



# SILVERTIP™

CANMORE ★ ALBERTA



## SILVERTIP RESORT WEDDING INFORMATION

2000 Silvertip Trail, Canmore AB

403-678-1604

[www.silvertipresort.com](http://www.silvertipresort.com)



SILVERTIP™  
CANMORE • ALBERTA

## Why Silvertip Resort?

At Silvertip, we understand the importance of details and creating an occasion that reflects your vision and desires. Whether you choose a small intimate affair or a grand black-tie formal event, our inspired team is dedicated to helping you create an unforgettable celebration. Our experienced events team will work with you to create a personalized and memorable event that reflects your unique vision and style. Our beautiful out-door ceremony spaces offer unparalleled views of the Rocky Mountains and the iconic Three Sisters mountainscape, setting the stage for a picturesque backdrop for your wedding photos. Our indoor wedding spaces are perfect for a reception of any size and can be personalized to fulfill your dream wedding vision. Silvertip's expert culinary chefs will dazzle guests with delicious and unforgettable culinary delights. Lets's begin your happily-ever-after at Silvertip Resort.



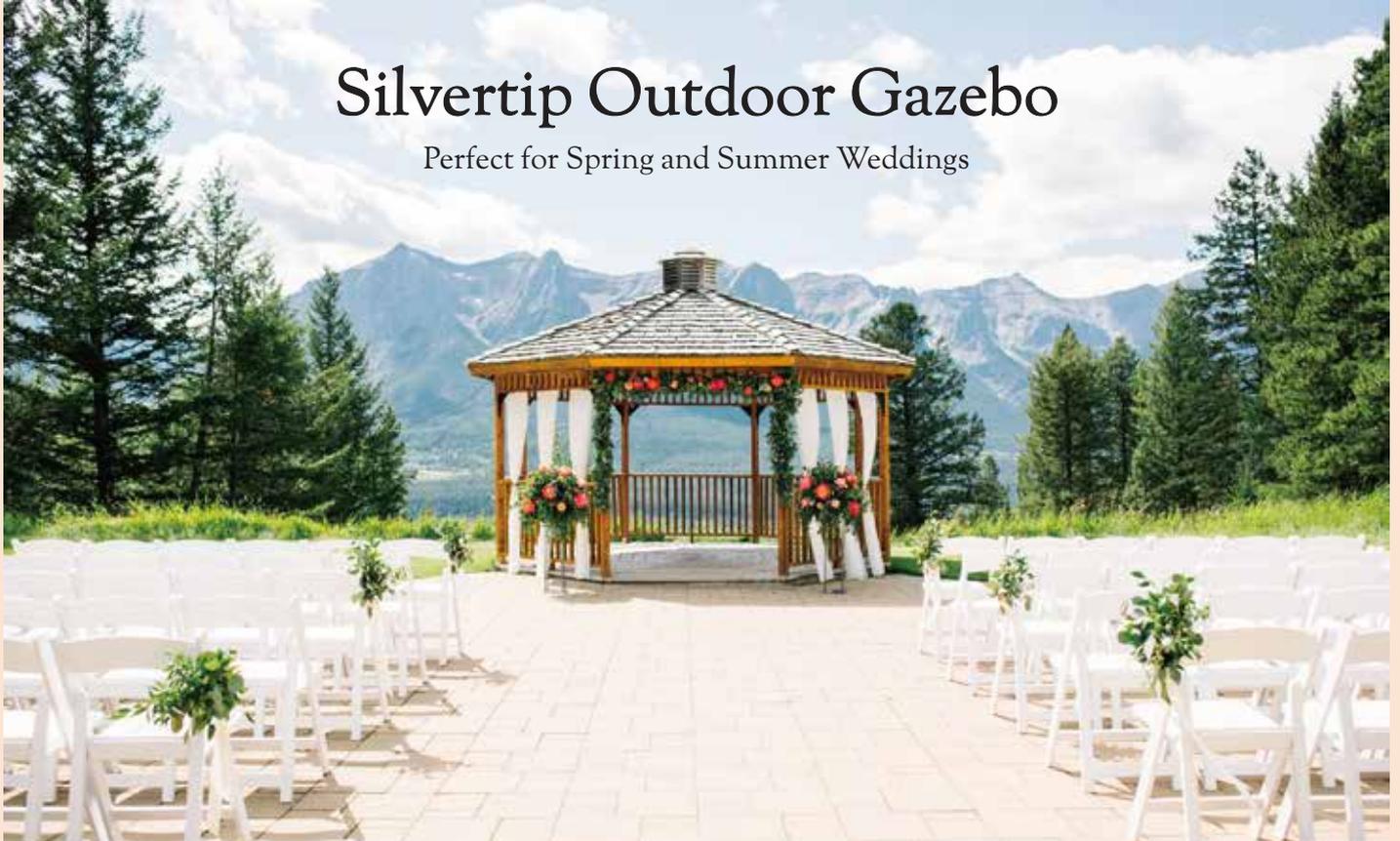
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# General Wedding Information

