



Sirocco Golf Club

2020-2021 Wedding Package



Book your site visit today by contacting Sirocco directly!

www.siroccoweddings.ca | 403.984.1396
Sirocco Golf Club | 210178 – 64th Street West | Foothills, AB



Table of Contents

Page 3 | Congratulations on your Engagement!

Page 4 | Ceremony Locations and Policies

Page 6 | Room Services and Policies

Page 7 | Reception and Banquet Rooms at a Glance

Page 8 | Wedding Services and Policies

Page 10 | Deposits and Contract

Page 11 | Recommended Wedding Service Providers



Congratulations on your Engagement!

Set against the spectacular backdrop of the Alberta Foothills and the Rocky Mountains, our full service clubhouse overlooks the golf course and the lush Pine Creek Valley.

Included in your wedding at Sirocco:

- | Step-by-step planning assistance
- | On-site coordination on your wedding day
- | On-site catering by our exquisite culinary team
- | Buffet, plated & cocktail party menu options
- | Complimentary wedding rehearsal space
- | Rehearsal dinner and gift opening options
- | Menu tastings and wine pairing suggestions & bookings available (Additional charges may apply)
- | All flatware, plate ware and glassware
- | Complimentary table linen options
- | Complimentary podium, mic & projector
- | Professional and courteous staff
- | Music, photography, floral and decor referrals
- | Two ceremony site options

Events Manager
403.984.1396 | events@sirocco.ca



Ceremony Locations & Policies

Wedding Ceremony Options

Sirocco hosts wedding ceremonies that are accompanied by a food & beverage reception, we are unable to host wedding ceremonies that are a stand-alone event. Ceremonies are regarded as a separate transaction and are not included in the food & beverage minimum spending.

Sirocco Ceremony Set up Includes:

Set-up and removal of chairs, registry table, guest book table, and seating for the number of guests in attendance are all included in the rental fee. Sirocco is not responsible for the set up or take down of any ceremony decorations - please designate someone from your group to take the décor inside once the ceremony has completed.

| The Siraia Dining Room
\$1,000

Offering a large stone fireplace with beautiful wood flooring and windows throughout; this space can host up to 130 guests. Siraia is available for 2 hour increments (1 hour prior to ceremony), ceremony time (approximately 30 minutes), and mingling and pictures (30 minutes).

Please note:
There will be a 5% GST and 18% Service Charge applied to the ceremony site fee.

| The Outdoor Hilltop
\$1,500

With mountain views that overlook the golf course, our hilltop site can host up to 200 guests and can be reserved for 3½ hour increments (1 hour prior to ceremony), ceremony time (approximately 30 minutes) and mingling and pictures (1½ hours).

As the Hilltop is overlooking the 18th green, music can be heard on course and be disruptive to golfers. Therefore it is asked that music is played at a reasonably low volume; and only for 30 minutes prior and 15 minutes post-ceremony. Please ensure your ceremony music provider has been approved by your Events Manager.

We are pleased to provide golf cart transportation for the wedding party and for those who require assistance to the Hilltop Site. Please arrange this with your Events Manager ahead of time.

Hilltop Ceremony Backup Space

Should we foresee an inclement weather forecast by noon two days prior to the wedding; the client will need to make a decision on whether or not we need to have a backup plan.

If the decision is made the day before the ceremony and no extra set up is required, there will be no fee in changing the Hilltop Ceremony to the indoor Siraia Dining Room.

However, if a last minute decision is made the day of to move inside, the guests will have to be seated at their seats in the reception space. Outdoor ceremonies that are booked with 130 guests or more are urged to make backup arrangements at the time of their booking; Sirocco will gladly offer referrals for tent rentals.

Pre-Ceremony Locker Room & Bridal Suite Access

We offer use of our **men's** locker room for a one hour time period before the ceremony, as well as full access to the bridal suite for your wedding party. Please note that the locker room is for the exclusive use of members of Sirocco Golf Club and should be respected in that manner. Additionally, members of the opposite sex are not **allowed in the men's change room** (including photographers).

Bridal Suite



Bridal Suite



Ceremony Rehearsal

We will do our best to accommodate requests to hold your wedding ceremony rehearsal on premise. As we are an operational golf course with a restaurant, please be mindful of disrupting our members and guests during and after your rehearsal

Please speak with your Events Manager two weeks prior to discuss Sirocco availability and timing.



Ceremony Site Access

Access to the ceremony space is guaranteed at 8:00am on the day of your scheduled event. Some decorations can be stored at Sirocco the day before; this must be prearranged with your Events Manager.

