

*Fairmont*

PALLISER

**WEDDINGS**

2024





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# *Turning Moments Into Memories*

Step into a world of elegance, history and charm. From intimate gatherings to lavish affairs, from traditional to unexpected, anticipate the remarkable at Fairmont Palliser.

Through every step of your wedding journey, our dedicated team will attend to every detail, ensuring your momentous day is a celebration filled with cherished memories that will last a lifetime.

*We look forward to welcoming you through our iconic doors. Calgary's castle; turning moments into memories for 110 years.*

For more information on planning your wedding, please contact our Wedding Specialists at [PALCatering@Fairmont.com](mailto:PALCatering@Fairmont.com)

Wedding Manager: 403-260-1247



# Wedding Ceremonies

Our ceremony event spaces are reserved for weddings that host their wedding reception here with us. Ceremonies held in a separate event space within the hotel must conclude by 3 p.m.

## CEREMONY PACKAGE INCLUSIONS:

- Ceremony event space for a one-hour period
- Ceremony rehearsal\*
- Banquet chairs
- Signing table with white linen
- Easel
- Water station
- Palliser equipment
- Set up and tear down of Palliser equipment

\*We will do our best to accommodate requests to hold your ceremony rehearsal in the same event space that your wedding ceremony is booked in. We are, however, unable to guarantee space availability, time and location of your ceremony rehearsal until two weeks prior. One hour will be allocated for your rehearsal.

Should you choose to have your ceremony and reception/dinner in the same event space, a two-hour re-set time period will be required between the end time of your ceremony and the start time of your reception/dinner.

\*All charges are subject to GST at the prevailing rate. Ceremonies held in the Alberta or Crystal Ballrooms are reserved for weddings whose receptions are taking place in the same ballroom. Exceptions are based on availability.







# Wedding Receptions

All event spaces used for dinner receptions have a minimum food & beverage revenue requirement as noted below. This is based on all food/beverage consumed during your reception/dinner event including hors d'oeuvres, dinner, wine with dinner, bar sales, cake, and late night snack. This excludes the reception package fee, tax, and service charge.

## RECEPTION PACKAGE INCLUSIONS:

- Banquet chairs
- 3/4 white linen and white napkins
- Fairmont china and flatware
- Banquet tables (round & rectangle)
- Cocktail tables
- Stage for head table or DJ/band
- Dance floor
- Easel
- Candles
- Set up and tear down of Palliser equipment

When you book your wedding at Fairmont Palliser, you will be assigned a Wedding Manager. This will be your contact from your initial visit through to your wedding day.

The Wedding Manager will assist you with organizing all of the details offered through Fairmont Palliser such as floor plan creation, food and beverage selections, menu tastings, wedding cake design, and vendor recommendations.

\*Food and Beverage is subject to 20% surcharge, of which 13.8% is a gratuity that is distributed to the hotel's banquets team and, as appropriate, other non-supervisory and non-managerial hotel staff in the line of service, and the remaining 6.2% is retained entirely by the hotel





# *Our Elegant Spaces*

*From grand weddings to intimate affairs, Fairmont Palliser offers a variety of event venues to suit your needs.*





Edward Ross Photography

## Crystal Ballroom

The elegant ambiance of this grand ballroom is the perfect setting for your celebration. Thirteen crystal chandeliers sparkle from the ornately gilded ceiling, accentuated in white and gold. The stately marble columns and distinctive architectural details of the Crystal foyer provide an elegant welcome to your guests. The Crystal foyer and Oval Room are included with the booking of the Crystal Ballroom.

\*Food & beverage minimum: \$28k

Reception rental: \$2,250

Ceremony rental: \$4k

Maximum Ceremony Capacity

|  
400

Cocktail Reception  
Capacity

|  
400

Maximum Seated Guests

|  
300

Maximum Seated Guests  
(With Dance Floor)

|  
250

Room Dimensions

37'5" x 12'7"

Square Footage

6,273 sqft

Ceiling Height 17'





Maximum Ceremony Capacity

|  
90

Cocktail Reception  
Capacity

|  
80

Maximum Seated Guests

|  
40

Room Dimensions

32'6" x 46'6"

Square Footage

1,510 sqft

Ceiling Height 18'

## Oval Room

The Oval Room features remarkable acoustics as a result of the round structure and dome ceiling. Ornate wall sconces, full-length windows and a gilded fireplace and ceiling, the Oval Room is a charismatic setting for your ceremony or reception. The Oval Room is included with the booking of the Crystal Ballroom. On occasion, this space may be booked on its own based on availability

