



INFINITELY YOU

UNFORGETTABLE. INSPIRED BY YOU.

MINNEAPOLIS MARRIOTT SOUTHWEST®

5801 OPUS PARKWAY MINNETONKA, MN 55343
T 952.935.5500 F 952.352.0255

Marriott.com/mspwe



LET US BRING YOUR
SPECIAL DAY TO LIFE
AT THE MINNEAPOLIS
MARRIOTT SOUTHWEST.
OUR EXPERTS WILL GO
ABOVE AND BEYOND TO
MAKE YOUR VISION, YOUR
TASTES, YOUR DREAMS
COME TRUE FOR AN
UNFORGETTABLE HAPPILY
EVER AFTER THAT
EXCEEDS EVERY
EXPECTATION.

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TESTIMONIALS

Everyone was so great to work with. From Anna at the beginning to Lisa through the whole process, and Debbie and her banquet staff. We loved our experience and would recommend them to anyone getting married! Thank you for making our special day go so perfectly!

-Bride, New Years Eve 2021

The Marriott Southwest was an amazing venue! The communication leading up to our day was prompt and clear. All staff, from the hotel bartender to the service staff were so friendly, efficient, and helpful. We were looking for a venue that had everything in one place, which the Marriott did (caterer, dishware, center pieces, alcohol, etc). There are great perks like getting the honeymoon suite the night of comped as well as our parents rooms were upgraded. It was a hotel venue, but didn't have a "hotel" feel as the quality was so high. Overall, we highly recommend!

-Bride, October 2021

We were having hard time finding perfect venue for our wedding reception because most of the venues around twin cities area were unwilling to accommodate to our needs of having south Asian style reception. Luckily we found SW Marriott in Minnetonka who were familiar with our needs and very accommodating as well. Lisa- our main poc was very helpful throughout planning and event. She provided honest recommendations for different vendor we needed. We appreciate her and her team who helped us to have great reception. We and our guests had great reception party.

-Bride, August 2021

Our wedding was at Minneapolis Marriott Southwest and it was incredible! We had our ceremony outside and reception indoors and all of our guests had a wonderful time. We could not have asked for a better venue and the hotel staff were respectful, kind, and fun to work with! Thanks to Lisa M for being our wedding coordinator!

-Bride, May 2021

The Marriott staff was very accommodating and helpful during the wedding planning process. Planning a wedding during COVID from 400 miles away was no easy task, but they communicated effectively with us to make sure every detail was perfect. The entire hotel is stunning and I know our guests were very impressed with the beautiful outdoor patio along with the updated, spacious ballroom.

-Bride, September 2020

We got married on September 12th, 2020 the middle of the COVID-19 pandemic. I have to say that the Minneapolis Marriott Southwest staff executed the planning process and the wedding day perfectly. They walked us through the entire planning process, updated us when needed, and assisted with every detail! Since we were required to have assigned seating for the ceremony and reception they provided diagrams for us to fill out and didn't get annoyed with the millions of small seating chart changes we made. Hand sanitizing stations were set up throughout the hotel and extra precautions were taken to ensure the safety of us, our guests, and their staff. I'm almost positive there were extra details done behind the scenes that we don't even know about. This hotel was 100% committed to making our wedding day perfect! Guests are still raving about the beautiful wedding venue and how their staff paid attention to every detail. I would highly recommend this venue for all couples looking to have the ceremony and reception under 1 roof.

-Bride, September 2020





YOUR HOTEL

WHETHER A TRADITIONAL WEDDING OR A ONE-OF-A-KIND CELEBRATION, MINNEAPOLIS MARRIOTT SOUTHWEST WILL EXCEED EVERY EXPECTATION.

FROM INSPIRING SPACES AND CREATIVE MENUS TO AN EXCEPTIONAL EVENTS TEAM AND A CURATED LIST OF PREFERRED VENDORS, WE OFFER EVERYTHING YOU NEED TO 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 MINNEAPOLIS MARRIOTT SOUTHWEST .
WHETHER A SIT-DOWN DINNER OR A COCKTAIL RECEPTION, OUR PLANNERS
WILL CREATE THE FAIRYTALE BEGINNING TO YOUR HAPPILY EVER AFTER.



