

A three-tiered white wedding cake is the central focus. The top tier is adorned with a large, lush arrangement of hydrangea flowers in shades of white, light pink, and pale green. The middle and bottom tiers are separated by wide, black ribbons. The background is a soft, out-of-focus white, suggesting a clean, bright setting.

Weddings

by HILTON GARDEN INN
MILWAUKEE PARK PLACE

Congratulations

Consider the Hilton Garden Inn Milwaukee Park Place for your special day. Personalized attention, exceptional service and luxurious accommodations await you and your guests.

We offer venue space for your rehearsal dinner, ceremony, reception and gift opening brunch. Your wedding reception can take place in either our elegant Grand Ballroom that seats up to 300 guests, or our one of a kind seasonal Tent Pavilion that can accommodate up to 150. Hilton Garden Inn Milwaukee Park Place offers a wide variety of fine menu selections along with staff that will coordinate your wedding to be as unique or as traditional as you are.

For your guest accommodations, it would be our pleasure to set up a block of rooms in which your guests can reserve on an individual basis at a reduced rate. Your guests will enjoy our beautiful rooms designed to accommodate every family or couple.

Hilton Garden Inn Milwaukee Park Place would be the perfect place for you to host your Special Day! We are sure you will agree that the best method of evaluating your reception location is by a personal visit. If you have any questions or would like to set up a personal tour, please feel free to contact me at (414) 577-5027 or corinne.kangas@hilton.com

The entire staff at the Hilton Garden Inn Milwaukee Park Place would enjoy hosting your Wedding Day!

Sincerely,
Corinne Kangas
Catering Sales Manager

Wedding Packages

Your Wedding at the Hilton Garden Inn Milwaukee Park Place will include:

- Elegant floor length white table linen with white decorative overlays and napkins
- China, Glass and Silverware
- Round or square mirror with white votive candles in a clear glass holder
- Dance Floor with table and chair for DJ or space to accommodate a band
- Cake table, escort card table, gift table and guest sign-in table
- "Welcome Bag" handout at Front Desk
- Complimentary cutting and plating of the wedding cake
- Service staff in black and white attire
- White glove service
- Four hour bar package option based on package choice
- Overnight accommodations for the happy couple
- Discounted room rates for guests
- Complimentary parking and coat check if required
- Complimentary dinner for the couple on their first anniversary
- Wedding Sales Manager to assist you throughout the planning stages and will be on-site the day of your wedding. Day of responsibilities include: placement of favors, cake service pieces, escort cards, head table cards, toasting flutes and guest book

All other decorating will need to be done by family/friends or hired vendors. If you wish for the wedding sales manager to handle any more than what is stated above additional fees will apply and pricing assessed based on required duties

Upgrades:

- Three varied sized glass pillars with floating candles
- Customized menu cards
- Chair covers with colored sash
- Ice sculptures
- Uplighting
- Decorative backdrop

Book your wedding on a Thursday and take 20% off of your package selection
Book your wedding on a Friday and take 10% off of your package selection

Marquise Package

\$49 per adult 21 & over

\$40 per person 13-20*

\$17⁴⁵ per child 12 & under*

*includes NA beverage all night

COCKTAIL HOUR

Domestic Cheese Tray
Fresh Fruit Display

BAR

4 Hours of Domestic Keg Beer (2 options), House Wine (4 options) and Soda
*Upgrade to Micro or Import Beer for an additional \$2.00 per person

FIRST COURSE

Park Place House Salad – Mesclun Mixed Greens, Carrots, Cucumbers, Tomato
Choice of 2 Salad Dressings

CHAMPAGNE TOAST

To Be Served After Salad Service

ENTREE COURSE

Choice of 2. Starches & Vegetables Chosen at Tasting

- Seared Chicken with Whole Grain Mustard Sauce
- Marinated Herb Chicken with Rotisserie Sauce
- Sautéed Chicken with Lemon and Caper Sauce
- Slow Roasted Sirloin with Rosemary Natural Jus
- Grilled Top Sirloin with Peppercorn Demi Sauce
- Baked Pesto Crusted Salmon with Roasted Garlic and Tomato Sauce

DESSERT COURSE

Cut and Serve Wedding Cake
Coffee Service

Weddings by HILTON GARDEN INN MILWAUKEE PARK PLACE
11600 W PARK PLACE, MILWAUKEE, WI 53224 | (414) 359-9823

Prices are not inclusive of service charge and tax. Prevailing tax and service fees will be added.

