



**COURTYARD**<sup>®</sup>  
BY MARRIOTT



# FLAVORS FOR YOUR CELEBRATION

COURTYARD<sup>®</sup> SIOUX CITY  
DOWNTOWN/CONVENTION CENTER  
901 4th Street | Sioux City, IA 51101  
Hotel: 712.202.2700 | [Marriott.com/SUXCY](http://Marriott.com/SUXCY)  
Convention Center: 712.279.4800 | [SiouxCityConventionCenter.com](http://SiouxCityConventionCenter.com)





# REFRESHING APPROACH TO EVENTS

At the Courtyard by Marriott Sioux City Downtown/Convention Center, we create unforgettable moments, while you experience memories that last a lifetime. From your wedding reception and rehearsal dinner, to your bridal luncheon and gift opening, we specialize in making your event rewarding and memorable. The Courtyard by Marriott Sioux City Downtown/Convention Center offers 56,000 square feet of flexible, full service event space for up to 1,800 guests. Enjoy control and flexibility and choose from a selection of meeting packages offered by our on-site catering. Work with our professional catering manager, full-service banquet staff, and Executive Chef to create your custom menu. Our meeting space also offers a spacious patio, perfect for social hours. Contact our Events and Catering Manager today!



# HOTEL & EVENT SPACE

## HOTEL AT A GLANCE

- Number of Floors: 5
- Number of Guest Rooms: 150
- Number of Meeting Rooms: 13

## HOTEL AMENITIES

- 24-hour business center
- Fitness center
- Indoor swimming pool
- Outdoor courtyard with fire pit
- The Bistro restaurant on-site

## GUEST ROOM AMENITIES

- Spacious work area
- Refrigerator, microwave, and flat screen TV in every guest room
- Complimentary wireless internet
- Self-service laundry on-site
- Luxurious bedding

## OUR EVENT SPACE

The Courtyard by Marriott Sioux City Downtown/ Convention Center offers 56,000 square feet of flexible, full service event space. Enjoy control and flexibility and choose from a selection of meeting packages

