

Aloft South Bend

# Wedding Packages



Becky Fletcher

574-344-5404

Aloft South Bend

## *Weddings at the Exchange Ballroom*

Congratulations on your engagement and thank you for your interest in the Exchange Ballroom!

You are in the process of planning a beautiful and joyous day, we at Aloft would like to share our incredible venue and culinary offerings with you and your guests. Whether you are looking for something intimate or grand we can certainly accommodate your needs as well as your budget.

In the next few pages, you will find information about our different packages that bring your wedding dreams to life! Together we can create an event that is unforgettable and uniquely yours.

If you have further questions or need any additional information, please do not hesitate to contact me personally. I would love to schedule a time to meet with you and give you the grand tour!

Thank you for considering Aloft South Bend!

Becky Fletcher  
Director of Sales & Marketing  
8am-5pm  
574-344-5404



*All charges are subject to a 22% service charge and 7% Indiana Sales Tax*

# *All Wedding Packages Include*

Sales Manager to work with you throughout the planning process, including the day of the event

Dedicated Banquet Manager  
Venue Rental  
Dance Floor  
Set Up and Tear Down  
Choice of White, Black, Ivory, Floor Length Tablecloths  
Colored Napkins  
Gift Table  
Complimentary Coat Check  
Hors d'oeuvres for Cocktail Hour  
Complete Dinner Service Plated or Buffet  
5-Hour Open Bar  
Champagne Toast for All Guests  
Complimentary Cake Cutting, Cake Table, and Service  
Coffee and Water Station  
Complimentary Two Night Suite Accommodations for the Couple  
Guestroom Rates for Your Family and Friends (Pending Availability)  
Complimentary Covered Parking for all Event Guests  
Discount on Bridal Shower or Rehearsal Dinner  
Marriott Bonvoy Points

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## *Guarantee & F&B Minimums*

In arranging private functions, the total number of individuals attending the function must be specified at least (10) business days prior to your event. This number will be considered a guarantee and is not subject to reduction. If a guarantee is not provided in time, we will consider the last estimated number as the guarantee for the event. If attendance is above the guarantee, charges will be applied for the actual number of guests. We reserve the right to charge for every guest served. All events are considered tentative until the specified non-refundable deposit is received by your event coordinator, unless otherwise specified by your contract. Requested deposits based on the size of your event will be presented by your coordinator. Aloft will be prepared to accommodate 5% above the guaranteed number. A minimum of 50 guests are required to be applicable to a wedding package. If attendance is less than 50, Aloft will charge for the difference of said package. Food & Beverage minimums will be based on the size of your party and the season.

## *Room Rental*

We do not charge room rental for our space. Unless the food and beverage minimum is not met, then the difference will be made up in room rental.

## *Reserve your date & Payment Arrangements*

Aloft requires a \$2,000.00 non-refundable advance deposit in order to hold the ballroom space; the deposit is applied to your final balance. The second deposit of 50% of the estimated number of guests is due 30 days prior to your wedding. Final guest count is due 10 days prior to your wedding and then final payment is due 7 days prior to your wedding.



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## *Ceremony Accommodations*

Complete your package with the Exchange Ballroom! Envision a picturesque ceremony overlooking all downtown South Bend with our floor to ceiling windows. We offer the ideal location for your once in a lifetime event. We're certain that your guests will envy your selection.



### **Ceremony**

\$500

Ceremony to be booked only with purchase of a wedding reception package. Pricing is subject to change.

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# Wedding Packages

## The Celebration Package: \$75 per person

Choice of 4 Hors D'oeuvres | 1 Salad | 2 Entrees | 5 Hour Standard Bar

### Cold Hors D'oeuvres:

Bruschetta with Fresh tomatoes and basil  
Caprese Skewers  
Fresh Fruit Display

### Hot Hors D'oeuvres:

Thai Sesame Ginger Chicken Skewers  
Bite Size Brie Puff Pastries  
Assorted Petite Quiche  
Arancini Bites with Marinara Drizzle  
Vegetable Spring Rolls with Sweet Chili Sauce

