

# Joy

YOUR DREAM WEDDING<sup>SM</sup>



rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel

## Marriott Rivercenter

101 E. Bowie  
San Antonio, TX 78205  
210-223-1000 | 210-228-4379  
[www.marriott.com/SATRC](http://www.marriott.com/SATRC)

## Marriott Riverwalk

889 E. Market  
San Antonio, TX 78205  
210-224-4555 | 210-228-4379  
[www.marriott.com/SATDT](http://www.marriott.com/SATDT)

Marriott Rivercenter | 101 Bowie, San Antonio, TX 78205 | (210) 223-1000  
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ceremony

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evening

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# relax

and enjoy

Our award winning chefs will work with you to create a wonderful dinner for family and friends. We'll handle all of the details so you can relax before your special day.



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rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



### Dinner Salads

pear salad with stilton vinaigrette  
 mixed greens with dried pears, peppers  
 caramelized walnuts and tomatoes

wedge salad with thousand island dressing  
 iceberg with bacon bits, toasted pine nuts  
 diced tomato and blue cheese crumbles

bistro salad with red wine vinaigrette  
 lettuces, black olives, cucumbers,  
 rustic croutons and herb crusted sun-dried tomatoes

### Dinner Entrees

- red pepper and chipotle glazed chicken breast \$65
- roasted pork tenderloin with apple fig chutney \$65
- salmon wellington with saffron cream \$65
- teriyaki molasses grilled filet mignon \$80
- vegetable strudel with roasted red pepper cream \$65

### Dinner Desserts

- chocolate banana wrap with "burnt" banana fosters sauce
- rustic pear almond torte with raspberry & vanilla sauce
- margaritaville key lime pie with tequila sauce
- pecan butterscotch cheesecake with raspberry-mango coulis
- tropical chocolate ganache dome filled with chocolate mousse
- banana foster, passion fruit sauce & fresh papaya-mango coulis

plated dinners served with  
 Fresh baked rolls with butter, choice of salad, chef's  
 selection of vegetable and starch, dessert, iced tea,  
 coffee, decaffeinated coffee and herbal teas



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Prices are per person. A customary 24% taxable service charge and sales tax will be added to prices

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rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



## Rehearsal Dinner Buffets

### Venice de San Antonio Buffet | \$68

bistro salad

baby lettuces, black olives, cucumbers, rustic croutons, sun-dried tomatoes and red wine vinaigrette

chicken parmesan with marinara sauce and italian cheeses

mini penne pasta with italian sausage, fennel and herbs

sautéed italian vegetables

sourdough rolls, parmesan garlic sticks and butter

amaretto cheesecake

coffee, decaffeinated coffee, iced tea and herbal tea

### La Cantina Buffet | \$58

ranch salad with cilantro chive vinaigrette

four cheese quesadillas

build your own beef and chicken fajitas

marinated grilled beef and chicken with onions, red and green peppers, served with shredded lettuce, diced tomatoes, cheddar and jack cheeses, flour tortillas, guacamole, pico de gallo, salsa and sour cream

spanish rice

borracho beans with smokey sausage and cilantro

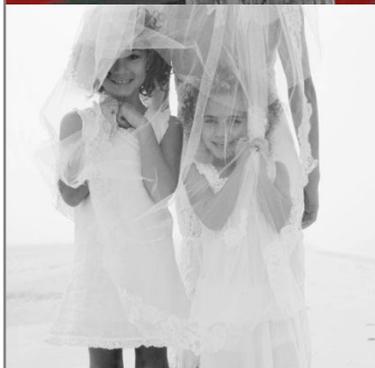
caramel flan with whipped cream

mango and banana empanadas

coffee, decaffeinated coffee, iced tea and herbal teas



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rehearsal

**ceremony**

afternoon

evening

enhancements

brunch

our hotel

it's about  
**tradition**

We can accommodate every wish and family tradition for your ceremony, offering spectacular venues to make your wedding fairy tale perfect.



