

# Weddings

by Loews Hotels

## Your Day, Your Way

Customizable packages  
for the wedding of  
your dreams

## Eat, Drink & Be Married

Mouth-Watering Catering  
Menus and Toast-Worthy  
Beverage Packages

### Plus

Memorable touches & add-ons

### Loews Chicago Hotel

455 North Park Drive

Chicago, IL 60611

312.840.6600

[loewshotels.com/chicago-downtown](http://loewshotels.com/chicago-downtown)

**LOEWS**  
HOTELS



## Congratulations on Your Engagement

Loews Chicago Hotel is delighted you are considering us to be part of your special celebration.

Located in the heart of downtown Chicago, steps away from the Chicago River and the Magnificent Mile, Loews Chicago features flexible event spaces, creative culinary offerings and spectacular views of Navy Pier, Lake Michigan and the city's skyline.

Attached are details on the hotel's wedding packages, additional details and hotel information. Our experienced event professionals are here to create a customized and memorable experience for you, your family and friends.

We look forward to begin planning soon.

Sincerely,

Melissa Cesario

venues



### **Garden Terrace**

Featuring breathtaking views at every turn, this 7,500 square-foot outdoor terrace has the look and feel of a park coupled with plush lounge furniture and turf. The picturesque backdrop for either your ceremony or reception, maybe even both. Available seasonally May - October.

### **The Sullivan Ballroom**

4,800 of perfect space for a truly romantic ceremony. This rectangle designed room naturally creates a long and dramatic aisle.



### **The Wright Ballroom**

Our Grand ballroom showcases 19-foot tall with gorgeous chandeliers and unencumbered lines of sight. Complete with its own oversized foyer, the ballroom works for both large and smaller affairs. The ideal space for a celebration which includes dinner and dancing.



### **Pullman & Dining Car**

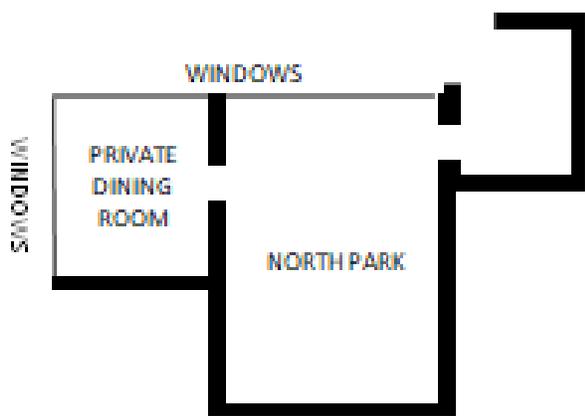
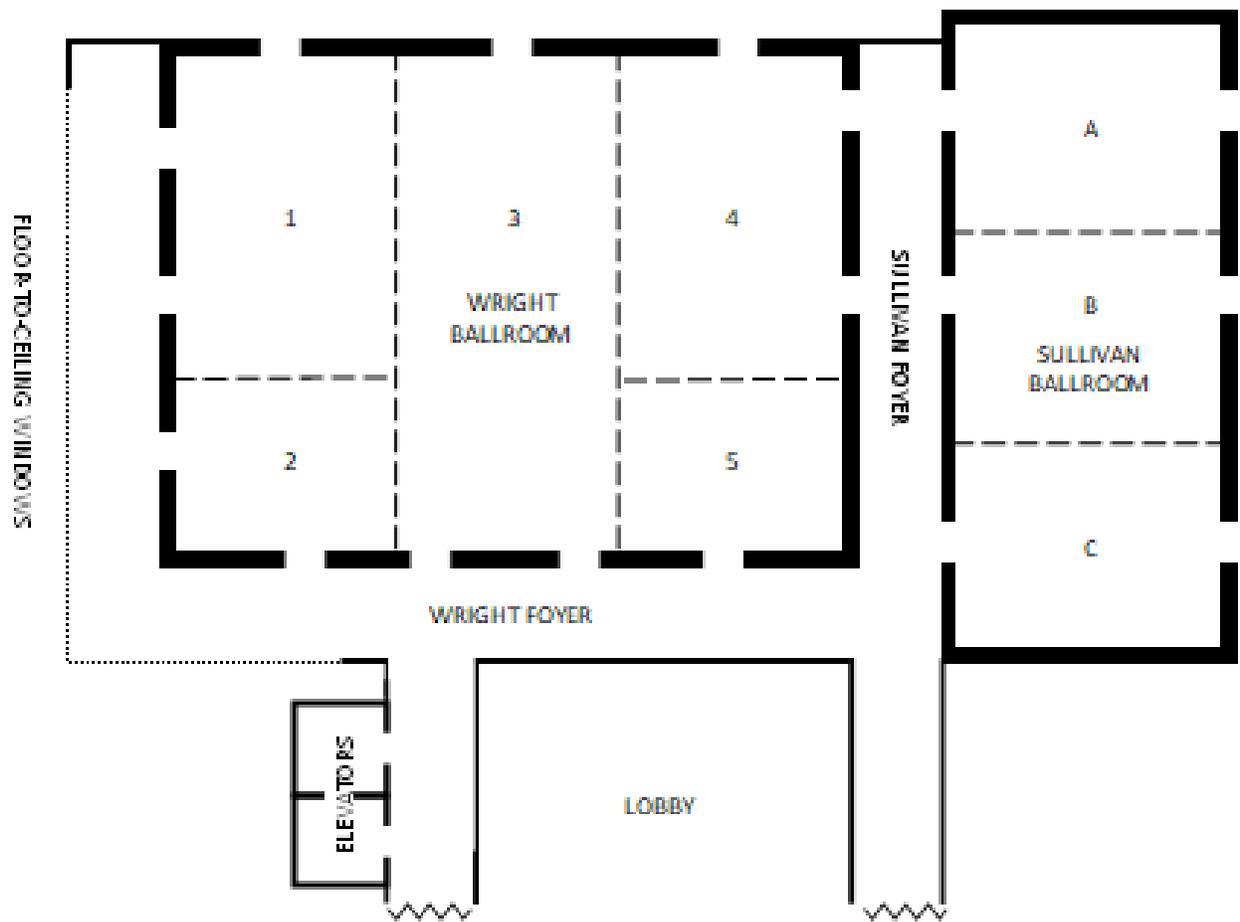
ETA restaurant's two unique and flexible private dining areas. These rooms offer modern touches and great ambiance for rehearsal dinners, welcome receptions or morning after brunches.



