



The Ranch House:

VENUE RENTAL (2025)

Located just south of Calgary, The Ranch House is set amidst 300 acres of manicured polo fields along the eastern slopes of the Rockies. While the majestic mountain range lies in the distance, the venue offers a serene and picturesque setting, perfect for those seeking a peaceful retreat away from the city, yet easily accessible for guests.

Built in the 1920s as the Army Officers' Mess building in Calgary, The Ranch House was carefully relocated and rebuilt in 1999, preserving its historical charm while offering modern amenities. Its cozy, heritage-inspired atmosphere makes it the ideal venue for any occasion.

Surrounded by lush polo fields, the venue offers a variety of stunning photo opportunities, with expansive open spaces and the picturesque mountain backdrop providing a memorable setting for weddings, social events, corporate gatherings, and more.





RATES:

PEAK SEASON May - Sept

One Weekend Day (Fri, Sat, Sun & holidays) \$4,895

One Week Day (Mon - Thur) \$2,995

“Day before” (4 hours to setup and do rehearsal) \$600*

OFF SEASON Oct - Apr

One Weekend Day (Fri, Sat, Sun & holidays) \$3,595

One Week day (Mon - Thur) \$2,295

“Day before” (4 hours to setup and do rehearsal) \$600*

Prices are subject to change

Day before pricing only in addition to other rental options and upon availability

HOSTING + SET UP

Access

Access to the facility is guaranteed at 9 am on the day of your event. It is the responsibility of the client to plan their timeline around this access time. All patrons must vacate the premises by 1:00am. Day before access may become available two weeks prior to the event date, pending availability. Wedding rehearsals are arranged based on facility availability; there is no day before guarantee. The only way to guarantee day before access is to book in advance for an additional \$600.

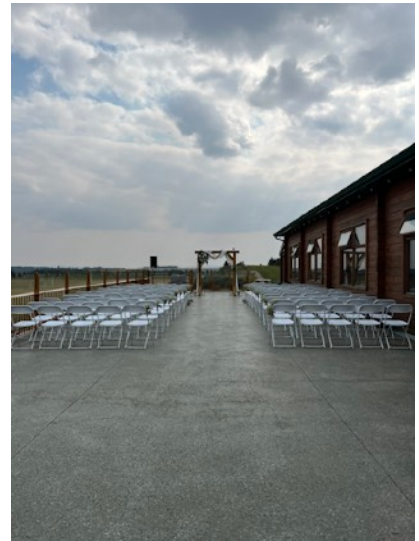
Capacity

Total: 4240 Sqft 250 MAX Capacity (seated)

The Ranch House	2640 sqft	130 Total Seated Guests.
The Tent:	1600 sqft	120 Total Seated Guests
Ranch House & Tent:	4240 sqft	250 Total Seated Guests

BUILDING FEATURES:

TIMELESS HERITAGE BUILDING
GORGEOUS WOOD FIREPLACE
CLASSY RUSTIC VIBE
LARGE PATIO PERFECT FOR AN OUTSIDE WEDDING CEREMONY
40X40 ATTACHED TENT
PRIVATE LOCATION
AMPLE PARKING
WHEELCHAIR ACCESSIBLE
VINTAGE BAR



RENTAL INCLUDES:

CEREMONY LOCATION SET UP WITH GUEST CHAIRS AND SIGNING TABLE
TABLE & CHAIR SETUP AND TAKEDOWN FOR RECEPTION
IN-HOUSE PA SYSTEM (not to be use for music)
SCREEN & PROJECTION SYSTEM
PODIUM & MICROPHONE
TABLE CLOTHS FOR HEAD AND GUESTS TABLES (CHOICE OF WHITE, BLACK OR IVORY)
STEMWARE SETUP ON TABLES (WATER & WINE)

Virtual 3D tours of our facilities can be found here:

https://youriguide.com/24041_306_ave_w_okotoks_ab/





FOOD + BEVERAGE

The Ranch House is an AGLC Licensed establishment, therefore all bookings are required to use certified Ranch House bartenders and bar. Outside alcohol is prohibited. Please note that AGLC regulations do not allow any homemade alcoholic products to be served and no beverages may leave the premises.

