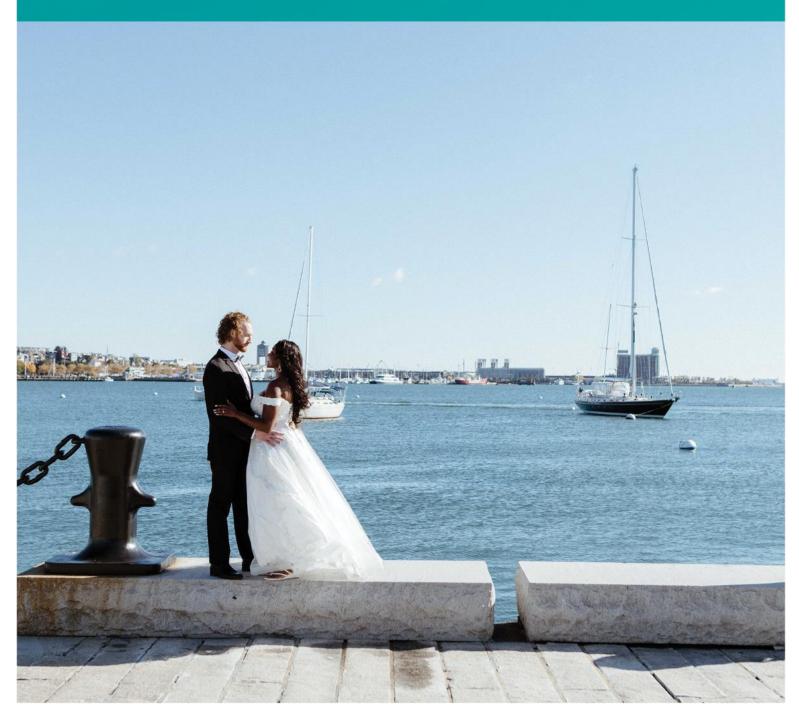
# INFINITELY YOU

UNFORGETTABLE. INSPIRED BY YOU.

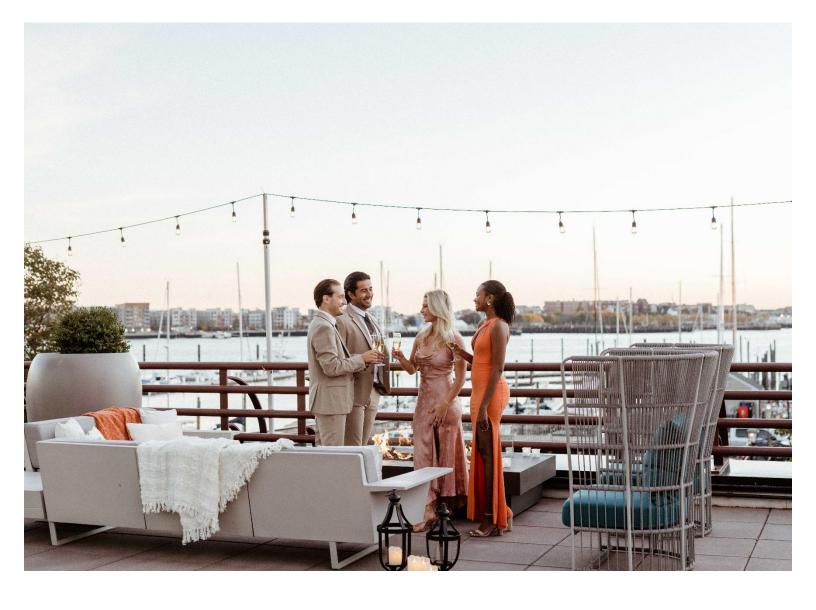


**BOSTON MARRIOTT LONG WHARF** 

296 STATE STREET, BOSTON, MA, 02109 T +1 617.227.0800 MARRIOTT.COM/BOSLW



LET US BRING YOUR SPECIAL DAY TO LIFE AT THE BOSTON MARRIOTT LONG WHARF. EXPERTS WILL GO ABOVE BEYOND TO MAKE YOUR VISION, YOUR TASTES, AND DREAMS COME UNFORGETTABLE HAPPILY EVER AFTER THAT EXCEEDS EVERY EXPECTATION.