### **Streeterville Social**

Located on the rooftop with the best views of the city, our outdoor restaurant will work for any of your wedding celebrations. Available for both semi-private and private gatherings from ceremonies, to rehearsal dinners, to welcome cocktails. Available seasonally May - October.

ROOM	DIMENSIONS	SQ. FT.	CLASSROOM	THEATER	RECEPTION	BANQUET	HOLLOW SQ
<b>FIRST FLOOR</b>							
	L x W x H						
Wright Ballroom	109'x78'x19'	8,502	504	698	830	660	-
Wright Ballroom 1 or 4	51'x35'x19'	1,785	108	182	250	144	60
Wright Ballroom 2 or 5	27'x35'x19'	945	60	103	120	70	36
Wright Ballroom 1+2 or 4+5	35'x78'x19'	2,730	162	266	275	216	78
Wright Ballroom 3	78'x38'x19'	2,964	162	252	-	216	78
Wright Ballroom 1+2+3 or 3+4+5	73'x78'x19'	5,694	324	480	520	516	114
Wright Foyer- West Extension	66'x12'x24'	792	-	-	-	-	-
Wright Foyer- South Extension	143'x23'x12'	3,289	-	-	350	-	-
Sullivan Ballroom	46'x106'x18'	4,876	297	450	450	400	108
Sullivan Ballroom A, B, or C	46'x35'x18'	1,610	96	154	150	144	54
Sullivan Foyer	14'x86'x12'	1,204	-	-	150	-	-
North Park	51'x24'x10'	1,224	90	132	150	108	48
Private Dining Room	35'x23'x10'	805	42	70	80	60	30
<b>SECOND FLOOR</b>							
Boardroom	20'x29'x10'	580	-	-	-	-	-
Boardroom Pre-Function	12'x27'x10'	324	-	-	18	-	-
Jenney	20'x44'x10'	880	54	92	90	60	42
Jenney A or B	20'x22'x10'	440	27	44	35	36	18
Burnham	20'x44'x10'	880	54	89	90	60	36
Burnham A or B	20'x22'x10'	440	27	44	35	36	18
Adler	23'x28'x10'	644	36	69	60	60	30
Weese	20'x19'x10'	380	18	30	30	24	18
Holabird	20'x19'x10'	380	18	30	30	24	18
Maher	25'x28'x10'	700	45	84	84	60	30
Richardson	25'x27'x10'	675	36	73	73	60	30
Griffin	16'x28'x10'	448	18	30	30	24	18
Meeting Planner 1 or 2	17'x12'x10'	204	-	-	-	10	-
Meeting Planner 3	18'x13'x10'	234	-	-	-	10	-
<b>THIRD FLOOR</b>							
Garden Terrace	65'x138'	8,970	-	-	690	450	-
City View Lounge	65'x64'	4,160	-	-	175	-	-
Lake View Lawn	65'x74'	4,810	-	270	400	400	-
The Bistro	82'x26'	2,132	-	-	100	70	-



