundra Room for three hours

Standard **Banquet Chairs**

**Signing table** with white linen

## **Reception Package**

**Indoor Reception** use of the Woodlands Room for six hours

**Reception Room Rental** from 9.00am day of wedding to add your décor. Rental included until 11.00pm

Finish times cannot be extended (maximum until 11:00pm with last drink call at 10:30pm). Day prior access is possible at a cost of \$300, based on availability and confirmed 30 days prior to your event

**Banquet Tables** 5ft Round or 6ft Rectangle for Guests, Wedding Party, Cake & Gifts

Standard White **Table Linen**, **Napkins**, and **Tableware** including Cutlery & Glassware

Standard **Banquet Chairs**

SOCAN & ReSound Fees

Cake Plating Fee

Bartender

## *Food & Beverage*



# Example Plated Menu



## A Three Course Plated Dinner Includes

Group choice of 1 salad

Guest's individual choice of entrée

*All entrees are served with seasoned vegetables and chef's choice of potato*

Chef's choice of one dessert

### Salads

Caesar Salad

Mixed Green Salad

### Mediterranean Cauliflower V, VG

Oven roasted with green garbanzo bean hummus, pistachio nuts, couscous, and tahini lemon sauce

### Entrees

#### Alberta Prime Rib 10 oz. GF (DF)

Aged for extra flavor and tenderness, then rubbed in our unique blend of spices and slow roasted to medium, served with vegetable garnish and garlic mashed potatoes

#### Baked Salmon GF (DF)

Served on mushroom rice and steamed asparagus

#### Oven Roasted Chicken GF (DF)

Pan seared and roasted, served with garlic mashed potato, vegetable garnish, and gravy

### Dessert

Chef's Choice (GF/DF/V/VG)

Tea & Coffee

Soft Drinks

*GF (DF)*

*Gluten-free; can be amended to accommodate dairy*

*free*

*V, VG*

*Item is vegetarian, vegan*



## *Hors D'oeuvres*

These Assorted Platters will make your wedding's cocktail hour the highlight of the night!

Cheese Platter	\$7.50	p.p.
Shrimp Cocktail	\$7.50	p.p.
Fruit Tray	\$6.50	p.p.
Vegetables & Dip	\$6.50	p.p.
Prime Rib Sliders	\$6.50	p.p.
Baked Brie	\$6.50	p.p.
Scallops & Bacon	\$6.50	p.p.
Calamari	\$7.50	p.p.
Loaded Nachos	\$5.50	p.p.
Garlic Shrimp	\$14	p.p.
Mushroom Neptune	\$14	p.p.
Escargot	\$14	p.p.

## *Children's Menu*

We have great options for your younger wedding guests; kids under 12 y/o can choose from these options

Meals include a soft drink, juice, or milk, a choice of one entrée, one side and ice cream.

### Entrees

Chicken Strips  
Mini Keg Burger  
Cheesy Noodles  
Kids Sirloin

### Sides

Keg Fries  
Vegetables  
Caesar Salad

### Dessert

Ice Cream

\$14 to \$21 per child

# *Beverage Services*



## Bar Service Options

### Host Bar

All drinks will be billed to the master account

### Cash Bar

Wedding guests are responsible for their own drinks and pay the bartender directly at cash bar pricing

### Ticketed Bar

A ticketed bar allows you to control the number of beverages offered by providing a set number of drink tickets billed to the master account. A cash bar will be available thereafter

### Toonie Bar

Guests will pay a predetermined amount towards all drinks, generally between \$2 - \$5 with all funds going directly to the wedding couple. All charges will be billed to the master account

### Honour Bar

Allow your guests to contribute as desired with an honour bar. Simply set up a jar on the bar to collect contributions. All charges will be billed to the master account

## Current Bar Prices



	Cash Bar	Host Bar
Hi Balls	\$8.50 per ounce	\$8.00 per ounce
Cocktail	\$8.50 per ounce	\$8.00 per ounce
Domestic Beer	\$7.50 per bottle	\$7.00 per bottle
Imported Beer	\$8.00 per bottle	\$7.50 per bottle
Glass of House Wine	\$8.50 per glass	\$8.00 per glass
Bottle of House Wine	\$31.50 per bottle	\$30.00 per bottle
Liqueurs & Cognac	\$8.50–9.50 per ounce	\$8.00–9.00 per ounce
Premium Liquor	\$10.50 per ounce	\$10.00 per ounce
Juices	\$5.25 per glass	\$5.00 per glass
Mineral Water	\$7.35 per 330ml	\$7.00 per 330ml
Soft Drinks	\$4.20 per glass	\$4.00 per glass

\*Special orders not on our menus must be purchased by the bottle or the case.