Emerald Package

\$63 per adult 21 & over

\$49 per person 13-20*

\$17⁴⁵ per child 12 & under*

*includes NA beverage all night

COCKTAIL HOUR

Domestic Cheese Tray

Fresh Fruit Display

Choice of 2 Passed Appetizers

BAR

First Hour Hosted Call Brands

3 Hours of Domestic Keg Beer (2 options), House Wine (4 options) and Soda

*Upgrade to Micro or Import Beer for an additional \$2.00 per person

FIRST COURSE

 Choice of 1

- Park Place House Salad – Mesclun Mixed Greens, Carrots, Cucumbers, Tomato
- Allgauer's Salad – Baby Arugula, Radicchio and Frisse Salad with Sun dried Cranberries, Caramelized Walnuts and Goat Cheese Crumbs
- Caesar Salad – Hearts of Romaine, Parmesan Cheese and Italian Herbed Croûtons

Choice of 2 Homemade Salad Dressings

CHAMPAGNE TOAST

To be served after salad service

ENTREE COURSE

 Choice of 2

- Seared Chicken with Wild Mushroom Marsala Sauce
- Stuffed Chicken with Goat Cheese, Sun dried Tomato, Fresh Basil Pesto Sauce
- Pecan Crusted Chicken with Dijon Cream Sauce
- Petit Fillet with Mushroom Duxelle
- Three Pepper Crusted Beef Medallions with Cabernet Reduction
- Trio of Pork Medallions with Apricot Demi Sauce
- Seared Lemon Herbed Salmon with a Leek Cream Red Wine Reduction

DESSERT COURSE

Cut and Serve Wedding Cake on a Painted Plate

Coffee Service

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Platinum Package

\$74 per adult 21 & over

\$55 per person 13-20*

\$17⁴⁵ per child 12 & under*

*includes NA beverage all night

COCKTAIL HOUR

Domestic Cheese Tray
Fresh Fruit Display
Choice of 4 Passed Appetizers

BAR

Four Hour Hosted Call Brands

FIRST COURSE

 Choice of 1

- Park Place House Salad – Mesclun Mixed Greens, Carrots, Cucumbers, Tomato
 - Allgauer's Salad – Baby Arugula, Radiccio and Frisse Salad with Sun dried Cranberries, Caramelized Walnuts and Goat Cheese Crumbs
 - Caesar Salad – Hearts of Romaine, Parmesan Cheese and Italian Herbed Croûtons
- Choice of 2 Homemade Salad Dressings

WINE POUR

One House Wine Pour will be Offered After Salad Service

INTERMEZZO COURSE

Lime or Lemon Sorbet

ENTREE COURSE

 Choice of 2

- Stuffed Chicken with Goat Cheese, Sun dried Tomato, Fresh Basil Pesto Sauce
- Pecan Crusted Chicken with Dijon Cream Sauce
- Tenderloin Filet with Mushroom Duxelle
- Grilled Strip Steak with Caramelized Pearl Onions Demi Sauce
- Chicken Stuffed with Shittake Mushrooms and Spinach with Honey, Orange and Soy Glaze
- Seared Salmon topped with Shrimp Mousse with Lemon Chive Beurre Blanc

Or Choice of 1 Duet:

- Duet of Filet and Pork Medallions with Cabernet Reduction Dijon Sauce
- Duet of Filet and Shrimp with Demi Sauce, Garlic and Lemon Sauce
- Duet of Seared Chicken Breast with Roasted Tomato Sauce and Petit Filet with Black Forest Sauce

