

2024 Wedding Packages



HILLTOP

Wedding Center

Welcome...

to Hilltop Wedding Center, an idyllic countryside wedding venue overlooking Sylvan Lake, Alberta. Hilltop has everything to make your wedding the one to remember. What was formerly Top O' the Hill Golf Course for the past 37 years is now a meticulously maintained 20-acre property, perfected with all of the amenities of an outdoor tent wedding venue, all the while maintaining our beloved 9-hole golf course for you and your guests to privately enjoy.

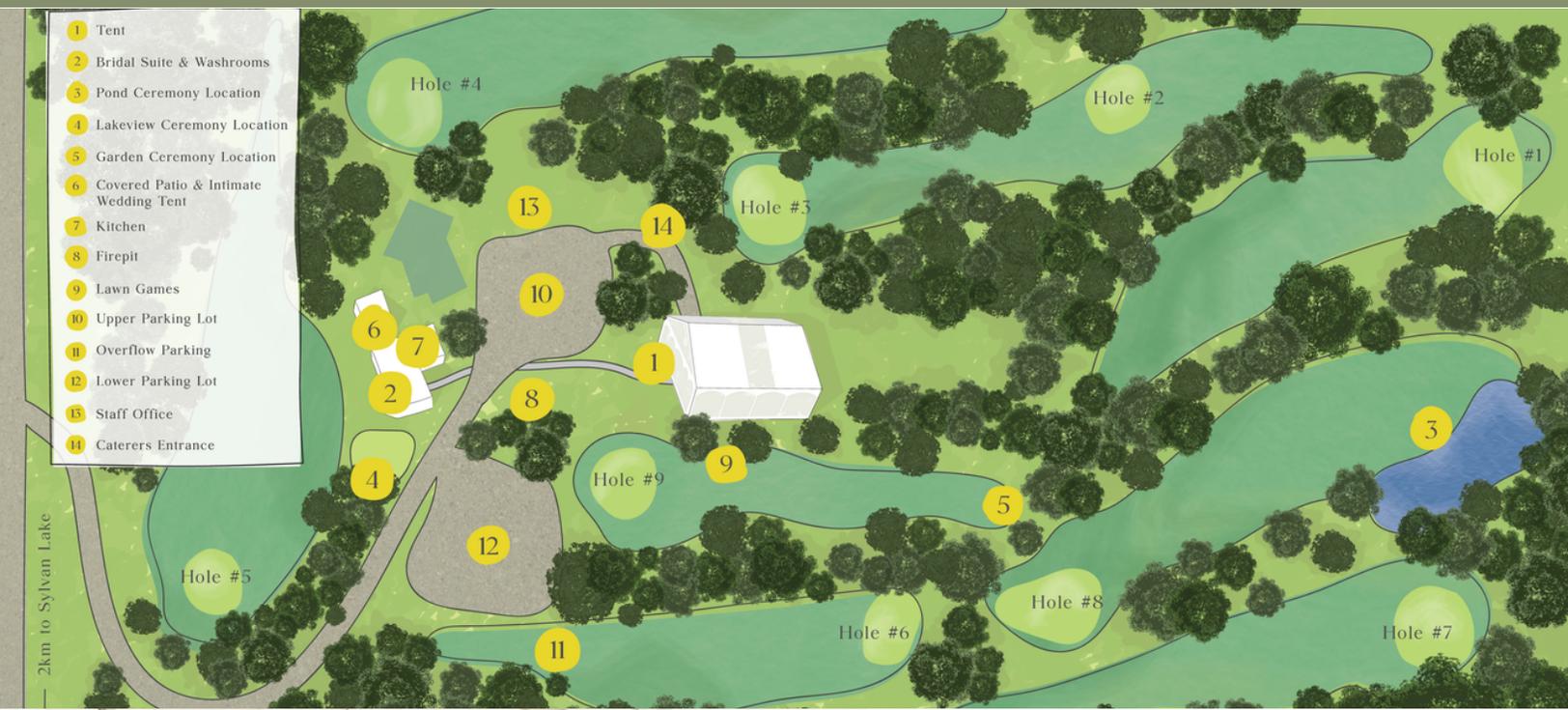
Our exquisite 60' x 75' clear span tent is complete with beautiful white flowing ceiling drape, twinkle lights, chandeliers and enough seating for up to 200 guests. If that wasn't enough, our top of the line sound system, live edge wood bar, 18' x 18' smoked oak dance floor and separate catering entrance are sure to impress.