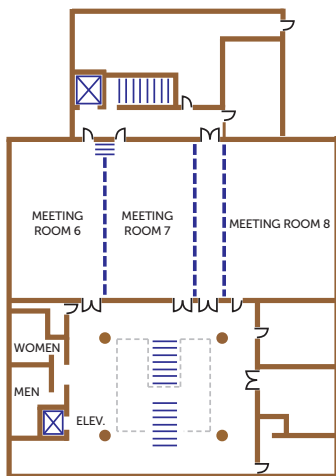
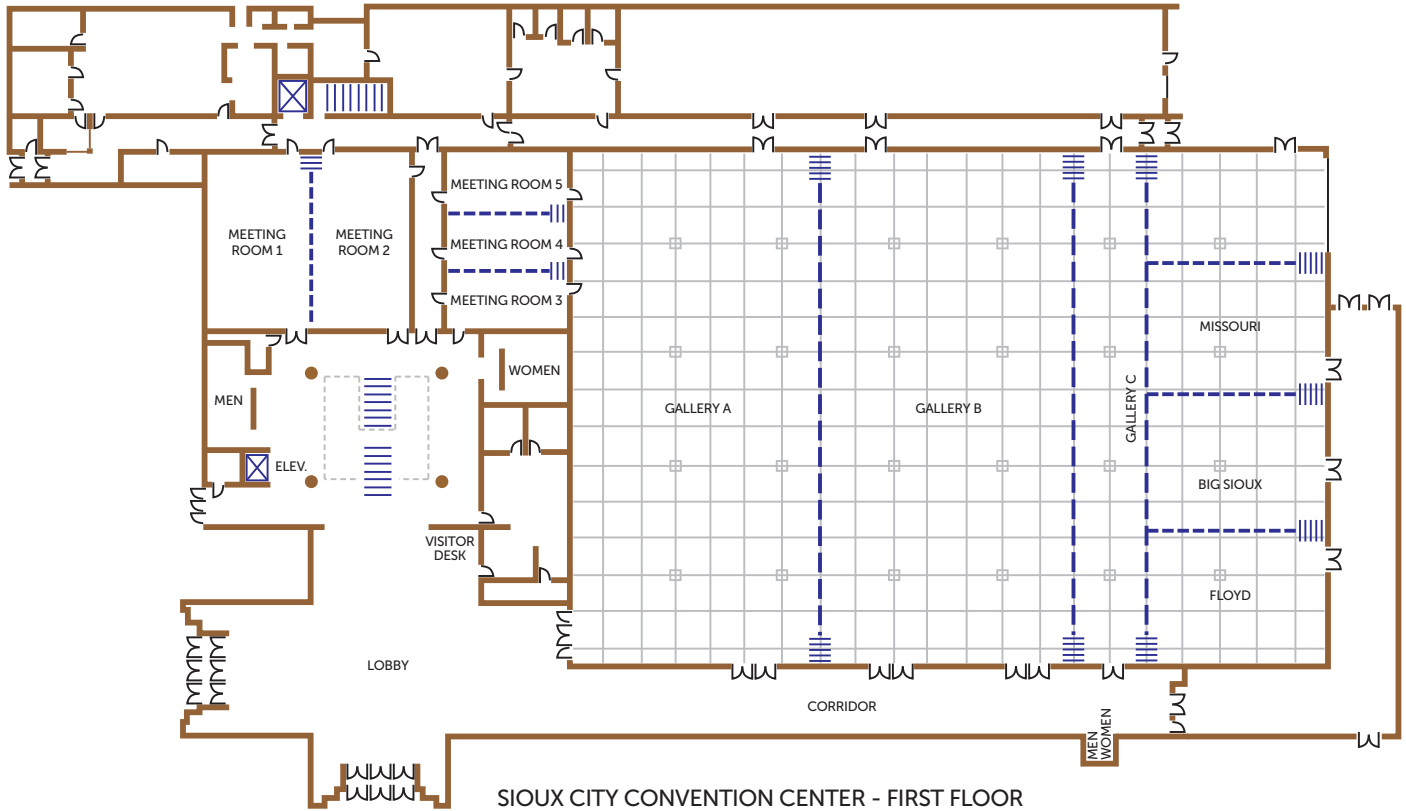
## CONFERENCE AND EVENT CENTER AMENITIES

- 56,000 square feet of flexible, spacious banquet and meeting space
- On-site catering with custom menus
- Work with our professional catering manager, full service banquet staff, and Executive Chef
- State of the art audio/visual system and equipment rentals available
- Complimentary wireless internet
- Spacious patio great for outdoor socials including a fire pit and beautiful views of Historic Downtown 4th Street
- Complimentary event parking on the weekends

## LOCATION

Conveniently located in the heart of Historic Downtown 4th Street, our event center is connected to the new Courtyard by Marriott Sioux City Downtown hotel. The Courtyard by Marriott features an outdoor patio and fire pit overlooking the Promenade Theater, Marto Brewing Co., and several downtown restaurants within walking distance. Jump onboard the Downtown Trolley\* and enjoy the view! Access to our professional event planners and exquisite culinary menu are just a few perks you'll receive when you host your event with us. We look forward to assisting you with every detail of planning including audio-visual setup, decorating, and food selection. Contact us with details about your event today!

\*Trolley season dates and times vary. Consult with our Events and Catering Manager for more information.



