

Meetings & Corporate Retreats

Planning Guide



The Prairie Creek Inn

Pure Luxury in the Heart of Nature!

theprairiecreekinn.com 403 844 2672

An ideal gathering spot

Meeting & Event Planning Guide

The Prairie Creek Inn is an exclusive bed and breakfast country inn situated in the heart of West Central Alberta. Our romantic getaway is open year round and offers Canada Select 4.5 Star accommodations nestled in a breathtaking ecosystem of prairies, lakes, rivers, Boreal forests and the rolling foothills of the Rocky Mountains – the splendor of Alberta’s West Country!

With our exquisite decor, scrumptious breakfasts and casually elegant dining in our Heartstone Restaurant, we have become a destination of choice in Central Alberta for those who prefer a quiet, luxurious, unspoiled country atmosphere to get away to.

We specialize in hosting intimate gatherings of all kinds for up to 36 people. Whether you want to hold a business meeting, corporate retreat, wedding, anniversary, private dinner or an intimate party, we have a professional, success-oriented meeting venue that offers privacy, beautiful natural surroundings and a casually elegant ambiance.

We provide the utmost in hospitality including first class event planning services to ensure groups are personally taken care of and receive all the attention and privacy they deserve.

Situated only 10 minutes south of Rocky Mountain House, we are easy to get to with a 2 hour drive from Calgary and Edmonton and 55 minutes from Red Deer, all on paved roads

From the moment you arrive to days after you’ve left, you’ll feel the special magic that abounds at The Prairie Creek Inn. Let us host your next meeting or gathering “inn style”!

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Combining 'work' and 'perk'

A business retreat at The Prairie Creek Inn is a refreshing departure from the standard facilities and services offered at chain hotels, urban conference facilities or large, crowded resorts.

Our beautiful country atmosphere coupled with our luxurious accommodations, superb dining and a plethora of outdoor team building activities, make The Prairie Creek Inn an ideal corporate meeting place. As important, a trip to The Prairie Creek Inn is a valuable 'perk' that will have a great positive effect on your organization's culture, morale and bottom line.

Our easily accessible and centralized location in Alberta is especially appealing to businesses and organizations in Edmonton, Red Deer, Calgary and throughout the region as an ideal mid point meeting spot.

Every group is ensured complete privacy with exclusive use of the Inn, away from the crowds, distractions and other pressures that keep the important business tasks and planning from getting done. Our meeting room is comfortable, private and well equipped, allowing for productivity and creativity to flow effortlessly.

We can organize a variety of on and off-site activities such as guided fly fishing, hiking, kayaking, canoeing, golfing, ATV rides, helicopter tours, and more. All the details will be meticulously planned and executed so you can attend to the business, and fun, at hand.

A Sample Of Our Rates Are As Follows:

Rental of Deerview	
Meeting Room	\$200 per day (4 hours+) \$125 (under 4 hours)
Coffee/Snack breaks	\$5 to \$8 per person
Lunch service	\$20 to \$25 per person
Dinner service	\$30 to \$50 per person
Hors d'oeuvres	\$15 to \$20 per person
Use of meeting equipment	Free! Our treat to you!
Rental of 10 guest rooms	\$1800 per day *

Note: A 16% gratuity is added for group food and liquor service.

* Corporate Rate, minimum of 10 rooms required

Meeting Services Include:

- coffee breaks
- working lunches
- dinner
- hors d'oeuvres, snacks
- organizing fun excursions
- team building activities
- office services
- VIP welcome gifts

Try one of our Meeting and Corporate Retreat Packages or let us customize a corporate retreat to suite your needs.

Meeting and Corporate Retreat Packages

Whether you want an intensive one day planning session or a week long corporate retreat, we have designed a number of packages for your consideration.

All packages include a VIP welcome gift placed in each guest room for overnight guests – an extra touch that will make your team members feel special and appreciated.

These packages are based on groups of 10 and include taxes, meeting equipment and gratuities. A 25% deposit is required at time of booking.



Executive 1 Day Meeting

Get out of the office for a productive day long meeting or strategic planning session with your team. Have a relaxing dinner together and return home totally rejuvenated, inspired and eager to start the next day with fresh new ideas to implement.

Arrive By 10 am
Meeting 10 am to 5 pm
Working lunch 12:30 to 1:30 pm
Coffee break 3:30 pm
Dinner* 5:30 pm
Leave for home By 7 pm

\$95 per person ***\$55 per person without dinner**

Cost for extra persons: \$35 without dinner \$75 with dinner

Executive 1 Night Corporate Retreat

This package offers 10 hours of productive meeting time and some valuable social activity, and you only have to be away from the office for one day.