First Floor



Third Floor garden terrace

packages



## Package includes:

On-site Wedding Specialist

Catering Manager to assist from booking to planning

## Includes:

- Four Hour Hosted Select Bar
- Selection of Five Hand-Passed Hors D'oeuvres
- Three Course Plated Dinner
- Wine Service with Dinner
- Custom Designed Wedding Cake
- Champagne Toast
  
- White-Glove Synchronized Service
- Private Menu Tasting for Four
- Choice of Antique Gold, Charcoal or White Floor-Length Table Linens
- Votive Candles
- Mahogany Dance Floor
- Stage
- Ceremony Rehearsal Space
- Dressing Rooms for Bridal Party
- Complimentary Suite for Wedding Night
- Two Additional Complimentary Guestroom Upgrades
- Special Guestroom Rate for Wedding Guests

\*Special restrictions apply, please see your Catering Manager for additional information

menus



### Hors d'Oeuvres

Select five (5) to be hand-passed

#### Chilled

Beef tartare, crispy potato, herbed Dijonnaise, capers

Deviled egg, trout roe, Espelette, celery

Salmon cornet, crème fraîche, chives

Port poached fig & Prosciutto, pecan bread, whipped ricotta

Beef crostini, horseradish aioli, pickled pearl onion

Tuna crisp, kimchi aioli, pea shoot, Togarashi

Spicy salmon roll, pickled ginger

Shrimp cocktail, house made cocktail sauce, preserved lemon

#### Hot

Lamb gyro, cucumber salad, Tzatziki, roasted tomato  
Maine crab cakes, pickled cherry bomb aioli  
Coconut shrimp, sweet chili sauce

Beef slider, Boursin, house made pickle, caramelized onion

Almond stuffed date wrapped in bacon

Brie, seasonal jam, en croute

Artichoke beignet, sauce romesco

Spanakopita, oregano honey glaze

Mac & Cheese bites, truffle aioli



### Starter Selection

Select one (1) option

#### Soups

Tomato soup, fresh Chevre, basil oil

Sweet corn soup, grilled sweet corn, Dungeness crab, sherry-glazed Finocchiona

Broccoli and Cheddar Soup, Pleasant Ridge cheddar, broccoli couscous, pretzel crouton

#### Salads

Kale Caesar, roasted tomato, Lavosh crouton, shaved Parmigiano-Reggiano, traditional Caesar dressing

Mixed greens, Cabernet Sauvignon pickled blueberries, toasted almonds, Creameaux de Bourgogne Brie cheese, lemon maple vinaigrette

Citrus roasted beet, watercress, Humboldt Fog Chevre, caramel pecan crouton, beet yogurt dressing

Grilled stone fruit and Burrata, Arcadian Lettuce, spiced Pistachios, Burrata, cider nutmeg vinaigrette

Radicchio and arugula, shaved Parmigiano-Reggiano, Focaccia crouton, pickled apple, Meyer lemon vinaigrette



## Entrée Selection

All dinner entrees include artisan rolls and butter

Orecchiette, Cava-braised turnip greens, roasted Maitake mushrooms, golden raisins, house- made Harissa (V, GF)