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## Outdoor Ceremony Locations

Silvertip Resort offers two spectacular venues for seasonal outdoor wedding ceremonies.



## Silvertip Outdoor Gazebo

Perfect for Spring and Summer Weddings

Perform your vows at the Silvertip Gazebo, in front of its picturesque Rocky Mountain backdrop. Use of The Silvertip Gazebo is available from May 1 to the first week of October (weather dependent). It can accommodate up to 180 wedding guests and is perfect for spring and summer weddings.

Couples can reserve the Silvertip Gazebo for a maximum of four hours to allow for set up, guest arrival, ceremony time (approximately 30 minutes), mingling and pictures (1 ½ hours).

### Silvertip Outdoor Gazebo Personalizations

#### Ceremony Music:

One standard power source is available, should couples wish to arrange background music during all or part of their ceremony. Live acoustic music (harpist, string quartet, etc) can be accommodated on request.

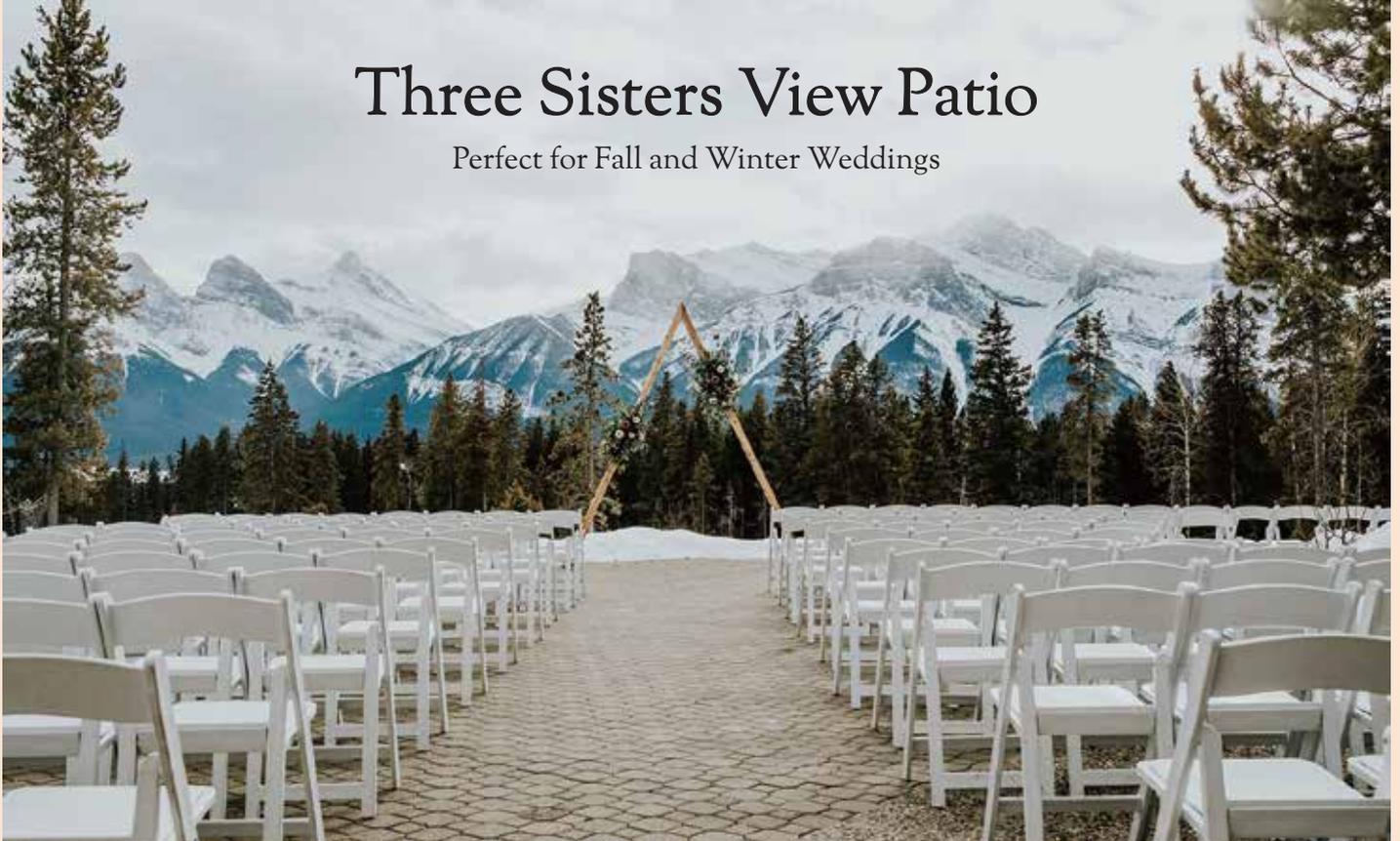
#### Additional Decorative Accents:

Please note that Silvertip does not allow the use of artificial flower petals, confetti, glitter, candle wax, hay bales or rice, etc. Use of real flower petals is permitted with prior notice to your Silvertip Events Manager. A cleanup fee may be added to your final invoice to cover any cleaning costs arising from the use of flower petals.

# General Wedding Information

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The Three Sisters View Patio overlooks the iconic snow-covered Three Sisters mountain range, providing the ideal outdoor setting for fall and winter ceremonies. Available for use from mid October to April 30th (weather dependent), for seating of up to 120 people.



## Three Sisters View Patio

Perfect for Fall and Winter Weddings

Couples can reserve the Three Sister's View Patio for a maximum of four hours to allow for set up, guest arrival, ceremony time (approximately 30 minutes), mingling and pictures (1 ½ hours).

### Three Sisters View Patio Personalizations

#### Ceremony Music:

One standard power source is available, should couples wish to arrange background music during all or part of their ceremony. Live acoustic music (harpist, string quartet, etc) can be accommodated on request.

#### Additional Decorative Accents:

Please note that Silvertip does not allow the use of artificial flower petals, confetti, glitter, candle wax, hay bales or rice, etc. Use of real flower petals is permitted with prior notice to your Silvertip Events Manager. A cleanup fee may be added to your final invoice to cover any cleaning costs arising from the use of flower petals.

“We chose Silvertip Resort as our wedding venue and were very pleased with the outcome. It made our wedding day all the more special, and it couldn't have been better organized. The venue is gorgeous, perfectly situated, and the facilities were top notch.” - Annie. H

# Function Room Capacities

Silvertip Resort has two rooms available for wedding functions. The Pavilion can be configured with theatre style seating for ceremonies and table seating for receptions. The Sinclair Room is equipped with theatre style seating for indoor ceremonies. It does not accommodate receptions. Room sizes and maximum capacities are shown in the table below. Actual capacity will be dependent on the table arrangement selected and other set-up requirements you may have.