DESSERT COURSE

Cut and Serve Wedding Cake on a Painted Plate
Coffee Service

LATE NIGHT SNACKS

 Choice of 1

Pizza Station
Nacho Station
Beef and Turkey Sliders with
Homemade Potato Chips

ADDITIONAL AMENITIES

Complimentary Printed
Menu Cards

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Menu Starters

HOT HORS D'OUVRES

- Petit Beef or Chicken Wellington \$26
- Spinach and Feta Spanikopita \$28
- Spicy Chicken Cornucopias \$32
- Mini Crab Cakes with Poblano Sauce \$28
- Chorizo and Cheese Stuffed Mushrooms \$26
- BBQ or Swedish Meatballs \$24
- Gorgonzola, Walnuts and Cranberries in Puff Pastry \$24
- Scallops Wrapped with Hickory Smoked Bacon \$32
- Bacon Wrapped Water Chestnuts \$24

COLD HORS D'OUVRES

- Shrimp Salad in Phyllo Cup with Ginger Mayonnaise \$26
- Carpaccio of Beef Caesar Bites \$25
- Tuna Tar-tare with Seaweed Salad \$28
- Chicken Salad Phyllo Cup with Drunken Cherry \$22
- Spicy Hummus and Roasted Pepper on Crostini \$22

Hors D' Oeuvres are priced per dozen

COLD HORS D'OUVRES PLATTER DISPLAYED

- Deviled Eggs \$24
- California Vegetable Roll \$30
- Smoked Salmon Roulade with Caper Relish \$26
- Spicy Shrimp Shooters with Sea Salt and Celery \$28
- Bloody Mary Tomato Poached Chicken with Celeriac Mousse \$28

PLATTER DISPLAYS

- Imported and Domestic Cheese Platter \$85
- Domestic Cheese and Sausage Platter \$75
- Grilled Vegetable Platter with Balsamic Vinaigrette \$90
- Fresh Vegetable Crudité with Dill Dip \$85
- Layered Taco Dip with Tortilla Chips \$75
- Assorted Hummus Tray with Pita Chips \$90
- Fresh Seasonal Fruit Tray \$85

Platters serve 25 people

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Wedding Buffet

TIER 1 \$57 with 4 hour beer, wine & soda package

Choice of 2 Entree Selections
Cheese Boards
Fresh Fruit Display

TIER 2 \$64 with 4 hour beer, wine & soda package

Choice of 3 Entree Selections
Cheese Boards
Fresh Fruit Display
Choice of 2 Passed Appetizers

SALAD Choice of 2 Salads and 2 Dressings

- House Salad - Mixed Greens with Carrots, Red Onion, Cucumbers and Tomato's
- Caesar Salad - Chopped Romaine with Croutons and Parmesan Cheese
- Allgauer's Salad - Mixed Greens with Green Apple, Goat Cheese, Craisins, Carrots, Caramelized Walnuts
- Caprese Salad - Sliced Tomatoes, Sliced Fresh Mozzarella Cheese, Fresh Basil and Balsamic Reduction
- Citrus Quinoa Salad - Quinoa, Kale, Cranberries, Yellow Peppers, Chick Peas and Citrus Vinaigrette

ENTREES

- Pepper Crusted Sirloin Steak with Stilton Cream
- Grilled Flank Steak with Chimichurri and Charred Tomato's
- Tenderloin Medallions - Your Choice of Espresso Rubbed, Herb Crusted, Marinated Tri-color Peppercorn, or Ancho Chile Encrusted with Rosemary Demi-Glace
- Prosciutto Wrapped Chicken with Spinach, Lemon Arugula Pesto
- Black & White Sesame Crusted Chicken with a Mandarin Ginger Sauce
- Grilled Tequila Chicken Marinated in Tequila, Brown Sugar, Lime & Cilantro Served with a Pumpkin Seed Pesto
- Roast Loin of Pork with a White Bean Tomato Ragout
- Boneless Pork Petit Filets with Orange Habanero Mojo
- Turkey Roulade Spinach, Prosciutto & Gruyere Cheese with Lemon Butter Sauce
- Five Spice Tuna with a Sweet Chile Glaze
- Citrus Grilled Rock Fish with Grapefruit, Fennel and Orange Relish
- Blacken Salmon with Roasted Yellow Pepper Coulis and Chili Oil
- Seared Barramundi with Poquillo Pepper and Tomato Sugo