**SIOUX CITY CONVENTION CENTER  
SECOND FLOOR**

	DIM. (L X W)	AREA(ft <sup>2</sup> )	HEIGHT	BANQ. TABLES OF 8	BANQ. TABLES OF 10
GALLERY A	68.0' x 139.0'	9,452	30.0'	480	600
GALLERY B	68.0' x 139.0'	9,452	30.0'	480	600
GALLERY C	51.0' x 108.0'	5,508	16.0'	256	320
ROOM 6-8	50.0' x 100.0'	5,000	12.0'	256	320



# WEDDING PACKAGES

## SMALL BALLROOM

Maximum Capacity of 200 guests.  
Friday - \$1,500; Saturday - \$1,800; Sunday - \$1,200

## GALLERY A OR B

Maximum Capacity of 350 guests.  
Friday - \$3,200; Saturday - \$3,500; Sunday - \$3,000

## "THREE RIVERS" BALLROOM GALLERY C

Maximum Capacity of 225 guests.  
Friday - \$3,000; Saturday - \$3,300; and Sunday - \$2,800

Package Includes:

- Custom floor plan, set up, and tear down
- Guest tables, chairs, specialty tables (6' or 8')
- Table linens (black, white or ivory), cloth napkins and skirting (black or ivory)
- 21'x21' dance floor
- Head table with 2' risers, 8' tables, and pipe and drape backdrop (Ivory or Black)
- One wireless microphone
- Champagne toast for head table up to 15 people with champagne flutes
- China, glassware, flatware, and all stainless steel serving warmers and utensils
- Access at 8 a.m. day of wedding until midnight

## CEREMONY PACKAGES

Includes set up, chairs, and tear down.

### ATRIUM \$800

Maximum seating of 350 guests in Theater Style (actual seating may vary).

### THE RIVERS CORRIDOR \$500

Maximum seating of 200 guests.

## ENHANCEMENTS:

### CANDY/POPCORN BAR \$250

Includes set up of two (2) 8' or 6' tables, linens, skirting, serving dishes and utensils, and tear down.

- Candy and Popcorn additional fee\* at Market Value
- Select from a variety of options from Palmer Candy Company and Jollytime Popcorn/Koated Kernels

### BRIDAL/GROOMS SUITE NIGHT

**BEFORE OR NIGHT OF WEDDING MARKET PRICE**  
Subject to availability.

### ROMANCE PACKAGE \$100

Includes champagne, (2) champagne flutes, (6) chocolate covered strawberries, and savory snacks delivered to room prior to check-in.

### COLORED NAPKINS \$2 PER PIECE

Subject to color and availability.

### GIFT OPENING ROOM \$150

Secured for gift storage after wedding reception, up to 25 guests.

### PREMIUM CONTINENTAL BRUNCH \$450

Includes up to 25 guests. Includes assorted pastries, freshly baked muffins, bagels with cream cheese, assorted yogurt, fresh fruit, coffee, and orange juice.

\*All event space, food, and beverage subject to 21% gratuity and 7% Iowa Sales Tax. Due to market fluctuations, all food and beverage items are subject to change. Guaranteed pricing 60 days prior to event on items listed as "Market Price". No outside food or beverages are permitted for banquet/meeting functions. The removal of food or beverages is not permitted.

\*\*All weddings more than 100 guests require security from 8 p.m. to Midnight at \$65 per hour.

6

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# WEDDING CHECKLIST

Find out what needs to be done when planning your wedding with The Knot's month-by-month guide.

## 12+ MONTHS OUT

- Start by envisioning your wedding and determining your style. Next, draw up a budget.
- Assemble your "planning team".
- Once you pick your ideal wedding date and time, check with venues, officiant and important guests (like family members) before finalizing.
- Once you have some venue options and your date down, you can start planning the guest list. Start officially booking your ceremony site and reception site.
- Next, choose your wedding party—ask friends and relatives to be part of your day.

## 8 TO 10 MONTHS OUT

- If you're planning on wearing a wedding gown, start shopping so you have time for alterations.
- Start envisioning what food you want at your reception.
- Decide what type of entertainment you want. A pianist for the cocktail hour, strolling violinists, a DJ or band?
- Now's the time to start researching, interviewing and booking your vendors: photographer, videographer, reception entertainment and florist.
- Research a wedding insurance policy to protect your deposits and reserve hotel rooms for out-of-town guests.
- Register for gifts and make a wedding website.
- Contact rental companies if you need to rent anything for the ceremony or reception, such as chairs, tables and a tent.
- Send save-the-date cards.