DRINK PRICES

\$7 - \$13 per drink

(prices are subject to change) includes: highballs, domestic beer, wine, draft beer

CASH BAR SERVICE

Guests purchase individual drinks with cash.

TICKET BAR SERVICE

The clients will be hand out tickets which will be added to clients bar tab.(Bar tabs are subject to 18% gratuity)

HOST BAR SERVICE

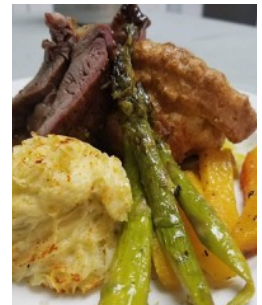
The client will be invoiced for all of the guests drinks. (Bar tabs are subject to 18% gratuity)

Last call is at 12:00 am and bar will close at 12:30am Bar accepts cash, debit, or Visa/MC



FOOD SERVICES

Catering services are available through our in-house caterer Highwood Catering. Prices will depend on the selection chosen.



FAQ's:

VENUE QUESTIONS:

Do you offer venue visits or tours?

Yes, we offer venue visits and tours. Please reach out to schedule an appointment time. Our team will be happy to show you around the venue and discuss your event needs.

How far in advance should I book?

Booking at The Ranch House is based on a first-come, first-served basis. Due to high demand and frequent inquiries, we are unable to hold dates. We recommend booking as early as possible to secure your preferred date.

How do you book?

Your date is officially booked once our venue rental agreement is signed and the requested deposit, which is 50% of the venue rental price, is submitted.

Do you require a deposit?

Yes, we require a 50% deposit of the venue rental amount to secure your date at The Ranch House.

Is the deposit refundable if we cancel?

As we often turn away potential clients to accommodate your booking, the deposit is non-refundable. In the event of a cancellation, please notify us in writing of cancellation and contact us to discuss options.

What time do we have access to the venue?

You have access to The Ranch House from 9 am until 1 am the following morning. Please plan your setup and tear down activities accordingly to ensure they fall within the designated time limits.

When do we have to be out of the property?

All personal property, decor, and guests must vacate the property by 1 am to adhere to our venue's policies.

Are there any hidden charges?

We pride ourselves on transparency and do not operate on "hidden charges." Upon receiving a quote and signing a contract with a deposit, your date and prices are locked in. Please note that bar prices may be subject to change between booking and your event date.

Will you have staff on-site?

Yes, The Ranch House will have staff on-site to help facilitate your special day. While we are not coordinators or wedding planners, our team is there to assist behind the scenes and ensure that your event runs smoothly.

Can we book the day prior for decorating or rehearsal?

If you require earlier access for decorating or rehearsal, please contact The Ranch House no sooner than two weeks prior to your wedding date to inquire about availability. While we strive to accommodate such requests, there is no guarantee of day-before or early access.

What are the rules on decor?

You are responsible for all decor for your event. We do not allow nails or tacks to hang decor. Fireworks, confetti, bird seed, rice, and faux flower petals are not permitted. Fog machines are allowed in the tent with the dance area, and sparklers are allowed outside only.

Are real candles allowed in the venue?

Real candles are permitted in the venue as long as they are contained in an appropriate holder / vase with water to prevent any fire hazards.

Do you set up the tables and chairs?

Yes, we set up the ceremony chairs for guests as well as the reception tables and chairs to ensure a seamless and organized event experience.

Do you provide table cloths?

Yes, we include table cloths for the head table, guest tables, cake table, and gift table in our venue rental price. If you require additional table cloths beyond those provided, we are happy to offer them at an additional cost.

Do you have a sound system that we can use for our dance?

No, we do not have a sound system that can be used for your dance. We recommend hiring a DJ or band.

Do you have WIFI?

No, we do not have WIFI for guests to access.

Can we leave our vehicles overnight?

Yes absolutely. Please ensure that you are parked in a designated parking area for The Ranch House and we request all vehicles are picked up by noon the following day. We are not responsible for vehicles being left over night.

Do taxis or Uber come out to The Ranch House?