YOUR CEREMONY

WHETHER A MORE TRADITIONAL WALK DOWN THE AISLE OR A
ONE-OF-A-KIND CEREMONY CREATED BY YOU, CHOOSE ONE OF OUR
SPECTACULAR VENUES FOR THE PERFECT BACKDROP TO YOUR "I DOs."



YOUR RECEPTION

EAT, DRINK AND CELEBRATE TO THE FULLEST IN ONE OF OUR
BREATHTAKING VENUES. NO MATTER YOUR PREFERENCES, WE WILL TAKE
CARE OF EVERYTHING FROM THE MENU TO THE FLOWERS TO THE PLACE
CARDS SO THAT YOU CAN TAKE CARE OF THE MEMORIES.



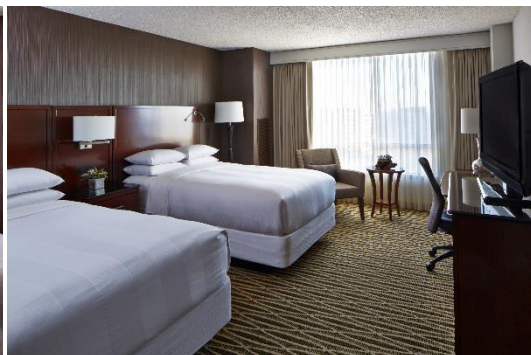
YOUR DETAILS

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

HOTEL GALLERY



STANDARD
KING



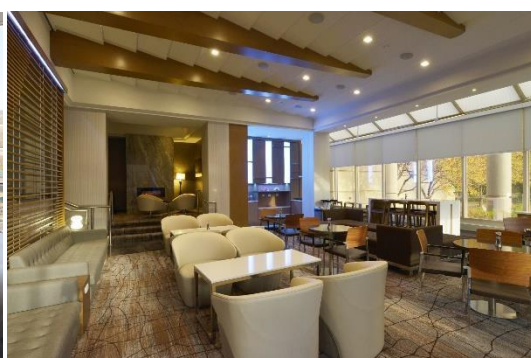
STANDARD
DOUBLE



CORNER
KING SUITE



EXECUTIVE
KING ROOM



M-CLUB
LOUNGE



BLUE BIRCH
GREATROOM



OUTDOOR
PATIO



OUTDOOR
CEREMONY



MODERN
BALLROOMS

WEDDING RECEPTION AND CEREMONY

BALLROOM

- Classic décor package (*see page 12*).
- Flatware, glassware and elegant china.
- Cocktail tables
- Impeccable service + dedicated banquet captain as on-site contact throughout the evening.
- Complimentary menu tasting of 4 entrees for the couple.
- Waived room rental for a rehearsal dinner and gift opening with preferred pricing options for food and beverage.
- Preferred pricing from in-house audio visual provider - AVEX.
- Complimentary self-parking for wedding and hotel guests.

COCKTAIL HOUR

- Pre-function space with windows outside of your ballroom is included with your minimum.
- Outdoor patio cocktail reception rental is optional and based on availability, it includes:

Lounge style seating area
Modern bar
Pond and waterfall garden
Beautiful landscaping

OUTDOOR CEREMONY

Private upper patio ceremony (*optional*)

- Ceremony setup with up to 200 white garden chairs included with rental plus room for an additional 50 chairs + standing room.
- Newly built white pergola.
- Tables for unity, gifts, programs, etc.
- Reception space is your indoor back up if weather is inclement. No additional charge for back up space.
- Complimentary space for conducting ceremony rehearsal.
- Optional Ceremony Coordination Package.