Day 1

Arrive and check into your room 4 to 6 pm
Cocktails or social gathering 6 pm
Dinner 6:30 pm
Meeting or social activity 8 to 10 pm

Day 2

Breakfast 7:30 to 8:30 am
Meeting 8:30 am to 4 pm
Coffee Break 10:30 am
Working lunch 12:30 to 1:30 pm
Leave for home By 4 pm

Note: Check out of guest rooms must happen by noon on Day 2. This one night package is only available from Sunday to Thursday.

\$320 per person

Executive 2 Night Corporate Retreat

With 20 hours of productive meeting time, this retreat enables executives to get more 'business' out of their retreat and still have time to incorporate team building, social, recreational and leisure activities.

Day 1:

Arrive and check in 4 to 6 pm
Cocktails or gathering 6 pm
Dinner 6:30 pm
Meeting or activity 8 to 10 pm

Day 2:

Breakfast 7:30 to 8:30 am
Meeting 8:30 am to 5 pm
Coffee Breaks 10:30 & 3:30 pm
Working Lunch 12:30 to 1:30 pm
Cocktails or social gathering 6 pm
Dinner 6:30 pm
Meeting or activity 8 to 10 pm

Day 3:

Breakfast 7:30 to 8:30 am
Meeting 8:30 am to 4 pm
Coffee Break 10:30 pm
Working Lunch 12:30 to 1:30 pm
Leave for home By 4 pm

Note: Check out of guest rooms must happen by noon on Day 2.

\$625 per person

Executive 3 Night Corporate Retreat

When an intense focus and bonding experience is needed for your team, a three night corporate retreat is the way to go. This package offers 30 hours of productive meeting time coupled with a 'mini vacation' in a beautiful setting that will leave your executives inspired, recharged and a much more cohesive team.

Day 1:

Arrive and check into room 4 to 6 pm
Cocktails or social gathering 6 pm
Dinner 6:30 pm
Meeting or social activity 8 to 10 pm

Days 2:

Breakfast 7:30 to 8:30 am
Meeting 8:30 am to 5 pm
Coffee Breaks 10:30 & 3:30 pm
Working Lunch 12:30 to 1:30 pm
Cocktails or social activity 6 pm
Dinner 6:30 pm
Meeting or social activity 8 to 10 pm

Days 3:

Breakfast 7:30 to 8:30 am
Meeting 8:30 am to 5 pm
Coffee Breaks 10:30 & 3:30 pm
Working Lunch 12:30 to 1:30 pm
Cocktails or gathering 6 pm
Dinner 6:30 pm
Meeting or activity 8 to 10 pm

Day 4:

Breakfast 7:30 to 8:30 am
Meeting 8:30 am to 4 pm
Coffee Break 10:30 pm
Working Lunch 12:30 to 1:30 pm
Leave for home By 4 pm

Please note: Check out of rooms must occur by noon on last day.

\$925 per person

Combine Business with Pleasure and Bring a Guest

Why not bring your spouse or a guest along for some fun too?
This option covers dinner and lunch for your guest and a choice of optional activities he or she can do while you're meeting.

\$65 per day for each guest (Includes GST and gratuities)

Add optional recreational activities:

Cooking class	\$50 per person
Spa treatment(s)	\$80 to \$150 per treatment
18 holes of golf w/cart rental	\$85 per person
Shopping in Rocky	That depends – We'll tell you about all the great spots
Hiking and sightseeing	Free!

If these packages don't quite meet your needs,
let us customize one that will!

Casual elegance at its best!

Accommodations

You will truly feel pampered in the spacious well-appointed 4.5 star accommodations at The Prairie Creek Inn. They include an executive guest cottage and 9 luxury suites, 2 in the Coach House and 7 in the new Inn opened fall 2010.

Offering an exciting experience of its own, each room is uniquely decorated with down duvets and luxury linens and features a number of "special touches", such as cozy bathrobes, throws, artwork and attractive accessories. All suites have fireplaces, roomy sitting areas, double soaker tubs, walkout decks or patios, and all the comforts and luxuries of home. The Coach House and Creekside Cottage are only a short stroll from the main Inn and the Heartstone Restaurant and Deerview Meeting Room are next door.