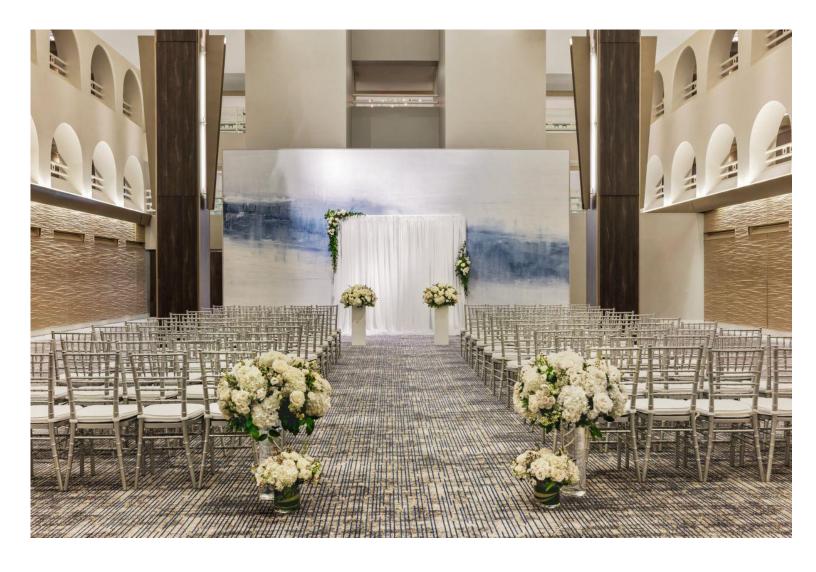
## YOUR HOTEL

DREAM WEDDINGS DON'T JUST HAPPEN, THEY'RE PLANNED. AT BOSTON MARRIOTT LONG WHARF, OUR MISSION IS TO MAKE YOUR DAY ABOUT YOU AND YOUR VISION. FROM INSPIRING SPACES AND CREATIVE MENUS TO AN EXCEPTIONAL EVENTS TEAM AND A CURATED LIST OF PREFERRED VENDORS, WE ARE HERE TO HELP MAKE YOUR BIG DAY AN AFFAIR TO REMEMBER.



### YOUR REHEARSAL

START YOUR WEDDING WEEKEND OFF WITH A POP. TOAST YOUR "I DOS"
IN THE PERFECT SETTING AT BOSTON MARRIOTT LONG WHARF. WHETHER A
SIT-DOWN DINNER OR A COCKTAIL RECEPTION, OUR PLANNERS WILL CREATE
THE FAIRYTALE BEGINNING TO YOUR HAPPILY EVER AFTER.



### YOUR CEREMONY

CHOOSE THE PERFECT BACKDROP TO STATE YOUR "I DOS." EXPLORE OUR OPTIONS OF SPECTACULAR VENUES AT BOSTON MARRIOTT LONG WHARF.

### PALM GARDEN GRAND BALLROOM

OUR STRIKING ATRIUM STYLE ROOM CREATES AN INTIMATE ATMOSPHERE. THIS MAGNIFICENTLY VERSITILE ROOM CREATES AN INTIMATE OR MAJESTIC ATMOSPHERE.

CEREMONY FEE IS \$2,500 (INCLUDES HOTEL BALLROOM CHAIRS & SKIRTED RISER)

st26% SET UP FEE AND 7% MA STATE TAX APPLIES. THE 26% SET UP FEE IS RETAINED BY THE HOTEL FOR ADMINSTRATIVE AND OTHER COSTS AND IS NOT A TIP, GRATUITY OR SERVICE CHARGE FOR STAFF WHO SERVICE YOUR FUNCTION.