During the off season, early access to the booking space may be granted the day before, but cannot be guaranteed until 1 week prior and will be based on availability.

Set Up

It is the responsibility of the couple (or a delegated party) to set up and take down all decoration for the ceremony site. All decorations must be removed at the end of the function on the day of the event.

If some décor items are being duplicated for ceremony and reception set up, it is the responsibility of the couple or delegate to place all decorations once the room has been reconfigured.

Sirocco does allow flower petals at the outdoor ceremony site, but inorganic confetti is prohibited. A clean up fee will be imposed if required. Pets of any kind are not permitted in the clubhouse with the exception of service dogs.



Room Services & Policies

Sirocco Wedding Reception Rooms Include: Complete set up of your wedding banquet room (including white, ivory or black tablecloths & napkins, white china, glassware and flatware, silverware); gift table, guest book table, cake table, easel, podium, one wireless microphone, LCD projector and screen.

Event rooms will be assigned according to the number of people expected to attend and may be changed by Sirocco, while guaranteeing to meet the requirements of the group and corresponding with the minimum spending amount. An increase in guests after the booking agreement will not guarantee additional space.

Room Access

The banquet room will be available for decorating by 8:00am on the day of the event. Some decorations can be stored at Sirocco the day before, but this must be prearranged with your Events Manager. During the Off Season, early access to the booking space may be granted the day before, but cannot be guaranteed until 1 week prior and will be based on availability.



Décor and Set up

The couple (or a delegated party) is responsible for all decorations and set up including centerpieces, seating chart & name cards, welcome table items, and flower arrangements. Sirocco does not guarantee fridge storage of flowers or desserts the day prior to the event. Please discuss any drop off or pick up request with the Events Manager prior to your wedding day. Candles are permitted with a base to catch drips and the flame enclosed. All décor including cakes & floral are required to be set up at least 2 hours before the reception start time. Guest name cards for plated meals must be pre-approved by the Events Manager and placed by 12:00pm on the day of the wedding. It is the responsibility of the couple or delegate to remove all décor items immediately following your event. The reception finale is at 1:00am, and all personal property must be removed from the event room by 2:00am.

Floor Plan

We will be happy to work with you in developing seating arrangements and floor plans. Please note that the layout of the room is at the guidance and discretion of Sirocco. Any variances to the standard set-up provided by Sirocco may be subject to an additional cost.

The final floor plan with the number of guest at each table and their selected meal must be submitted 14 days prior to the event. Minor adjustment to the floor plan can be submitted up until 3 days before the event.



Room Capacities & Minimums

ROOMS	Reception & Buffet Dinner Capacity	Reception & Plated Dinner Capacity
Full Upper Clubhouse	172	200
El Sirocco & Ibbys	108	120
Montage Room (<i>Downstairs</i>)	40	50

Food & Beverage Minimum Spending Requirements

(Before applicable 18% gratuity & GST)

Peak Season

June 25th – October 4th & December 31st, 2020

June 1st – October 3rd & December 31st, 2021

ROOMS	FULL DAY EVENT Friday – Sunday 8:00am-1:00am
Full Upper Clubhouse	\$15,000.00
El Sirocco & Ibbys	\$11,000.00
Montage Room <i>(Fridays & Sundays ONLY)</i>	\$3,000.00

Off Season

January 1st – June 29th & October 5th – December 30th, 2020

January 1st – May 31st & October 4th – December 30th, 2021

ROOMS	FULL DAY EVENT Friday – Sunday 8:00am-1:00am
Full Upper Clubhouse	\$9,000.00
El Sirocco & Ibbys	\$6,000.00
Montage Room	\$3,000.00

A deposit of \$500 is required at the time of booking.
14 days prior to the event, the remainder of the minimum spending requirement is due.



Wedding Services & Policies



Menus

Our wide variety of appetizers, entrees and desserts has been selected to offer you the most flexibility in creating a menu. When our Clubhouse is open (April-October), Our Executive Chef would welcome the opportunity for you to attend a menu tasting to experience the food at Sirocco. Please see your Events Manager for details, availability & pricing. Menu selections are due one month prior to your booking date. Calgary Health Region guidelines and food safety practices prohibits the removal of food items after an event with the exception of specialty cakes.