INDOOR CEREMONY

Ballroom ceremony (*optional*)

- 1.5 hours of labor to transform the space from ceremony to reception.
- Ceremony setup with up to 400 luxurious cushioned chairs.
- Option of being elevated on staging.
- Optional Ceremony Coordination Package.

SLEEPING ROOMS

- Complimentary overnight accommodations for the couple of honor in a King Suite with a customized wedding night amenity.
- Discounted sleeping room rate for wedding guests.
- Personalized booking link to use on wedding website/save the dates.
- Parents receive a complimentary upgrade to an Executive King Room.

All rates and offers contained herein are subject to change based on availability at the time the contract is signed.

WEDDING DÉCOR

We have a variety of décor items to suit every couple's needs to make your wedding design beautiful and budget friendly. We have partnered with our favorite vendors to offer you first pick of the best talent the Twin Cities has to offer at great prices.

CLASSIC

Table linens, skirting + linen napkins (*white, ivory or black*)
Clear glass hurricane vase with pillar candle, 12" round mirror + 3 votives per table
Clear glass cylinder vases to hold and display bouquets on headtable
Table number cards in silver stanchion
Custom-sized hardwood dance floor
Head table setup in a variety of options including long rectangle, harvest table, or sweetheart table
Bronze swirl top tables with elegant spandex skirting for guests
Luxurious cushioned chairs

Complimentary – *Included with your wedding*

ALA CARTE ENHANCEMENTS

Select color chair covers with sash \$3.50 - \$5 per chair
Table runners \$2+ each
Charger plates \$2 each (*champagne or silver*)
Upgraded mixed mercury centerpieces for all tables \$250
Clear glass cylinder vases with floating candle \$6 each (*includes candle*)
Customized GOBO displayed at hotel entrance to greet your guests \$200 (non-color)
Café Lighting \$450-\$850+
Ceiling Drapery \$550-\$950+ *white or ivory with white lights*
LED uplights in choice of color \$20 each (limited inventory)
LED Light up dance floor in ballroom (*Custom quote*)
Dance platforms (*Custom quote*)
Cake pinspot (*Custom quote*)
Personalized ceremony coordinator \$500+

...AND MANY MORE! AS FOR A FULL LIST OF DÉCOR OPTIONS DISCOUNTED FOR OUR VENUE!

All items subject to date availability.

VENUE PACKAGES

LAKE MINNETONKA PACKAGE

Classic Décor Package, plus...

Lake Minnetonka Ballroom

Cocktail hour setup on outdoor patio or in spacious foyer *(based upon season & availability; indoor back up space included in price)*

LED uplights in your choice of color *(up to 8 lights)*

Up to 450 guests* | **\$1,500** includes ceremony setup | **\$1,000** cocktail hour + dinner only

Complimentary – *Included with your wedding*

LAKE OF THE WOODS PACKAGE

Classic Décor Package, plus...

Lake of Woods Ballroom

Cocktail hour setup on outdoor patio or in foyer + outdoor terrace *(based upon season & availability; indoor back up space included in price)*

White spandex chair covers *(limited to Hotel inventory)*

Up to 150 guests* | **\$1,000** Includes ceremony setup | **\$500** cocktail hour + dinner only

LAKE OF THE ISLES PETITE WEDDING PACKAGE

Classic Décor Package, plus...

Lake of Isles Ballroom

Cocktail hour setup on outdoor patio or in foyer

Upgraded themed centerpieces for head table and guest tables

Up to 50 guests* | **\$500** Includes ceremony setup | **\$250** cocktail hour + dinner only

CEREMONY + GREETING PACKAGE

3 hour private venue space *(subject to date and time availability)*

White garden chair setup on Outdoor Patio or in ballroom

Personalized ceremony coordinator **(\$500 value!)**

Complimentary rehearsal space

Champagne toast and sweet treats during one hour greeting following ceremony

Up to 50 guests* | **\$1,500**

50-200 Guests* | **\$2,000-\$3,500**

**Capacity for each ballroom dependent upon event and gathering capacity restrictions as required by state of MN*

STATIONARY

DISPLAYS

(serves 50 people)