### Salad:

Mixed Green Salad | Cucumber | Tomato | Feta | Red Wine Vinaigrette  
Caesar Salad | Parmesan | Herb Croutons | Garlic Caesar Dressing  
Spinach | Almonds | Cherries | Sliced Apples | Honey Mustard Dressing  
Pear Salad | Walnuts | Cranberry | Sliced Pear | Goat Cheese | Raspberry Vinaigrette  
Wedge Salad | Bacon | Tomato | Blue Cheese Crumbles | Blue Cheese Dressing - +\$2

### Plated Dinners:

#### Beef:

Top Sirloin  
Prime Rib +\$5 pp

#### Chicken:

Roasted Free Range Chicken  
Chicken Marsala  
Tucson Chicken

#### Lamb and Pork:

Bone in Pork Chop  
Roasted Pork Loin

#### Seafood:

Salmon  
Halibut  
Baked Tilapia

#### Vegetarian:

Herbed Risotto  
Pasta Primavera  
Vegetable Lasagna

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## The Ball Package: \$85 per person

Choice of 4 Hors D'oeuvres | 1 Salad | 3 Entrees | 5 Hour Standard Bar

### Cold Hors D'oeuvres:

Bruschetta with Fresh tomatoes and basil  
Caprese Skewers  
Sliced Salmon, Cream Cheese & Capers on a Crostini  
Tuna Poke in a Crispy Wonton Cone with Wasabi Aioli  
Prosciutto wrapped Asparagus  
Artisan Cheese Display  
Fresh Fruit Display

### Hot Hors D'oeuvres:

Thai Sesame Ginger Chicken Skewers  
Miniature Crab Cakes  
Stuffed Mushrooms with Sausage, Breadcrumbs,  
Roasted Red Peppers  
Bacon Wrapped Scallops  
Bite Size Brie Puff Pastries  
Assorted Petite Quiche  
Arancini Bites with Marinara Drizzle  
Vegetable Spring Rolls with Sweet Chili Sauce

### Salad:

Mixed Green Salad | Cucumber | Tomato | Feta | Red Wine Vinaigrette  
Caesar Salad | Parmesan | Herb Croutons | Garlic Caesar Dressing  
Spinach | Almonds | Cherries | Sliced Apples | Honey Mustard Dressing  
Pear Salad | Walnuts | Cranberry | Sliced Pear | Goat Cheese | Raspberry Vinaigrette  
Wedge Salad | Bacon | Tomato | Blue Cheese Crumbles | Blue Cheese Dressing +2

### Plated Dinners:

#### Beef:

Top Sirloin  
New York Strip  
Prime Rib +\$10

#### Chicken:

Roasted Free Range Chicken  
Chicken Marsala  
Tucson Chicken  
Stuffed Chicken

#### Lamb and Pork:

Bone in Pork Chop  
Roasted Pork Loin  
Lamb Shank

#### Seafood:

Salmon  
Halibut  
Baked Tilapia  
Seared Scallops

#### Vegetarian:

Herbed Risotto  
Pasta Primavera  
Vegetable Lasagna

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## The Gala Package: \$100 per person

Choice of 5 Hors D'oeuvres | 1 Salad | 3 Entrees | 5 Premium Bar

### Cold Hors D'oeuvres:

Bruschetta with Fresh tomatoes and basil  
Caprese Skewers  
Sliced Salmon, Cream Cheese & Capers on a Crostini  
Tuna Poke in a Crispy Wonton Cone with Wasabi Aioli  
Prosciutto wrapped Asparagus  
Shrimp Cocktail  
Artisan Cheese Display  
Fresh Fruit Display  
Charcuterie Board  
Thai Sesame Ginger Chicken Skewers

### Hot Hors D'oeuvres:

Miniature Crab Cakes  
Stuffed Mushrooms with Sausage, Breadcrumbs,  
Roasted Red Peppers  
Lamb Lollipops with Mint Jelly Sauce  
Bacon Wrapped Scallops  
Bite Size Brie Puff Pastries  
Assorted Petite Quiche  
Arancini Bites with Marinara Drizzle  
Vegetable Spring Rolls with Sweet Chili Sauce