Our Creekside Cottage and Explorer's Suite are pet friendly. An extra fee of \$25/day applies.



Woodlands Suite

Rooms amenities:

- Gas fireplace (Creekside Cottage has a wood burning fireplace)
- Outdoor decks or patios
- Deep soaker tubs (7 rooms have double soaker tubs)
- Whirlpool tub in the West Country Suite
- Cozy sitting areas with two chairs
- Feather duvets & pillows, and rich linens
- 32" LED flat screen satellite TV and DVD
- Complimentary WiFi
- Clock radio with IPOD docking station
- Bar fridge
- Complimentary coffee or tea
- An iron, ironing board, hairdryer and luggage racks
- Luxurious bath robes and towels
- Aveda soap and bath toiletries
- Unique decorating and artwork including books
- Writing or working desk

Check in	4 to 6 pm
Check out	12 Noon
Occupancy	22 people (double) 12 people (single)
Rates	\$160 to \$275 per night

Room Descriptions

In Our Main Inn

West Country Suite

For an ultimate West Country getaway, this outstanding 500 sq. ft. suite is our largest luxury romance room with a king size four poster bed, in-room double Whirlpool bathtub, large steam shower, double vanity with vessel sinks, fieldstone gas fireplace, vaulted ceilings and a large private balcony with a view of the creek.

Home on the Range Suite

Shower lovers will adore the huge walk-in double shower in this upscale western inspired suite. It features a king bed with leather headboard, double vanity with granite vessel sinks, gas fireplace and a private deck.

(Note: There is no bathtub in the large ensuite but you might get lost in the shower)

Canadiana Suite

Decorated in true eclectic Canadiana style, this bright, lovely room has a queen bed, fireplace, oversized single soaker tub/shower and a private balcony with a view of the creek.



West Country Suite Whirlpool Tub

Brown Trout Suite

Contemporary meets nature in this lovely deluxe ground level suite that is inspired by the main habitants of Prairie Creek. It features a king bed, double soaker tub, large walk-in shower, gas fireplace and private walk-out patio.

Woodlands Suite

Inspired by 'all things wood', you'll immerse yourself in nature in this deluxe king suite with a double soaker tub, corner shower, gas fireplace and private walk-out patio.

Golden Meadows Suite

Emmerse yourself in the rolling meadows of Alberta's landscape in this warm and luscious room featuring a king bed, double corner soaker tub with separate shower, double vanity, gas fireplace and private walk-out patio.

Bird's Nest Suite

Named in honour of the home of its first guest (a Robin's nest on the patio), this spacious suite on the walk out level will wow you with its queen bed and draping canopy headboard, gas fireplace, oversized single soaker tub/shower and private walk out patio.



Canadiana Suite

In our Coach House

Stables Suite

Named after the horses that roamed the property, this beautiful romantic room features a king size canopy bed with a double soaker tub next to it, a fireplace, private entrance and a large bathroom with a huge walk-in shower. Fully adapted for guests in wheelchairs or with special needs.

Explorer's Suite

With a touch of history, this suite has a queen log bed, fireplace, private entrance, Canadiana antiques, Hudson's Bay blankets and a large ensuite with a granite vessel sink and large double soaker tub.



TOP TO BOTTOM: Stables Suite in room soaker tub.
Brown Trout Suite.

Creekside Cottage

This lovely self contained executive guest cottage is just steps from Prairie Creek and only a short stroll from the main Inn. It is richly decorated with warm western décor, antiques and designer details and features two bedrooms that sleep up to four people, a wood-burning fireplace, a fully equipped kitchen with dishwasher, a gas barbeque, a soaker tub and a large covered front deck with Adirondack chairs.



Exterior of the Creekside Cottage.

Deerview Meeting Room

Our Deerview Meeting Room offers the perfect place for your team to focus on creativity, innovation and success away from the day to day distractions of the office. Whether your meeting is for a few hours or a few days, we have all the amenities you need:

The Deerview Room features a cozy fieldstone fireplace and window seat, and ample lighting and windows. When not attending to the work or topic at hand, you can gaze at the deer grazing on the expansive lawn outside or take a peek at Prairie Creek just steps from the building.

On warmer days, you can step outside the garden doors, relax on the outdoor patio or lawn and enjoy the fresh country air. Or better yet, take your break around the campfire and enjoy the ever flowing energy of Prairie Creek. A meeting doesn't get much better than that!

Use of equipment is complimentary with the rental of the room.