## 6 TO 8 MONTHS OUT

- Start booking your ceremony musicians, ordering—or telling your wedding party to order—wedding party attire, and starting to plan that honeymoon, if you're aiming to jet off right after your wedding.

## 4 TO 6 MONTHS OUT

- Attend prewedding counseling, if required.
- Shop for and order invitations and wedding rings.
- Shop for and rent formalwear, if necessary.
- Renew or get passports, if necessary.
- Envision your wedding cake and research, interview and book a cake baker.

## 3 MONTHS OUT

- It's time to officially order your wedding cake.
- Attend your shower! (It may be earlier, depending on when your hosts decide to have it.)
- Hire wedding day transport (like limousines or party buses).

## 2 MONTHS OUT

- Mail your invitations.
- If you're writing your own vows, get started.
- Purchase gifts for parents, attendants and each other.
- Book your hairstylist and makeup artist and go for a trial run with both.

## ONE MONTH TO GO!

- Apply for a marriage license—check with the local bureau in the town where you'll wed.
- If you're wearing a wedding dress, have your final fitting. Bring your maid of honor (or other wedding party members) along to learn how to bustle your dress. Have the dress pressed and bring it home.
- Call wedding party members to make sure they have their outfits ready for the wedding.
- Make any last-minute adjustments with vendors.
- Create a wedding program to hand out at your ceremony.
- Order and plan in-room welcome baskets for out-of-town guests.

## 2 WEEKS OUT

- Review final RSVP list and call any guests who have not yet sent a response.

- Deliver must-have shot lists to your photographer and videographer.
- Deliver your final song list to your DJ or bandleader, and make sure to include special song requests and songs you don't want played.
- Get your last prewedding haircut and color, if necessary.

## ONE WEEK OUT

- Give your reception site and/or caterer your final guest head count. (Include vendors, such as the photographer or band members, who will expect a meal!) Ask how many extra plates the caterer will prepare.
- Supply the location manager with a list of vendor requests such as a table for DJ or setup space needed for a florist.
- Plan the reception seating chart, and print place and table cards.
- Call all wedding vendors and confirm arrangements—give the ceremony and reception site managers a schedule of vendor delivery and setup times, plus contact numbers.
- Get your hair trimmed, if necessary.
- Attend your bachelorette parties if you haven't yet.

## 2 TO 3 DAYS OUT

- Depending on what you're wearing, have your gown pressed or steamed, or go for a final fitting for your formalwear.
- If necessary, make sure all groomsmen attend fittings and pick up their outfits.
- Determine wedding party positions during the ceremony and the order of the party in the processional and recessional.
- Hand off place cards, table cards, menus, favors and any other items for setting the tables to the caterer and/or reception site manager.
- Reconfirm final details with all vendors. Discuss any necessary last-minute substitutions.
- Call the limousine or car rental company for pickup times and locations, and arrange for guests without cars to be

picked up from the airport or train station. Ask friends, attendants or relatives to help.

- Deliver welcome baskets to the hotel concierge; include names and delivery instructions.

## IT'S TOMORROW!

- Provide all wedding professionals with an emergency phone number to call on the day of the wedding.
- Write checks and/or talk to wedding hosts about any final balances to be paid at the end of the reception.
- Rehearse ceremony. Meet with wedding party, ceremony readers, immediate family and your officiant at the ceremony site to rehearse and iron out the details.
- Bring unity candle, aisle runner, yarmulkes or other ceremony accessories to the site.
- Give your marriage license to your officiant.
- Attend your rehearsal dinner.
- Present attendants with gifts at the rehearsal dinner. You'll want to do this especially if the gifts are accessories to be worn during the wedding.

