

Commonly Asked Questions

What is the deposit amount and when are payments due?

Deposits are to be made in Canadian funds by American Express, Visa, Master Card, certified cheque, or debit card and are non-refundable. In order to confirm our event space, a 25% deposit is due with the signed contract based on the minimum revenue commitment for your wedding. The remaining deposit to full pre-payment will be taken based on a schedule outlined in our contract.

What happens if I choose to cancel my event?

All deposits are non-refundable and non-transferable. Additional cancellation charges will apply as outlined in your contract.

What are the service charges and taxes tax amounts?

A service charge of 17% and current GST {Goods & Services Tax} of 5% will be added. Please note that the service charge is taxable.

When should we discuss our menu selections?

Menus and details should be finalized with your venue Wedding Coordinator at least one month prior to your wedding date.

Does the Venue 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 \$150.00 to cut and tray the cake for a buffet.

What items do the bride and groom need to provide?

If required, the bride and groom need to provide their own guest book and pen, bridal toasting glasses, cake knife and lifter, guest favours, place cards, seating chart, engagement photo and other miscellaneous items. You will need to arrange for someone in your party to set these items prior to the start of your wedding.

What kind of linens does the venue provide?

Our venue will provide ivory tablecloths and burgundy napkins. Black tablecloths are available at an additional cost. Specialty tablecloths, overlays, napkins and chair covers are available at an additional cost from an outside supplier.

What will the venue provide?

MacEwan Conference & Event Centre will provide the banquet set-up, skirted head table, skirted guest book table, skirted place card table, skirted gift table, round tables, chairs, linens {tablecloths and napkins}, mirror tiles and votive candles, table numbers and stands, china, silverware, and glassware.

Can we use candles for decoration?

We provide votive candles where the flame is 1.5” below the glass opening. Due to fire regulations, other types of candles with an open flame are not permitted within our facilities. If you are using a candle centerpiece not supplied by our venue, it must be pre-approved for safety by your Wedding Coordinator.

Does the venue charge a corkage fee?

Our venue does not extend a full corkage bar, however, we are able to offer a wine corkage during dinner service. Wine corkage is available for \$6.00 per person plus 17% gratuity and 5% GST.

Should you choose to provide your own wine for wine corkage during dinner service, your bars would have to be closed during dinner and we require you to provide a liquor license, receipts from within Alberta for the purchased wine to be served. Homemade wine is not permitted to be served.

What is the charge for parking?

Ample parking is conveniently located at our underground parkade and within walking distance at several pay lots. Current costs are \$6.00 for outdoor Lot 10 and 11 and a maximum of \$24.00 for the underground parkade {\$3.00 per half hour to a maximum of \$24.00}. We can arrange to have all guest parking costs charged to your master account if required. Parking rates are subject to change without notice.

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, transportation and hotel accommodations. Please provide us with a list of vendors you have selected which includes a contact name and phone number.

Does the venue offer a choice entrée?

A selection of entrees for plated meals may be offered to your guests. Selections are limited to three choices, including a vegetarian entrée. The total menu price will be based on the highest priced entrée item. Place cards are required to designate entrée selections to the serving 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 five business days prior to your wedding date.

Does the venue provide special meals for guests with allergies or dietary restrictions?

We are pleased to accommodate dietary requirements and allergy meals for those requested. Please ensure these requirements are included with your final guarantee, five business days prior to your wedding day.