From the moment you arrive, you can enjoy beautiful flower gardens, lush green fairways, and mature trees. You are invited to relax in our Bridal Suite or walk through the paths down to our pond. Guests can enjoy a round of golf, lawn games, the fire pit or maybe a stroll throughout our scenic 20 acre property.

We are located just outside the vibrant waterfront community of Sylvan Lake, making us a very accessible venue. Our couples will be able to relax and enjoy all the serenity that our country side wedding venue has to offer, while still being close enough to enjoy this little resort town. Activities such as camping, boating, shopping or walking the boardwalk down to the lighthouse are all possible during a stay in Sylvan. The biggest perk of being this close to town is that there are several taxis, shuttle services and close accommodations for your guests. We are located in the heart of Central Alberta, making travel from Calgary or Edmonton equally convenient for all your travelling guests.







1

Tent

No detail has been missed inside our 60' x 75' clearspan tent, from the elegant ceiling drape and chandeliers to the live edge bar and herringbone paving stone flooring.



2

Bridal Suite

Relax as you get ready! Our Bridal Suite offers one of the most stunning views from the property, with enough space for 10 people to comfortably get ready.

3

Pond Ceremony

Nestled at the back of our property, the water feature and pond are our most popular location for outdoor ceremonies.



4

Lakeview Ceremony

Perfect for smaller weddings, this location can host up to 120 of your loved ones to watch you say "I do", with a spectacular view of Sylvan Lake in the background.



5

Garden Ceremony

One of our favourite locations on the property. Choose from this woodland backdrop accented by flower gardens for your ceremony or shift a little to the north and look down the fairway.





6

Covered Patio & Intimate Wedding Tent

This lake view covered patio is included in our full package weddings to utilize as you see fit on your day and makes a great space to serve some pre-reception cocktails.



This versatile space is also available for weekday rentals to host your rehearsal dinner before your wedding day or a brunch and gift opening following your wedding. Consider booking this space for your Bridal Shower or Bachelor(ette) party and enjoy golfing and drinks before checking out the Sylvan Lake night life. Please inquire for more information regarding these options.



7

Kitchen & Washrooms

Our kitchen provides ample space for final meal prep, complete with three ovens and multiple plugins to accommodate small appliances and slow-cookers.



Across from the kitchen in our clubhouse you will find our newly renovated washrooms.

8

Fire Pit & Lounge Area

Our portable propane fire pit is always a hit in the evening among guests who love to casually enjoy a drink and conversation beside the warmth of the fire. This can also be relocated to our Intimate Wedding area at your request.



9

Golfing & Lawn Games

Guests and kids alike will enjoy the classic lawn games of Giant Jenga, Corn Hole, Yardzee, putting on the green and Bocce Ball. It adds a memorable touch to any event.



Venue Amenities

Our 60ft x 75ft Clearspan Tent includes:

- Understated herringbone tiled flooring.
- Your choice of round or rectangle tables complete with 1/2 length white linens.
- Up to 200 whitewash chiavari chairs.
- Large 18ft x 18ft smoked oak dance floor.
- Stunning ceiling drapery, twinkle lights and chandeliers.
- Complete sound system, with 8 speakers, podium corded microphones and screen & projector.
- A specific entrance just for your caterers.
- Sliding walls to make the outdoors part of your event.
- Beautiful live edge bar, complete with sink, double door commercial fridge and coolers.

Ceremony

- Up to 200 white resin folding chairs.
- Wooden arch & signing table.
- Sound system with corded microphone.

Clubhouse

- Beautiful bridal suite with stunning views of Sylvan Lake.
- Newly renovated indoor washrooms.