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rehearsal

**ceremony**

afternoon

evening

enhancements

brunch

our hotel



**Ceremony Package | \$2,000**  
**A Maximum of 50 People**

Enjoy an intimate ceremony surrounded by family and friends.

**Ceremony to include:**

- Standard Hotel Chairs
- Wireless lavalier microphone for the minister and CD Player
- Marriott Event Coordinator – 4 Hours of Service
- Ceremony Rehearsal – 30 minutes
- Guest Book Table & Gift Table
- Complimentary Ice Water Station

**Ceremony Package Includes:**

- Traditional Wedding Cake and Champagne Toast
- Your choice of two hand passed hors d'oeuvres
- Cocktail tables with linen
- (Two hour time frame following the ceremony)
- Alternate In-Door Location for inclement weather
- Earn Marriott Rewards Points
- Oak Tree Terrace – 50 Guests
- River Terrace Patio – 100 Guests
- Indoor Locations Available
- Package does not include marriage license
- Hotel Requires a Minimum of 30 Day Notice



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rehearsal

ceremony

**afternoon**

evening

enhancements

brunch

our hotel

# taste

and style

Your celebration may include a champagne brunch, bountiful lunch buffet or more formal sit down lunch. Whichever you choose, our wedding event planners will help you fashion a fantastic menu that you and your guests will savor



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rehearsal ceremony **afternoon** evening enhancements brunch our hotel

package | hors d'oeuvre | lunch | beverage



### Salad Selections

mixed greens with raspberry vinaigrette  
 caramelized pecans, smoked gouda,  
 raspberries and julienne yellow peppers

garden salad with cilantro and papaya seed dressing  
 jicama, pumpkin seeds, cucumbers, tomato, mango

spinach salad with dijon vinaigrette  
 baby spinach with maple pepper bacon, caramelized  
 onions, tear drop tomatoes and crumbled stilton

### Lunch Entrees

seared chicken breast \$45  
 with calvados cream and caramelized apples

dry rubbed salmon with mango and papaya relish \$48

macadamia nut encrusted mahi-mahi \$48  
 with curry coconut cream

grilled twin beef medallions \$55  
 topped with stilton cheese and cabernet reduction

breaded eggplant parmesan \$45  
 with beefsteak tomato, mozzarella pesto and marinara sauce

### plated lunches served with

fresh baked rolls with butter, choice of salad,  
 chef's selection of vegetable and starch,  
 dessert, coffee, decaffeinated coffee, iced tea  
 and herbal teas  
 Traditional Wedding Cake



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### Chilled Lunch Salads

asian barbeque steak salad with sesame cilantro vinaigrette mixed greens, watercress, cilantro, carrots, peppers & onions **\$46**

herb roasted salmon salad with red wine vinaigrette field greens, grilled portobello mushrooms, haricot verts bermuda onions and yellow peppers **\$42**

grilled citrus shrimp with a lemon thyme vinaigrette spring greens with five large grilled shrimp, asparagus, sweet red peppers with truffle oil and goat cheese topped with crispy prosciutto ham and a fresh herb crostini **\$46**

tenderloin salad with mango cumin vinaigrette mixed greens, sweet red peppers, roasted corn relish, roma tomatoes, boursin cheese and croutons **\$46**

### Lunch Desserts

angel food cake with mixed berries

chocolate supreme cake

mexican flan with fresh berries

strawberry shortcake with whipped sweet cream

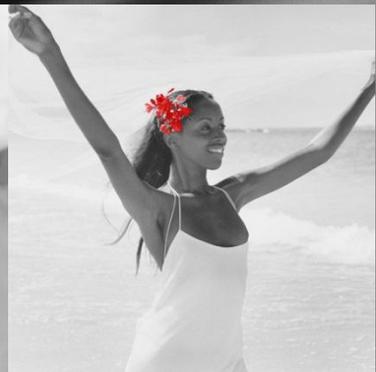
texas chocolate pecan pie with orange sauce

### lunch salads served with

fresh baked rolls with butter, dessert, coffee, decaffeinated coffee, iced tea and herbal teas



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rehearsal

ceremony

afternoon

**evening**

enhancements

brunch

our hotel

# experience

with sensitivity

When it comes to tying the knot, Marriott Certified Wedding Planners are an important part of your special day. Our expert wedding event planners provide complimentary services, handling all of the event details and working closely with you and your wedding planner to ensure the perfect wedding.