### Add a little something extra with these Welcome Drinks

Prosecco Toast                      \$40 per bottle

Welcome your guests arriving at your wedding reception with a chilled glass of bubbles, served Butler style. Sparkling Apple Cider available for minors & non-drinkers.

Signature Cocktails (1oz)      \$12 p.p.

Your guests will be wowed when welcomed with your signature cocktail. Develop one of your own or rename and use one of our tried and tested recipes.



# *Accommodation*



## *Guest Rooms at Banff Caribou Lodge & Spa*



### Stay with us

The **Banff Caribou Lodge & Spa** offers a variety of standard hotel rooms, superior hotels rooms, and even suites with jetted spa tubs! Pets are welcome in some rooms on request for a fee.

When booking your wedding package with us, we are happy to extend discounted rates to you and your wedding guests:

**15% off** our Best Available Rate in June, July, August & September

**20% off** our Best Available Rate from January to May and October to early December

Discounts are not available during Canadian Long Weekends & Holidays or during the Holiday Period



# *Local Wedding Service Providers*



Banff Mountaintop Flowers



KAKE by Darcie Canmore



Darren Roberts



Highland Executive Chauffeur Inc.



## Local Vendors



### Local Wedding Planners

Rocky Mountain Weddings  
587-222-0026 · rockymountainweddings.ca

Mountainscape Weddings  
403-760-5431 · mountainscapeweddings.ca

Elope in Banff  
403-762-3516 · elopeinbanff.ca

### Cake Companies

KAKE by Darci – Canmore  
403-609-8482 · kakecanmore.com

### Local Wedding Favors

Rocky Mountain Soap Co.  
403-762-5999 · rockymountainsoap.com

Mountain Chocolates  
403-762-2262

JK Bakery  
403-678-4232 · jkbakery.ca

### Florist

Banff Mountain Top Flowers  
403-762-8600 · banffmountaintopflowers.com

### Specialty Linens & Décor

Mountain Event Rentals Banff  
403-762-2272 · mountaineventrentals.ca

ChairFlair Calgary  
403-923-8751 · chairflair.ca

### Photo Booth

Happy Times Photo Booth  
403-990-2702 · happytimesphotobooth.ca

### Music

Class Act DJ Services  
1-800-661-6044 · classactdj.com

Livin' & Dancin' DJ Services  
403-609-3546 · banffcanmoreDJ.com

High Steppin' Daddy  
highsteppindaddy.com

### Music

Angel-Deborah Nyack, Harpist  
403-678-6509 · harpangel.com

Bel Canto Strings  
403-257-4981 · belcantostings.com

### Featured Photographers

Alpine Peak Photography  
403-762-3516 · carmichaelphoto.com

Rocky Mountain Photo Co  
403-760-2933 · rockymountainphoto.co

Black & White Photo Film  
403-953-0078 · yourblackandwhite.com

Kim Payant Photography  
403-497-5111 · kimpayantphotography.com

Aydin Productions Ltd  
aydinodyakmaz.com

Orange Girl  
403-431-3464 · orangegirl.com

# Local Vendors



## Featured Photographers

Mountain Wedding Videos  
403-760-7998 · [mountainweddingvideos.com](http://mountainweddingvideos.com)

## Transportation

Highland Executive Chauffeur Inc.  
1-800-991-6571 · [highlandvip.com](http://highlandvip.com)

Discover Banff Tours  
403-760-5007 · [banfftours.com](http://banfftours.com)

Banff Airporter  
1-888-449-2901 · [banffairporter.com](http://banffairporter.com)

## Beauty

Botega Salon & Gallery  
403-760-3087 · [botegahair.com](http://botegahair.com)

Beatnik Salon (hair & make-up)  
403-985-5550 · [beatniksalon.com](http://beatniksalon.com)

B-Towne Salon  
403-762-0505 · [b-towne.com](http://b-towne.com)

## Esthetics & Spa Services

Red Earth Spa  
at the Banff Caribou Lodge  
403-762-9292 · [reearthspa.com](http://reearthspa.com)

Meadows Spa & Pools  
at the Moose Hotel & Suites  
403-760-8577 · [banffmeadowspa.com](http://banffmeadowspa.com)

## Childcare

My Hotel Sitter  
403-762-3661 · [myhotelsitter.com](http://myhotelsitter.com)

## Town of Banff Public Wedding Ceremony Sites

Town of Banff  
403-762-1235 · [banff.ca/Weddings](http://banff.ca/Weddings)  
E: [rentals@Banff.ca](mailto:rentals@Banff.ca)

## Licensing & Registration

Banff Bureau  
[banffregistry.ca](http://banffregistry.ca)

