



Commonly Asked Questions

What are the deposit amounts and when are payments due?

A \$5000.00 non-refundable deposit is required to book the Wildrose Ballroom is due with your signed contract. Full payment of room rental, food, beverage, audio-visual equipment and miscellaneous expenses will be due 5 business days prior to the wedding event date, based on a total estimate of charges. The Hotel requires a credit card on file to settle any variance to the estimate.

What happens if I choose to cancel my event?

All deposits are non-refundable. Additional cancellation charges will be applied as outlined in your contract.

What are the service charges and sales tax amounts?

A service charge of 18% and current GST (Goods & Services Tax) will be added. Please note that the service charge is taxable.

When should we discuss our menu selection?

Menus and details should be finalized with your Catering Manager at least one month prior to your event.

Does the Hotel charge a cake cutting fee?

There is a \$5.00 per person cake cutting fee to cut the cake, plate and serve to your guests. Should you wish to self-serve the cake, there would be a flat charge of \$100.00 to cut and tray the cake for a buffet.

What items do the Bride and Groom need to provide?

The Bride and Groom will need to provide the guest book and pen, bridal toasting glasses, cake knife and lifter, favours, place cards or seating chart, engagement photo(s), disposable cameras and any other miscellaneous items. You will need to arrange for someone in your party to set these items before the function takes place.

What kind of linens does the Hotel provide?

The Hotel will provide white, black or ivory floor length tablecloths. Our napkins colours include white, ivory and black. Specialty tablecloths, overlays, napkins and chair covers are available at an additional rental charge by an outside supplier.

What will the Hotel provide?

The Hotel will provide the Banquet set-up, dance floor, riser/stage for the DJ or Band, skirted head table, skirted gift table, skirted place card table, skirted guest book table, round tables, chairs, Hotel linens, candle centrepieces, table numbers and stands, all china, silverware and glassware.

Can we use candles for decoration?

Due to Fire Regulations open flame candles are not permitted within our Banquet facilities. If you are using a candle centrepiece not supplied by the Hotel, it must be pre-approved by your Catering Representative.

Does the Hotel charge a corkage fee?

The Hotel does not extend corkage privileges.

What is the charge for parking?

Valet parking is available at the Hotel at a rate of \$37.00 plus taxes Sunday thru Thursday and \$26.00 plus taxes Friday and Saturday (with unlimited in and out privileges). If guests wish to park their car elsewhere, there are a number of lots within walking distance of the Hotel. Please note that valet parking charges are subject to change without notice.



More Commonly Asked Questions

What vendors do I need to make arrangements with?

You will need to arrange for the DJ/Band or other entertainment, florist, wedding cake, photographer, videographer, decorator and transportation. Please provide us with a list of all vendors you have selected which includes a contact name and telephone number. The Catering office has a list of recommended vendors if you need any assistance.

Does the Hotel offer a choice entrée?

A selection of entrées for plated meals may be offered to your guests. Selections are limited to three choices, including a vegetarian entrée and an additional charge of \$5.00 per entrée will apply. Place cards are required to designate entrée selection to the banquet staff and are to be provided by the client. An exact count of the number of guests and each entrée is required with your guarantee of attendance 5 business days prior to the event.

Costing and estimates:

Menus and wine selection must be confirmed within 30 days prior to your wedding day. Once your final menu and beverage requirements have been confirmed, your Catering Manager will prepare an estimate for your wedding. These amounts will be based on historical information and industry guidelines. For your budgeting purposes please anticipate the following:

- ~One bottle of Wine (750ml) serves 4 glasses
- ~One bottle of Sparkling Wine or Champagne serves 6 Champagne flutes
- ~Estimate a minimum of 1/2 bottle of Wine per person for Dinner and 1/3 of a bottle per person for Lunch
- ~Estimate a minimum of 4 pieces of hors d'oeuvres per person, based on a one-hour reception before the main meal
- ~Estimate 2 drinks per person for the first hour of the reception, then 1 drink per hour for each hour after that
- ~Anticipate 25 minutes for each course to be served for a relaxed dinner service





Wedding Guidelines

We have designed this guideline to help you plan and organize the many important details that may apply for your Celebration with our Hotel catering services. Start with the timeline below and set your own individual deadlines. If you have less than six months to plan your Wedding, don't panic, just focus on the important elements! Planning in advance on the details will allow you to fully experience the joy of your Celebration.