### YOUR RECEPTION

EAT, DRINK AND CELEBRATE TO THE FULLEST IN ONE OF OUR BREATHTAKING VENUES. OUR TEAM WILL TAKE CARE OF EVERYTHING FROM THE MENU TO THE FLOWERS TO THE PLACE CARDS SO THAT YOU CAN TAKE CARE OF THE MEMORIES.

# HARBOR VIEW BALLROOM

SET THE STAGE FOR A STUNNING EVENT IN OUR UNIQUE BALLROOM THAT ACCOMODATES 146-200 GUESTS. FEATURING FLOOR TO CEILING WINDOWS WITH VIEWS OF BOSTON'S HARBOR AND A SEASONAL OUTDOOR TERRACE.

# GRAND BALLROOM

THIS SENSATIONAL, SPACIOUS ROOM BOASTS AN ORIGINAL, HAND-CRAFTED CEILING REMINISCENT OF A SHIP'S HULL, AND A SPRAWLING PRIVATE FOYER. IT CAN BE CUSTOMIZED AND CONFIGURED TO ACCOMMODATE 80-400 GUESTS.

### HOTEL GALLERY



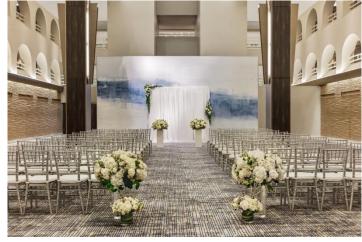
GRAND BALLROOM



HARBOR VIEW BALLROOM



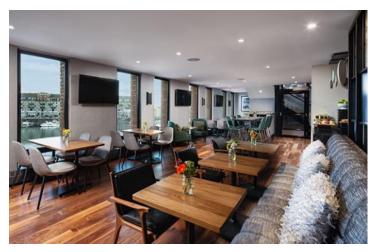
MIDNIGHT LOUNGE



PALM GARDEN ATRIUM



HARBOR VIEW TERRACE



 $\mathsf{M}\ \mathsf{CLUB}$ 



### YOUR DETAILS

WE KNOW THE PEREFCT DAY IS IN THE DETAILS, WHICH IS
WHY WE OFFER AN ARRAY OF SERVICES. FROM VALET PARKING AND
PRIVATE PRE-RECEPTION AREAS TO SPECIALTY LINENS AND EXPERTLY
DESIGNED PLACE CARDS, WE ENSURE THAT YOU AND YOUR
GUESTS GET A TASTE OF UNFORGETTABLE.

### SELECT YOUR PACKAGE

### HARBORSIDE ELEGANCE \$166 - \$201 PER GUEST

### WATERFRONT LUXURY \$196 - \$231 PER GUEST

All prices are quoted per guest and are subject to a 17% service charge, 9% taxable administrative fee and any applicable Massachusetts state tax (currently 7% for food and beverage).

#### **AUDIO VISUAL:**

All AV prices are subject to a 25% administrative fee, which is retained by the hotel for administrative and other costs, and any applicable Massachusetts state tax (currently 6.25%). For cost of specific items, please contact your Event Planner.

#### **ADMINSTRATIVE FEE:**

9% of the food and beverage total, plus any applicable state or local tax, will be added to your account as an administrative fee. The administrative fee or any portion thereof does not represent a tip, gratuity or service charge for wait staff employees, service bartenders or other service employees engaged in the event.

#### **SERVICE CHARGE:**

17% of the food and beverage total plus applicable state or local tax will be added to your account as a service charge, which will be distributed to wait staff employees and service bartenders engaged in the event.

#### **CEREMONY SET-UP FEE:**

26% of the room rental charges plus applicable state or local tax will be added to your account as a set up fee which is retained by the hotel for administrative and other costs.

Unless a fee is specifically denoted as a "service charge", it is not a tip, gratuity or service charge for any employee. Examples of fees that are not a tip, gratuity or service charge include, but are not limited to, any administrative fee, set-up fee, staffing fee, delivery fee or fees for bars or culinary stations. These fees are retained by the hotel.