## Marriage Commissioners

Faryna, Karyn Audrey  
403-762-8098  
E: [info@banfflakelouiseweddings.com](mailto:info@banfflakelouiseweddings.com)  
[banfflakelouiseweddings.com](http://banfflakelouiseweddings.com)

Jackson, Marie-Eve (Weddings by ME)  
403-762-9296  
E: [Marieeve.Jackson@gmail.com](mailto:Marieeve.Jackson@gmail.com)

Shields, Carl J.  
403-762-2430  
E: [info@weddingsbanff.com](mailto:info@weddingsbanff.com)  
[weddingsbanff.com](http://weddingsbanff.com)

White, Robin R.  
403-760-4867  
E: [info@banfflakelouiseweddings.com](mailto:info@banfflakelouiseweddings.com)  
[banfflakelouiseweddings.com](http://banfflakelouiseweddings.com)

# *Guidelines & Conditions*





## Deposit & Final Payments

The Venue requires a non refundable deposit in the amount of \$1,500.00, which the Venue must receive with the signing of our contract in order to guarantee a hold on the space. A secondary deposit of \$1,500.00 is due on 60 days prior to the celebration. If the deposits are not received, the Venue will no longer be required to continue to hold the space requested. Full payment is due a minimum of 21 days prior to the event with payment for any additional charges incurred during the event due by 11:00 am the following day.

## Catering & Event Arrangement Deadlines

Food & Beverage will be charged according to the guaranteed number of guests or on consumption, whichever is greater. If no guaranteed number is provided, the estimated attendance on the final signed contract will serve as the guarantee. A 20% reduction in the original contracted guest count can be made without penalty up to Twenty-One (21) days prior to the event. Further reductions made within Twenty-One (21) days prior to the event will result in the full charge of anticipated food revenue.

Menu Choices	Final menu selections must be submitted a minimum of Forty-Five (45) days prior to the event
Seating Chart	Final seating chart must be submitted a minimum of Thirty (30) days prior to the event
Floor Plan	Final floor plan must be must be signed and returned with Thirty (30) days prior to arrival
Banquet Order	All functions will receive a Banquet Event Order outlining all event food & beverage services, which must be signed and returned with Thirty (30) days prior to arrival
Final Count	Final Guaranteed Guest Counts are due Twenty One (21) days prior to your wedding
Catering	Individual Entrée Choices (If a plated menu is chosen) are due Twenty One (21) days prior to your wedding, along with a seating chart indicating specific plated orders. Couple is to provide colour coded place cards or place cards with a symbol indicating choice.

## Cancellation Policy

Should it be necessary to cancel your wedding for any reason, the Venue will suffer damages. Wedding Couple agrees to pay the Venue, at the time of cancellation, a liquidated damages fee, as follows:

- Cancellation received more than Sixty (60) days but less than Ninety (90) days prior to arrival date, a cancellation fee equal to 50% of the total anticipated event revenue.
- Cancellations received less than Sixty (60) days prior to arrival date, a cancellation fee equal to 100% of anticipated event revenue.

All cancellations must be received and confirmed in writing to the Groups Department by email to [events@bestofbanff.com](mailto:events@bestofbanff.com)

### Force Majeure

The performance of this Agreement by either party is subject to acts of God, government (Including Covid-19 Imposed Event Restrictions), authority, disaster, or other emergencies, any of which make illegal or impossible to provide the facilities and/or services for your event. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

# FAQ's





## Décor FAQ

Can I have items delivered and stored prior to the wedding?

Storage of goods shipped prior to the event is subject to prior arrangements and space availability. The venue is not responsible for any lost, stolen, or damaged items.

When can we set up our décor?

You will have access to the banquet room the day of the wedding from 9.00am – 12.00pm. If 30 days prior to your wedding the venue is available then you can rent the space for \$300 +GST to set up your décor. All décor must be removed from the banquet room by 09.00am the day after the wedding.

Can the venue set up and remove our decorations?

For an additional fee of \$600.00 + GST the hotel will set up your chair covers, chair ties, table runners and head & cake table simple skirting the night prior to the wedding. All décor must be delivered to the hotel a minimum of 2 full days prior to wedding day. For an additional fee of \$300.00 + GST the hotel will dismantle your décor and set it aside for pick up on the following morning. Décor must be removed from the reception banquet room by 09.00am the day after the wedding. The venue is not responsible for any lost, stolen, or damaged items.

What décor items are permitted by the venue?

**Flowers** · You are welcome to bring flowers and they can be delivered to the hotel on the day of the wedding only.

**Non Drip Candles** · Dripleless candles placed in your own containers are permitted on the guest tables. The wick must be 2 inches below the rim of the container.