VEGETARIAN OPTIONS

- Stuffed Portabella Mushroom with Artichokes and Asiago Cheese and a Roasted Red Pepper Sauce
- Baked Herb Polenta (Vegan) with Wild Mushroom and Tomato Ragout
- Vegetable Lasagna Roulade with Basil Marinara

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Wedding Buffet continued

SIDE DISHES Choice of 2

- Oven Roasted New Potatoes with Rosemary
- Mashed Yukon Gold Potatoes with Truffle Oil
- Roasted Red Bliss Potatoes with Shallots & Dill
- Maytag Bleu Scalloped Potatoes
- Parmesan & Basil Mashed Potatoes
- Potato & Artichoke Pancakes
- Heirloom Potato Smash with Crumbled Gorgonzola & Virgin Olive Oil
- Artichoke and Potato Smash
- Saga Bleu Polenta
- Wild Mushroom Polenta
- Risotto with Herb Pesto
- Wild & Long Grain Rice with Slivered Almonds
- Brown Rice & Lentil Pilaf
- Jasmine Rice with Ginger & Lemon
- Long Grain Rice with Vegetable Confetti
- Pecan Rice with Sun Dried Cherries
- Lemon Saffron Basmati Rice
- Israeli Cous Cous

VEGETABLES Choice of 1

- Sugar Snap Peas with Red Pepper Ribbons
- Zucchini Pancakes with Fresh Mint and Feta Cheese
- Cider Glazed Roasted Root Vegetables
- Asparagus with Red and Yellow Teardrop Tomatoes
- Ratatouille
- Wilted Spinach with Garlic & Olive Oil
- Julienne of Zucchini, Carrots & Summer Squash
- Broccoli Rabe with Olive Oil, Garlic & Parmesan Cheese
- Haricot Verts
- Baby Carrots with Cardamom Butter
- Braised Swiss Chard with Cranberries
- Brussel Sprouts with Bacon & Shallot Butter
- Green Beans with Red & Yellow Pepper Confetti
- Sautéed Green Beans with Bacon and Caramelized Shallots
- Broccoli Rabe with Shallot Butter

CARVING STATION Use for one of your entrée Choices and additional price

- Honey Roasted Turkey Breast \$3 per person
- Whole Herbed Rubbed Sirloin \$4 per person
- Whole Pepper Crusted Tenderloin \$8 per person
- Slow Roasted Prime Rib \$8 per person
- Door Country Cherry Glazed Ham \$3 per person

All carving station items come with appropriate condiments and sauce

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Enhancements

FOURTH COURSE \$6 per person

Soup: Italian Wedding Soup

Appetizer: Shrimp Cerviche

Intermezzo: Trio of Sorbets

DECADENT CHOCOLATE FOUNTAIN \$13 per person

Make a lasting impression with flowing Milk Chocolate along with dipping items to include:

Fresh Seasonal Fruit, Fluffy Marshmallows, Assorted Macaroons, Rice Krispie Squares and Strawberries

COFFEE BAR \$9 per person

A Simple Caffeinated Twist to your Late Night Beverage Options. Popular items include: Coffee, Espresso, Whipped Cream, Chocolate Shavings, Cinnamon Sticks, Flavored Syrups and Assorted Creamers and Sugar Canes

CANDY BAR \$6 per person

A variety of color coordinated candy that is available in lots of fun shapes and sizes, served in beautiful glass jars and decorated to complement your wedding color theme.

CUPCAKES \$8.25 per person

A unique kind of an experience for your special day. Your guests will have a choice of 4 different cupcakes along with 2 different cream cheese frostings along with all the toppings to make this bar a once in a lifetime.