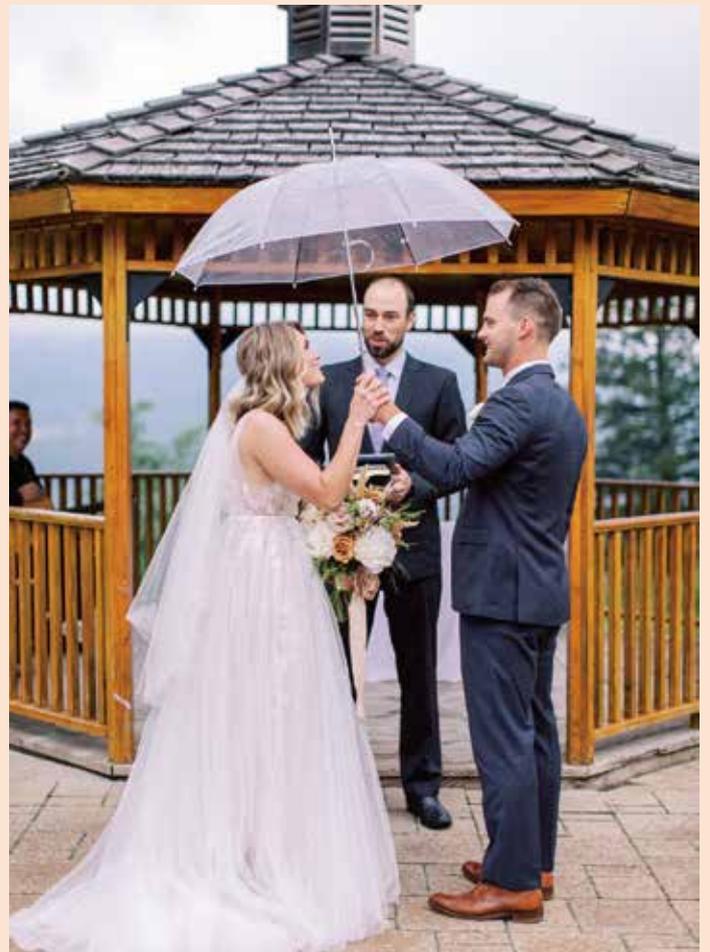
	<u>THE PAVILION</u>	<u>THE SINCLAIR</u>
Venue		
Dimensions	88' x 38'	40' x 23'
Size (sq.ft)	3344	920
Ceiling Clearance	10' 11"	9' 5"
Set With Silvertip Round Tables	180 ppl	n/a
Set With Silvertip Round & Long Tables	180 ppl	n/a
Set With Silvertip Long Tables Only	80 ppl	n/a
Set For Cocktail Reception	220 ppl	n/a
Set Ceremony/ Theatre Style	220 ppl	120 ppl

- ✦ The Pavilion can be set with long tables, Silvertip carries enough long tables to seat 80 people maximum.
- ✦ You may mix round and long tables for your reception set up, exact configuration is at Silvertip's discretion.
- ✦ If you wish to set all long tables for your event over 80 guests, you are welcome to rent long tables from a third party vendor.
- ✦ Silvertip's round tables can accommodate 6 - 10 people depending on decorative style
- ✦ Sinclair is used for indoor ceremonies only, set theatre style with banquet chairs up to a maximum of 120 ppl.



As fortunate as we are at Silvertip to be in the Rocky Mountains, its beauty does come at a small weather cost. Mountain weather can be unpredictable, extreme, and can quickly change.

Due to the unpredictability of our weather, it is mandatory that couples planning an outdoor ceremony also include a back-up plan for an indoor ceremony, in case of snow or rain on their special day. Silvertip can arrange for your ceremony to be held indoors and we offer three indoor ceremony options depending on the number of guests attending your wedding.



# Ceremony Back Up Plan

### Option One:

#### Indoor Ceremony Held in Your Reception Room.

If you would like to choose this option, we require 24 hours' notice before your wedding day as well as an additional \$2000 service charge to have the Pavilion seating changed from theatre-style for the ceremony to table-seating for the reception. To reconfigure the room for dinner after the ceremony, we require three hours, during this time access to the room is limited to Silvertip employees. It is the responsibility of the client to place, and arrange all decorations (cake, centrepieces, etc.) in the room after it is set for dinner.



### Option Two:

#### Indoor Ceremony held in your reception room, set "as is" for dinner.

During your ceremony guests would be seated at their tables, with the same configuration as for your reception. We require 30 minutes notice before the ceremony for this option however there is no additional cost as there is no reconfiguration time required.

### Option Three:

#### Silvertip's Sinclair Room can be used for your indoor ceremony with theatre-style seating in rows of banquet chairs.

Your reception would be held in the Pavilion as originally reserved. The Sinclair Room can be booked as a ceremony back-up option for no additional charge and without 24 hours' notice.

This room has a maximum capacity of 120 people.



## Access to Your Reception Space

The banquet room access is guaranteed for decorating by 9:00 a.m. on the day of the event. Should you wish the room be available earlier for decorating e.g. the day before wedding, please speak with your Silvertip contact about possible availability, this cannot be confirmed any earlier than 45 days out from your wedding day. If the reception room is to be set theatre style for the ceremony, we require 24 hours' notice before the wedding or 48 hours notice if you are granted early room set (e.g. the day before wedding to decorate). Banquet rooms will not be re-configured twice in one day.