**Centerpieces** · Centrepieces can be provided and set-up by the wedding party.

**Hanging Items** · Provided no damage is caused to walls or light fixtures, installation is permitted and can be undertaken by the wedding party. Please let us know in advance what you have in mind.

What is not permitted?

The use of confetti, sparkles, glitter, bird seed or alike are not permitted in or outside the venue. The use of regular candles, nails, thumbtacks, scotch tape or staples are not to be used in any banquet room. Any damages caused by the use of these items will result in a charge to the Master Account / convener. Should damages occur in a function room or guestroom due to the negligence of members of the wedding group, an assessment for damages will be added to the Master Account/ convener bill upon departure.





## *On your Wedding Day FAQ*

Where do my guests park?

Complimentary parking is available at all of our venues for those staying overnight in our hotels. All other guests must use alternate parking.

How long can the reception last?

Until 11.00pm. Times cannot be extended. The maximum is until 11:00pm, with the last drink call at 10:30pm.

Do you provide an Emcee?

The hotel will not provide an Emcee. We suggest a family member, close friend, band leader or DJ to Emcee the event.

Who is my onsite contact person?

Fourteen days prior to arrival your Sales and Catering Coordinator will transfer your wedding file to the Food & Beverage Manager of the venue. From this time onwards, the Food & Beverage manager will be your primary contact and will be on hand the day of to ensure all venue goes well.

Can our dog or cat be part of our wedding?

Yes, for an outdoor ceremony only. Some of our guestrooms are pet-friendly too and the pet-friendly room must be requested at time of booking to guarantee a pet room. A pet fee of \$25.00 + GST applies per pet, per night. We do ask that your pets are not left unattended in the room. If you need doggy day care or a pet hotel, Veronica's Dog Daycare in the Banff Industrial Compound can help.





## *Food & Beverage FAQ*

Are menu prices guaranteed?

Due to the fluctuation of the price of food, all prices are subject to change without due notice, however, the hotel will guarantee prices sixty (60) days prior to the function. Our venues offer 50% off buffet dinners for children 6-12 years of age.

Can we bring our own food or wedding cake?

Due to licensing, health regulations and insurance requirements, all food and non-alcoholic beverages served must be supplied and prepared by the hotel. In addition, no remaining food or beverage may be removed from the premises.

We will make an exception for Wedding Cakes/Cupcakes. A Cake Plating fee is already included in your package. The cake/cupcakes can only be delivered the day of the event and must be in a proper bakery box or similar. Our Food & Beverage Department will assume no responsibility for the cake/cupcakes. Details of the delivery of such items must be arranged in advance. We highly recommend the Wedding Couple bring their own cake knife & server.

Do you allow Candy Bars?

Yes; the wedding couple are to provide all the jars, tongs and bags for the candy.

Can I bring personalized bottles of liquor for wedding favours?

Yes; however the gift must be given as a gift as your guests leave your wedding reception. All liquor provided at the event is supplied by the hotel only.

What about the included Bartender Fee?

The service of one Bartender is included in all our wedding packages. Additional Bartenders are \$175.00 + GST. The number of bartenders needed for each wedding is determined by the number of guests.



## Miscellaneous FAQ

What extra costs and arrangements should I factor in?

- Alcoholic Beverages
- Wedding Cake
- Overnight Accommodations
- Rehearsal Times
- Décor and Flowers
- Additional Bartenders
- Place Cards – Required for plated service
- Table Numbers
- Entertainment
- AV requirements

What is a SOCAN FEE?

By law, groups using music must be charged a surcharge from SOCAN (Society of Composers, Authors & Music Publishers of Canada) which will be added to your final invoice. The rate is based on the venue you are booking. Please inquire accordingly.

What is a Re:SOUND FEE?

Re:Sound is a Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Use of Music to Accompany Live Events was certified by the Copyright Board of Canada on May 26, 2012. Hence, by law, groups using music must be charged a surcharge which will be added to your final invoice. The rate is based on the venue you are booking. Please inquire accordingly.

Can we access the venue for planning?

We welcome the opportunity to show you and/or provide access to our facilities. To ensure that access, we ask you make an appointment prior, as our venues are very busy throughout the year.

What is my Sales & Catering Coordinator's role?

Your sales and catering coordinator is here to assist with all venue related queries and arrangements including banquet room, hotel ceremony site, guestrooms, hotel, rehearsal dinner and food & beverage arrangements. Should you require extra assistance in scheduling your day, arranging décor, finding vendors, or generally planning all the intricacies of your special day we can suggest several outstanding professional wedding planners that are familiar with our facilities.