Justine Milton Photography





Justine Milton Photography

\*Food & beverage minimum: \$20k

Reception rental: \$1,500

Ceremony rental: \$3k

Maximum Ceremony Capacity

|  
200

Cocktail Reception  
Capacity

|  
200

Maximum Seated Guests

|  
160

Maximum Seated Guests  
(With Dance Floor)

|  
130

Room Dimensions

46.5" x 55.7"

Square Footage

3,798 sqft

Ceiling Height 18'

## Alberta Ballroom Lake Louise Room

The hand painted murals that adorn the walls make this room one of understated beauty. The Alberta Foyer and adjoining Lake Louise Room are included when you book the Alberta Ballroom.





Justine Milton Photography

## Oak Room

This historic space has been revitalized into a modern venue with classic touches. Featuring tall windows, ample natural light and a private washroom, this modern space exudes sophistication and charm. Experience the ultimate in luxury in what was once Fairmont Palliser's historic Oak Room Lounge.

\*Food & beverage minimum: \$12k

Reception rental: \$1,250

Ceremony rental: \$2,500

Maximum Ceremony Capacity

|

150

Cocktail Reception

Capacity

|

130

Maximum Seated Guests

|

100

Maximum Seated Guests  
(With Dance Floor)

|

85

Room Dimensions

49.5" x 42.8"

Square Footage

2,046 sqft

Ceiling Height 18'





Justine Milton Photography

## Banff Room

The Banff room features neutral-toned walls with decorative panels and elegant sconces, exuding a timeless charm. The exquisite chandeliers add to the overall elegance of the space.

\*Food & beverage minimum: \$6k

Reception rental: \$900

Ceremony rental: \$1,800

Maximum Ceremony Capacity

|  
180

Cocktail Reception  
Capacity

|  
150

Maximum Seated Guests

|  
100

Maximum Seated Guests  
(With Dance Floor)

|  
80

Room Dimensions

25" x 82.4"

Square Footage

2,060 sqft

Ceiling Height 10.8'





Tess Lucas Photography

\*Food & beverage minimum: \$4k

Reception rental: \$750

Ceremony rental: \$1,500

Maximum Ceremony Capacity

|  
100

Cocktail Reception  
Capacity

|  
90

Maximum Seated Guests

|  
70

Maximum Seated Guests  
(With Dance Floor)

|  
60

Room Dimensions

37.9" x 43.6"

Square Footage

1,652 sqft

Ceiling Height 9'

## Aspen Room

The Aspen room features large windows adorned with curtains, ample natural light, neutral-toned walls and carpeting that contribute to a clean and contemporary aesthetic.



## *Willow Suite*

\*Food & beverage minimum: \$2k

Reception rental: \$400

Ceremony rental: \$800

This truly unique space is perfect for intimate ceremonies. It features ample natural light, two elegant chandeliers and is wrapped in classic heritage. It is the perfect setting for an intimate reception or ceremony!

Room Dimensions 21'5" x 38'9"

Square Footage 826 sqft

Ceiling Height 9'9"

Maximum Ceremony Capacity

|

20

Cocktail Reception Capacity

|

20

Maximum Seated Guests

|

20

## *Juniper Room*

\*Food & beverage minimum: \$2k

Reception rental: \$400

Ceremony rental: \$400

The Juniper Room has natural light, ample storage space, a private washroom, and is the perfect setting for an intimate reception or ceremony!

Maximum Seated Guests 18

Room Dimensions 15' x 38'

Square Footage 566 sqft

Ceiling Height 9'6"

Maximum Ceremony Capacity

|

30

Cocktail Reception Capacity

|

20

Maximum Seated Guests

|

20

## *Birch Room*

\*Food & beverage minimum: \$2k

Reception rental: \$400

Ceremony rental: \$400

The Birch Room has natural light, ample storage space, and is the perfect setting for an intimate reception or ceremony!

Room Dimensions 16'3" x 46'11"

Square Footage 770 sqft

Ceiling Height 9'6"

Maximum Ceremony Capacity

|

30

Cocktail Reception  
Capacity

|

20

Maximum Seated  
Guests

|

20



# Catering

Our Executive Chef and his talented culinary team are dedicated to showing you everything our region has to offer. We are proud to showcase local and organic foods and the culinary delights of Alberta at Fairmont Palliser. Our diverse cuisine, fine wines and attentive, personalized service will ensure that your events are marked by gracious hospitality that reflects the quality of Fairmont Hotels.