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rehearsal

ceremony

afternoon

**evening**

enhancements

brunch

our hotel

package | hors d'oeuvre | dinner | beverage



### Celebration Packages Include the Following:

- Butler passed hors d'oeuvres during (your choice of two)
- Choice of seated or buffet food service
- Champagne toast
- Traditional Wedding cake
- Standard Tables, chairs, flatware, glassware and china
- Standard Hotel Floor length table linens
- Standard votive candles
- Custom dance floor and stage
- Specialty skirting for the head table and cake table
- Certified Marriott Wedding Planner
- Banquet Maitre d' to oversee all the details



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rehearsal

ceremony

afternoon

**evening**

enhancements

brunch

our hotel

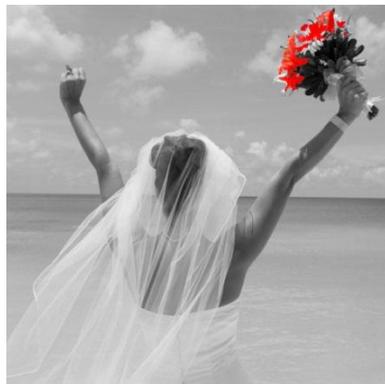
package | hors d'oeuvre | dinner | beverage



## Celebration Package Hors d' oeuvres

### Cold Hors d'oeuvres

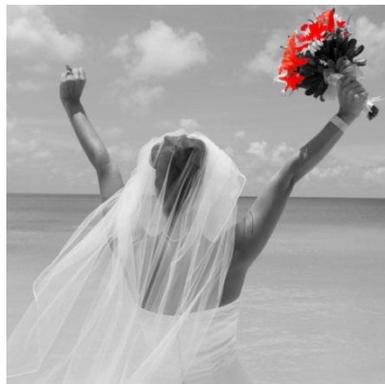
wild mushroom frico parmesan crisp  
chicken cilantro tartlettes  
herb crusted chicken with a chardonnay glaze  
san antonio tortilla rolls  
poached pear with blue cheese  
marinated portabella and cheese  
roasted tenderloin of beef with shallot jam  
lobster quesadillas  
shrimp with cocktail sauce  
prosciutto wrapped figs with boursin



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rehearsal ceremony afternoon **evening** enhancements brunch our hotel

package | hors d'oeuvre | dinner | beverage



## Celebration Package Hors d' oeuvres

### Hot Hors d' oeuvres

- barbeque grilled shrimp
- mini beef wellington
- crisp vegetable spring rolls
- chicken flautas
- spanakopitas
- beef empanadas
- crab cakes
- Coconut shrimp
- quail breast with bacon and pecan honey
- lobster quesadilla with smoked salsa

### Display Enhancements

- |  |      |
|--|------|
| international and domestic cheese display                  | \$15 |
| seasonal vegetable crudité's                               | \$12 |
| bruschetta station   | \$15 |
| tomato, garlic & basil, wild mushroom with port wine       |      |
| baked brie en crouete                                      | \$8  |
| with caramelized fruit, crackers and garlic toast          |      |
| assorted sushi roll display with wasabi and pickled ginger | \$15 |

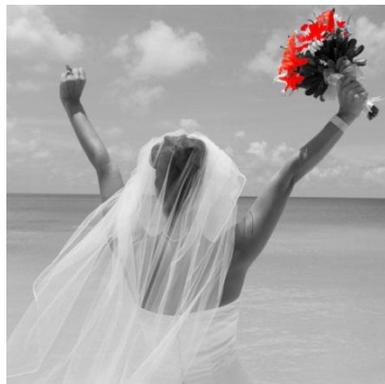


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package | hors d'oeuvre | dinner | beverage