- Fresh vegetable crudité with roasted red pepper hummus, cucumber dip, pita chips \$250
- Sliced seasonal melon, pineapple and mixed berry display, artistically arranged \$250
- Global cheese, crostini, fig spread \$275
- Charcuterie platter with local cheese, cured meat, seasonal vegetables \$325
- Antipasti, local and imported cheeses, grilled and roasted vegetables, imported olives, fresh baguette, balsamic glaze, lemon olive oil drizzle \$325

ACTION + CARVING STATIONS

- Pasta station *(serves 25 people)* \$300
Rigatoni, orecchiette, penne pasta, mushroom, tomato, onion, spinach, peas, chicken, shrimp, sausage, vodka, tomato, cream sauces
- Bone-in honey glazed ham, ground mustard *(serves 40 people)* \$300
- Roasted whole turkey, cranberry, and mustard *(serves 30 people)* \$300
- Prime Rib, horseradish cream, and roast beef au jus *(serves 30 people)* \$400
- Beef tenderloin with whole grain mustard *(serves 30 people)* \$450

\$50 Chef attendant fee for a minimum of 50 guests for two hours.

HORS D'OEUVRES

HOT HORS D'OEUVRES

Priced per 25 pieces; unless otherwise noted.

- Vegetable spring rolls with sweet chili sauce \$100
- Mac & cheese with fonduta \$100
- Spicy vegetable pakora (*per 50 pieces*) \$175
- Chicken empanadas \$100
- Beef wellington \$125
- Chicken wings: Frank Hot, barbecue, or plain \$125
- Mini Cheeseburgers (*per 50 pieces*) \$200
- Caramelized bacon and onion meatball (*per 50 pieces*) \$225
- Crab cake with creole (*per 50 pieces*) \$250
- Coconut chicken satay with spicy peanut sauce (*per 50 pieces*) \$250
- Beef satay, hoisin sauce (*per 50 pieces*) \$250

COLD HORS D'OEUVRES

- Tomato bruschetta \$100
- Tomato, basil, mozzarella skewer \$100
- Cajun rock shrimp guacamole bites \$125
- Tuna tartar on wonton crisp \$150
- Cranberry, brie, prosciutto crostini, balsamic glaze \$125
- Shrimp cocktail \$150
- Classic BLT \$125
- Smoked salmon and cucumber bites \$125
- Prosciutto wrapped melon and mint \$125

Butler service fee \$25 per butler.

ENTRÉE SELECTIONS

Includes bread, butter, salad, Starbucks Coffee + Tazo Teas. You may choose up to 2 protein selections; 3 or more selections will result in a \$5 increase per entrée. When choosing multiple entrees, each entrée will be at its individual menu price.

POULTRY

LEMON THYME GRILLED CHICKEN AND HONEY

LEMON GLAZE – (GF/DF)

Entrée price \$37.00

STUFFED SPINACH CHICKEN WITH

GARLIC CREAM – (GF)

Entrée price \$37.00

PORK

GRILLED PORK TENDERLOIN WITH CIDER

REDUCTION – (GF/DF)

Entrée price \$38.00

FISH

GRILLED ALASKAN SALMON WITH BEURRE

BLANC – (GF)

Entrée price \$39.00

BAKED LOCAL RED LAKE WALLEYE WITH LEMON

CAPERS – (GF/DF)

Entrée price \$40.00

BEEF

BEEF MEDALLIONS WITH CAJUN CREAM (GF)

Entrée price \$43.00

HANGER STEAK WITH CHIMICHURRI

(GF/DF)

Entrée price \$42.00

GRILLED PETITE FILET MIGNON AND RED

WINE REDUCTION (GF/DF)

Entrée price \$45.00

VEGETARIAN

PENNE PASTA, HEIRLOOM TOMATO, MUSHROOM,
BASIL, OLIVE OIL, PARMESAN CHEESE

Entrée price \$33.00

GRILLED ROOT VEGETABLES WITH GARLIC

POLENTA AND LEMON OLIVE OIL – GF/DF)