## Ceremony Rehearsals

Rehearsal ceremonies can be booked the day or two before your wedding. The exact location and times cannot be confirmed any earlier than 45 days out from your wedding due to other events taking place on the resort. It is the bride and groom's responsibility to arrange this with their musicians, wedding planner and or marriage commissioner. Events managers do not conduct rehearsals.



## Start & Finish Times

Scheduled start and end times of all functions are to be strictly observed. Your ceremony space is available for the time block reserved. If you require earlier access, please speak to your Silvertip contact and arrangements can be made if possible. The banquet room is booked until 2:00 a.m. the night of the wedding. Last call is 12:30 a.m., the bar closes at 1:00 a.m. and guests are required to vacate by 1:30 a.m. Any hired entertainment (ex., DJs, musicians, bands, etc.) are to finish by 1:00 a.m. A copy of the entertainment contract is required in advance of the wedding day. Any vendors or your assigned clean up team that are tearing down will have access to do so until 2:00 a.m.



All décor items and all items that the client has brought to the resort must be removed from the reception space by 2:00 a.m. If you are renting items such as chairs that a rental company is delivering and picking up, you must arrange delivery no earlier than 9:00 a.m. the day of your wedding. Silvertip staff does not handle, set or tear down of rental chairs. All rental chairs must be picked up by 9:00 a.m. the day after the event. Rental chairs must be stacked and moved to the door nearest the loading bay in the reception room the night of the wedding before 2:00 a.m. so that Silvertip staff are able to clean the space and reset the room.

# Preparing For Your Wedding Day



## Decorations

We do not permit anything to be nailed, affixed, posted or otherwise attached to our walls, ceilings, beams or light fixtures. Only pre-authorized signage, promotional material, etc. will be allowed on any walls. Communication of the above requirements to the wedding guests, wedding planners and decorators of the wedding is the responsibility of the couple. Decorations including centrepieces, the guest book and pen, wedding cake, cake knife, table menus, place cards, as well as any flower arrangements, are the responsibility of the couple to organize. Candles are permitted with the understanding that there will be a base to catch any dripping wax. All candles must be placed at table height (not on the floor). Candles are permitted on the fireplace mantel but must be either fully enclosed or LED candles. Candles may also be placed in the wood burning fireplace but must be LED candles. Use of artificial flower petals, confetti, glitter, candle wax, hay bales, or rice of any kind is strictly prohibited. Please inquire with your events manager on the use of real flower petals.

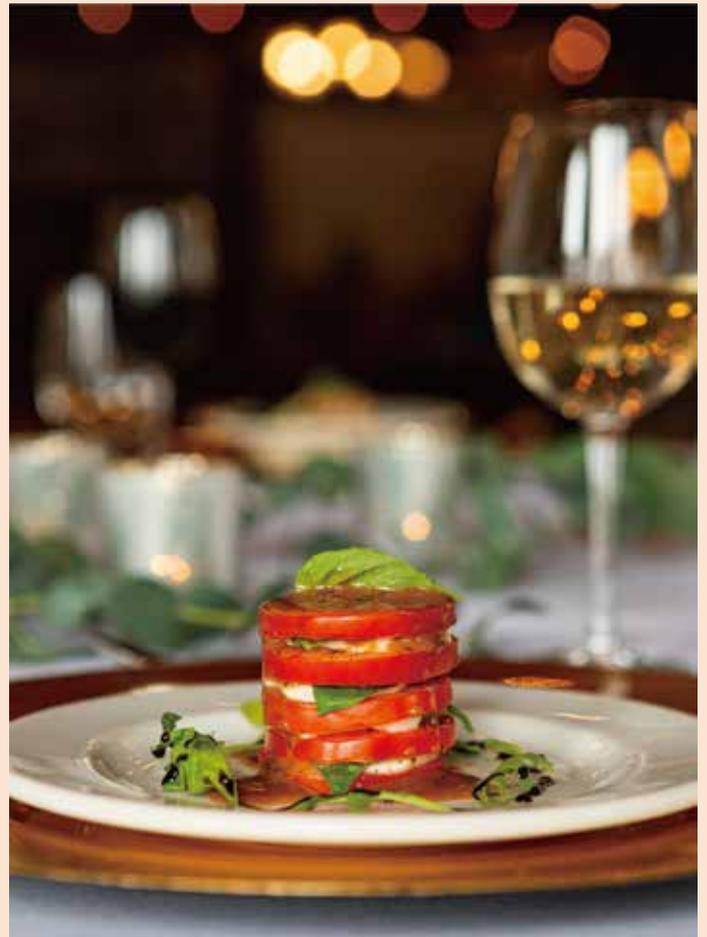


## Menu Pricing

At Silvertip Resort, we take great pride in our reputation for exceptional dining, showcasing the freshest local ingredients expertly prepared by our highly skilled culinary team led by Executive Chef Peter Horlacher. Whether you choose a plated or buffet dinner service, rest assured that your menu will be tailored to your preferences and dietary restrictions, ensuring a truly personalized and unforgettable dining experience.