### Salad:

Mixed Green Salad | Cucumber | Tomato | Feta | Red Wine Vinaigrette  
Caesar Salad | Parmesan | Herb Croutons | Garlic Caesar Dressing  
Spinach | Almonds | Cherries | Sliced Apples | Honey Mustard Dressing  
Pear Salad | Walnuts | Cranberry | Sliced Pear | Goat Cheese | Raspberry Vinaigrette  
Wedge Salad | Bacon | Tomato | Blue Cheese Crumbles | Blue Cheese Dressing

### Plated Dinners:

#### Chicken:

Roasted Free Range Chicken  
Chicken Marsala  
Tucson Chicken  
Stuffed Chicken  
Prosciutto Wrapped Chicken

#### Seafood:

Salmon  
Halibut  
Baked Tilapia  
Seared Scallops  
Lobster

#### Beef:

Top Sirloin  
Prime Rib  
New York Strip  
Grilled Petite Filet with Shallot Jus  
Surf and Turf | Filet with Red Wine  
Butter and Demi-Glaze  
Lobster Tail or Shrimp

#### Lamb and Pork:

Bone in Pork Chop  
Roasted Pork Loin  
Lamb Shank  
Rack of Lamb

#### Vegetarian:

Herbed Risotto  
Pasta Primavera  
Vegetable Lasagna

### Sides Available with All Packages

#### Starches

Garlic Mashed Potatoes	Fingerling Potatoes
Garlic Buttered Red Potatoes	Wild Rice
Roasted Yukon Potatoes	Rice Pilaf
Baked Potato	Buttered Noodles

#### Vegetables

Broccolini	Green Beans w/Red Peppers
Broccoli	Mixed Vegetables
Honey Glazed Carrots	Roasted Root Vegetables
Roasted Brussel Sprouts	Asparagus

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## *Buffet Options*

*Buffet Dinner Prices include 4 Hors D'oeuvres, 4 hour standard bar service, buffet menu, rolls, and butter.*

### **Buffet Package # 1**

Served Mixed Green Salad

Two Entrees from List A

Medley of Fresh Vegetables

Garlic Mashed Potatoes

### **Buffet Package # 2**

Served Spinach Salad

Two Entrees from List A

One Entrée from Upgraded List

Medley of Fresh Vegetables

Fingerling Potatoes

#### **Entrée List A:**

Flank Steak with Red Wine Mushroom Sauce

Chicken Marsala

Tilapia with Caper Cream Sauce

Tri Colored Tortellini with Basil Cream Sauce

Vegetable Lasagna

#### **Upgraded List:**

Beef Tenderloin

Pecan Crusted Chicken

Salmon with Lemon Butter

Pork Loin with Fruit Chutney

*Starting at \$80 per person*

## *Children's Menu*

*All children's meals include a fruit cup, entrée, and unlimited soda  
Selections are for children ages 3-12*

Cheeseburger Sliders

Two cheeseburger sliders served with fries.

Grilled Cheese Sandwich

Served with fries.

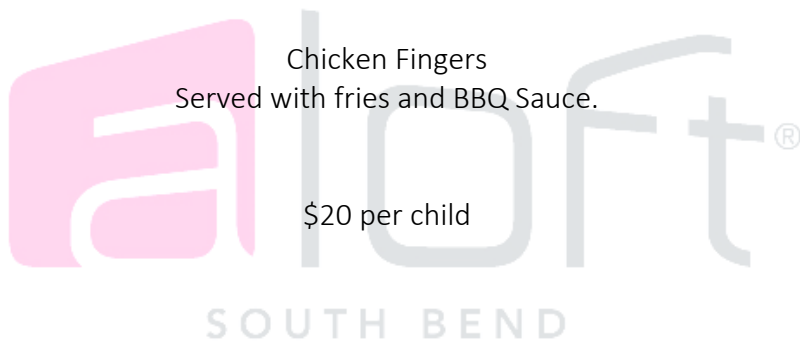
Kid's Pasta

Pasta served with Pomodoro sauce or butter.

Chicken Fingers

Served with fries and BBQ Sauce.