## AND FINALLY, IT'S YOUR WEDDING DAY...

- Present parents and each other with gifts.
- Give wedding bands to the best man and maid of honor, if applicable, to hold during the ceremony.
- Give the best man the officiant's fee envelope (to be handed off after the ceremony).

## WE'RE LISTED ON WEDDING WIRE!

Visit the Sioux City Convention Center listing at [www.WeddingWire.com](http://www.WeddingWire.com)





# HORS D'OEUVRES



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# HORS D'OEUVRES

Prices are per order of 100 pieces unless otherwise noted. Butler Service available for an additional \$100 per hour.

## ANTIPASTO SKEWER

Mozzarella Cheese, Tomato, Kalamata Olive, and Salami  
Brushed with Italian Vinaigrette

## SMOKED SALMON CROSTINI

with Dill Cream Cheese

## BEEF TENDERLOIN CROSTINI

with Roasted Garlic Aioli

## GULF SHRIMP & SAUSAGE SKEWER

Blackened Cajun shrimp, Bell Peppers,  
and Andouille Sausage

## CHILLED JUMBO SHRIMP COCKTAIL

with Spicy Cocktail Sauce (Multiple Size Options Available)

## BACON WRAPPED SCALLOPS

Bite-sized Scallops wrapped in Applewood Smoked Bacon  
(Multiple Size Options Available)

## MARYLAND CRAB CAKES

with Spicy Aioli

## SEAFOOD GRILLED STUFFED MUSHROOMS

with Roasted Vegetables

## ASSORTED CANAPÉS

Tomato Basil; Brie & Pesto; Goat Cheese & Roasted  
Red Pepper

## ASSORTED PHYLLO CUPS

Thai Curried Chicken; Shrimp Salad Herbed Vegetables

## BRIE & RASPBERRY IN PHYLLO PURSE

Light and Flaky Phyllo Dough Filled with a Creamy  
Raspberry and Brie Filling

## SPINACH SPANAKOPITA

Spinach, Cream Cheese, and Feta Cheese with Garlic,  
Wrapped in a Flaky Phyllo Dough

## POT STICKERS

Vegetarian, Chicken, or Pork with Hoisin Dipping Sauce

## CHICKEN & BLACK BEAN TAQUITOS

Corn Tortillas Rolled and Stuffed with Mesquite Chicken,  
Black Beans, Onions, and Cheese

## MINI EGG ROLLS

Choice of Pork or Vegetable with Sweet & Sour Sauce

## CHICKEN SKEWERS

Tender Chicken Breast in a Sriracha Bourbon Glaze

## BUFFALO CHICKEN WINGS

with Celery, Carrot Sticks, and Maytag Bleu  
Cheese Dressing

## MEATBALLS

BBQ or Swedish

## BACON WRAPPED FIGS

Figs Stuffed with Goat Cheese and wrapped in Applewood  
Smoked Bacon

10

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# LET'S GET THE PARTY STARTED



## GOURMET PLATTERS

Prices serve approximately 100 guests.

### CLASSIC MEAT AND CHEESE BOARD

Chef's Choice Cubed Domestic Cheese Variety, Hard Salami with Assorted Artisan Crackers, and Berry Garnish

### DELUXE CHEF SELECT MEAT & CHEESE BOARD

Soppressata Prosciutto Genoa and Genoa Salami with Select Imported Cheeses, Olives and Nuts, Marcona Almonds, and Apricot Preserves

### FRESH VEGETABLES CRUDITÉS AND DIPS

Dip Options: Dill, Peppercorn Ranch, or French Onion

### FRESHLY CUT SEASONAL FRUIT DISPLAY

Assorted Melons, Berries, and Tropical Fruits



# DINNER



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# PLATED DINNERS

Plated dinners include dinner rolls & butter, house salad, water, and coffee or iced tea.