Entrée price \$33.00

SIDES - *Select 2 sides*

Grilled asparagus
Oven roasted baby carrots
Rainbow carrots
Honey roasted carrots
Mixed vegetables
Zucchini
Squash
Button mushrooms
Blanch roasted broccolini
Fingerling potatoes
Garlic mashed potatoes
Brown rice pilaf
Cilantro lime rice

SALADS – *Select 1 salad*

Stacy's Salad, mixed greens, pears, walnuts, goat cheese, strawberry, raspberry vinaigrette
Blue Birch Signature Salad, radicchio, spring mixed greens, toasted almonds, raisins, and cider vinaigrette
Caesar Salad, focaccia croutons, parmesan cheese
Wedge Salad, chopped egg, bacon, tomato, blue cheese, buttermilk ranch dressing*
Arugula and grilled pear salad, goat cheese, and champagne vinaigrette*

* \$2 per person upcharge

CHILDREN'S MEAL

MACARONI + CHEESE OR 3 CHICKEN FINGERS

Served with individual fruit cup and french fries.

Entrée price \$20.00

CUSTOM BUFFET

SELECT TWO STARTERS

- Mixed greens with grape tomatoes, sliced cucumber, shredded carrots, champagne vinaigrette
- Fresh cut romaine, sliced apples, candied pecans, shaved parmesan, maple balsamic vinaigrette
- Grilled potato salad with mustard vinaigrette
- Red potato salad
- Pasta salad with grilled vegetables, Mediterranean vinaigrette
- Quinoa salad with roasted vegetables
- Minnesota chicken and wild rice soup
- Carrot ginger soup
- Lentil soup
- Beef chili

SELECT TWO ENTREES

Limit one beef option

- Pan roasted chicken with garlic mushroom cream sauce
- Lemon rosemary chicken
- Oven roasted flank steak with shallot red wine sauce
- Garlic braised short rib with red wine sauce
- Roasted garlic pork tenderloin
- Baked penne pasta with roasted vegetables
- Tagliatelle with mushrooms and pecorino

SELECT TWO SIDES

- Garlic mashed potatoes
- Roasted potatoes with rosemary
- Cilantro lime rice
- Mixed vegetables
- Oven roasted baby carrots
- Blanched broccoli

Served with artisan breads and butter. Price includes Starbucks Coffee and Tazo Tea service.

\$43.00 per person

\$100 attendant fee buffet service (2 attendants per buffet required).

LATE NIGHT SNACK

PIZZA \$25 each (serves 10)

Mozzarella, pepperoni, sausage, vegetable

FRENCH FRY BAR \$10 per person

Waffle, thick cut fries & sweet potato fries, ketchup, bacon, cheese, sour cream, green onions

MACARONI AND CHEESE STATION \$14 per person

Roasted garlic macaroni and cheese, chopped bacon, shredded cheese, green onions, shrimp, BBQ spiced chicken, bread crumbs, broccoli, roasted grape tomatoes (add lobster \$5 per person)

CHIPS AND DIP \$11 per person

Warm artichoke and spinach dip, pita chips, sliced baguette, potato chips, onion dip, tortilla chips, salsa, sour cream, guacamole, pico de gallo

TACO STAND \$15 per person

Fresh ground beef, fajita chicken, soft tortilla shells, hard taco shells, sautéed black beans, salsa, sour cream, guacamole, shredded cheddar cheese, guacamole, shredded lettuce

BURGER/SLIDER BAR \$15 per person

Slider Bar-mini beef, turkey and vegetarian burgers seasoned with spice, fresh baked buns, mayonnaise, mustard, BBQ sauce, cranberry aioli, lettuce, tomato, cheddar and Swiss cheeses

S'MORES STATION \$15 per person

Graham crackers, house made marshmallows (regular, chocolate and strawberry), Hershey's Chocolate Bars, Reese Peanut Butter Cups, Twix Bars, Kit Kat Bars

SNACK MIX \$25 per pound

MIXED NUTS \$25 per pound

HOUSE MADE POTATO CHIPS + ONION DIP \$25 per pound

ASSORTED DESSERT BARS \$36 per dozen

HOST AND CASH BAR

A \$100 per bartender fee applies. Cash bar does not apply toward minimum.