GOURMET S'MORES STATION \$7 per person

Bring a fun family favorite of outdoors to your family gathered inside. Guests can build their S'mores by roasting marshmallows over an indoor campfire pit followed by visiting the toppings where they create a yummy treat of their own. Station to include: Graham Crackers, Chocolate Squares, Cool Whip, Sprinkles, Cherries and Chopped Nuts.

LATE NIGHT SNACKS

Beef Burger Sliders and Turkey Burger Sliders \$3.50 per person

Mini Hot Dogs and Mini Brats \$3.50 per person

Regular and Sweet Potato Fries with Cheese Sauce \$3.50 per person

Grilled Cheese Sandwiches and Tomato Soup \$4 per person

Macaroni and Cheese \$3.50 per person

Homemade Tortilla Chips with Salsa and Guacamole \$3.50 per person

Bags of Pretzels and Popcorn \$3 per person

Homemade 16" Pizza: Cheese \$20, Vegetable \$21, Sausage \$22, Pepperoni \$22

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Beverages

CALL BEVERAGES

Bacardi Rum
Malibu Rum
Captain Morgan Spiced Rum
Jose Cuervo Tequila
Christian Brothers Brandy
Seagram's 7 Whiskey
Dewars White Label Scotch
Stoli Vodka
Beefeater Gin
Jim Beam Bourbon
Wine: Canyon Road

DOMESTIC BEER

Host Bar \$4.25/bottle Cash Bar \$4.75/bottle
Keg \$275
Budweiser
Bud Light
Coors Light
Miller Lite,
MGD
O'Doul's NA

HOST/CASH BAR BY THE GLASS

Call Brand Cocktails \$6/ \$6.50
Premium Brand Cocktails \$7/ \$7.50
Cordials \$8/ \$8.50
House Wine \$6/ \$6.50
Hosted Specialty Drinks/Martinis \$7/ \$7.50

HOUSE CHAMPAGNE BY THE BOTTLE

Wycleff \$27
Prosecco \$35
Chandon Brut \$40

PREMIUM BEVERAGES

Brugal Rum
Maker's Mark Bourbon
Don Pancho 8 year Tequila
Jack Daniel's Whiskey
Absolut Vodka
Tanqueray Gin
Korbel Brandy
Johnny Walker Red Scotch
Wine: Canyon Road

IMPORTED/MICRO BEER

Host Bar \$6/bottle Cash Bar \$6.50/bottle
Keg \$375
Corona
Spotted Cow
Amstel Light
New Castle
Heineken

WINE VARIETALS

Chrdonnay	Merlot
Pinot Grigio	Pinot Noir
Moscato	Cabarnet Sauvignon
Sauvignon Blanc	
White Zinfandel	

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Brunch Buffet

Our Brunch Buffet package offers a variety of foods with typically two meat entrées, one egg entrée and your choice of four accompaniments and two breads. Beverages include Orange, Cranberry and Apple Juices, Regular and Decaf-
feinated Coffee with Cream and Sugar, Hot Tea with Lemon

\$28.00 per person

You may add extra items to your buffet: Entrées \$4.50; Egg selections \$3.00; Accompaniments \$3.00; Breads \$1.50
add \$2.50 per person for additional salad, side, dessert

ENTRÉE SELECTION (choose two)

Baked Salmon with Spinach and Garlic Roasted Tomato Sauce
Sautéed Tenderloin Tips with Port Wine, Peppers and Onions
Marinated Seared Chicken with Mushroom Ragout
Turkey Breast with Honey Mustard Sauce
Pork Loin with Apple Chutney
Baked Ham with Sweet and Spicy Plum Sauce

EGG SELECTION (choose one)

Scrambled Eggs with (or without) Cheddar and Mascarpone Cheese
Scrambled Eggs with Frizzled Prosciutto, Sautéed Mushrooms, Shaved Parmesan
Spinach and Wild Mushroom Strata
Green Chili and Chorizo Strata
Frittata with Arugula, Feta and Tomato
Frittata with Ham, Fontina and Chives

ACCOMPANIMENTS (choose four)

Hickory Smoked Bacon
Turkey Sausage
Pork Sausage
Smoked Salmon with red onion, capers, lemon, crostini
Rustic Corned Beef Hash
Potatoes O'Brien
Garlic Mashed Potatoes
Smoked Gouda Gratin of Potatoes

