

# Rutherford House Event Guide

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*Nestled on Saskatchewan Drive overlooking the beautiful river valley, Rutherford House Provincial Historic Site is the perfect location for your special event. From the warm environment of this century-old home to the gracious hospitality carried forward from the Rutherford family, you and your guests are sure to feel right at home.*

*When you book your private event at Rutherford House, you'll enjoy all the beauty of a quality event without all the fuss. Our venue speaks for itself—so there is no need to bring in a lot of extra décor (unless you want to, of course). Rich dark woods, large open rooms, and a grand staircase are just some of the features that make Rutherford House the ideal backdrop for any event.*

*Book your next event now by contacting us at [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca) or 780.427.3995.*

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## *Private Venue Hours*

Rutherford House Provincial Historic Site operates as a museum Wednesday through Sunday for tours and programs. Private events may take place during the day, or after operational hours at 5:30pm to allow our event team to prepare the space for your event, if necessary. Due to the limited storage space onsite, all catering, décor, and other event deliveries must be arranged with Rutherford House staff.

We are happy to discuss these details with you further during your walk-through or before booking your event.

## *Guest Capacities*

Rutherford House Provincial Historic Site can accommodate up to 55 guests for cocktail receptions. Rutherford House currently offers no food services so clients must provide their own caterers and follow current food safety protocols. Your chosen caterer must attend a walkthrough with us before the event takes place.

Since each event is unique, we are happy to meet with you beforehand for a walk-through of the venue and discuss your individual needs. To book a walk-through, please contact [Rutherford.House@gov.ab.ca](mailto:Rutherford.House@gov.ab.ca) or 780.427.3995.

## *Parking*

There are eight complimentary parking stalls for use directly in front of the house for your guests. Additional parking is available along Saskatchewan Drive, as well as at the University of Alberta parking lot N & U accessible from 90th avenue and 111th street, just around the corner from us. Please note: payment will be required to park in these areas. Parking is not permitted in the back area of the house without prior permission.



## ***Rates & Services***

Booking rates include full access to the public areas of the Rutherford House and its grounds for up to three (3) hours, along with 30 minutes of setup and teardown at the beginning and end of your event. Our event staff will be responsible for setting up all tables, chairs, linens, and the bar area (if necessary).

If additional hours are needed, we can add them on at a rate of \$150 per hour. If additional hours are requested after the booking has been finalized, the rate will be \$200 per hour, and will be subject to the availability of the House and event staff.

### **Small Event: \$600.00**

This booking package can accommodate up to 20 guests and applies to events that require catering services. As Rutherford House currently offers no food services, clients must provide their own caterers. Your chosen caterer must do a walkthrough with us before the event takes place. This package includes access to the museum as well as an Interpreter to answer any questions.

### **Large Event: \$1000.00**

This booking package can accommodate up to 55 guests and applies to events that require catering services. As Rutherford House currently offers no food services, clients must provide their own caterers. Your chosen caterer must do a walkthrough with us before the event takes place. This package includes access to the museum as well as an Interpreter to answer any questions.

## ***Payment Schedule***

*A minimum 50% non-refundable deposit will be required at the signing of your contract. The remainder of your payment of 100% is required no later than 2 weeks prior to your event date. The event deposit/full payment is refundable up to two months prior to your event date. An invoice will be provided upon receipt of payment. An invoice will be issued for any additional hours incurred. A \$500 cheque or bank draft will be required as a damage deposit, which will not be charged unless damages incur.*

*All payments must be processed onsite. We only accept cheques, debit, or cash. If you have any questions regarding this, please contact us at [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca) or at 780.427.3995.*

## Frequently Asked Questions

### **How far in advance do we need to book?**

We suggest booking events at least 3-6 months in advance. This allows us to properly plan your event and provides more likelihood that your requested date will be available—especially during peak seasons. Approvals will need to be granted from both Rutherford House and onsite Government of Alberta representatives, and a contract will need to be signed to finalize the booking.

### **Do you provide catering and bar services?**

No. Rutherford House currently offers no food services so clients must provide their own caterers. Your chosen caterer must do a walkthrough with us before the event takes place.

### **Is a liquor license required?**

Yes. Clients must arrange their own liquor license, as well as provide a Proserve certified server. Any potential caterers must arrange a walkthrough with museum staff prior to the event.

### **What services will I be responsible for?**

Rutherford House provides use of the house, along with setup and tear down of tables, chairs, and linens. You will be responsible to provide your own linens, and music (Rutherford House can supply a Bluetooth speaker if required), photography, additional décor, and any AV equipment you may require.

### **Can we decorate?**

Yes, but there are restrictions, which are provided in depth on the Guidelines page of this booklet.

### **Is the house wheelchair accessible?**

Yes, there is a handicap parking stall at the front of the house, and ramp that leads to the front entrance. Once inside, we have an elevator guests can use to get to the washrooms, which are downstairs. The second floor, however, does not have access by elevator.



## Guidelines

*The following regulations shall apply for the safety and protection of the public, historic buildings, the artifacts/furnishings contained therein, and the facility grounds, as well as the enjoyment of the guests.*

*Any questions or concerns can be brought to [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca) or 780.427.3995.*

- Candles are prohibited.
- All dark red/purple beverages - including red wine, Rosé, and grape juice - are not allowed.
- Smoking, including vaping, is not allowed inside the house, and only in designated areas outside. Smoking cannabis onsite is strictly prohibited.
- Alcohol is prohibited outside the house and in the gardens, as well as being limited to the main floor.
- Gum and tobacco chewing is also prohibited.
- Pets are not allowed in the house or in the gardens, excluding service animals.
- Children must be accompanied by a responsible adult at all times.
- Aerosol or spray aftershave, perfume or cologne must be applied before entering the house.
- The following decorations and materials are prohibited: glitter, confetti, flower petals, streamers, potpourri, sparklers, sand, rice, and asparagus fern.
- To secure any décor, please refrain from using tape, staples, wire, nails, tacks, glue, or similar damaging materials.
- String and ribbon are permitted, and we recommend discussing all décor arrangements with the House event coordinator prior to your event.
- Only House Personnel can use or handle house furnishings, equipment and/or artefacts, including blinds and drapes.
- Due to the number of artefacts in the house, dancing is not allowed.
- Photos cannot be used for commercial purposes without prior written consent of Rutherford House Provincial Historic Site.
- Sitting in the historic bathtub is prohibited.
- House Personnel reserves the right to restrict the photographing of certain artefacts. If you're unsure, ask.
- House Personnel also reserves the right to prohibit access to areas of the house such as the attic, offices, and gift shop.

**Any violation of the House Regulations and Guidelines will result in the immediate termination of the contract and cancellation of the event.**

## **Ready to book?**

To proceed with booking Rutherford House for your event, please contact us at [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca) or 780.427.3995 with your desired date, and we will be in touch within 3-5 business days.



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***Rutherford House Provincial Historic Site was the home of the first Premier of Alberta, Alexander Cameron Rutherford. In 1911, A.C. Rutherford and his wife Mattie moved into this beautiful brick mansion near the university campus. The family entertained friends, relatives and influential Edmontonians for more than a generation. Today, this restored and furnished post-Edwardian style home maintains the Rutherford tradition of hospitality and offers visitors a glimpse into the past with costumed interpreters, guided tours, and special events.***

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***Visit Rutherford House at 11153 Saskatchewan Drive NW.***

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