## FIRE SEARED BEEF MEDALLIONS WITH CLASSIC FRENCH BORDELAISE

Tender Beef Medallions with Merlot Bordelaise

## BEEF TENDERLOIN

Midwest's Finest Roasted, Sliced, and Served with  
Caramelized Onion Bordelaise

## PRIME RIB OF BEEF

Slow Roasted and Served with Rich Au Jus

## BREAST OF CHICKEN

Choice of style: (choose 1)

- Tomato Basil Butter Chicken with Gruyère  
Mashed Potatoes and Southwest Corn
- Chicken Gruyère with Caramelized onions and  
Gruyère cheese, slow roasted with white wine
- Chicken Roma with Applewood Smoked  
Bacon, diced Tomatoes, and Scallions in a Light  
Crème Sauce

## APPLE ROAST PORK LOIN

with Sautéed Apples in a Sweet Apple Cider Reduction

## ASIAN PORK TENDERLOIN

Szechuan Marinated with Fire Cracker Vegetable Stir Fry  
and Jasmine Rice

## FARM RAISED WILD SALMON

Citrus Beurre Blanc

## CANADIAN WALLEYE

Excellent Mild Fish Broiled and Topped with Lemon Butter

## GRILLED POLENTA CAKE

Corn Meal Cake with Cotija Cheese and Roasted  
Poblano Peppers

## STUFFED PORTABELLA MUSHROOM

Seasoned and Grilled Mushroom Cap, Stuffed with Quinoa  
and Roasted Vegetables



## PLATED DINNER ACCOMPANIMENTS

### SALAD SELECTIONS: (SELECT ONE)

**MIXED GREEN SALAD:** Mixed Greens Salad with Tomatoes, Baby Carrots, Cucumbers, House-Made Herb Croutons, and choice of two (2) dressings

**CLASSIC CAESAR SALAD:** Romaine Lettuce, House-Made Herb Croutons, Shredded Parmesan Cheese, and Caesar Dressing

### SIDES/ACCOMPANIMENTS: (SELECT TWO)

**POTATOES/STARCHES:** Herb Roasted Potatoes | Parsley Buttered Potatoes | Home Style Mashed Potatoes | Wild Rice Pilaf

**VEGETABLES:** Fresh Vegetable Medley | Fresh French Green Beans | Buttered Sweet Corn | Honey Dill Carrots | Grilled Asparagus

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# DINNER BUFFETS

Dinner Buffet includes two accompaniments, house salad or Caesar salad, rolls & butter, garlic breadstick for pasta dishes, water, and coffee or iced tea. Minimum of 25 guests. A buffet fee of \$100 will apply for buffets under 25 guests.

## ONE ENTRÉE BUFFET

## TWO ENTRÉE BUFFET

### ENTRÉE CHOICES:

- **FIRE SEARED BEEF MEDALLIONS:** Served with Classic French Bordelaise (Market Price)
- **CHICKEN GRUYÈRE** with Caramelized Onions and Gruyère Cheese, Slow Roasted with White Wine
- **CHICKEN ROMA** with Applewood Smoked Bacon, Diced Tomatoes, and Scallions in a Light Crème Sauce
- **GRILLED PORK CHOP** with Sue Bee® Honey Barbeque Glaze
- **ORANGE GLAZE SALMON:** Farm Raised Salmon with Citrus Buerre Blanc Sauce (Market Price)
- **GRILLED CHICKEN & BROCCOLI ALFREDO** with Fresh Parmesan Cheese and Garlic Breadstick
- **CHEF'S MOM'S FAMOUS LASAGNA** with Hearty Meat Sauce and Three Cheese Blend served with a Garlic Breadstick
- **CHICKEN PARMESAN:** Chicken Lightly Herb Crusted and Topped with Rich Marinara, Mozzarella, and Parmesan Cheeses served with a Garlic Breadstick
- **EGGPLANT PARMESAN:** Eggplant Lightly Herb Dusted and Sautéed, Topped with Rich Marinara, Mozzarella, and Parmesan Cheeses served with a Garlic Breadstick
- **GRILLED VEGETABLE PRIMAVERA** Penne Pasta, Heirloom Tomatoes, Summer Squash, Asparagus, Cremini Mushrooms, Fresh Basil, Garlic Olive Oil, and Fresh Grated Parmesan Cheese served with a Garlic Breadstick