Six or More Months Ahead

Think about the type of wedding day you envision for yourselves

- ~formal or informal, grand or intimate
- ~suitable season and time of year

Set your overall budget with allocated expenses

****Remember to include the applicable taxes and service charges****

Compile a guest list for a rough estimate on numbers

****This is important for selecting the appropriate amount of space****

Select your preferred date(s)

Reserve your ballroom space for your preferred date

Discuss and confirm the guestroom rate available for any out-of-town guests

Miscellaneous Items

Confirm Officiant

Select music/entertainment for your ceremony, reception, dinner and dance

Confirm photographer and videographer, if necessary

Review Hotel supplier guidelines with your Sheraton Suites Calgary
Eau Claire Catering Professional

Three to Five Months Ahead

Confirm specific event times with the Hotel for your ceremony, reception, dinner and dance prior to completing your wedding invitations

Review wording in invitations if offering a choice of entrée and request dietary or allergy restrictions - this should include number of children attending as well

Hotel to provide guestroom inserts with information on the special guestroom rate and how to make individual reservations

Make an appointment with your Catering Professional to commence the detailed planning and set-up of your celebration

**** Please allow up to two hours for this appointment****





Wedding Guidelines Continued

One to Two Months Ahead

Finalize all of your event details, including:

- ~Room set-up with Hotel floor plan
- ~Table set-up with linens, skirting, candles and centrepiece options
- ~Place cards and menu card for plated dinners
- ~Final menu confirmation and estimated guest count (including children's meal)

Beverage Requirements:

- ~Reception - punch, passed beverages and bar?
- ~Dinner - red and white wine selections, special beverage for toasts?
- ~Dance - bar?

Additional Considerations:

- ~Hors d'oeuvres
- ~Champagne
- ~Ice Sculptures
- ~Cappuccino bar
- ~Late night buffet station
- ~Preliminary agenda and timeline - review logistics and event flow with Catering Professional
- ~Communicate all suppliers, on-site contact, MC
 - ** Review Hotel Supplier guidelines**
- ~Catering Professional to complete detailed Banquet Event Order outlining all of your requirements with a floor plan
- ~Review final estimated balance and final payment details

The Final Week

Provide completed Credit Card Authorization form for pre-payment of the estimated balance. Provide guaranteed number of people and any special meal requirements.

Return signed Banquet Event Order to confirm requirements (please note any changes)

Arrange to deliver/review seating plan (provided by the client) and special requirements including :

booster seats, high chairs, specific number of guests per table, favours, programs, decorations, place cards, guest book and pen, display items, chocolates and miscellaneous supplier deliveries

Your Wedding Day

Relax and Celebrate the moment!





Wedding Suppliers

Disc Jockey Service

| | |
|---|--------------|
| Stardust | 403.288.2728 |
| Sounds Unlimited~Kelly | 403.279.4515 |
| Hurricane Hollywood~ Rob Lenard | 403.607.7469 |
| also has Jazz Trio - Shaken But Not Stirred and Band - The Jazz Cats | |

Entertainment

| | |
|---|--------------|
| Dino Martinis Productions Inc. | 403.232.8579 |
| Eric Friedenbug Music | 403.242.8186 |
| Les Pardoe~Pianist | 403.288.1487 |
| Adrienne Shipperus~ Haprist | 403.282.7787 |
| Maureen O'Sullivan~ Harpist | 403.932.2422 |
| VAD Ensemble~ Morag Northey - Taylor Trio - Piano, Violin, Cello | 403.270.7663 |
| Allegra String Quartet Diana Valentine | 403.212.1225 |

Florists

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|---------------------------------|--------------|
| The Nosegay~ Heather Simms | 403.541.1800 |
| Wild Orchid ~ Eau Claire Market | 403.264.5300 |

Wedding Cakes

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| Brûlée Bakery Inc. | 403.261.3064 |
| Cakeworks | 403.571.2253 |
| Always & Forever | 403.813.0892 |
| Amandine Bakery | 403.276.3532 |
| Sugar Flowers & Elegant Cake~ Kate Fielder | 403.273.3627 |

Event Planning

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|------------------------|--------------|
| Lynn Fletcher Weddings | 403.870.8805 |
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Decor & Linen Rentals

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| Table Talk | 403.541.1077 |
| Great Events Rental | 403.319.0028 |

Ice Sculptures

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| Frozen Memories Inc.~ Lee www.icesculpture.ca | 403.936.2345 |
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Photography

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|----------------------------|--------------|
| Perry Thompson Photography | 403.243.5643 |
| Bud Moore Photography | 403.265.0209 |