### SELECT YOUR PACKAGE

### HARBORSIDE ELEGANCE \$166 - \$201 PER GUEST

#### **COCKTAIL HOUR**

One hour of open bar featuring Top Shelf Spirits Four passed hors d'oeurves per guest One Grand Stationary Display

#### **DINNER & DANCE**

Specialty Signature drink
Chilled Champagne toast
Three course gourmet plated dinner\* to include:
Wedding cake, coffee & tea

\*Entrée counts provided 72 hours prior to event date.

#### THE DÉCOR

Luxurious floor length linens in silk, taffeta, cotton, dupioni, bengaline, or satin in your choice of color Chiavari chairs in silver or gold Clear frosted glass charger plates

#### **EXTRA TOUCHES**

Complimentary self-parking at the Harbor Garage Complimentary one-bedroom Executive Suite for the couple

Preferred room rate for a block of rooms
Marriott Bonvoy Points (up to 60,000 points)
Two complimentary valet parking spaces
Personalized attention by on-site Banquet Team
Certified Marriott Wedding Planner to assist with every detail

### WATERFRONT LUXURY \$196 - \$231 PER GUEST

#### **COCKTAIL HOUR**

One hour of open bar featuring Luxury Spirits Six passed hors d'oeurves per guest One Grand Stationary Display

#### **DINNER & DANCE**

Specialty Signature drink
Chilled Champagne toast
Wine Service (2 pours per guest)
Three course gourmet plated dinner\* to include:
Wedding cake, coffee & tea
Late Night Snack

#### THE DÉCOR

Luxurious floor length linens in silk, taffeta, cotton, dupioni, bengaline, or satin in your choice of color Chiavari chairs in a variety of colors Clear frosted glass charger plates

#### **EXTRA TOUCHES**

Complimentary self-parking at the Harbor Garage Complimentary one-bedroom Executive Suite for the couple

Preferred room rate for a block of rooms Double Marriott Bonvoy points (up to 120,000 points)

Two complimentary valet parking spaces
Private Wedding Party Reception in the Midnight
Lounge

Personalized attention by our on-site Banquet Team Certified Marriott Wedding Planner to assist with every detail

<sup>\*</sup> Package Menu Offerings and Pricing Based on 65 guests or more

<sup>\*</sup>Entrée counts provided 72 hours prior to event date.

### SELECT YOUR COCKTAIL HOUR MENU

#### BUTLER PASSED HORS D'OEUVRES GRAND STATIONARY DISPLAY

CHOOSE FOUR: HARBORSIDE ELEGANCE CHOOSE SIX: WATERFRONT LUXURY

#### **HOT SELECTIONS**

Mini Crab Cakes

Avocado Remoulade

**Bacon Wrapped Scallop** 

Maine Sea Scallop | All-Natural Bacon

Porcini Mushroom Arancini

Lemon Crema

Crispy Shrimp Tempura

Sweet Chili Glaze

Carnitas Johnny Cake

Pickled Red Onion | Cilantro Lime Crema

**Braised Short Rib Tartlet** 

Rich Burgundy Gravy | Potato

Smoked Chicken Potato Croquette

Hot Honey Drizzle

#### **COLD SELECTIONS**

Tuna Tartare Taco

Avocado Mousse | Sriracha Aioli | Sweet Soy

Soft Brie Bruschetta

Apple Jam | Cider Reduction | Walnuts

Caramelized Onion Tart

Whipped Ricotta | Porcini Dust

Pimento Cheese Crostini

Bacon Jam | Espelette Pepper

Black Fig on Endive

Jasper Blue Cheese | Candied Pecan

Compressed Watermelon Cube

Whipped Goat Cheese | Micro Basil

#### **CHOOSE ONE:**

#### ARTISAN CHEESE CAVE

New England Local Cheeses | Local Beekeepers Honey | Fig Preserves | Crackers | Toasted Baguette

#### NEW ENGLAND CHARCUTERIE BOARD

Italian Style Cured Meats | Bread & Butter Pickles | Stone Grain Mustard | Marinated Olives | Toasted Baguette