PREMIUM BRANDS

Smirnoff Vodka, Beefeater Gin, Cruzan Aged Light Rum, Dewar's White Scotch, Jim Beam White Straight Bourbon, Canadian Club Whiskey, Jose Cuervo Especial Tequila, Korbel Brandy

TOP SHELF BRANDS

Absolut Vodka, Tanqueray Gin, Bacardi Superior Rum, Captain Morgan Original Spiced Rum, Johnny Walker Red Scotch, Marker's Mark Bourbon, Bulleit Bourbon, Jack Daniels Bourbon, Crown Royal Whiskey, 1800 Silver Tequila, Courvoisier VS Cognac

HOST BAR PACKAGES

Per hour and unlimited host bar packages are available! Your Event Manager can provide you with customized pricing to fit your individual needs.

BASED ON CONSUMPTION

Premium brand mixed drink
Top shelf brand mixed drink
Top shelf wine
House wine
Domestic beer
Craft & Imported beer
Truly
Soda / juices / mineral waters

HOST BAR

\$9.00 per drink
\$11.00 per drink
\$11.00 per glass
\$9.00 per glass
\$7.00 per bottle
\$8.00 per bottle
\$8.00 per bottle
\$4.00 per drink

CASH BAR

\$10.000 per drink
\$12.00 per drink
\$12.00 per glass
\$10.00 per glass
\$8.00 per bottle
\$9.00 per bottle
\$9.00 per drink
\$4.00 per drink

KEG BEER

16 gallon draft beer kegs (approx. 130 16oz glasses)

Domestic \$450

Premium, import and craft selections are available starting at \$600+

WINE SELECTIONS

House champagne \$32 per bottle

House wine: \$35 per bottle

BV Century Cellars Chardonnay and Pinot Noir

Top shelf wine: \$44 per bottle

Chateau Ste. Michelle Sauvignon Blanc, Merlot and Cabernet Sauvignon

Non-alcoholic champagne \$28 per bottle

Client provided wine or champagne during dinner service requires a corkage fee of \$15 per bottle. (Corkage fee does not apply toward minimum).

EVENT MANAGER

Once you have decided that you would like to share your very special day with us here at the Minneapolis Marriott Southwest, you will be introduced to your Event Manager who will work with you to help plan your special event.

MARRIOTT BONVOY LOYALTY PROGRAM

A Qualifying Event is an event that is booked by an eligible Marriott Bonvoy member who provides his or her Member Number in the applicable signed sales or catering contract agreement ("Qualifying Event Agreement") and is held at a participating property. The member eligible to earn points or miles must be either the main contact recorded on page one of the Qualifying Event Agreement or the authorized signer of the Qualifying Event Agreement.

Following your event, Eligible members will earn two points for every one US dollar (US\$1) spent on actualized Qualifying Event charges, up to a maximum of 60,000 points as the base earning per Qualifying Event. This excludes any special promotions or incentives. Elite members will earn a bonus on their base earning for Rewarding Events, and may earn more than the 60,000-point base earning maximum. Members may also elect to earn one mile for every one US dollar (US\$1) up to a maximum of 20,000 miles (or equivalent currency, depending on the participating airline frequent flyer program partner) per event, regardless of Elite level.

Points will be awarded or miles will be submitted to the participating airline frequent-flyer airline program partner within ten (10) business days after the conclusion of the event provided that the event is not canceled, and all other terms and conditions of the group or catering contract executed in connection with the event were met.