Room Size:

535 sq. ft. 20' x 27.5' Ceiling height: 9'

Seating:

Boardroom	16 people
Classroom	20 people
U-shaped	16 people
Theatre	36 people
Standing	40 people

Rental period: 8 am to 11 pm

Deerview Room Features:

- Comfortable leather executive chairs
- Large boardroom tables
- Free WiFi
- Flip chart, stand and markers
- Projector
- Projector screen 70"x70"
- IPOD dock& speakers
- Outdoor patio with seating
- Refreshment service area
- Privacy
- Warm, tasteful décor



Relaxed gourmet dining

Heartstone Restaurant

At the culinary heart of The Prairie Creek Inn is Heartstone, a new casually elegant restaurant where overnight guests are served their complimentary full hot breakfast each morning and where a special gourmet dining experience is offered in the evenings.

Groups using the Deerview Meeting Room can have their meals in our Heartstone Restaurant upstairs. Dine in style overlooking Prairie Creek and the grounds of the Inn, be warmed by the glowing fireplace and relax while you have a special gourmet "West Country" dining experience. If preferred, groups can have their working lunch served to them in the Deerview Meeting Room.

Private functions exceeding 20 people can rent the entire restaurant for a special dinner or a luncheon. Maximum capacity is 36 people for a sit down meal or 50 people for a stand up affair.

Room Size

700 sq. ft. 20' x 37' Ceiling height: 10'- 15'

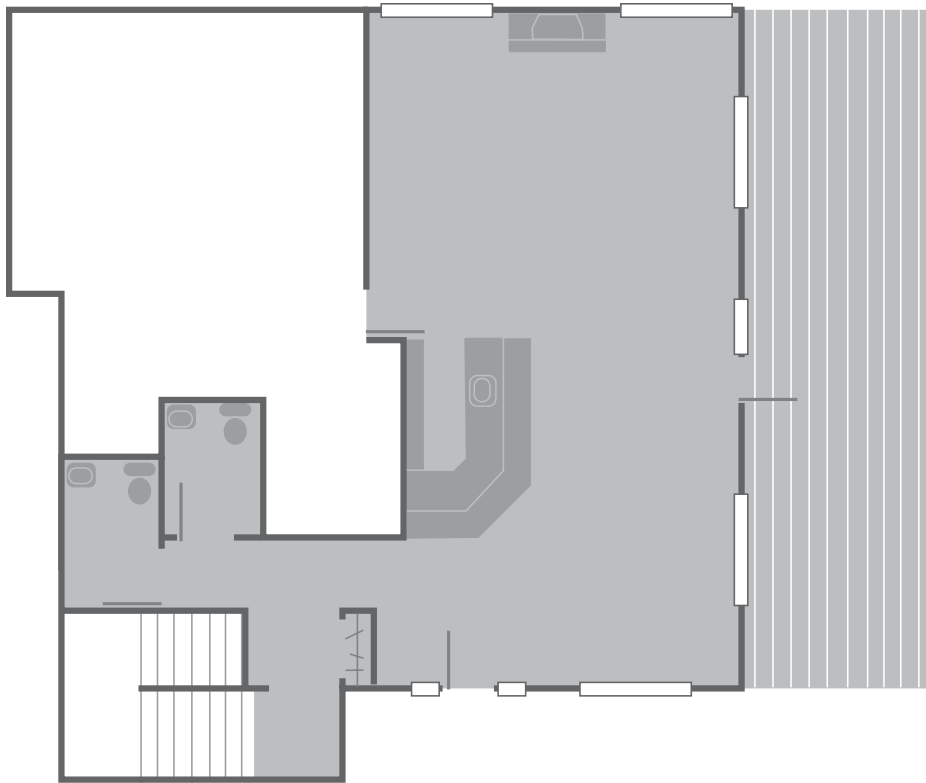
Seating/Capacity:

Banquet 36 people
Standing 50 people

Rental period: noon to 11 pm



Floor Plans



Heartstone Restaurant

Room Size

700 sq. ft. 20' x 37'
Ceiling height: 10'-15'

Seating/Capacity

Banquet 36 people
Standing 50 people



Deerview Meeting Room

Room Size

535 sq. ft. 20' x 27.5'
Ceiling height: 9'

Seating/Capacity

Boardroom	16 people
Classroom	20 people
U-shaped	16 people
Theatre	36 people

Food & Liquor Services

Creative, Delectable and Robust

Our Heartstone Restaurant features an ever changing menu of specially prepared gourmet dishes created with the finest fresh and locally grown produce and meats available. We offer a variety of vegetarian entrees and can accommodate any special dietary restrictions requested with ample notice.