As the Rocky Mountains stand as a timeless witness to your union, allow Silvertip Resort to add to the elegance of your special day with our unparalleled culinary offerings. Our menus and prices are guaranteed 90 days prior to the event, allowing ample time for you to make your selections with the utmost care and consideration.

To ensure the seamless execution of your culinary vision, final guarantees for menu options, including all allergies and special requests, must be submitted 72 hours in advance of the event. However, please be advised that any last-minute changes or requests may be subject to a surcharge, given the challenges of the supply chain.



## Plated Dinner Service

Our plated dinner selections are carefully crafted to provide a sophisticated dining experience for you and your guests. Should you wish to make any substitutions or upgrades to your plated dinner selection, our events team would be delighted to provide you with pricing information upon request. We also understand some guests may have dietary restrictions, and our kitchen team is more than happy to accommodate with specialized meal alternatives. Many of our plated meal items are gluten-free or can be made gluten-free with the ability to cater to other dietary restrictions upon request.

All plated service meals have a three-course minimum, with a maximum of three main course offerings for your guests, including a vegetarian or vegan option.

If you wish to offer a choice of main for your plated dinner (e.g. beef or chicken), the choices should be included on your invitations, as guests will need to choose in advance.

Assigned tables and seats are required for all plated service meals along with named place cards to designate the selection of entree.

## Menu Options

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### Buffet Dinner

Our buffet dinner selections are thoughtfully curated to provide a comprehensive dining experience for your wedding of 50 guests or more. With the goal of providing all guests the opportunity to fully indulge in the culinary offerings of our buffet menus, Silvertip Resort allows for a 5% overage in food consumption. Any leftover food after the event will be the property of Silvertip Resort. If you wish to make any substitutions or upgrades to your buffet, our event team would be happy to provide you with pricing information upon request.

### Wedding Cakes/Cupcakes

Wedding cakes, cupcakes and candy favours may be brought in and served at the reception. All cake, cupcakes, candy bar favours etc. are the responsibility of the couple. Silvertip accepts no liability for damage, set-up, storage, care, or repair of wedding cakes, cupcakes or favours. There is no additional cost to bring a wedding cake or cupcakes.

Our culinary team will cut and platter your cake for guest self-service at no additional charge. If you would like your cake cut and individually plated for table service, additional charges of \$2.00 per person plus service charge and GST will apply.



### Wedding Menu Tasting Information

Silvertip Resort is pleased to offer menu tastings for our plated and buffet dinner options for all couples who have a signed contract and paid their deposit. These tastings provide an opportunity for you to sample and select the dishes for your special day and are available only from October to May on specific dates as determined by our Executive Chef. Our menus and pricing are guaranteed 90 days prior to your event. As a complimentary service, we invite the couple to partake in a tasting. Additional guests who wish to attend will be required to pay the cost of the meal as per current menu pricing. Silvertip has a variety of wine available for purchase to accompany your tasting meal and the Silvertip events team can provide expert assistance with your wine selection. Note that only select wines are available by the glass.



## Banquet Bar Information

Silvertip Resort is pleased to offer a large selection of signature drinks, cocktails, beers, and premium top-shelf liquors. We are happy to customize drink offerings to fit with your special day. Silvertip offers couples the choice of a subsidized bar, host bar or host tickets. Each option provides flexibility to customize your liquor service offering, and our events team will ensure your specific needs are met and follow the necessary regulations.

As a licensed establishment, Silvertip reserves the right to control the consumption of alcoholic beverages within the facility and on the premises, as it is our responsibility to provide a safe public place for all guests.

Silvertip and events held at Silvertip are subject to all applicable ALCB regulations.