Yes, taxi's, Uber and Keys please all come out to The Ranch House. Please make sure that rides are booked ahead of time prior to closing and exiting the venue as some ride shares need time to facilitate scheduling pickups.

Do I need event insurance ?

Yes we require a two million dollar liability insurance as well as a host liquor insurance should alcohol be served. This can be purchased online at either PAL Canada or Duuo.

When does everything need to be finalized?

We require final guest count, setup, menu, timelines etc. to be finalized 21 days prior to your special event.

When is final payment due?

Final payment is due for both the venue and catering 14 days prior to your event.

Are you pet friendly?

Yes. We know how important your furry friend may be to your special day. We are happy to be able to have your pet join you during your ceremony, however we request that you make arrangements for your pet to vacate the premise following the ceremony. We can not have pets in the venue during your reception.

Can I remove the paintings or photos off the walls?

No, we do not allow photos to be removed to prevent damage or misplacement.

What size of tables do you have?

For the head table we use rectangular tables either 6' or 8' long depending on the amount of people at the head table. The guest tables are 60" round which sits up to 8 guests.

Can we bring in our own chairs, chair covers and tables?

Yes, you can bring your own chairs, chair covers, tables or linens. As these are not our items, you will be required to set them up / move them if necessary as well the removal of them.

Can we bring out RVs to stay overnight?

No we do not allow over night camping.

CATERING QUESTIONS:

Does the venue offer in-house catering services?

Yes, The Ranch House offers in-house catering services for events held at the venue. Our catering menu features a variety of options to suit different preferences and dietary needs.

Can we bring our own caterer?

No, we have an in-house exclusive caterer, Highwood Catering. All food and beverages must be provided through the venue, with the exception of your wedding cake or cupcakes. Our catering team will work with you to create a customized menu for your event.

Are plates and cutlery included in the catering costs?

Yes, our prices include plates, cutlery and service staff.

What is the process of confirming our wedding menu?

Once you decide on a menu for your special day, we will do up a quote for you. Once you are happy with the quote, we require our catering contract to be signed as well as a deposit of 25% of the estimate quote. This locks in your menu prices.

When do we have to finalize our guest count and menu?

We need to finalize your timelines, menu, guest count, dietary restrictions 21 days prior to your wedding. At this time we will adjust the invoice to reflect confirmed guest count and final payment will be due 14 days prior to your event.

Can we bring in our own cake?

Yes, you are welcome to bring in your own cake / cupcakes for the event. We offer a cake cutting service for a small fee. If you prefer to handle cake service yourself, please ensure you bring all necessary items such as plates, cutlery, napkins, and a cake knife.

Do you do tastings?

We do not currently offer tastings. It is extremely difficult to justify cooking a large quantity of food for only a few bites. There would be too much food wasted. It would be different if we operated a restaurant and could incorporate the cost of the food into everyday menus. We also pride our selves on only serving the freshest ingredients which is freshly prepared for every event we do. For this reason we have chosen not to do tastings. I hope you can understand. Please also check out our reviews (Highwood Catering Inc.) on google as many of our clients have mentioned the quality of the food.

BAR QUESTIONS:

Can I bring my own liquor to the venue?

The Ranch House provides all liquor, which must be purchased or ordered through the venue. The only exception is that guests are allowed to bring in dinner wine, limited to two bottles per table, subject to a \$20 corkage fee per bottle.

Do we have to use your bartenders?

Yes, we require that you use our venue bartenders. Our staff is trained to provide professional service and ensure the safety and satisfaction of your guests. We strive to create a seamless and enjoyable experience for all events held at our venue.

What time does the bar open?

The bar opens when you would like it to. It is your special day, and we are here to accommodate your preferences.

Does the bar accept credit cards?

Yes, the bar at The Ranch House accepts cash, debit, or credit cards. Please note that there is no ATM on site.

Can I run a bar tab?

Yes, we can facilitate bar tabs for your convenience. We will require credit card information ahead of time. All bar tabs are subject to an 18% gratuity and must be cleared up at the end of the event.

If you have any other questions, please reach out and ask. We are here to help!

