



Sunridge Chalet Booking Information

The chalet rental includes the use of the chalet the day of your function during the agreed upon time periods. The latest we will allow guests is until 1am the next morning. The facility will close at 2am and all decorations, guests and belongings must be removed prior to 2 Am. The day prior to your date and after your date is **not** included in the rental.

When decorating, please keep in mind that staples, tacks or nails are not permitted. Any tape, string or wire used to affix decorating throughout the chalet must be removed at the end of the evening. Candles are permitted, however they must be in a wide, self contained base and located only at the tables where guests are seated. Candles are not permitted anywhere else in the chalet. Also, confetti and table sparkles are not permitted. Additional cleaning charges apply if such items are used.

Additional charges will apply to clean up or use the facility the following day. You are responsible to clean up any items you have brought in. Additional cleaning charges shall also apply if items such as margarita or slush machines, chocolate

fountains or cakes create spillage or require additional cleaning. Arrangements can be made if deliveries or large items need to be dropped off or picked up.

If another group does not book the day before your function, decorating can be done between noon and 5 Pm. at no additional charge. Times required beyond this would be subject to an additional staffing charge. We do make every effort to book as many of these dates as possible. If you require the day before your function to decorate, you can book that date for an additional \$450.00.

The set up of the tables and chairs for your meal is included. All of our tables are rectangular, and all our linens are white. We can arrange to bring in round tables and different linens for an additional charge, or you are more than welcome to book these on your own if desired.

Corkage is included, with standard bar mixes only. Pepsi, diet pepsi, 7 up, ginger ale, tonic and soda water, as well as ceaser mixes and orange juice, ice and cups are provided. We do insist on providing the bartender,

but ask that you have your own ticket seller if you are doing a cash bar. We do allow the bartender to put a tip cup on the bar, and this will reward them for good and friendly service. You can provide your own liquor, with a valid liquor permit, and alcohol liability insurance.

We do provide dinnerware included in the cost of the meal. Some of this dinnerware, notably for the desserts and late lunches are disposable. The glasses behind the bar are also disposable. If you would like to upgrade to real glassware, additional cleaning and staffing charges shall apply.

Due to the nature of the facility, seating arrangements are difficult to accurately predict until the final numbers and set up are complete. We can give you an approximation of about how many guests would be seated at each table, once we get a number of guests expected.

To conduct your ceremony at Sunridge there is an additional charge of \$250. You are more than welcome to use the chairs we provide for your ceremony, and any of the grounds or chalet. Staffing to set up chairs for the ceremony, and to return the chair to the tables for the meal is not included. Additional staffing can be arranged and added to your invoice if you would like us to set up and take down the chairs for your ceremony.

All catering prices are based on a minimum of 100 guests. We have included the fixed costs of both staffing and facility fees in the menu price. We can accommodate smaller

group sizes, but the price per person will rise in correlation with the fewer number of guests expected.

Payment is required the day before your function. Visa, Mastercard, Interac, certified cheque and cash are all accepted. *We do not accept personal cheques.* A \$500 damage deposit is required on a credit card. The card will be preauthorized in this amount. You will be notified if any charges are put on this card.

Due to health board regulations requiring proper storage and handling, no left overs can be taken from the food service. Our food service permit does not allow outside food to be brought in. Wedding cakes prepared at a licensed bakery can be brought in.

At no time are guests or clients allowed into the kitchen or other staff areas. If you require additional items (coffee, tea, etc.) please make this request to the staff, and we will make every effort to accommodate you.

Please call us at 780-449-6555 in order to view our facility or to discuss any questions you may have. We look forward to seeing you here at Sunridge.