### SALAD SELECTIONS: (SELECT ONE)

**MIXED GREEN SALAD:** Mixed Greens Salad with Tomatoes, Baby Carrots, Cucumbers, House-Made Herb Croutons, and choice of two (2) dressings

**CLASSIC CAESAR SALAD:** Romaine Lettuce, House-Made Herb Croutons, Shredded Parmesan Cheese, and Caesar Dressing

### ACCOMPANIMENTS: (SELECT TWO)

**POTATOES/STARCHES:** Herb Roasted Potatoes | Yukon Gold Mashed Potatoes | Parsley Buttered Red Potatoes | Wild Rice Pilaf

**VEGETABLES:** Fresh Vegetable Medley | Fresh French Green Beans | Buttered Sweet Corn | Honey Dill Carrots

### SALAD UPGRADE

Price per person in addition to the purchase of any dinner buffet.

**SIGNATURE ITALIAN:** Spring Mix, Cherry Tomatoes, Kalamata Olives, Artichokes, and Parmesan Cheese

# PARTY ON WITH OUR TASTY TREATS



## CARVING STATIONS

Priced per person for 1 hour of service. All Carving Stations are heat lamp and Chef attended. Chef attendee fee of \$100 per Carving Station. Minimum of 50 guests.

**HERB CRUSTED BEEF TENDERLOIN**  
Horseradish Cream Sauce

**PRIME RIB OF BEEF**  
Fresh Horseradish Cream Sauce and Au Jus

**OVEN ROASTED TURKEY BREAST**  
Orange Cranberry Sauce or Sage Turkey Gravy

**MAPLE BROWN SUGAR VIRGINIA HAM**

**SUE BEE® HONEY CHIPOTLE ROAST PORK LOIN**

## LATE NIGHT SNACKS

Priced per person. Minimum of 50 guests.

**LOADED POTATO BAR**  
Baked or Mashed Potatoes with the following toppings:  
Crisp Bacon, Sour Cream, Shredded Cheddar, Scallions.

**SOUP & POTATO BAR**  
Chef's Homemade Soup, Baked Potatoes with butter, Sour Cream, Crispy Bacon, and Chives.

**BYO NACHO BAR**  
Seasoned Ground Beef served with Jalapeños, Black Olives, Diced Tomatoes, Sour Cream, Green Onions, Salsa, and Tortilla Chips.

**GOURMET MACARONI & CHEESE**  
House-made Five Cheese Macaroni with your choice of toppings: Virginia Ham, Green Onions, Crisp Bacon, Fresh Vegetables.

**ASIAN STIR FRY**  
An Array of Oriental Vegetables Grilled Chicken served on a bed of Jasmine Rice with choice of Teriyaki or Sweet Chili.

# DRINKS



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# SIP, SAVOR AND TOAST THE DAY



## HOSTED & CASH BARS

Priced per drink. A \$300 minimum spending is required for each bar. If not reached, a fee of \$150 will apply. Fully or partially hosted bars or fully cashed bars available. Security is also required when a bar is present. See Policies & Fees Page for further information.

8/9	Cocktails
7	Seltzers
7	House Wine
6	Domestic Bottled Beer
3	Soft Drinks
3	Bottled Water

## KEG BEER

Kegs contain 165, 12 oz. pours.

400	Domestic
	- Budweiser
	- Bud Light
	- Coors Light
	- Miller Lite
	- Busch Light
	- Michelob Ultra
500	Imported

## WOW FACTORS

### SIGNATURE COCKTAILS

Have a favorite cocktail? Ask about serving your favorite drink to make your event spectacular!