175 per person

Duet of roasted cauliflower and broccoli steaks, herb roasted Okinawa potatoes, caramelized baby carrots, white port golden raisin puree, puffed wild rice (V, GF)

175 per person

Kohlrabi scallops, golden quinoa, roasted rapini, pickled blueberries, beet carpaccio, mustard caviar, beet jus (V, GF)

175 per person

Grilled Portobello mushrooms, romesco sauce, red quinoa, craisins, roasted broccolini, pink peppercorn vinaigrette (V, GF)

175 per person

Roasted breast of chicken, parsley, sage, rosemary & thyme stuffing, roasted sweet potato, haricots Vert, Pinot Noir jus

175 per person

Fried breast of chicken, pommes purée, crispy Brussels sprouts, tarragon & honey-glazed baby carrots, creamy buttermilk gravy

175 per person

Herb-roasted breast of chicken, fine herbs, creamy Mascarpone polenta, wild mushrooms, asparagus

175 per person

Slow-roasted breast of chicken, caramelized tri-color fingerling potatoes, roasted baby carrots, rapini

175 per person



## Entrée Selection

All dinner entrees include artisan rolls and butter

Miso-glazed salmon, edamame succotash, bok choy, baby corn, cashew & water chestnut, pickled cucumber salad, cilantro ginger vinaigrette

175 per person

Pan-seared wild striped bass, slow-roasted tomato, herb-roasted fingerling potatoes, broccolini, & olive caper relish

180 per person

Sautéed rainbow trout, orange-braised fennel, roasted wild mushrooms, brown butter & thyme roasted rutabaga, Béarnaise sauce

180 per person

Slow-poached halibut, Roman gnocchi, roasted baby carrots, haricots verts, blood orange Sherry Conserva

180 per person



### **Entrée Selection**

All dinner entrees include artisan rolls and butter

Grilled New York strip, caramelized Cipollini onions, twice-baked potato, roasted asparagus, house-made steak sauce, Dark Stout demi  
190 per person

Roasted filet of beef, truffle celeriac, haricots verts, roasted baby carrots, Bordelaise sauce  
190 per person

Grilled ribeye, creamy Cannellini bean ragout, confit baby fennel, blistered cherry tomatoes, Bordeaux jus  
190 per person

Dry rubbed filet of beef, pommes purée, Maitake mushroom nest, crispy Brussels sprouts,  
Beurre rouge  
195 per person

Dry rubbed New York strip & citrus poached prawns, pommes purée, Maitake mushroom nest, Bordelaise sauce  
200 per person

Roasted filet of beef & wild striped bass, roasted fingerling potatoes, plancha seared cipollini onions, dark Stout demi sauce  
200 per person

Slow-roasted salmon & poached lobster tail, caramelized cauliflower, roasted Yukon gold totem, Shishito peppers, golden raisins, pink peppercorn Beurre Blanc  
205 per person

Roast filet of beef & Maine lobster tail, smoked Beurre Monte, leek Soubise orzo, pea salad, Béarnaise sauce  
210 per person

\*Please ask your catering manager about our dinner buffet options

beverages

## **Beverage Packages**

Your Wedding Package includes a four-hour open select bar with a Celebratory Toast.

### **Liquors**

New Amsterdam Vodka  
Sauza Gold Tequila  
Seagram's Gin  
Cruzan Rum  
Seagram's 7 Whiskey  
Cutty Sark Scotch

### **Wines**

Invitation Chardonnay  
Invitation Sauvignon Blanc  
Invitation Cabernet Sauvignon  
Invitation Pinot Noir

### **Beers**

Budweiser  
Bud Light  
Stella Artois  
Corona Extra  
Goose Island 312

### **Non-Alcoholic Beverages**

Assorted Soft Drinks  
Still and Sparkling Waters  
Juices



## Beverage Packages

Upgrade your bar options to customize your wedding experience | 14 per person

### Premium Liquors

Absolut Vodka  
Bombay Original Gin  
Jack Daniel's Whiskey  
Dewar's White Label Scotch  
Canadian Club Blend  
Bacardi Superior Rum  
Sauza Blue Tequila