Covered Patio (Intimate & Cocktail Space)

- Our covered patio and small tent offer spectacular views of Sylvan Lake and are perfect for an intimate wedding or to host an early cocktail hour on your wedding day.
- Up to 50 whitewash chiavari chairs
- Your choice of round or rectangle tables complete with 1/2 length linens.

Our Property:

- Enjoy our private 9 hole par-3 golf course set on 20 acres.
- Outdoor bistro tables and lawn games.
- Propane fire pit & lounge furniture and much more!



Packages

Full Wedding Package (1-day) Maximum 200 people

This all-inclusive one-day package option offers you plenty of time to add your personal touches in the tent, sneak in g-holes and get ready in our bridal suite before you say "I do". Rest assured that our team will have all the tables, chairs and linens in place before you arrive. Included in this package are all the amenities listed on the previous page.

10:00 am - 12:00am
+ 1 additional hour for clean-up

Friday: \$11,500.00
Saturday: **\$12,500.00**
Sunday: \$10,000.00

10:00 am - 11:00pm
+ 1 additional hour for clean-up

Weekday: \$9,000.00
(Mon - Thurs)

All pricing subject to GST

Optional Add Ons

Early Rehearsal Day (2pm - 9pm)

Only available Monday - Thursday
Subject to Availability

\$2,500.00

Early Facility Access (Full Access)

Earliest access time is 9:00am

\$250.00 / hour

Packages

Intimate Wedding Package Maximum 50 people

This is the perfect package for the couple looking to celebrate their wedding surrounded by their closest family and friends. With a cozy setting and spectacular view of Sylvan Lake, you will have everything you need to have the perfect intimate wedding.

What's Included:

- Covered patio and small tent offer the perfect space for an intimate wedding
- Beautiful Bridal Suite
- Choice of round or rectangle tables with 1/2 length white linens.
- Ceremony Chairs, Wooden Arch & Signing Table
- Audio Equipment
- Lawn Games

10:00 am - 8:00pm

Weekday: \$4,000.00

Only available Monday - Thursday

All pricing subject to GST

Optional Add Ons

Additional Hours

Maximum 10am - 12am Rental (14 hours)

**Music & Bar must be complete at 11pm.

\$300.00 / hour

Unlimited Golf

\$250.00

Outdoor Lounge Furniture & Fire Pit

\$250.00

Large Kitchen

\$500.00

Bar Packages

Renter(s) are responsible to purchase Alcohol & Liquor Permit

DESCRIPTION	BASIC	FULL
Bartenders	✓	✓
Unlimited Pop	✓	✓
Cups, Straws & Cocktail Napkins	✓	✓
Juice (Orange, Cranberry & Clamato)		✓
Garnishes (Limes, Lemons & Caesar)		✓
Signature Cocktail (Mix)		✓
Ice	✓	✓
Water Jugs (1 per table)	✓	✓
Hydration Station (Self-Serve) <ul style="list-style-type: none"> • 5 Galleon Pitcher of Ice Tea • 5 Galleon Pitcher of Lemonade 	✓	✓
	\$9.00/ person	\$12.00/ person
	Children 4 years and under: Free Children 5 - 17 years of age: \$6.00 / person	

Bartenders:

- Under 50 Guests: 1 ProServe Certified Bartender
- Over 50 Guests: 2 ProServe Certified Bartenders

Bar Service:

The bartenders arrive at 4:00pm to set-up the bar. **Bar service begins at 5:00pm.**

- Early Bar Service can be arranged for a \$100.00 / hour. The earliest bar service time will be 3:00pm.

Supplies:

The bar provides disposable cups, straws and napkins along with the basic tools required to serve common alcoholic drinks. Please inquire for a complete list of supplies behind the bar.

- Renters are responsible for speciality items such as Keg Coolers and taps.

Wine

The bar will place up to 2 bottles of wine on each guest table as instructed by the Renter(s). Additional bottles can be collected at the bar.

Signature Cocktail (Full Package Only)

The business will provide up to three specialty ingredients, which may include specialty syrups, juices or pop for signature drinks. Some restrictions may apply.