As the sole provider of all food and beverages in the hotel, please allow our talented culinary team to create an unforgettable dining experience for you and your guests.

Plated dinner menus include four pre-selected courses options served directly to your guests at their table. You would pre-select one soup, one salad, one entree, one dessert for your guests to enjoy. For an additional \$11 per guest, you may provide your guests with up to three options of entrée.

All menus need to be selected 30 days prior to arrival. Seat and table assignments are mandatory for all plated dinners. Upgrade to a la carte so your guests may select one of three entrées on the evening of your event.

Buffet dinners include soups, salads, entrées and desserts.  
Please select your buffet menu 30 days prior to arrival.

\*Please speak with your Wedding Manager for menu customization.





# Wedding Cake

Wedding cakes are created in our pastry shop, exclusively for your wedding and they may be customized to serve as many guests as you would like. Your wedding cake is included in your minimum food and beverage revenue requirement and needs to be finalized 30 days prior to your wedding day.

Plated Service | \$8.00 per plate. We will cut, garnish with fresh fruit coulis and serve your wedding cake to each guest at their table.

Buffet Service | Included in the price of your cake.

We will cut the cake and arrange on trays for guests to serve themselves.

# Childrens Meal

Children aged 0-4 are complimentary. Children aged 5-12 can enjoy the children's menu provided by your Events Manager. Alternatively they may have a smaller portion of the adult menu for 50% off the menu. We kindly ask that all children enjoy the same menu.

# Menu Tasting

For weddings above 50 guests, a complimentary menu tasting for 2 guests is included. Our menu tastings are booked starting at 2 pm Monday-Friday in the Hawthorn Dining Room.

# Printed Menus

It would be our pleasure to create menus for your guests. We will print them with the couple's name and wedding date. \$2.00 per menu. For customized designs please discuss additional charges with your Event Manager.

# Wedding Favours

Offer your guests a delicious treat from our pastry shop to thank them for sharing in your special day. Please see our catering menu for options.





## Host Bar

The host pays for all guest alcohol consumption, plus a 20% gratuity charge and applicable taxes. \*Food and Beverage is subject to 20% surcharge, of which 13.8% is a gratuity that is distributed to the hotel's banquets team and, as appropriate, other non-supervisory and non-managerial hotel staff in the line of service, and the remaining 6.2% is retained entirely by the hotel.

## Ticket Bar

The host provides a limited number of tickets for guest alcohol consumption, with a cash-bar available once tickets are exhausted, plus a 20% gratuity charge and applicable taxes.

## Toonie Bar

Guests will pay \$2 per beverage and host pays for the remainder, plus a 20% gratuity charge and applicable taxes.

## Cash Bar

Guests will pay for their own beverages either with a rate subsidized by the hosts or in full from the bartender. For example, if you have a Toonie Bar, a guest would pay \$2 per beverage at the bar and you would pay the remaining beverage amount to your account.

## Alcohol Service Policy

It is the policy of Fairmont Palliser to serve alcoholic beverages in a reasonable and professional manner at all times. We will adhere to all applicable laws and regulations as they pertain to the service of alcohol to under aged or intoxicated persons. Hours of alcoholic beverage service at Fairmont Palliser must conclude at 1:00 a.m. Monday to Saturday, and 12:00 a.m. on Sundays and holidays. For both Host Bars and Cash Bars, a bartender charge of \$40 per hour (minimum of four hours) will be applied if sales are less than \$500 per bar. The hotel will provide complete arrangements including bartender, Moneris machines, mix, glasses, ice, and condiments as required.





## Estimates

Menus and wine selections must be confirmed 30 days prior to your wedding day. Once your final menu and beverage requirements have been confirmed, your Events Manager will prepare a catering estimate for your wedding. These amounts will be based on historical information and industry guidelines.

- ½ bottle of wine per person for dinner (2 glasses each)
- 4 pieces of hors d'oeuvres per person, based on a one-hour reception before the main meal
- Five drinks per person for the entire duration of bar service for your reception
- Late night snack services are highly recommended. Estimate to include coffee/tea service and snacks for approximately 75% of your guests, based on 2-3 pieces per person
- Anticipate 25 minutes for each meal course to be served, 30-40 minutes for an entrée so you have a relaxed dinner service

## Post Wedding Brunch

Start your first day as a married couple by enjoying a delicious brunch with your friends and family. Speak to your Event Sales Manager to discuss options for hosting your brunch the morning after your wedding. There are many breakfast buffets with options to add an omelet station, waffles, smoothie/juice bar and more!