### Premium Wines

Lunetta Prosecco  
Banfi Le Rime Pinot Grigio  
Benziger Sauvignon Blanc (Sustainable)  
Natura Emiliana Chardonnay (Organic)  
Mark West Pinot Noir  
14 Hands Merlot  
Justin Cabernet Sauvignon  
Trivento Reserve Malbec

### Premium Beers

Budweiser  
Bud Light  
Miller Lite  
Stella Artois  
Corona Extra  
Revolution First City Pale Ale  
Blue Moon Belgian White

### Non-Alcoholic Beverages

Assorted Soft Drinks  
Still and Sparkling Waters  
Juices



## Beverage Packages

Upgrade your bar options to customize your wedding experience | 20 per person

### Luxury Liquors

Ketel One Vodka  
Hendrick's Gin  
Jack Daniel's Whiskey  
Glenfiddich 12-year Scotch  
Crown Royal Rye  
Bacardi 8 Rum  
Patron Silver Tequila

### Luxury Wines

Chateau Ste. Michelle Rosé  
Piper-Heidsieck Champagne  
Stellina Di Note Pinot Grigio  
Craggy Range Sauvignon Blanc  
La Crema Chardonnay  
Chateau Ste. Michelle Riesling  
La Crema Pinot Noir  
Benziger Merlot  
Fortress Cabernet Sauvignon

### Luxury Beers

Budweiser  
Bud Light  
Miller Lite  
Stella Artois  
Corona Extra  
Blue Moon Belgian White  
Goose Island 312  
Revolution Anti-Hero IPA  
Revolution First City Pale Ale

### Non-Alcoholic Beverages

Assorted Soft Drinks  
Still and Sparkling Waters  
Juices



desserts

Our wedding packages include a custom wedding cake from Bittersweet. Should you wish to have additional desserts for your guests to enjoy, please reach out to your designated catering manager for options.

**Bittersweet**

1114 West Belmont Avenue

Chicago, IL 60657

773-929-1100

[info@bittersweetpastry.com](mailto:info@bittersweetpastry.com)





### **Old Fashioned Ice Cream Bar**

Choice of three: vanilla, chocolate, strawberry ice cream, mango, lemon sorbet

Assorted toppings to include: sprinkles, chopped nuts, chocolate fudge sauce, crushed Oreos, whipped cream, cherries, mini waffle cones

21 per person / chef attendant suggested \$200

### **Mini Donut Shop**

Plain mini donuts served in a mini wooden boat

Cinnamon sugar and powdered sugar to coat donuts

DIY toppings: hot fudge, caramel, mini chocolate chips, whipped cream, sprinkles, toasted nuts, fresh berries

19 per person / chef attendant suggested \$200

### **Bananas Foster**

Bananas flambéed a-la-Minute in Butter, Brown Sugar, Rum

served over vanilla ice cream, toasted nuts, crispy chocolate pearls

21 per person / chef attendant required \$200

### **Wicker Park Reception**

Donut Holes

Coconut Tapioca Pudding

Mini Cupcakes

Tainori Chocolate Cheesecake

Huckleberry Tart

Banana Chocolate Praline Tart

White Peach Bourbon Éclairs

Pineapple Ginger Verrine

Strawberry Vanilla Shooter

Mexican Wedding Cookies

S'mores Pops

Mini Churros, special chocolate sauce

Choice of Three (3) 15 per person

Choice of Four (4) 20 per person

Choice of Five (5) 25 per person

*extras*



## Late Night Bites

Served hand-passed or stationed

Mini Hot Dogs  
Beef Sliders  
Pigs in a Blanket  
Thin Crust Pizza  
Mini Italian Beef Sandwiches  
Mini Grilled Cheese Sandwiches  
Chicken Fingers

**Two Selections: 12 per person**

**Four Selections: 20 per person**



## Hosted Consumption Bar | Price Per Drink

Select Cocktail 12  
Premium Cocktail 14  
Luxury Cocktail 16

Select Wine 12  
Premium Wine 14  
Luxury Wine 16

Imported Beer 10  
Domestic Beer 9

Mineral Water 7  
Assorted Soda 7  
Juice 7  
Energy Drinks 8

All prices are subject to a 25% service fee and prevailing taxes.  
Prices are subject to change without prior notice