#### MEDITERRANEAN BRUSCHETTA BOARD

Avocado Hummus | Marinated Olive | White Bean Spread | Cherry Tomato | Herb Marinated Mozzarella | Artichoke | Toasted Baguette | Grilled Pita

#### CHEESE & CHARCUTERIE

New England Cheese Selection | Prosciutto di Parma | Soppressata | Pickled Vegetables | Local Honey | Fresh & Dried Fruits | Mixed Nuts | Grainy Mustard | Crackers | Toasted Baguette

### SELECT YOUR SALAD

#### **CHOOSE ONE:**

#### **CLASSIC CAESAR**

Herb Toasted Brioche | Pecorino Romano | Black Garlic Caesar Dressing

#### FIELD GREENS

Shaved Parsnips | Carrots | Watermelon Radish | Champagne Vinaigrette

#### ARUGULA & SWEET GEM LETTUCE

Candied Walnuts | Blueberries | Local Goat Cheese | Herb Vinaigrette

#### **BLT**

Boston Bibb Lettuce | Pancetta Lardons | Vermont Cheddar | Heirloom Tomato | Avocado Crème Fraiche Dressing

#### **HARVEST GREENS**

Baby Kale | Shaved Brussel Sprouts | Roasted Apple | Pine Nuts | Cranberry Vinaigrette

#### WATERMELON & BURRATA

Green Asparagus | Feta | Mojito Vinaigrette

# SELECT YOUR PLATED ENTRÉE OPTIONS

	HARBORSIDE ELEGANCE	WATERFRONT LUXURY
VEGETARIAN		
CRISPY POTATO GNOCCHI		
Green Garlic Sauce   Crispy Foraged Mushrooms	\$166 PER GUEST	\$196 PER GUEST
SWEET CORN AND EDAMAME CAKE		
Red Quinoa   Roasted Mushrooms   Pepper Coulis	\$166 PER GUEST	\$196 PER GUEST
POULTRY ROASTED CHICKEN BREAST Meyer Lemon Risotto   Green Asparagus   Rosemary Chicken Jus	\$173 PER GUEST	\$203 PER GUEST
STUFFED CHICKEN BREAST Mushroom and Truffle Duxelle   Blue Corn Polenta   Haricot Vert   Lemon Garlic Jus	\$173 PER GUEST	\$203 PER GUEST
BEEF PARMESAN HERB CRUSTED BEEF FILET Celery Root Mousseline   Caramelized Leeks   Candied Squash   Mustard Demi-Glace Add Lobster Tail \$22	\$186 PER GUEST	\$216 PER GUEST
GRILLED NY SIRLOIN Roasted Fingerling Potatoes   Boursin Creamed Spinach Cognac Peppercorn Sauce	\$188 PER GUEST	\$218 PER GUEST
12 HOUR BRAISED SHORTRIB Yukon Potato Puree   Baby Carrots   Pearl Onions Natural Braising Jus Add Lobster Tail \$22	\$179 PER GUEST	\$209 PER GUEST

# SELECT YOUR PLATED ENTRÉE OPTIONS

	HARBORSIDE ELEGANCE	WATERFRONT LUXURY
FISH PAN ROASTED SALMON Herb White Bean Ragout   Blistered Heirloom Tomato Warm Shaved Fennel Citrus Salad	\$177 PER GUEST	\$207 PER GUEST
CHARMOULA MARINATED SWORDFISH Warm Mustard Potato Salad   Haricot Verts Lemon Saffron Beurre Blanc	\$179 PER GUEST	\$209 PER GUEST
PAN ROASTED LOCAL STRIPE BASS Toasted Lemon Fregola   Wilted Baby Spinach Mouclade Sauce	\$181 PER GUEST	\$211 PER GUEST
SURF AND TURF BRAISED SHORT RIB & PERI-PERI PRAWN Root Vegetable Puree   Charred Broccolini	\$201 PER GUEST	\$231 PER GUEST

The price per guest will be based on the highest price entrée selection.