Catering

Sirocco offers both plated & buffet meal service. Children 3 years & under dine free; Children 4 – 12 years dine for ½ price. Late Night Buffets are also available. As Sirocco allows for 5% coverage in food consumption to ensure that a wide selection of food is available to all guests. Guests may not remove any food from Sirocco Golf Club, as we cannot guarantee the safety of food that had once been placed on a buffet, as per AHS Guidelines.

Outside Food

All food and beverage (with the exception of wedding cake, cupcakes and candy bar) for the event must be catered by Sirocco. If you are bringing in your own desserts and you require Sirocco to plate/replenish them throughout your event there will be a plating fee charged to your final bill.

Choice of Menu

When selecting your menu, please remember that for each function, the menu must be predetermined for all attending guests. Special dietary substitutes are available and must be pre-arranged. Guests who are to receive special meals must be identified to the Banquet Manager prior to service commencing.

Bar and Alcohol Arrangements

All alcohol must be purchased from Sirocco. Our function space is licensed to serve alcohol until 1:00am with last call at 12:45am. The function space must be vacated by 2:00am. Host, subsidized (ie. Tweekie or \$5 Bar) and ticket bars are available and are applicable to your minimum. However, tickets must be provided by the couple and given to the Events Manager prior to your wedding. Cash bars are not applicable to the Food & Beverage minimum spend. In the event that Sirocco Golf Club cannot source the desired product, couples may bring in their own, with a corkage fee of \$25 per bottle.

Smoking & Accessibility

Sirocco is a smoke-free environment which includes but is not limited to: vaping, e-cigarettes, and the use of cannabis. Smoking is permitted outside only in designated areas and not on the patios. Sirocco is wheelchair accessible and there is an elevator in our main lobby to assist guests to the lower floor.

Prices

Prices and menus are guaranteed 90 days in advance of the function. As menus are updated a revised version will be sent to you.

Gratuity and Tax

All food, beverage, and rentals are subject to an 18% service charge. GST is applied to the total bill including service charge.

Final Numbers and Guaranteed Attendance

A minimum guaranteed number of guests attending your function are required 14 days prior to the event. If the number is not received at this time, the number given at the time of booking will be taken as the guarantee. The final guest count given 14 days prior, or the final number in attendance, whichever is greater, will be the number charged to your final invoice.

Start and End Times

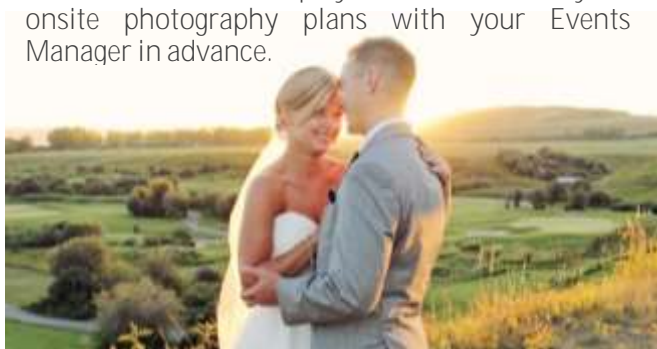
Start and end times of all functions are to be strictly adhered to. The space is only booked for the times indicated. Setup and dismantling times are to be determined at the final meeting with your Events Manager, 14 days prior to the event. Evening bookings must be complete by 1:00am. Any hired entertainment (ie. DJ, band, etc.) are to finish by 1:00am. The premises must be vacated by 2:00am by all guests including all personal property. For brunch or lunch functions, the room must be vacated no later than 4:00pm or be specified at the time of booking.

Shipping, Receiving & Storage

Minimal décor or supplies for your function may be delivered to Sirocco 24 hours prior to your event date. Tabletop items such as runners & chargers may be required earlier, as they may need to be pre-set under the table settings. Boxes must be marked and addressed properly with the name and date of the event clearly indicated to the attention of the Events Manager. Your Events Manager must be notified of any deliveries at the final meeting. Storage is not provided following your event booking unless it has been pre-approved.

Photographs

Only approved locations on our grounds are available for pictures. Photography on the playable portion of the golf course is strictly prohibited, as this area is not safe for the public and interferes with play. Please discuss your onsite photography plans with your Events Manager in advance.



Transportation and Parking

Taxis/Uber's do come to Sirocco; however they can take up to 40 minutes to arrive and must be called by the individual needing taxi service from their personal cell phone. Sirocco cannot make the arrangements for guests. We recommend arranging a shuttle service for guests, or **implementing a "safe ride home" program.** There is plenty of complimentary parking in our clubhouse lot. Vehicles can be left overnight. Please discuss with your Events Manager what time the gates open the following morning. Please note times will differ depending on the time of year your wedding is taking place.