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## Sunday Brunch

### Buffet

Sliced Fresh Fruit

Classic Scrambled Eggs

Breakfast Potatoes

Spicy Chicken Sausage

Thick-Cut Bacon

Assorted Breakfast Pastries and Bagels

Unsalted Butter, House-Made Preserves and Cream Cheeses

Freshly Squeezed Orange and Grapefruit Juices

Freshly brewed Seattle's Best regular, decaffeinated coffee and hot Forté teas

45 Per Person

### Enhancements

Breakfast grilled cheese, Wisconsin cheddar, cracked free-range egg

6 Per Person

Breakfast slider, toasted English muffin, free-range egg, griddled ham & cheddar

9 Per Person

Brioche French toast, warm maple syrup

9 Per Person

Waffle station: seasonal berries, chocolate sauce, vanilla cream

15 Per Person / chef attendant suggested

House-smoked salmon, bagels, tomato, red onion, cream cheese

16 Per Person

Omelet station: ham, bacon, sausage, smoked salmon, sweet bell peppers, tomatoes, mushrooms, onions, spinach, assorted cheeses

19 Per Person / chef attendant required, 1 Per Every 25 Guests Recommended

### Delights

Two-Hour Mimosa Bar: peach, mango, grapefruit and orange juice, fruit garnish, Prosecco

20 Per Person / bartender required, 1 Per Every 75 Guests

Two-Hour Bloody Mary Bar: celery, pickle spears, olives, beef jerky, lemons, limes, Worcestershire, horseradish, cheese cubes

25 Per Person / bartender required, 1 Per Every 75 Guests

*All prices are subject to a 25% service fee and prevailing taxes.*

*Prices are subject to change without prior notice*

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info



## Frequently Asked Questions

### **What do I need to do to confirm my wedding date?**

Once you have selected your wedding date, we will send you an agreement to confirm the date, timing and space.

### **Is there a deposit due?**

A 25% deposit of the agreed upon food and beverage minimum. A payment sliding scale will be discussed in your agreement.

### **Can I bring in my own wine?**

A \$25 corkage fee will be applied for every 750 mL bottle of wine.

### **Does the Hotel offer special group rates or discounted guest room for my guests?**

Yes, please inquire with your Catering Manager.

### **When is the menu tasting?**

Menu tastings may be schedule 8-10 weeks prior to your event date.

### **Am I allowed to bring in outside food?**

Outside Food may be brought into the hotel for menu items of ethnic origin that we are not able to replicate at the hotel. Please ask your Catering Manager for a list of approved vendors.

### **How do I coordinate a cake tasting?**

We will provide you with our Cake Vendor's contact information and you can reach out to them direct to schedule a time that works best for you.

### **Will someone be there to assist during my wedding day?**

Your designated Catering Manager will be available on the day of your wedding, but since weddings are very detailed and intricate, a Day of Wedding Coordinator is suggested.

## Additional Details

### Guarantees

Loews Chicago requires that the Catering Department is provided with the exact number of guests attending at least seventy-two (72) business hours prior to the function. If fewer than the guaranteed number of guests attend the function, the group will be charged for the guaranteed number provided. If more guests attend, the group will be charged the actual number of guests in attendance. The hotel will be responsible for preparing no more than 5% over the guaranteed number.

### Food and Beverage Service

Loews Chicago is the only authorized licensee to sell and serve food, liquor, beer and wine on the premises, therefore, all food and beverage must be supplied by the Hotel. This includes hospitality suites, and food and beverage amenity deliveries.

### Taxes and Service Charges

Loews Chicago will add a 25% taxable service charge and an 11.5% tax on food and beverage in addition to the prices stated on the menu. Such taxes and service charges are subject to change without notice. Room Rental fees are also subject to service charge and applicable taxes.

### Ceremony Fee

Please see catering manager for details.

### Bartender Fees

Loews Chicago requires one (1) bartender per 100 guests. \$200 fee per bartender applies (plus applicable sales tax).

