

# Rutherford House Wedding Bookings Guide

---

*Situated along Saskatchewan Drive, near the beautiful river valley, Rutherford House Provincial Historic Site is the ideal location for your wedding. 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 wedding at Rutherford House, you'll enjoy all the beauty of a quality event without all the fuss. That is because our venue speaks for itself—so there is no need to bring in extra décor (unless you want to, of course). Rich dark woods, charming rooms and a grand staircase are just some of the features that make Rutherford House the perfect backdrop for your special day.*

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



## *Private Venue Hours*

Rutherford House Provincial Historic Site operates as a museum Wednesday through Sunday for pre-booked 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 wedding.



## *Guest Capacities*

Wedding ceremonies can take place both inside or outside of the house, and can accommodate up to 55 guests for cocktail receptions. Rutherford House currently offers no food services so clients must provide their own caterers, and must adhere to current food safety protocols. Your chosen caterer must do 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 to discuss your individual needs. To book a walk-through, please contact [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca) or 780.427.3995.

## *Parking*

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

## *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 required).

If additional hours are needed, we can add them 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.

### **Civil Ceremony:** \$400.00 (plus GST)

This booking package can accommodate up to 20 guests for either a standing indoor or outdoor wedding ceremony, along with time for photographs. You will be allotted up to two (2) hours for the ceremony and photographs. Seating will be provided for guests who require it.

### **Ceremony Only:** \$600.00 (plus GST)

This booking package can accommodate up to 55 guests for either a standing indoor or outdoor wedding ceremony, along with time for photographs. A 30-45 minute wedding rehearsal is also included in the rate, and must be booked in advance. Seating will be provided for guests who require it.

### **Reception Only:** \$800.00 (plus GST)

This booking package provides for two options:

1. Up to 20 guests for a formal sit-down dinner. As Rutherford House currently has no food services, clients must arrange their own catering. Any potential caterers must arrange a walkthrough with museum staff prior to the event.
2. Up to 55 guests for a cocktail reception. Cocktails will be limited to the main floor. This also includes set-up and tear down, linens, and assistance from our event coordinator. Again, as Rutherford House currently has no food services, clients must arrange their own catering. Any potential caterers must arrange a walkthrough with museum staff prior to the event.

### **Complete Wedding:** \$1000.00 (plus GST)

This ultimate wedding package can accommodate up to 55 guests for the ceremony, and either 20 guests for a formal sit-down dinner reception or 55 guests for a cocktail reception. As Rutherford House currently has no food services, clients must arrange their own catering. Any potential caterers must arrange a walkthrough with museum staff prior to the event.

This also includes setup and tear down, and assistance from our event coordinator. A 30-45 minute wedding rehearsal is also included in the rate, and must be booked in advance.



Please note that Rutherford House is unable to provide catering or liquor services.

### *Payment Schedule*

*A minimum 50% 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 for 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.*

All payments must be processed onsite at 11153 Saskatchewan Drive NW. At this time, we are only able to accept cheques, debit and cash. If you have any questions regarding this, please contact us at [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca) or 780.427.3995.



## *Frequently Asked Questions*

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

*We suggest booking events at least six months in advance. This allows us time to properly plan your event, and provides more likelihood that your requested date will be available—especially during peak seasons. Approvals are granted by 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. As Rutherford House currently has no food services, clients must arrange their own catering. Any potential caterers must arrange a walkthrough with museum staff prior to the event.*

### *Is a liquor license required?*

No. Clients must arrange their own liquor license, as well as a Proserve certified server. Any potential caterers must arrange a walkthrough with museum staff prior to the event.

***What services will we be responsible for?***

Rutherford House provides use of the house, along with setup and tear down of tables, chairs and linens. Music, photography, additional décor and any AV equipment you may require are your responsibility.

***Can we decorate?***

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

***Is seating available for the ceremony?***

Because of the set-up of the house, seating indoors is limited to only those who may require it. Outdoor ceremonies are also standing because of the garden beds and limited spacing, with seating available only to those who require it.

***Can we get ready at the house?***

We recommend getting hair and makeup done prior to coming to the house. However, there are two staging rooms available for the bride and groom, if needed.

***Is dancing allowed?***

The bride and groom may honour their nuptials with a traditional first dance, but because the house is a historical site with many artifacts, further dancing is not permitted.

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

Yes, the house has a handicap parking stall in front of the house which connects to a ramp that leads to the front entrance. We have an elevator inside the house that can take guests to and from the public washrooms.

## Guidelines

***Rutherford House is a museum and provincial historic site, and it operates with a specific set of guidelines to ensure the preservation of the site. Any violation of the House Regulations and Guidelines will result in the immediate termination of the contract and cancellation of the event. Any damage to the house and its contents will be charged to the User.***

*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 sent to [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca).*

- *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. Smoking cannabis onsite is strictly prohibited.*
- *Gum and tobacco chewing is also prohibited.*
- *Alcohol is prohibited outside the house as well as in the gardens.*
- *Pets are not allowed in the house or in the gardens.*
- *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, though we recommend discussing all décor arrangements with the House event coordinator prior to your event.*
- *Only the House Personnel can use or handle house furnishings, equipment, and/or artifacts, including blinds and drapes.*
- *Due to the volume of artifacts in the house, dancing is not allowed.*
- *Photos cannot be used for commercial purposes without prior written consent of Alberta Culture.*
- *House Personnel reserves the right to restrict the photographing of certain artifacts, so if you are unsure, just 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 the Rutherford House for your Big Day, please email [RutherfordHouseBookings@gov.ab.ca](mailto:RutherfordHouseBookings@gov.ab.ca) or 780.427.3995 with your desired date, and one of our event team members will be in touch within 3-5 business days.



---

***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.***

---

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

---