\$20 per child



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## *Bar Service*

### **Standard Package**

Bellows Vodka  
Bellow Gin  
Bellow Rum  
Sauza Gold Tequila  
Four Roses Yellow  
Seagram's Whiskey  
Chivas Regal Scotch  
Amaretto  
Bottled Beer 3 Selections)  
Specialty Beer (2 selections) +\$2  
House Wine  
Soda

### **Premium Package (upgrade for \$5 per person)**

Tito's Vodka  
Bombay Gin  
Captain Morgan Rum  
Don Julio Tequila / Patron\*  
Makers Mark Bourbon  
Jack Daniels Whiskey  
Johnnie Walker Scotch  
Amaretto Disaronno  
Bottled Beer (4 selections)  
House Wine  
Soda

### **Bottled Beer**

#### ***Domestic Beer Selections:***

Miller Lite, Bud Light, Coors Light, Michelob Ultra,  
Blue Moon, Yuengling

#### ***Specialty Beer Selections:***

Two Hearted, Corona, , Stella, Heineken

### **House Wine**

Chardonnay, Moscato, Sauvignon Blanc, Cabernet, Merlot, Pinot Noir

### **Soda:**

Pepsi, Diet Pepsi, Sierra Mist, Mt Dew, Lemonade

\$2.00 per person to add Champagne to the bar

\$4.00 per person for 1-hour wine service with dinner

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## *Creative Options*

We offer a variety of customizable options to enhance your special day! The following items are a few of our most popular enhancements to include with your wedding package.

Gold or Silver Chargers  
\$2 Each

Specialty Linens  
Prices vary based on  
selections

Aisle Runner  
\$150

Circular Mirrors  
\$3 Each

White Chair Covers  
\$6 Each

Carving Station  
\$150 for attendant  
Turkey \$8  
Ham \$9  
Prime Rib \$15



## *Late Night Snack Options*

Mini Chicago Hot Dogs  
\$50 for 25 pieces

Mini Cheeseburger Sliders  
\$50 for 25 pieces

Flatbread Pizzas  
\$18 for cheese  
\$19 for toppings

Mini Pretzel Bites with  
Beer Cheese  
\$8 per person

Nacho Bar with Toppings  
\$6 per person

Milk & Cookies  
\$4 per person

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# Wedding Package Policies

## Wedding Packages

All food and beverage are provided by The Aloft Hotel exclusively. Any outside food and beverages are not permitted without prior consent from the Sales Manager. No outside alcoholic beverages are permitted in any of the onsite banquet facilities. Failure to comply may result in a penalty charge (based on current menu pricing) for those items. We reserve the right to confiscate and dispose of these items at our discretion.

Consumables for buffets and/or receptions will only be available for consumption one (1) hour following the contracted service time. Consumables provided are to be consumed during the event and may not be removed from the property. No to-go containers may be provided. Failure to comply will result in a fee of \$15.00/per person.

The conclusion of the open/cash bar will indicate there are 30 minutes remaining before the conclusion of the event unless otherwise contracted.

## Open Baker Policy

Special event cakes may be provided by an outside vendor. Proof of insurance, retail merchant license, and any pertinent board of health certificates may be requested.

## Service Charges and Taxes

22% service charge and 7% sales tax will be applied to all charges including food, beverages, audio-visual, etc.

## Payment Terms

There is a \$2,000 deposit required to secure your date within three business days of contract signing. All holdings without a deposit are subject to booking another event without notice. 30 days prior, 50% of the estimated cost is due as well as the guest estimation. 7 days prior, the remaining balance is due as well as the final guest count.

All payments are non-refundable. We accept all major credit cards, cash, or checks.

## Cancellation

Deposits are non-refundable. Cancellation of the Event is subject to 100% of all payments prior to the event.

## Tastings

Aloft provides a complimentary tasting for up to Four Individuals. They are only provided for booking with a secured deposit. Tastings include a full presentation of your selections. Any cancellation of your event after a tasting is subject to a fully disclosed cost of said selections. Selections for a tasting are limited based on the actual size of the proposed event.

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