### Coat Check

In the cooler months, coat check is recommended for your guests. Loews Chicago recommends one (1) attendant per 100 guests. \$200 fee per attendant applies (plus applicable sales tax).

### Parking

A special event rate of \$32 will be offered to your guests for Loews Chicago valet parking. Overnight valet parking is offered at \$73 per night.

### Outdoor Events

Loews Chicago reserves the right to make the final decision regarding outdoor functions. The decision to move function indoors will be made no less than four (4) hours prior to the event. Should the weather forecast call for a 40% chance or more of rain, wind in excess of 20 mph, or lightning and temperatures below 60 degrees, hotel reserves the right to move the event inside. In the event the function is moved inside after the four (4) hour cut-off, additional setup and labor charges will apply.

No amplified music is allowed for outdoor events, and all events must conclude no later than 10:00PM.

# Event Guidelines

## **Audio-Visual Services**

The Hotel's technology partner, PSAV, is available to assist you with any audio, video, electrical and internet needs. Please contact your Catering Manager for additional information and requests.

## **Beverage Service**

The Hotel's mixology and sommelier teams are available to suggest a wide range of beverage selections to compliment your event. The Hotel kindly requests that all beverages are served by the Hotel's personnel only. In addition, the Hotel's alcoholic beverage license requires the Hotel to request proper identification of any person of questionable age. The Hotel may opt to refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced as well as to any person, who, in the Hotel's judgment, appears intoxicated.

## **Corkage and Bottle Handling**

In the event outside beverage products are serviced by Hotel personnel, corkage or bottle handling fees (taxable) may be assessed. Fees will be reviewed with you by the Hotel in advance of the event/function.

The Hotel's preferred partners are available to assist you with any entertainment and decor needs in order to create just the right atmosphere for all event types. Please contact your Catering Manager directly for information.

## **Food Preparation**

Our Culinary team is able to satisfy all your dietary restrictions, allergies and personal preferences. Please kindly communicate any details to your Catering Manager in advance of your function(s). Please be advised that consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness, especially if you have certain medical conditions.

To ensure the quality and safe handling of products serviced by the Hotel, we request that no food and beverage may be transferred or re-plated. In addition, food may not be removed from any function by the client or any of the invitees.

## **Food Service**

Based on your selections, all menu items are priced per person and are served for the following durations (additional cost may be incurred for any service time extensions):

Brunch: [2] Hours

Lunch and dinner: [2] Hours

Stationary receptions: [1] Hour

Package receptions (tray pass and stationary): [2] Hours

Due to costs associated with preparation, additional charges per person will apply for buffet or plated service of [25] guests or less. For any menu supplements or à la carte additions, selections must be for [100%] of the event guarantee. For an elevated experience, table-side choice service is available at [150%] times the menu price. The Hotel will assist in sourcing any of your special food and beverage needs, however please note that [100%] of the cost of the product will be charged. Labor fees will apply for all services where additional personnel are required or requested.

## **Kosher Meals**

Should you require kosher meals, the Hotel can accommodate upon advance notice of five [5] business days from your event. Meal types and components are subject to change based on the vendor's availability. The Hotel will source all kosher meals from a preferred vendor with pricing relative to the current Banquet menu.

**Menu Printing**

Professional and custom menu printing for your function(s) is available with advance notice to your Catering Manager. Based on the quantity and specifications requested, charges may apply.

**Restaurant Meal Vouchers**

For the convenience of your group, meal vouchers are available for the Hotel's primary restaurant. Vouchers may be purchased for a pre-determined value (inclusive of service charge and city/state sales tax) and charges will be assessed for the number of vouchers issued.

**Security**

Please kindly advise your attendees that they are responsible for the safekeeping of their personal property as the Hotel does not provide security in the meeting and function spaces. You may elect to retain security at your own expense to safeguard personal property in the meeting and function space or request lock changes to secure your meeting rooms. In addition, depending upon the nature of your event, the Hotel reserves the right based on its reasonable judgment to require the group to retain security personnel in order to safeguard guests or property in the Hotel. The Hotel's prior approval is required for all outside licensed security companies and must meet the minimum standards established by the Hotel, including insurance and indemnification requirements. Security personnel are not authorized to carry firearms without advance Hotel approval.