Qualifying Event charges for earning through Rewarding Events include in-house food and beverages, meeting room rental, in-house audiovisual equipment, and décor ordered by the participating property and paid for on a master account. Guest room charges also qualify only when the contract has a minimum of ten (10) guest rooms actualized for at least one (1) night of the Qualifying Event (with or without catering). Qualified guest room charges earn points or miles for the member(s) on the Qualifying Event Agreement whether they are paid for on a master account or paid for by the individual guest in the room. No members should receive points or miles for incidentals until the last member of the group has checked out.

Excluded event charges include all taxes, gratuities, resort fees, cancellation fees, third-party charges, attrition charges and service charges.

For more information please visit <https://www.marriott.com/loyalty.mi>

FOOD AND BEVERAGE SERVICE

We do not allow food or beverage items to be brought on our property for consumption by our guests with the exception of your wedding cake or dessert provided by an approved, licensed bakery. A cake cutting fee of \$1.50 per slice (excluding Buttercream) will apply for wedding cakes. Any other self serve desserts (cupcakes, for example) will be assessed at \$1.00 per person. Special arrangements can be made to accommodate ethnic foods and dietary restrictions.

WEDDING MENU SELECTIONS, DETAILS & FINAL MEAL GUARANTEES

To properly plan and ensure the highest quality, we will need your final menu selection 4 weeks prior to your event. Wedding details including estimated meal counts and room layouts are due by noon ten (10) business days prior to the day of the event. Final meal guarantees or counts are due by noon five (5) business days prior to the event. If the guarantee is not received by the catering department, we will assume the guarantee is the number of guests stated on your contract. Meal guarantees can increase from that point, within reason, but cannot decrease. If there is a decrease in the guest count after the final guarantees have been confirmed, the Hotel will charge the full guaranteed count. A 1.5x entrée charge will apply to meals added day of event. The hotel will be responsible for serving no more than 3% over the guarantee number.

FUNCTION ROOM ASSIGNMENTS

Function rooms are assigned based on the expected attendance and will be considered definite upon receipt of the guaranteed numbers.

AUDIO VISUAL

Audio/visual needs in the hotel are handled through AVEX. AVEX's on-site staff is composed of experienced and knowledgeable professionals who are ready to meet your needs. Additional fees may be assessed for bringing in additional equipment for your event.

PRICING

A taxable service charge of 24% will be added to all event costs. All costs are subject to applicable taxes at the time of the event. Some menu items are subject to additional costs based on the size of the group, labor requirements or market conditions. All fees will be clearly stated on the banquet event order.

LIABILITY

The Hotel reserves the right to inspect and control all events held on the premises. The Hotel does not assume or accept any responsibility for damage to or loss of any merchandise or articles left prior to, during or following an event. An offsite audio visual company or vendor must be pre-approved by the catering or sales manager and a certificate of liability on file prior to the event.

LIQUOR LICENSE

The hotel's liquor license requires that beverages only be dispensed by the hotel. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

WEDDING GIFTS

The Hotel does not accept the responsibility for lost or stolen wedding gifts. It is the responsibility of the wedding party to assign a gift attendant to secure and monitor the gifts during the reception. The Hotel will provide a hotel associate and bell cart to assist the gift attendant with escorting the gifts to the designated guestroom.

OUTSIDE VENDORS

Any vendors that are contracted for your event must provide the Hotel with proof of insurance, and are subject to the approval of the Hotel. Your event manager can assist you with recommendations of proven and reliable vendors. Your event manager must be notified of all outside vendors providing services at your event. Deliveries of specialty items should be scheduled in advance and removed at the conclusion of the event as the Hotel is not responsible for lost items.

DECORATIONS

You are allowed to decorate the room for your event. Tacks and nails are not allowed when applying any decorations to the walls or ceilings. Open flames and fog machines are not permitted. All candles or other open flames must be enclosed in glass. Confetti, glitter, rice and bird seed are not permitted and violation will result in a \$250 charge. No fog/smoke, gas or propane devices are permitted.