## Celebration Package Appetizers and Salads



### Appetizers | \$8

signature champagne and brie en crouete soup  
 mustard seed crab cake with fried leeks and black been relish  
 bacon wrapped queso; lightly breaded and fried  
 lobster infused macaroni and cheese  
 beef empanada duo | shrimp cocktail  
 herb crusted chicken roulade | crabmeat stuffed shrimp

### Salads

mr & mrs. specialty salad with champagne vinaigrette  
 lettuce, radicchio, endive, crisp prosciutto, tomatoes  
 heirloom tomato salad  
 mozzarella, basil pesto and balsamic reduction  
 wedge salad with stilton blue cheese dressing  
 iceberg wedge, tomatoes and crispy onions  
 caesar salad  
 romaine lettuce with croutons, parmesan cheese  
 bacon lettuce and tomato salad with creamy ranch dressing  
 lettuces with maple peppered bacon, tomatoes

### Intermezzo | \$6

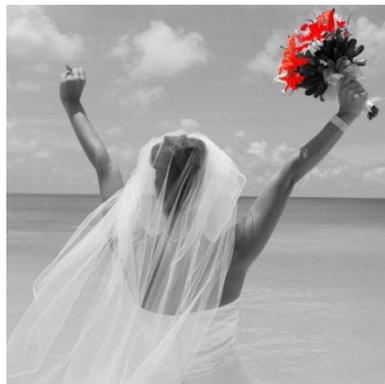
a refreshing sorbet to clear your palate  
 champagne, raspberry, strawberry, lemon or mango



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rehearsal ceremony afternoon **evening** enhancements brunch our hotel

package | hors d'oeuvre | dinner | beverage



## Celebration Package Dinner Entrees

**Vegetarian** | \$56

vegetable napoleon with caramelized shallots  
 crispy eggplant with tomatoes, mozzarella and basil pesto sauce

**Pork** | \$68

marinated pork chops with kahlua reduction  
 seared pork tenderloin medallions drizzled with honey chipotle

**Seafood** | \$70

achiote marinated swordfish with a papaya relish  
 jumbo shrimp with crabmeat and lemon butter sauce  
 cilantro pesto salmon with grilled tomato salsa  
 pan seared sustainable white fish with mushroom duxelle and ginger champagne sauce

**Poultry** | \$65

grilled chicken breast with wild mushroom ragout  
 crispy chicken breast with roasted tomatoes and mozzarella  
 breast of chicken stuffed with toasted pecans with a citrus red pepper cream

**Beef** | \$80

stilton blue cheese encrusted filet with cabernet reduction  
 grilled filet mignon with a shallot jam  
 mesquite grilled rib eye with fried leeks



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Marriott Riverwalk | 889 E. Market, San Antonio, TX 78205 | (210) 224-4555

rehearsal

ceremony

afternoon

**evening**

enhancements

brunch

our hotel

package | hors d'oeuvre | dinner | beverage



## Celebration Package Dinner Buffets

### Dynamic Duo

\$82

your selection of two reception hors d' oeuvres

#### Salads

roasted vegetable slaw with champagne vinaigrette  
wild mushrooms, shrimp and gemelli pasta kissed with truffle oil  
horseradish and fresh herb encrusted potato salad

#### Entrees

carved prime rib of beef with a rosemary au jus  
grilled chicken breast with a honey chipotle drizzle  
garlic buttered mashed potatoes  
green beans with maple peppered bacon and caramelized onions  
dinner rolls with butter

