



**CASTLEAVERY**

THE CROSSING

AT GHOST RIVER

THE CROSSING AT GHOST RIVER – WEDDING FAQ

What are the policies around food and beverage?

All food and beverage services are subject to gratuity of 18% and GST of 5%.

Day wedding guests and wedding party must have departed by 6PM.

If you are hosting dinner all guests are required to stay overnight.

All food must be provided by The Crossing; outside food is not permitted during set up, clean up, or during the function itself, with the exception of wedding cakes, cake pops, candy or cupcakes.

A corkage fee is charged to all guests when alcohol is served, whether they are drinking or not.

In order to comply with public health regulations, removal of remaining food by guests is prohibited and cannot be packaged to take away at the end of the evening.

The Crossing reserves the right to refuse service to anyone, anytime for any reason.

How are menus created for my function?

All menus for private events are pre-set. The menus are provided as part of the planning process.

Can I bring my own alcohol?

Yes, you may bring your own alcohol, however all items must be purchased from an Alberta Liquor store, no home brews are permitted. Proof of purchase must accompany the alcohol you bring to The Crossing. You are required to obtain a liquor license from the AGLC website.

When does the bar close?

For evening functions, last call occurs at 11:30 PM and music stops. The event concludes at midnight and all guests are asked to return to the main buildings for the balance of the evening.

What are the key dates to consider?

Signed contract and a minimum deposit based on package selected.

The Crossing requires food choices to be made at least 21 days prior to the wedding, along with a submission of approximate number of expected guests.

Final guest numbers are required, in writing, 7 days prior to your event.

What deposit is required?

A minimum deposit is required, based on the package selected, at the time of booking to guarantee the venue. We may not be able to accommodate a change after this date, or additional charges may apply.

What is your cancellation policy?

Your initial deposit is non-refundable. Cancellation of your event, regardless of when it is made, will result in the forfeiture of your initial deposit.

Cancellation inside of 21 days will result in the forfeiture of all deposits made in addition to the billing of any expected charges, based on your anticipated number of attendees.

How are payments and deposits arranged?

Your contract will outline your individual payment schedule, and you will provide a credit card authorization for our records.

Payment can be made via cash, cheques, Visa or MasterCard.

What else do I need to be aware of?

The Crossing performs routine cleaning during and after a function, any excessive cleaning will be charged to the client at \$50 per hour with a minimum of 3 hours.

Any damage to The Crossing property will be included in the cost of the final invoice.

We understand that weather can change ceremony plans, the choice of the wedding ceremony being outdoors must be made at the latest the day prior.

What about music?

You may bring your own music or arrange for a DJ, for indoor entertainment. Sub-woofers are not allowed, bass must be kept to a minimum and music volume cannot exceed 85-90 decibel. Entandem fee (government fee) is collected when music is played.

Live bands are not allowed.

No amplified music is allowed in any of outdoor spaces including patios. Acoustic music ONLY is permitted 30 minutes pre and post ceremony.

Music must end no later than 11:30 PM.

Can a space be cleared for a dance floor?

Yes, although the amount of space available for a dance floor depends on the number of guests and the floor plan for your event.

What if I've chosen to be outdoors part of the time?

Outdoor ceremonies are subject to the whims of Mother Nature. Some of our guests plan an outdoor ceremony, and most of the time the ceremony goes off without a hitch. However, Alberta's weather can always surprise. In that case, we will propose a beautiful indoor space that will complement your wedding vision.

What do I need to know about decorations?

You may bring your own décor. The use of nails and glue to hang decorations is prohibited. All decorations must be placed and removed without leaving damage. The group is responsible to provide, set-up, and remove their own decorations.

For overnight events, all décor must be removed from the facility the next day by 11:00 AM. For day weddings, all décor needs to be removed following the event.

We can provide white chair covers at no cost. You are able to bring in your own chair covers or color sashes to add to the in-house covers. If you choose to bring your own chair covers there is no charge if you choose to put them on and take them off yourself.

Can we throw rice?

Throwing of rice, popcorn, confetti or any other items is NOT permitted.

Out of respect for our pristine environment, balloons, open flame, fireworks, firecrackers, etc. are not permitted.

What about a wedding cake?

You can bring your own wedding cake / cupcakes. The Crossing does not supply wedding cakes.

We ask that delivery details for the wedding cake are provided prior to arrival of the cake at The Crossing so that we can arrange for appropriate storage.

We do not charge for cutting, plating and serving of your wedding cake.

The Crossing accepts no liability for damage, set-up, care, or repair of the wedding cake.

What about flowers?

Flowers are stored at your own risk and The Crossing cannot be held responsible for damaged or wilting of arrangements.

What if children are attending the wedding?

Children are not permitted to wander the grounds unsupervised by an adult. There are multiple hazards for young children including water sources, cliffs and wild animals.

Is smoking allowed?

You may smoke outside only in designated areas and any cigarette butts found on the grounds may incur an additional fee.

Can I work with my own wedding planner?

If you are interested in a wedding at The Crossing, we encourage you to use our preferred wedding planner or find your own that can help bring all aspects of your destination wedding together in our beautiful setting. Though we provide catering, set-up, on-site coordination, staff, accommodations, activities and more, a wedding planner works with you through all aspects of the process, including liaising with your guests and creating a unique vision.

What additional items are included?

- White cloth napkins and table clothes
- Tables (round and/or rectangular) and chairs, place setting and glassware
- Arch, ceremony chairs, signing table and bench

What other expenses should I consider?

- Entertainment
- Flowers/center pieces
- Decorations
- Guest gifts
- Wedding Cake
- Vendor meal
- Travel
- Other activities

Does The Crossing provide background music?

The Crossing does not provide background music. Amplified music is not allowed on the decks or any of our outdoor areas.

Can The Crossing arrange for florals/entertainment/décor and photography?

Although we do not arrange the above, we have a preferred vendors list to help you with your search that we can provide.

What other things should I know?

The River House is an amazing venue, perfect for a wedding ceremony and reception, however, the screened in Pavilion is 700 meters away from the main buildings and requires walking to and from.

The gravel road to the River House is fairly steep and requires suitable outdoor footwear.

We do not allow vehicle traffic to the River House and guests will be required to walk to and from the River House before and after the celebration.

Guests are encouraged to bring appropriate clothing in case of inclement weather.

The Crossing will provide transportation to and from the River House for the Wedding Party and people with mobility issues.

There are rustic outhouse bathroom facilities at the River House and no running water.

Who is my contact on the day of the event?

Our Event Manager will be your contact for the duration of the event.

What is the exact address I should use for my invitations?

The address that takes guests to the front gate of The Crossing at Ghost River is:
62129 Highway 40, Cochrane, AB.

For driving directions, guests may enter The Crossing at Ghost River into Google maps for assisted route finding.

Parking

The Crossing has a designated parking.

For more information about availability and pricing, please contact our Reservations Manager at +1 (403) 932-3392 or email at info@crossingexperience.ca