We offer a full bar menu with the finest wines and beverages to compliment our menu. They include premium wines by the bottle or glass, domestic and imported beers, premium highballs and cocktails, martinis and pop and juices. Group events have a choice between an open bar where the host pays for the drinks or a cash bar where individuals pay for their own drinks.

A sample of our menus include:

Coffee and Refreshment Breaks from \$5.00 per person

Freshly brewed coffee and tea
Assorted drinks – juices, soft drinks, mineral water
Basket of freshly baked muffins, cookies or pastries
Fresh fruit and cheese plate

Working Lunch from \$20.00 per person

Soup of the day
Seasonal greens with house vinaigrette
Assorted sandwich or wrap tray
Pickle tray
Dessert: Fruit, squares, cake or pie
Iced Tea and/or Soft Drinks



Breakfast included in room charge

Our breakfast menu changes daily. It includes coffee/tea, juice, a fresh fruit starter with yogurt, muffins or other baked goods and a hot main entrée. Some of our entrées include:

Eggs Benedict

Stuffed Blueberry French Toast

Eggs Burritos

Four Cheese Soufflé with Green Chilis

Cheesy Mushroom, Tomato and Bacon Filled Omelets

Blueberry or Fluffy Lemon Ricotta Pancakes

Bacon, Ham or Sausages

Dinner from \$50 per person

Beginnings: Sweet Potato and Leek Soup with Canadian Maple Syrup and Chives.
Dinner rolls & butter

Intermediate: Mixed Baby Greens with Mandarin Oranges, Dried Cranberries, Toasted Pecans, Sweet Red Onion and Feta Cheese with Saskatoon Berry Vinaigrette

Entrée: Seared Beef Tenderloin 'Oscar' topped with Snow Crab and Béarnaise Sauce, Asparagus and Potatoes Dauphinoise

Finishings New York Style Cheesecake with Mixed Berry Coulis and Dark Chocolate Shavings

These are only examples of what our chef can prepare for you. We prefer to be inspired and design a custom menu for your special function taking your preferences into consideration and any dietary restrictions your group may have.

Let our chef cater to your every whim and design a memorable dining experience that will delight your group. Please ask for a personal consultation today.....

We're easy to get to...

Map and Directions

GPS coordinates: N 52.14.284; W 114.56.538

Municipal Address: 73042 TWP Rd 38-0

Legal Address: SW 4-38-7-W5

From Edmonton: Hwy #2 or #22 south to Rocky Mountain House. From Hwy #11 take Hwy #22 south for 11 km to Prairie Creek Road. You will see our blue sign. Turn right and go 5 km west. Go past Everdell Rd and cross Prairie Creek Bridge. We are the first driveway on the right after the bridge before you go up the hill. It's 1 km from Everdell Rd.

From Calgary: Hwy #22 or #2 north to Caroline. Go past Caroline to Clearwater Trading Store. Turn right (north) for 15 km to Prairie Creek Road. Turn left and go 5 km west. Go past Everdell Rd and cross Prairie Creek Bridge. We are the first driveway on the right after the bridge just before you go up the hill - 1 km from Everdell Rd.

From Red Deer: From Hwy#2, take Hwy #11 west towards Rocky Mountain House. Before you reach Rocky, take Hwy #22 south for 11 km to Prairie Creek Road. Turn right and go 5 km west. Go past Everdell Road and cross Prairie Creek Bridge. We are the first driveway on the right after the bridge just before you go up the hill - 1 km from Everdell Rd.

From Rocky Mountain House: Head east out of town on Hwy #11. Turn right on Connection Hwy 752 (1 km past Tim Hortons on the east side of town). Turn left (south) at Hwy 752 and left again at Everdell Rd (an odd intersection). Go 11 km south to the end of Everdell Rd. Turn right (west) on Prairie Creek Rd (see Qually's Corner signs). We are the first driveway on the right after Prairie Creek Bridge just before you go up the hill - 1 km from Everdell Rd.



We'd love to have you visit!

Contact information

For further information or to book your next event, please contact our Event Coordinator:

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theprairiecreekinn@telus.net
Box 22 Site 12 RR 2
Rocky Mountain House AB T4T 2A2

Please visit our website for further information: www.theprairiecreekinn.com



Prairie Creek