## Afternoon Tea

We are pleased to offer Afternoon Tea in Hawthorn Dining Room or a private event space for your bridal shower, wedding brunch and bridesmaids proposals.

The tea hour is always an intimate one; a time for friendly chats amid pleasant surroundings. You're invited to relax with our traditional afternoon tea menu consisting of delicate tea pastries, fresh dainty finger sandwiches, and oven-fresh scones to enjoy with loose leaf tea offerings including Fairmont Palliser's very own Lot 35 tea.



# Additional Information

## Entertainment Fees

All events with musical entertainment, live or recorded, are subject to both SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re: Sound charges listed below. The fees collected by these two agencies are licensing fees and/or distributed as royalties to the original artists, and do not represent any revenue for the hotel. Your Events Manager will factor these fees into your estimate.

## Noise Policy

Please note that the hotel reserves the right to control the volume of music at all times if guest complaints are registered. Music must conclude at 1am. Please consult your Events Manager for further details on our music policy.

## Candle Policy

In accordance with Alberta Fire Code, open flames are not permitted. Our votives are within fire code, but if you choose to use an outside supplier for candles, they must be at least 4" tall and have a gap of 1.5" between the top of the flame and the top of the container.

## Audio Visual

Fairmont Hotels & Resorts have partnered with Encore, to offer the finest technology, creative expertise and quality assurance necessary to take your event to the next level. Exclusive to Fairmont, Encore offers event technology concierge service, which brings a new level of technical coordination and expertise. Package available upon request.







## Bridal Suite

For weddings above 50 guests, we include a Junior Suite for the night of your wedding celebrations. Check in is 3:00 pm and check out is 12:00 pm.

Junior Suites are elegant, spacious rooms which feature an open-concept seating area with sofa or arm chairs.

Room size: 400 sq.ft. / 37 sq.m

Bed type: One King



## Specialty Room Rates

Specially tailored rates are extended as a token of appreciation for hosting your wedding at Fairmont Palliser. A Sales Manager will be available to guide you through the booking process, ensuring a smooth experience from start to finish.





# Wedding FAQ

## *Do you have any outdoor space?*

We are a city property. While we do not offer outdoor venue space, there are plenty of unique opportunities around the city and property for photography.

## *What's the cancellation policy?*

The cancellation policy depends on how far out you book your event/wedding with us. This will be outlined in your contract.

## *What is the deposit schedule?*

50% up front along with the signed contract, 25% six months out, 25% three months out, and the final estimate is due one month out.

## *What forms of payment do you accept?*

We accept wire transfer, cash, and credit card.

## *Is it typical to have 5% on top of the 20% surcharge?*

The 5% tax rate on the 20% gratuity has been directed and put in place from the Government and is a standard in the catering industry, because this is a catered event we are taxed on the service aspect of the event. Food and Beverage is subject to 20% surcharge, of which 13.8% is a gratuity that is distributed to the Hotel's banquets team and, as appropriate, other non-supervisory and non-managerial Hotel staff in the line of service, and the remaining 6.2% is retained entirely by the Hotel.

## *Are we allowed to bring in our own decorations?*

Yes, please let your Events Manager know what you plan to bring in. We do not allow items to be nailed or taped on walls, or hung from our ceilings.

## *Are we allowed to bring in confetti and/or sparklers for the event?*

No, we do not allow for any confetti or sparklers in the event spaces.

## *Do you provide parking?*

The Calgary Tower Parkade is adjacent to Fairmont Palliser and available at their daily rate.

## *Do you provide a coat check service?*

We can provide coat racks to put inside the event space at no additional charge but will be self-service.

Fairmont Palliser is not responsible for any loss or damage of personal items.

We have a designated coat check on the Mezzanine level of the hotel that can be hosted by the client or we can arrange on a cash basis for guests. We charge \$40.00/hour at a minimum of 4 hours, based on one attendant per 150 guests. We charge \$2.00/coat, minimum revenue of \$160.00 for cash sales.





# Banff Room





# Dak Room









# Crystal Ballroom