Belgian Waffles with Syrup
Challah French Toast with Maple Syrup, Whipped Butter
Fresh Fruit Display
House Salad with 3 Dressing
Allgauer's Salad with Balsamic Vinaigrette
Macaroni Salad with Bacon, Scallion and Fontina Cheese
Tortellini Salad with Pesto, Peas, Asparagus, Parmesan,

BREADS (choose two)

Bagels with Cream Cheese and Preserves
Assorted Breakfast Breads
Buttermilk Biscuits with Butter and Preserves
Cinnamon Rolls

Assorted Muffins
Coffee Cake
Assorted Danish

BRUNCH DRINKS (priced per person)

Beer Mooomsa - Our Very Own Spotted Cow with Fresh OJ \$6
Mimosa - Champagne with Fresh OJ \$6.50
Milwaukee Brewers Harvey Wallbanger - Vodka, Galliano and Fresh OJ \$9
Red Rooster - Vodka, Fresh OJ, and Cranberry Juice \$8
Bellini - Sparkling Wine and White Peach Juice \$8
Red Eye - New Glarus Tap with Tomato Juice \$6
Michelada - Tecate, Spiced Tomato Juice, Lime, Worcestershire Sauce, Salted Rim \$7

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Suggested Vendors

BAKERIES

Aggies Bakery & Cake Shop	aggiescakes.com	414-482-1288
Cake & Bake	cakeandbake.com	262-502-1219
Simma's	simmasbakery.com	414-257-0998

DISC JOCKEYS

Van Rixel Productions	vanrixelproductions.com	414-640-7222
Double Platinum DJ	doubleplatinumdj.com	414-732-1979
XCITE Entertainment	xciteentertainment.com	262-391-5774
Sound by Design	soundbydesign.org	262-968-9586

FLORAL DESIGN

Bank of Memories	bankofflowers.net	262-253-9111
Jane Kelly Floral	janekellyfloral.com	414-640-0204
Shorewood Florist	shorewoodflorist.net	262-251-6830
SKW Floral	skwflowers.com	262-373-1904

LINENS/ DECORATORS

BBJ Linens	bbjlinen.com	414-355-9010
Heavenly Creations	heavenlycr8.com	414-353-1179
Windy City Linens	windycitylinen.com	262-949-1030

OFFICIANT / MINISTER

Reverend Jane Stewart	revjanestewart@hotmail.com	414-704-9291
Reverend Christine Weidner	revchrisservices@gmail.com	414-791-3635
Rent A Preacher	rentapreacher@sbcglobal.net	262-852-3099

PHOTO BOOTH

Shutter Booth	shutterbooth.com	414-312-2447
Shutter Box	shutterboxphotobooth.com	630-251-5466

PHOTOGRAPHY

Nikki Winter Photography	nikkiwinterphotography.com	262-844-9132
Stephanie Leigh Photography	photosbystephanieleigh.com	
J.C. Designs, LLC	jcdesignswi.com	262-574-916
Rosey Productions	roseyproductions.com	262-518-8535
R&R Photographic Imaging	rrphotographicimaging.com	262- 388-0657

Wedding Guidelines

RESERVATIONS AND PAYMENTS

To reserve your Wedding at the Hilton Garden Inn Milwaukee Park Place, a minimum of \$1,000 deposit is required with a signed contract. The Hotel accepts cash, credit card, or cashier's check. The deposit is non-refundable and will be applied to the final bill. Payment structure is as follows: 1/3 non-refundable payment must be made six (6) months prior to the wedding, 1/3 non-refundable payment must be made 90 days prior to the wedding, and final payment is due 45 days prior to the wedding date. A credit card authorization form must be on file for any costs over and above. Any overpayment will be refunded/credited within 30 days; any amount due, exceeding the pre-payment, is due at the end of the reception.

SERVICE CHARGE AND TAXES

A customary 20% service charge* and 5.6% sales tax will be added to all food and beverage unless otherwise stated. 15.1% state and local room tax will be added to all guest rooms. All fees are subject to change without notice.