Open or Ticket Bar

The Renter(s) may choose to have an open bar or a ticket bar. If the Renter(s) select a ticket bar, the Renter(s) are responsible to sell the tickets to their guests. The bar will not accept cash

General Rules & Reminders

- Homemade wine or other homemade alcohols are not permitted.
- No minors are to handle or consume alcohol. Bartenders may ask for ID at any time.
- Bar service ends at 12:00am on weekends (Fri, Sat, Sun) and 11:00pm on weekdays. No exceptions!

Booking Details

1. Confirmation of Booking

To officially reserve a date we require a signed contract and a \$2,000.00 security deposit (\$1,000.00 for Intimate Weddings). The security deposit is considered separate from your rental fees and returned to you within 30 days proceeding your wedding date, subject to any adjustments.

2. Payment & Payment Schedule

The total rental fees are divided into two payments with 50% due 6 months prior to the wedding date and the remaining 50% due 3 months prior to the wedding date. Any selected add on items are due 14 days prior to the wedding date.

All prices are subject to GST. Hilltop Wedding Center Ltd. accepts cheque, cash or e-transfer. We are unable to accept debit or credit cards at this time.

3. Cancellation

Cancellation will result in the forfeiture of the security deposit and any rental fees paid past the payment schedule as noted above. Hilltop will always do our best to work with couples to find solutions to cancelling where possible; however, our contract wording is clear that these payments are non-refundable.

4. Facility Access

Access to the property is at 10:00am on all packages. This is to give our crews time to flip, clean and maintain our course before guests arrive. **Early access can be arranged for a fee.**

On weekends (Friday, Saturday & Sunday) the music and bar must be complete by 12:00am. On weekdays, the music and bar must be complete by 11:00pm. An additional hour is provided after the bar closure for clean-up and guests to say their final congratulations before safely finding transportation off the premises.

Booking Details

5. Alcohol & Insurance

Our couples control the bar by purchasing the liquor and deciding between an open bar or a ticket bar. Hilltop provides the bartenders, all you can drink pop, cups, straws, ice and more. See our bar packages for more information.

Couples are responsible to purchase a liquor license from AGLC along with Special Event Liability Insurance.

6. Music

Couples must choose from a **Hilltop Approved DJ** or alternatively, may opt to create their own playlist on a device such as a laptop, tablet or phone and tie into our sound system through the provided auxiliary cord. The venue is cognizant about sound levels at the facility and **no outside sound equipment is permitted at the venue**. Hilltop has a high end sound system built into our big tent, which includes 8 speakers, 2 corded microphones, a podium, screen and projector.

For those considering our Intimate Wedding Package, we also provide 2 speakers, podium and 2 corded microphones. We do not permit DJ's in our Intimate Wedding space.

In addition, we also provide a portable speaker and microphone for your ceremony.

7. Decor

We welcome couples to customize the space while, in our humble opinion, very little is needed to make it your own. We do not permit confetti of any kind, floating lanterns, helium balloons or fireworks. Sparklers may be used outside the tent as long as no fire bans are in place. Rose petals may be used if cleaned up following the ceremony.

8. Parking

There are three parking lots available at Hilltop, all in close proximity to the tent. Overnight vehicles are only permitted in the lower parking lot across from the clubhouse. **Guests may not remain in their vehicle overnight.**

Booking Details

9. Golfing & Golf Carts

Golfing is permitted during daylight hours and open to all guests. Pull carts are located next to the clubhouse and there are extra clubs for guests that may require them.

Up to 4 golf carts may be provided for the purpose of transporting guests and goods around the property. **All golf carts are to be driven by a person holding a valid driver's license.** At any time, if it is witnessed that the golf carts are being driven in an irresponsible manner, the venue reserves the right to deny any further use of the golf carts and to perform safety checks to the golf carts, at the couples expense.

10. Pets

Hilltop is a pet friendly facility. For your pets' safety, we do recommend they remain on a leash and with a handler. The couple is responsible to clean-up after their pets and for any damage that may be caused by their pets.

11. Clean-up

The couple is responsible to gather up any personal items and decor before exiting the premises at the end of the night. These items may be put in the storage shed beside the big tent for pick-up in the morning or taken with guests that evening. Hilltop will take care of the rest.







For more information please contact us at

info@hilltopweddingcenter.com

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