Music and Speeches

Please note that a performing rights license is required when renting a facility for a private function, if music is to be performed or aired at the event. This license fee is remitted to the Society of Composers, Authors and Music Publishers of Canada (SOCAN). SOCAN is a non-profit organization which, under the Copyright Act of Canada (R.S., C.55, S.1) is authorized to collect for the public performance of music in Canada. SOCAN distributes the money collected to Copyright owners in the form of a royalty. Therefore, you are required by federal law to pay a performing rights license under Tariff 8. These fees are approved by the Copyright Board and are published annually in the Canada Gazette. Additionally, the Re: Sound tariff is also required by federal law and it represents the rights of the performers who played on recordings and the record companies that produced those recordings.

For more information on the varying rates for both tariffs, please inquire with the Events Manager.

Audio Visual Package

Our complementary package includes: one podium, one wireless handheld microphone, and one ceiling mounted LCD projector with remote control screen. Basic set-up & striking of said equipment is included in your complementary package; however Sirocco Golf Club is not responsible for the performance or execution of any third party A/V presentation. If an A/V presentation is to take place, a run through must be prearranged at the two week meeting, and an on-site contact is to be identified to Sirocco Management for the day of. Please note Sirocco does not have a laptop available, and one must be provided by the event organizer.



Photo by Willow & Wolf Wedding Photography



Deposits & Contracts

Booking Deposit

A non-transferable, non-refundable \$500 deposit is required at the time of booking to confirm the function space. This deposit is applied to the final bill.

Pre-Payment

A second deposit of the guaranteed minimum food and beverage spending requirement will be due 14 days prior to the event booking date. This deposit is applied to the final bill.

Final Invoice & Receipt

A credit card number is required in advance of your event to be used for final payment of any remaining balance. The final invoice & receipt will be sent by email within 5 business days after the event. It is agreed that, should payment not be made within 30 days of the date of the final invoice, interest charges in the amount of 2.00% per month will be applied.

Cancellation

In the event that something unforeseeable happens after signing your contract, and the event must be cancelled or postponed, the initial deposit will be forfeit; however some exceptions may apply if you are able to rebook your event at Sirocco within a calendar year.

Should you cancel within 90 days of your event date, half of the minimum food & beverage requirement outlined in your contract will automatically be processed to the credit card number on file.

Acceptance and understanding of these policies is assumed to be part of all arrangements made between the client and Sirocco Golf Club.



Recommended Wedding Service Providers

Wedding Photographers

JM Photography	jmweddings.ca
Whitney Cowan Photography	whitnycowanphotography.com
Scott Gage Photography	scottgage.ca
Christina (plus) Nathan	christinaplusnathan.com
Sofia Katherine Photography	sofiakatherinephotography.com
Geoff Wilkings	geoffwilkings.com
Terry Photo Co.	terryphotoco.com

Boudoir Photography

Kristen Butler Photography	facebook.com/kristenbutlerphotography
----------------------------	---

Cakes, Desserts & Candy

Whipt Desserts & Catering	whipt.ca
Cake Bake Shoppe	cakebakeshoppe.ca
The Sugar Cube	sugarcubeyc.com

DJ's & Live Music

Pez Productions	pezproductions.ca
Revolution Entertainment Inc.	revolutionentertainment.com
Outright Entertainment	outrightentertainment.com
Hype Entertainment	hypedj.com
Two Bit Bandits	twobitbandits.com
Solatido	solatido.ca

Ceremony Officiants

Jerry Stilson	jerrystilson.ca
Young, Hip & Married	younghipandmarried.com

Wedding Planners, Décor Set-Up & Take Down

Sarah Jane – Everything But Time	yycebt.com
Epic Events & Weddings	epic-events.ca
Simply Sisters	simplysisters.ca
Paper Doll Events	eventsbypaperdoll.com

Videographers

Parfait Productions	parfaitweddings.com
---------------------	--

Florists

Flower Chix	flowerchix.com
Creative Edge Flowers	creativeedgeflowers.com
Blue Hydrangea Floral Boutique	bluehydrangea.ca
Dahlia Floral Design	dahliafloraldesign.ca

Décor Rentals

Chair Flair, Shannon Collins	chairflair.ca
------------------------------	--

Photo Booths

Celebs Photobooth	celebsphotobooth.com
Pose & Pucker Photobooth	poseandpucker.com

Transportation

Southland Transportation	southland.ca
AMPM Limo	ampmlimo.ca