### SELECT YOUR LATE-NIGHT SNACK

#### **CHOOSE ONE:**

(INCLUDED IN WATERFRONT LUXURY)

#### **HOUSE MADE CHIPS & DIPS**

Guacamole | Salsa | Onion Dig | Vegetable Dip

#### **PIZZETE**

Mini Cheese & Pepperoni Pizza

#### HOUSE CUT FRIES & TRUFFLED TATER TOTS

Spicy Ketchup | Roasted Garlic Aioli

#### **CUPCAKES**

Vanilla | Chocolate | Red Velvet

### SELECT YOUR BAR

# TOP SHELF SPIRITS (INCLUDED IN HARBORSIDE ELEGANCE)

Tito's Vodka
Absolut Vodka
Tanqueray Gin
Bacardi Superior Rum
Captain Morgan Original Spiced Rum
Dewar's White Label Scotch
Makers Mark
Jack Daniels
Patron Silver Tequila
Hennessy VS Cognac

# LUXURY SPIRITS (INCLUDED IN WATERFRONT LUXURY)

Grey Goose Vodka
Bombay Sapphire Gin
Jack Daniels
Bacardi Superior Rum
Johnnie Walker Black
Knob Creek Bourbon
Crown Royal
Casamigos Blanco Tequila
Hennessy Privilege VSOP

#### **BEER SELECTIONS**

#### DOMESTIC/IMPORT

Bud Light | Budweiser | Corona Extra | Stella Artois | Heineken 0.0

#### REGIONAL/CRAFT/SPECIALTY

Sam Adams Boston Lager | Sam Adams Seasonal Lager | Truly Hard Seltzer | Rotating Local Craft

#### WINE

Quintara Chardonnay – California Campo di Fiori Pinot Grigio – Italy Sirena del Mare Rose – Italy Harmony & Soul Cabernet Sauvignon – California Fable Roots Red Blend - Italy

#### WINE SERVICE DURING DINNER:

Priced by consumption per bottle, or a flat rate of \$13 per guest for one pour (exclusive of taxes and service charges).

#### **OPEN BAR PRICING**

OPEN TOP SHELF SPIRITS: First hour is included in package. \$42 additional per guest for three hours.

OPEN LUXURY SPIRITS: \$4 fee to upgrade for the first hour. \$51 additional per guest for three hours.

BEER & WINE ONLY: \$36 additional per guest for three hours.

### SELECT YOUR SIGNATURE DRINK

#### SPARKLING ROSE WHARF

Champagne Grapefruit Juice

#### LIBERTY WHARF MULE

Vodka Ginger Beer Fresh Lime

#### UNION WHARF WHISKEY

Whiskey House Sour Mix

#### **BOSTON HARBOR SUNRISE**

Tequila Orange Juice Grenadine

#### LONG WHARF LEMONADE

Vodka Triple Sec Lemon Juice Soda Simple Syrup

#### STATE STREET SANGRIA

Seasonal Sangria made with our fresh ingredients

#### WATERFRONT PUNCH

Rum
Orange Juice
Pineapple Juice
Grenadine

### SELECT YOUR ENHANCEMENTS

#### **ROOM SET ENHANCEMENTS**

#### PALM GARDEN (cocktail reception)

Bistro Lighting Across Ceremony and
Seating Area
Colored Uplights on Pillars
White Drape Backdrop behind Officiant with
Uplights
Chivari Chairs
Customized Linens

#### HARBOR VIEW BALLROOM

Wireless LED Pin spotlights 20'-30' of White Drape Backdrop

#### **GRAND BALLROOM**

Wireless Pin spotlights 20'-60' of White Drape Backdrop Custom Gobo Image of your Monogram

Please request a quote specific to your event space

### SELECT YOUR ADDITIONAL LATE-NIGHT SNACK

#### NACHOS \$9 PER GUEST

Pickled Jalapenos | Cheese Sauce | Pulled Brisket Pico de Gallo | Cilantro Sour Cream | Farmers Cheese