SHIPPING AND RECEIVING

Please arrange all packages shipped for an event with your event manager prior to shipping. Package should be clearly labeled with guest's name, name and date of event and event manager's name.

SMOKING

The Marriott Southwest is a non-smoking facility (this includes electronic cigarettes and vaping devices) including all guests rooms, banquet and public space. Receptacles have been placed throughout the outdoor space for the convenience of those who would like to smoke.

BILLING AND PAYMENT

Payment will be made in advance for all functions. Payments may be made in the form of cash, personal check (no later than 1 month prior to the events), cashier's check or approved credit card. An Incidental Authorization will be required and is calculated by taking 7% of the final total balance (including tax and service charge) to be charged to the credit card on file for any overages added within 72 hours of the event or on the event date including, but not limited to, additional meals, on consumption beverage spend beyond estimated amount, labor costs incurred as a result of delayed dinner start time, damages or clean-up of client or vendor provided items left behind following the conclusion of the event. Any amount of the incidental charge not used will be refunded to the card on file within 3-6 business days after the event.

DEPOSITS

A deposit schedule will be outlined in your contract. A deposit of 25% of your estimated revenues is required to secure your event. The event will be confirmed upon receipt of the initial deposit and signed contract. The full estimated total cost (Based on final event orders and includes tax and service charge) is due three business days prior to your event.

PREFERRED VENDORS

BAKERIES

Buttercream Minnetonka*
952-249-0390
buttercream.info

Cupcake
612-378-4818
www.cup-cake.com

Muddy Paws Cheesecake
763-545-7161
www.muddypawscakes.com

Nothing Bundt Cakes
952-512-2500
www.nothingbundtcakes.com

Queen of Cakes
952-942-7628
www.queen-of-cakes.com

PLANNERS & DAY OF COORDINATORS

Ambiente Group
612-285-2955
www.ambientegroup.com

Ask for the Moon Events
651-230-8858
www.askmoonevents.com

Mani Mela
612-877-0897
www.manimela.com

mi mi Design
612-789-2507
www.mimiweddings.com

Mother of the Bride
763-479-2171
www.mother-of-the-bride.com

Seasons of Dreams
651-324-0526
www.seasonsofdreams.com

DÉCOR

Illuminations
612-270-4834
www.mnilluminations.com

Festivities, Inc.
763-682-4846
www.festivitiesmn.com

Linen Effects
612-355-2500
www.lineneffects.com

Event Lab
952-224-8558
www.eventlab.com

DJS & MUSICIANS

Beautiful Day Wedding DJ Specialists
612-819-5191
www.beautifuldaydj.com

Midwest Sound DJ Entertainment
651-644-4111
www.midwestsound.com

Instant Request
952-934-6110
www.instantrequest.com

FLOWERS

Richfield Flowers
612-866-8416
www.richfieldflowers.com

Bachman's
612-861-7620
www.bachmans.com

VIRTUAL WEDDING ASSISTANT

The Wedding Assistant
612-285-2955
www.yourbudgetweddingplanner.com

MAKEUP & HAIR

Creative Beauté Agency
612-567-3434
www.creativebeauteagency.com

Mani Mela
612-877-0897
www.manimela.com

PHOTOGRAPHY & VIDEOGRAPHY

Bellagala
651-227-1202
www.bellagala.com

Courtney June Photography
952-393-6509
www.courtneyjunephoto.com

Graddy Photography
952-649-0529
www.graddyphoto.com

Heather Johnson Photography
www.hgjphoto.com

Vick Photography
952-929-4295
www.vickphoto.com

ENHANCEMENTS

Imagine Lights Light-up Dance Floor
651-324-3230
www.imaginelightsmn.com

The Traveling Photo Booth
612-605-9203
www.thetravelingphotobooth.com

PHOS Events
612-730-5690
www.phosevents.com

**Order your wedding cake, cupcakes or dessert through Buttercream Bakery and your desserts can be billed directly through Marriott and apply toward your catering minimum*