**Signage, Displays and Damages**

The Hotel kindly requests that all signage be professionally printed (nothing hand-written), conform to city/state fire code regulations and placed only in registration areas or immediately outside function/meeting rooms. The Hotel requests that any additional locations requesting signage or displays—including the Hotel's lobby—be approved in advance by your Conference or Catering Manager. To protect the Hotel from damage and repair costs to the group, the Hotel cannot allow the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, push pins, tape or any adhesive substance. Should you require assistance, banners that need to be hung on the wall may be done by the Hotel Engineering Department (fees may apply). Please be advised that the Hotel is not responsible for the retention or removal of any signs, banners, decorations, audio-visual or other equipment used on site.

**Shipping and Receiving**

For your convenience, parcel shipping and handling services are available at the Hotel. For additional information regarding package shipping instructions, please contact your Conference or Catering Manager.

**Smoking Policy**

We kindly ask that smoking not occur in any areas of the Hotel to include guest rooms, suites, public areas, restaurants and meeting/function rooms. Otherwise, a cleaning fee may be assessed.

## Outside Catering

Should your event require the product and services of a third-party food and beverage provider, we kindly request the following:

I. A copy of the catering company's current business license, insurance coverage—indemnifying the Hotel—and a signed copy of this agreement must be on file with the Catering Department no later than [72] hours prior to the event.

II. A site inspection of the Hotel's facilities must be conducted with the Hotel Catering Manager and Culinary Management two [2] weeks prior to the date of the function. The Caterer must notify the Hotel Catering Manager at time of contracting if they will be needing use of a specified kitchen area. The Caterer is to use only the designated areas of the kitchen/back-of-the-house, which has been pre-assigned by the Executive Chef. Availability of designated kitchen space is subject to change and contingent on Hotel business needs at all times.

III. List of all equipment requests must be submitted to the Hotel Catering Manager no less than [72] hours prior to the event. The Hotel will then issue only those items requested and are subject to a rental fee. This list should include disposable place settings and/or the type of china requested. The Hotel will then issue only those items requested based on business needs and availability. The Hotel will notify the Caterer at least [48] hours prior to the event if any of their requested equipment items cannot be provided. Anything above and beyond the Hotel's means must be obtained by the Caterer. The Caterer is responsible for providing adequate amounts of equipment to service the needs of the event. Post event, the Caterer is responsible for collecting all equipment and loading out of the Hotel.

IV. The Caterer is responsible for bringing his/her own equipment such as rags, cooking oils, heating elements, props., etc. The Hotel will not provide any food or condiments to the Caterer to include paper, plastic, foil items. The Caterer is required to produce food to cover [3%] above the guaranteed number of attendees for the function. The Hotel is not responsible if there is not enough food for service.

V. All employees of the Caterer must check in with the Security office upon arrival and receive a guest name badge which must be worn at all times while in the Hotel. If an employee is seen without a name badge they will be escorted out of the building until they can provide proof of identification through the owner/manager of the catering company.

VI. Unloading is to take place at a specified loading dock and will be subject to parking and traffic laws. At no time are the Caterers allowed to use the front guest entrance and must access the function space through back of house means and/or loading dock. No overnight storage of food whether day before or day of will be allowed. If items are left after the event end time the Hotel has the right to dispose of them. This includes, but is not limited to rental items, props, décor and florals. With respect to any rental companies, the Caterer is responsible for coordinating the load-in and removal of all equipment within two [2] hours of the function end time. In the event, items are requested to be left at the Hotel, storage fees may apply.

VII. The Caterer will not utilize the Hotel's staff for any purpose other than servicing the scope of the event. Additional labor resources are available for specific fees—established by the Hotel—depending upon the scope of the work being performed. The Caterer is responsible for providing adequate staff to execute the needs of the event.

VIII. Before the contracting of any outside Caterer, an appropriate business vetting and approval process must be followed. This includes the input of, but not limited to the Director of Sales and Marketing, Director of Food and Beverage and the Executive Chef.

IX. The Caterer and his/her team must conduct themselves in an appropriate manner at all times.

X. Damages to event/function room walls, lighting fixtures, artwork, furnishings and any other structural damage are the responsibility of the Caterer.