#### MINI WHARF SLIDERS \$12 PER GUEST

Grafton Cheddar | Remoulade | Crispy Bacon

#### HOUSE MADE WARM POTATO CHIPS \$9 PER GUEST

Trio of Dips: Ranch & Sour Cream | Bacon Caramelized Onion | Green Goddess Dip

#### POPCORN STATION \$10 PER GUEST

House made Spices, Salts & Nuts to customize any popcorn dream

# TRUFFLED TATER TOTS \$8 PER GUEST

Trio of Ketchups: Sriracha | Whole Grain Mustard | Malt Vinegar & Mayonnaise

#### MINI LOBSTER ROLLS \$16 PER GUEST

Tarragon Lemon Mayonnaise | Iceberg Lettuce | Brioche Roll

# SELECT YOUR ADDITIONAL LATE-NIGHT DESSERT

PETIT FOUR & MACARONS \$15 PER GUEST

Assorted Flavors

# HOMEMADE BAKED COOKIES & MILK \$14 PER GUEST

Chocolate Chip | Oatmeal Raisin | Macadamia Nut

\$18 PER GUEST

Cakes | Tortes | Pastries

#### BOMBOLONI & GELATO TRICYCLE \$35 PER GUEST

Action station of warm Italian doughnuts stuffed with imported Italian gelato with topping bar (150 guest maximum)

#### CAPPUCCINO & ESPRESSO STATION \$9 PER GUEST

Specialty espresso beverages (75 guest minimum)

### FREQUENTLY ASKED QUESTIONS

#### Q: HOW MANY ENTREES CAN WE CHOOSE FOR OUR GUESTS?

A: Between a chicken, fish, or beef option, you may choose two. We also always include a vegetarian choice, so a total of three for your guests to select from. Please let us know if a guest has dietary needs, and we can always accommodate special plates.

#### Q: ARE WE CHARGED THE HIGHER PRICED ENTRÉE FOR ALL OUR GUESTS?

A: Yes, we do not offer split-menu pricing. You will be charged per guest based on the highest priced entrée selected.

#### Q: DO YOU HAVE A FOOD & BEVERAGE MINIMUM?

A : Yes, we do require a food & beverage minimum exclusive of tax, service charge and administrative fee. These minimums vary depending on booking window, time of year, and day of the week.

#### Q: WHAT ITEMS ARE/ARE NOT APPLIED TO THE FOOD & BEVERAGE MINIMUM?

A: Any food or beverage hosted for your guests will be applied to your minimum, as well as the full package price. The items that are not included in the minimum are: enhanced lighting/Audio Visual charges, cash bar sales, ceremony fee and additional charges (service charge, administrative fee, and state/local tax).

#### Q: DO YOU OFFER REDUCED CHILDREN/VENDOR MEAL PRICING?

A: Children's packages are available at \$60+++ per child (includes upgraded chair, meal, cake, and open soda bar). Vendor meals are available at \$55+++ per vendor.

#### Q: WHAT ARE THE RULES/REGULATIONS ON CANDLES?

A: Boston Fire Department regulates laws on open flame. The current law permits one (1) votive candle per every four (4) place settings at a table without the requirement of a fire marshal to be present at the wedding. Beyond votive candles, all décor items with live flame must be approved by Boston Fire Department.

#### O: HOW LONG CAN WE BE IN THE SPACE?

A: The standard Wedding Package is a total of 5 hours (excluding ceremony). To add a 6th hour of event time, the room rental fee is \$1000. Start times are flexible based on availability, but the event must end by 1:00AM at the latest.

#### Q: WHAT IS THE STANDARD PRACTICE/TIMING FOR OPEN BAR?

A: The package includes the 1st hour of open bar for cocktail hour. We typically close the bar for 30 minutes after the cocktail hour to allow time for introductions, champagne toast, etc. The bar then opens for 3 (or 4) additional hours and closes 30 minutes prior to the end of your event. Hourly open bar pricing can be found on the "Select Your Bar" page of the package. The longest the bar can be open is a total of 5 hours.