In particular please note:

- ✦ All alcohol must be purchased from Silvertip Resort.
- ✦ No outside liquor may be brought onto the premises or any facility of Silvertip Resort.
  - ✦ All spirits are a one-ounce pour.
- ✦ Silvertip Resort does not serve shots or doubles unless permitted by the couple.
  - ✦ A maximum of two drinks will be served per guest per trip to the bar.

## Liquor Services



### Subsidized Bar

With a subsidized bar, the wedding couple determines one pre-set price guests will pay for any type of alcoholic beverage (from \$1 to a maximum of \$5 per drink).

Guests pay the pre-set amount to the bartender with each drink order. The wedding couple is then responsible for payment of the difference between the pre-set drink price and its menu price as well as payment of gratuity and tax.

Costs for subsidized bars are estimated in advance of the wedding and pre-paid as part of the deposit schedule.



### Host Bar

With a hosted bar, the wedding couple covers all bar costs. Billing is calculated on the total consumption of all alcohol plus gratuity and tax.

Host bar costs are estimated in advance of the wedding and pre-paid as part of the deposit schedule.

A split between hosted and subsidized bars may be arranged. For example, some couples host a cocktail hour bar and then subsidize the bar costs for the dinner and dance. Silvertip requires a minimum of 30 minutes to finalize hosted bar costs before switching to a subsidized bar.

### Host Tickets

Host tickets are also available. Under this option, ticket values and quantities are pre-established with the couple. The tickets are collected with drink orders and the item purchased by the ticket is marked on the ticket. The difference between the value of the ticket and the actual menu price of the drink is charged to the master account along with gratuity and tax. Tickets will be estimated in advance of the wedding and are to be pre-paid as part of your deposit schedule.

For all bar service options, Silvertip Resort provides the liquor, ice, glassware, mixes, and bartender service. Liquor service costs are estimated in advance of your wedding and are pre-paid as part of the deposit schedule. Silvertip does not offer a bar option where the guests pay the full price plus service charge and tax.

## Audio-Visual

The Pavilion is equipped with a podium and microphone. Silvertip has a limited supply of other audio-visual equipment (wall-mounted projectors and projector screens, TV's, speakers and microphones) that may be arranged in advance of your wedding, subject to availability, for an additional cost. Please speak to your events manager to discuss the available options for your banquet room.



## Photography

Silvertip Resort abounds in stunning outdoor backdrops for your wedding photography. The Gazebo and Three Sisters View Patio make for exquisite photo settings, other Silvertip locations may be staged for photos, provided they are not on the golf course and do not interfere with play or guest dining experiences. Other beautiful locations in the Canmore area are available for photography; please discuss these with your photographer. The couple will be responsible for any transportation required to and from the photo shoot. Golf carts are not available for wedding use. Please speak with your events manager for more information about photography locations for summer and winter.



## Accommodations

Silvertip Resort does not offer or arrange accommodations however, there are many wonderful choices within Canmore and area for hotels and other short term stay options.

The following website can provide information on nearby accommodations and hotels:

<https://www.explorecanmore.ca/accommodations/all-accommodations/>



## Transportation

Silvertip Resort has arranged with Patagonia Chauffeur Services to offer wedding parties a discount rate for an evening shuttle from Silvertip to your guests' accommodations in Canmore. The shuttle is only available within the Town of Canmore and runs from 10:30 p.m. to 2:00 a.m. If you are interested in this option, please consult your Silvertip Event Manager for details and pricing.

If you wish to arrange a limousine or hired car service for your guests or wedding party for the ceremony, the car or limo may be driven directly to the Gazebo area and remain parked there for the duration of the ceremony.

In the summer, Silvertip Resort offers a complimentary driver and six person shuttle cart to transport the wedding party and guests requiring extra assistance from the clubhouse to the Gazebo for the ceremony.

The shuttle cart cannot leave the resort area and a Silvertip employee must be driving at all times.

## SOCAN & Re:Sound Fees

If music is to be performed or played, a performing right license is required by federal law when renting a facility for a private function.

This license fee is remitted to the Society of Composers, Authors and Music Publishers of Canada (SOCAN) as well as the Canadian Not-For-Profit Music Licensing Company (Re:Sound).

