



Fairmont
HOTEL MACDONALD

Weddings

Frequently Asked Questions

What are the venue viewing hours?

We invite you to view Edmonton's top wedding destination throughout the week during our office hours, Monday to Friday from 9:00am - 5:00pm. We are also happy to accommodate site visits in the evening to suit your schedule as well as on Saturdays.

What is included in the venue rental fee?

- Tables (round or rectangular)
- Banquet chairs
- White tablecloths and napkins (no alternative colours)
- Cutlery and fine china
- Dance Floor
- Podium (no microphone)
- Stage
- Easels for signage and seating charts
- DJ table
- Table numbers and stands
- Table set up for gifting, guest registry and/or cake display
- Coatracks

Could we arrange our own décor from a third party company?

- You are more than welcome to arrange your own décor. Please note that no décor items can be taped or tacked to the walls, or hung from lighting fixtures.

Is there a minimum food & beverage spend?

- All of our venue spaces have room rental fees plus a minimum revenue requirement in food and beverage (before taxes & gratuities) that must be met. Please note that it is only a minimum, and not the final price.
- All food and beverage, meeting room rental, and any audio visual contracted with the hotel is subject to an 18% service charge as well as 5% GST.
- You are not required to obtain a liquor license as the hotel provides the alcohol.
- Alcohol will be served until 1:00am. Last call is at 12:30am.

Is outside catering allowed?

- We do not allow outside food and/or beverages.
- Should you wish to provide cultural/ethnic desserts, our team is happy to discuss options.

Is there a corkage fee?

- We do not charge a corkage fee as we do not permit outside food and or beverage

Could we bring our own cake?

Absolutely! Cakes and cupcakes are allowed. The hotel does not provide these items.



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- There is a cake fee if you wish for our Chef to cut the cake.
- If you prefer that our staff serves your cake individually to each guest, a cake plating fee of \$4.00 per guest will be applied.
- Alternatively, we are happy to cut your cake and place it in a platter that will be served on the buffet, or served as a “Late Night Snack”.
- We are happy to store your cake in our fridge at no extra cost.

What is the cake fee?

- Empire Ballroom \$150.00
- Wedgwood Room \$100.00
- Mezzanine Level \$50.00

Do you provide audio/visual equipment?

- We provide AV equipment such as screen, projector, and microphone at an additional cost.
- Our onsite AV provider is PSAV.
- We do not provide DJ services.
- Should you wish to arrange outside contractors, a third party fee will apply.
- This fee is implemented as our onsite AV team will conduct final checks to ensure all equipment are set up to Fairmont standards.

How do I arrange a menu and menu tasting?

- A complimentary wedding tasting will be arranged for all confirmed wedding receptions with a plated dinner menu. For wedding receptions with a buffet selection we are happy to provide a discount to attend our Sunday Brunch in the Empire Ballroom in advance of your wedding.
- Appointments are scheduled accordingly with our Conference Wedding Manager.
- Our team would be delighted to work with you on curating a custom menu. Please note that our banquet menus are updated annually

What is your guestroom rate for weddings?

- Special rates will be provided by our Wedding Manger based on your specific requirements

What are your check-in and check-out times?

- Standard check-in time is 3:00pm. Early check-ins are subject to availability, and can be reviewed 48 hours in advance. If you would like to guarantee an early check-in, full payment for the previous night’s rate would be required.
- Standard check-out time is 12:00pm. Late check-outs are subject to availability, and can be reviewed 48 hours in advance.
- Day Use rooms are available and can only be reserved within 48 hours prior to arrival, subject to availability. Day Use rates are 50% off the Daily Rate. Day Use reservations will guarantee a 10:00am check-in, and check-out time must be no later than 6:00pm.

How many guests are permitted per guestroom?

- As per our building’s fire code, no more than 4 guests can occupy one guestroom. Rates are based on single or double occupancy. A charge of \$20.00 plus tax and fees per person will apply for additional guests. Rollaway beds are available on request, and are complimentary.

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Is there a cleaning fee for bridal party rooms used for hair and/or make-up?

- The hotel may add a cleaning fee, starting from \$100 per hour for deep cleaning of the guestroom or meeting space where hairstyling or makeup application is taking place if there are stains or damage to the fabrics or furniture in the room. This charge will be automatically applied to the credit card on file, and photos of damage for reference will be provided to the email on file. If irreparable damage to furniture, fixtures, or fabrics occur, additional charges will apply.

Is there a fee for décor set-up and tear down?

- If you are using the hotel's décor which is included in the venue rental fee, there is no additional charge for set-up or tear down. Please note that the music and alcohol service will end at 1:00am. At this time, the tear down will begin.
- If you have arranged décor through a third party company, you will be required to coordinate with the company to arrange for delivery and set-up, as well as tear down and pick-up of all décor items.
- If hotel staff is required to set-up chairs and/or chair covers provided by the third party company, an additional charge of \$2.00 per chair for set-up, and \$2.00 per chair for tear down will be applied.

What if I have a change in room set-up?

- If you will be hosting both your ceremony and reception with us in the same venue room, please allow for 3 hours to convert the room from your ceremony set-up, to your reception set-up. There is no fee for this.
- Between the ceremony and the reception, your guests are more than welcome to enjoy our beautiful gardens (during warmer months), or enjoy a drink in our Confederation Lounge.

Are there storage options for décor/any leftover items?

- Our team is happy to store décor and/or cake leftovers for you. Your items will be set aside and would need to be picked up on the following day.

Could we host a wedding rehearsal?

- We offer a complimentary rehearsal at the hotel a few days prior to your event, subject to availability. If your event room is not available, we would be happy to offer you an alternative space for rehearsal.
- Wedding rehearsals should be booked and confirmed 2 weeks prior to your wedding date.

What parking options are available?

- Valet Parking: \$50.00 overnight or \$25.00 for up to 4 hours
- Self-Parking: \$40.00 overnight

How are deposits calculated? When are payments due?

- Payment deposits are calculated by adding your contracted food & beverage minimum with your rental fee, and dividing the total into 4 (25% deposits).
- Your first deposit is required at the time your agreement is signed. Your final deposit is required 30 days prior to your event.