FOOD AND BEVERAGE SERVICE

All food and beverage services are available at the hotel and served by the hotel, with the exception of the wedding cake, which the bride and groom will supply through a licensed bakery. The Wedding Specialist will be happy to make suggestions from the hotel's wedding menus or custom design menu to meet your requests. Items and pricing are subject to product availability and market fluctuations. If requested, prices are guaranteed sixty (60) days prior to the event.

Complete beverage services are available at the hotel. In compliance with Wisconsin State Liquor Laws, as licensees the hotel has sole authorization to sell and serve alcoholic beverages including liquor, beer and wine on the hotel premises. Guests are restricted from bringing any food, beverage, or alcoholic beverages and may not be sold or served to persons under the age of 21. The hotel reserves the right to request a valid identification for proof of age and to refuse service to individuals at bartender's discretion.

Food and beverage revenue minimums are required for all banquet rooms. Ceremony room rentals and set up charges are in addition to the food and beverage charges. Consult with the Wedding Specialist regarding food and beverage minimums.

A \$75 bartender fee will be charged for six (6) hours of service. The fee will be waived if a bar minimum of \$300 per bartender is met during the six (6) hours. A bartender fee of \$20 per hour, per bartender for each additional hour after six (6) hours will be applied.

RECEPTION SPECIFICS

To ensure every detail is handled in a professional manner, the hotel requires menu selection and specific requests to be finalized 45 days prior to the reception. A Banquet Event Order and reception room diagram will provide all the detail of your event and the layout of your reception room for your signed approval or request for any changes.

The final guarantee (exact number of guests expected) is given to the Wedding Specialist by 12:00pm, 14 days prior to the reception. The final guarantee number is the minimum number of guests charged for the reception. If the actual guest count exceeds the guarantee number, the actual guest count will be charged. Number can go up, not down and in the case of actual guest count exceeding guarantee the actual guest count will be charged.

GUEST ROOM BLOCK

A guest room block can be reserved for your guests at a reduced rate based upon availability. All guest rooms outlined in the guest room block that are not reserved within 30 days prior to arrival will be released and may be sold by the hotel. Any additional guest room desired after the cut-off date will be based on room and rate availability.

The hotel will graciously reserve a complimentary room for the happy couple for the evening of their wedding. Any additional nights will be at the contracted room rate.

Individual guests associated with the wedding will make their own reservations for rooms within the guest block. A credit card will be required at the time the reservation is made. The credit card will be charged for all no-shows and reservation will be canceled after 6:00pm the day of the reservation.

* Service charge is also taxable at 5.6%

Wedding Timetable

12-14 MONTHS

Telephone to set up an appointment. This is typically a half hour meeting to discuss:

A viewing of possible Ceremony and Reception sites to suit your needs

A preliminary discussion of your wedding ideas and how our facility will help you to realize them

At this point we can confirm the space you have selected - deposit will be required to secure your chosen location

Guest room needs

12-14 WEEKS

Arrange for an appointment to meet with your Catering Manager.

Allow approximately one hour to discuss the following:

Ceremony details when held on-site

Florist contact and set up time

Cake specifics

Music and set up time

Photographer and Videographer.

Décor - either ordered through the facility or provided by an outside vendor

Menu selection • Bar and Beverage selection

Ceremony and Reception set up requirements

Placement of special items to be delivered to your Catering Manager such as toasting glasses, cake server, guest book and favors

4 WEEKS

Return the signed Banquet Event Order to your Catering Manager, if not done previously

14 DAYS

Contact your Catering Manager with final guest count, this will now become the guaranteed attendance

7 DAYS

Make the final payment with a Cashier's Check, Credit Card or Cash

Deliver any items for staff to place, such as favors, place cards, or toasting glasses

Items should be securely placed in a box, labeled with your name and the wedding date

Include one (1) complete and detailed instruction sheet

WEDDING DAY

Your Catering Manager will be there to oversee set up so you can relax and enjoy your special day



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