### FREQUENTLY ASKED QUESTIONS

#### Q: IS A MENU TASTING OFFERED WITH OUR PACKAGE?

A: Yes, we offer an individualized tasting experience for up to 4 guests with our Culinary Team. Our Culinary Team will prepare a menu sampling of hors d'oeuvres and entrée samples for you to enjoy. You will work with your future Event Manager to schedule the tasting during the planning process.

#### O: WHERE CAN OUR GUESTS GO AFTER THE WEDDING?

A: We offer a full-service bar and restaurant (Waterline) on site that is open until 12:00 AM. We are also located directly across the street from Faneuil Hall and next door to the North End, both filled with great bars and restaurants for guests to enjoy until 1:00 AM or 2:00 AM.

#### Q: IS THERE A FEE FOR GIFT BAG/WELCOME BAG DISTRIBUTION?

A: Yes. There is a \$3 fee per bag for delivery of non-personalized bags and a \$5 fee for delivery of personalized bags.

# Q: WHAT VENDORS DO WE HAVE TO HIRE FOR OUR WEDDING? WHAT IS NOT INCLUDED AT YOUR VENUE?

A: Florist, photographer, entertainment, transportation, and invitations/place cards are not included. We are happy to send you a recommended vendor list if you would like some guidance from us when choosing your vendors!

# Q: WE MAY WANT TO ADD A BREAKFAST AND/OR REHEARSAL DINNER OVER OUR WEDDING WEEKEND. WHAT ARE OUR OPTIONS?

A: Private function space may be reserved at an additional food & beverage minimum on your contract. Minimums will vary based on size of group. Please note alcoholic beverage service may not begin until 10:00 AM on Sundays.

#### O: WHEN DO YOU NEED OUR FINAL HEADCOUNT?

A: To best serve you and your guests, a final confirmation of attendance or "guarantee" (including entrée counts) are required by 12:00 PM, three business days prior to your event.

#### Q: TRANSPORTATION & PARKING OPTIONS/PRICING?

A: From Logan Airport, there is a Water Taxi for \$12 each way that drops off directly behind the Hotel. Alternatively, the estimated taxi fare from Logan Airport is \$25. Valet Parking is available onsite for overnight parking only: \$65 overnight. Discounted self-parking is available for overnight guests at the nearby Harbor Garage for \$40 per car. We encourage you to notify your guests who will not be staying overnight to park in the Harbor Garage. These prices are estimates and subject to change.

#### Q: WHERE DO YOU SUGGEST WE TAKE PHOTOS IN AND AROUND THE HOTEL?

A: There are endless opportunities in our hotel and right outside our doors! Christopher Columbus Park, Rose Kennedy Greenway, Long Wharf Pier offering panoramic view of historic Boston Harbor, Star light chandelier offers a beautiful backdrop featuring 168 tear drop lights, Custom House Clock Tower, Waterfront Balcony located on our 3rd floor pool deck, etc.

### BREAKDOWN OF ADDITIONAL CHARGES

All prices are quoted per person and are subject to a 17% service charge, 9% taxable administrative fee, and any applicable Massachusetts state tax (currently at 7% for Food & Beverage).

#### AUDIO VISUAL ADMINISTRATIVE FEE:

25% of the total is retained by the hotel for administrative and other costs, and any applicable Massachusetts state tax (currently at 6.25%). For cost of specific items, please contact your Event Manager.

#### **ADMINISTRATIVE FEE:**

9% of the food and beverage total, plus any applicable state or local tax, will be added to your account as an administrative fee. The administrative fee or any portion thereof does not represent a tip, gratuity or service charge for wait staff employees, bartenders or other service employees engaged in the event.

#### **SERVICE CHARGE:**

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#### **CEREMONY SET UP FEE:**

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Unless a fee is specifically denoted as a "service charge", it is not a tip, gratuity or service charge for any employee. Examples of fees that are not a tip, gratuity or service charge include, but are not limited to, any administrative fee, set -up fee, staffing fee, delivery fee or fees for bars or culinary stations. These fees are retained by the hotel.