



Temple Gardens  
MINERAL SPA  
RESORT



Dear Bride & Groom

Congratulations and good wishes for your upcoming wedding!

Thank you for your interest in the Temple Gardens Mineral Spa. We will ensure your special day is worry free. Our elegant function rooms, excellent service and food designed to suit all tastes. We want you to have a memorable time that you will cherish forever.

Our conference service team is skilled in planning the perfect wedding. This is an exciting experience for the two of you. Let us take care of the details so you can relax and enjoy the evening.

Sincerely,

*Sales and Catering Team*



### ♥ Wedding Planning Checklist ♥

This is an exciting time for the two of you and we want to make planning it as easy as possible, let the Temple Gardens Mineral Spa take care of the details. Please use this planning checklist to assist you while you are getting started. Our catering teams are experts who are focused on ensuring that you have a successful event.

#### Getting Started:

- Confirm wedding party
- Guest list and invitations
- Confirm date and officiate
- Cake design, transportation to the ceremony, placement in the program
- Guest Book
- Master of Ceremonies
- Program/Schedule of Events
- Flowers
- Photographer time of arrival, length of time needed
- Transportation for bride, groom, wedding party and guests

#### Hotel Arrangements:

- Menu selection and planning
- Beverage and service requirements
- Late night snacks and service
- Music, DJ or Band (*SOCAN Fee applies*)
- Decoration set up
- Room set-up/ Staging pre-arranged through hotel
- Seating arrangements posted
- Table centre pieces
- Special Linen and chair coverings
- Parking passes (*\$4.99*)
- Guestrooms for you and your guests the day before or the night of the reception
- Book treatments at the Spa

Certain services and items are available and require additional charges. Please consult our Catering service team for specific details. We can refer you to recommended suppliers for music, décor, entertainment, transportation and other services.



### ♥ *Reception Schedule* ♥



- ♥ Location and time of the receiving line; location of the refreshments. Traditionally, the bride's mother is the hostess of the wedding reception and stands at the head of the receiving line followed by her husband. The groom's parents, the bride, the groom, the maid of honor and the bridesmaids follow her.
- ♥ Time for the head table to be introduced and seated.
- ♥ Time for the first course
- ♥ Time for the toasts. The best man proposes the first toast to the wedding couple. The groom then thanks everyone and proposes a toast to his bride and thanks his best man, parents and in-laws.
- ♥ Select speakers
- ♥ When the DJ or Band should start the first dance
- ♥ List of songs you would like played, especially the first and last dance
- ♥ Ceremonial cake cutting by the bride and groom
- ♥ Time of the bouquet throw
- ♥ Time of the garter toss
- ♥ Time of the late evening buffet

♥ Time to say goodbye to guest

♥ Time limousine or other transportation should arrive to pick you up if you are not staying at the hotel

## *Wedding Information*

We thank you for choosing Temple Gardens Mineral Spa to host your upcoming wedding. In order to ensure a successful event please allow us to provide you with the following information.



### Food and Beverage:

The menus in our packages are suggested selections. Our Chef would be pleased to customize menus to suit any taste and occasion. All menu prices and room rental charges are subject to change without notice. Prices do not include 15% service charge or applicable government taxes.

All food and beverage served in the Hotel are to be provided by Temple Gardens Mineral Spa, with the exception of wedding cakes. A service charge does apply to cutting the cake for the guests. Unfortunately, the Hotel does not have storage facilities for Wedding cakes.

Please note that Health regulations prohibit the removal of any food products after a function by our guests. Buffet products will be displayed for a maximum of two hours at any function to ensure quality and integrity of the product.



**Function Guarantees:**

Menu arrangements should be supplied and finalized (at least sixty (60) days) prior to your function. Should this deadline not be observed the Hotel cannot guarantee menu contents and other necessary arrangements.

An estimated number of attendees must be provided to the Hotel thirty (30) days prior to your wedding reception. A final guaranteed number of persons for each meal function along with the final balance is required ten (10) days prior to the function. Guarantees for Sunday, Monday and Tuesday are required by noon on the previous Friday. The Hotel will be prepared to set 5% above the guaranteed number. If a guaranteed number is not supplied with this time frame, we shall assume the last highest figure supplied to us by you.

**Advance Deposit:**

All private and social functions shall be required to submit a 90% Advance deposit thirty days prior to the Event.

**Liability:**

- a. All public areas of the Hotel are non-smoking
- b. The Hotel reserves the right to inspect and control private functions, including the conduct and performance of guests, entertainers and audible level of music played.
- c. The Hotel does not permit any article to be fastened onto the walls or electrical fixtures. The use of tacks, tape, nails, screws, bolts or any tools, which could mark the floors, walls or ceilings, is prohibited. The Hotel will hold the organization responsible for any and all damage to Hotel property.
- d. If you plan to include any live or recorded music during your function, a SOCAN fee will be applied to your final bill. This fee will be submitted to SOCAN in Compliance with copyright law, which states that royalties must be paid to the original composers and authors of recorded music.

**Shipping:**

It is very important to advise us if you will be shipping any boxes to the Hotel for your upcoming event. All boxes must be addressed as follows:

\*Temple Gardens Mineral Spa  
24 Fairford St E  
Moose Jaw  
Saskatchewan, S6H 0C7  
Attention: Banquet Manager

Name of Event Room, date of wedding, Name of wedding party, if boxes are not identified as above, we will not be held responsible for any loss.

**Parking: Hotel Guests Only**

**Parking is available adjacent to the Hotel, you may purchase parking passes for your group and have them charged to your master account. Parking passes are available at \$4.99 a day.**