Performing rights license fees are approved by the Copyright Board. Current (January, 2023) fees are as follows:

<p>Current SOCAN Rates:</p> <p>Events with dancing \$63.49</p> <p>Events without dancing \$31.72</p> <p>Current Re: Sound Rates:</p> <p>Events with dancing \$26.63</p> <p>Events without dancing \$13.30</p> <p>SOCAN AND Re:Sound Rates are subject to change as the Copyright Board sees fit.</p>
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## Local & Provincial Health Regulations

Silvertip Resort reserves the right to inspect and control all functions held on the premises. All municipal, provincial and federal laws governing the sale, purchase, serving and consumption of food and alcoholic beverages, use of tobacco products and any other legislated products will be strictly enforced.

Silvertip Resort is a smoke-free facility. Smoking of tobacco is permitted outside of the facility in designated smoking areas only. Municipal bylaws restrict anyone from smoking or vaping cannabis in public within the Town of Canmore. Full description of the bylaw is noted here along with the fines associated:

<https://canmore.ca/town-hall/bylaws-policy>

All food and beverages (except wedding cakes, cupcakes and candy bars) for the wedding must be catered by Silvertip in accordance with local and provincial health regulations.

Silvertip Resort requires all weddings and events with liquor service purchase liquor liability insurance with minimum two million dollars liability. Silvertip Resort must be listed as third party



You may purchase policies through a provider of your choice or here are two companies we recommend:

<http://www.ligroup.ca/commercial/liquor-liability/>  
or  
<https://www.palcanada.com/en/party-alcohol-liability/>

## Deposit, Payment & Cancellation

- ✦ Silvertip Resort requires a valid credit card on file to guarantee your booking. Silvertip Resort will accept credit cards, cheques, e-transfers and bank drafts as forms of payment.
- ✦ A non-refundable deposit is required to guarantee your booking. The deposit amount is equivalent to the room rental rate.
- ✦ Six months before the wedding: 50% of your food and beverage minimum, along with your room rental fee(s) with 5% GST plus an 18% service charge on all food and beverage, as well as 5% GST are due (less your deposit).
- ✦ 90 days before your wedding: 50% of your food and beverage minimum, along with your room rental fee(s) with 5% GST plus an 18% service charge on all food and beverage, as well as 5% GST are due (less your deposits).
- ✦ In the event of non-payment Silvertip Resort reserves the right to cancel the event. There will be no refund of previous deposits paid.
- ✦ 21 days before your wedding: the remaining estimated total, based on actual food and beverage choices, including projected bar revenues plus an 18% service charge and GST are due (less your first three deposit amounts). Please note that this amount is only an estimate based on the information you have provided to Silvertip Resort. Payment of this deposit is based on the estimate created by your event manager.
- ✦ Final attendance guarantees are required 72 hours in advance of the event. Food and beverage provision will be made for 5% over and above the final guarantee, however, final charges will be based on the actual number attending or the final guarantee, whichever is greater. Note that last minute changes (within 72 hours) and/or additional requests are subject to availability and a surcharge.
- ✦ Couples are responsible for paying all projected bar revenues including any subsidized cash bar contributions 21 days before the wedding.
- ✦ Any cash collected from liquor sales on the event date will be applied to the master account invoice.
- ✦ Our function space is licensed to serve alcohol until 1:00 a.m. with last call at 12:30 a.m. Any hired entertainment (i.e., DJ, band, etc.) are to finish by 1:00 a.m. The function space is to be vacated by guests by 1:30 a.m.
- ✦ Within 30 days following your event, you will receive the finalized invoice for your event. If there is an outstanding balance from the event; it is due within 30 days of receipt of the invoice. If you are owed a credit, Silvertip Resort will issue the refund to the credit card on file or by cheque upon request.
- ✦ All deposits are non-refundable. If you wish to cancel your wedding, all deposits paid will be forfeited.



January 2023



**SILVERTIP™**

CANMORE ★ ALBERTA

Please Contact Us If You Have Any Questions!

Silvertip Sales & Events Team

Phone: 403-678-1604    [weddings@silvertipresort.com](mailto:weddings@silvertipresort.com)

**Photography Courtesy Of:**

Jody Goodwin Photography  
Corrina Walker Photography  
Magnifik Photography  
Heidrich Photography  
Sharai Siemens Photography  
Red Bloom Photography  
Kim Payant Photography  
Blake Loates Photography  
Heidrich Photography  
Pauline Yu Photography  
Kendal and Kevin Photography  
Rocky Mountain Photo Co  
Bow Media  
Kaitly Body Photography