Alcoholic beverages and services are regulated by the Iowa Liquor Commission Control. Kinseth Hospitality, as licensee, is responsible for the administration of these regulations. No outside alcoholic beverages may be brought into the premises. We reserve the right to refuse alcohol services to intoxicated persons and will not serve underage persons. No alcoholic beverages can be removed from the premises.

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# POLICIES & FEES

## DEPOSITS AND PAYMENTS

A deposit of 50% of the package price required at the time of signing. 80% of estimated space, food and beverage charges due 60 days prior to event with final payment due 10 days prior to event. A valid credit card authorization is required for processing any additional incidental charges, hosted beverage items or last minute charges to event. The card will not be charged without prior notification.

## GUARANTEED ATTENDANCE

The final number of guests is due to the Catering Office NO LATER than 7 business days prior to the event. If the food and beverage minimum is less than the contracted amount, the difference will be assessed as room rental. Discounted meal prices are available for children 12 and under. Please provide the number of children attending when submitting the guaranteed attendance. Final guarantee numbers are not subject to reduction.

## MANAGEMENT CHARGE AND OTHER FEES

A 21% Management charge and applicable taxes will be added to all food, beverage, audio and visual charges. A \$500 minimum is required for each bar to avoid \$150 bartender fee.

## FINAL DETAILS

The final details of the event need to be decided NO LATER than 45 days prior to the event. A planning meeting may be set up 3 to 6 months prior to the event to evaluate progress and ask questions.

A Banquet Event Order and floor diagram will be provided 30 days prior to event and requires signature of all ordered food, beverage and items as well as floor plan. Guarantee number may be modified up to 10 days prior to event. If a signature is not received within 2 weeks of event, the details sent will be assumed to be approved and prevail. Last minute changes day before or day of wedding subject to additional set-up fee of \$500.

## FOOD AND BEVERAGE

All Food and Beverage must be supplied by the hotel and Convention Center with the exception of specialty cake, cookie cake, cupcakes, nuts, and/or mints.

## PERSONAL ATTENTION

Our dedicated event staff will be on hand to oversee proper set-up and timeliness of events during the evening to ensure every detail of your special day is met.



# POLICIES & FEES

## DECORATIONS

Courtyard Sioux City Downtown/Convention Center does not permit decorations to be attached to the walls, doors or ceilings with nails, staples, tape or any other substance. We reserve the right to limit the number of pre-approved signs permitted in the meeting and pre-function areas.

Flames/candles must be contained in glass. All items must be removed from the venue immediately following the event unless other arrangements have been pre-approved with your Catering Manager. Any item not picked up within 72 hours following the event becomes the property of Courtyard Sioux City Downtown/Convention Center. The Event Center does not schedule staff to set up and tear down client provided décor and centerpieces. Please coordinate a time with the Catering Manager for friends and family to decorate or speak with the Catering Manager about scheduling Event Center staff to complete, fees apply.

## VENDORS

All vendors must comply with all local fire and safety codes, as well as Courtyard Sioux City Downtown/Convention Center's policy regarding sound levels. Bands and DJs must keep a decibal level BELOW 95db. Vendors are prohibited from consuming alcoholic beverages on hotel and convention center premises during the event they are contracted for.

## LOST AND FOUND

The Courtyard Sioux City Downtown/Convention Center and Kinseth Hospitality are not responsible for lost, stolen or damaged items left on property prior to, during or following an event.

## SECURITY

Courtyard Sioux City Downtown/Convention Center requires security when a bar is present for an event on-site. If the Courtyard Sioux City Downtown/Convention Center deems security is required for your event, arrangements will be made via the Sioux City Police Department for an off-duty uniformed officer to be present for a 4 hour minimum. Appropriate charges will be billed to the client.





**COURTYARD® SIOUX CITY  
DOWNTOWN/CONVENTION CENTER**

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