#### Dessert

flowing chocolate fountain with fresh fruit and marshmallows  
freshly brewed coffee, decaffeinated coffee, iced tea and herbal teas

a \$200 labor fee will apply if under 50 guests

children between the ages of 2-10  
will be charged half the adult buffet price



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Marriott Riverwalk | 889 E. Market, San Antonio, TX 78205 | (210) 224-4555

rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel

package | hors d'oeuvre | dinner | beverage

## Celebration Package Dinner Buffets

### Three is a Charm

\$92

your selection of two reception hors d' oeuvres

#### Salads

romaine lettuce, watercress and endive with varietals tomatoes, english cucumber, garlic croutons, dijon mustard dressing \* balsamic vinaigrette

couscous and dried fruit salad

#### Entrees (your choice of three)

pan seared medallions of beef  
fresh thyme, garlic and olive oil rubbed with shiitake demi glace

roasted seasonal sustainable white fish  
marinated in fresh herbs, garlic, lemon juice and white wine  
kalamata olive, tomato concasse and fresh basil sauce

grilled breast of chicken with leek beurre blanc

rosemary pork mignonette  
marinated in apple cider, fresh rosemary port & sun-dried cherry sauce

roasted strip loin of beef with roasted shallot merlot sauce

chili rubbed fillet of salmon with papaya and mango relish

tri-color tortellini  
with artichoke hearts, capers, kalamata olives and pomodoro sauce

seasonal vegetables and potatoes

dinner rolls with butter

#### Dessert

orange chocolate mousse

freshly brewed coffee, decaffeinated coffee, iced tea and herbal teas

children between the ages of 2-10  
will be charged half the adult buffet price



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Marriott Riverwalk | 889 E. Market, San Antonio, TX 78205 | (210) 224-4555

rehearsal

ceremony

afternoon

**evening**

enhancements

brunch

our hotel

package | hors d'oeuvre | dinner | beverage



## Celebration Package Children's Menus

**Children's Plate (your choice of one)**

**\$38**

fruit cup, chicken tenders, fries and corn

or

garden salad with ranch, cheese enchiladas, rice and beans

or

fruit cup with hamburger with fries

or

crisp fresh vegetables with dip and a mini cheese pizza

\*Pricing is for children between the ages of 2-10 years



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rehearsal ceremony afternoon **evening** enhancements brunch our hotel

package | hors d'oeuvre | dinner | beverage

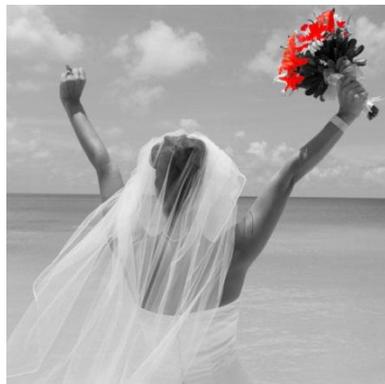


## Wedding Beverages

All alcoholic beverages are required to be served by hotel staff.

### Cocktails

top shelf package bar service	per person
one hour	\$ 26
each additional hour	\$ 13
premium package bar service	per person
one hour	\$ 23
each additional hour	\$ 12
margarita bar	per margarita
sensational margaritas made with jose cuervo gold	\$10.00
traditional, strawberry or prickly pear margaritas	
frozen and served with or with out salt	
• \$150 frozen margarita machine rental fee	
• 25 drink minimum per bar	
bartender fee \$150 per bar	



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rehearsal ceremony afternoon **evening** enhancements brunch our hotel

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## Wedding Beverages

All alcoholic beverages are required to be served by hotel staff.

### Hosted Bar Service

#### top shelf | per drink

cocktails \$9.00  
 \*absolute | jack daniels | seagram's vo | dewers scotch  
 tanqueray gin | myers dark rum | 1800 silver tequila  
 margaritas on the rocks \$10.00

#### premium | per drink

cocktails \$8.00  
 \* smirnoff | maker's mark | canadian club | grant's scotch  
 beefeater gin | barcardi superior rum | jose cuervo gold  
 margaritas on the rock \$10.00

#### standard bar selections | per drink

imported beer \$6.50  
 \* corona, heineken and dos equis  
 domestic beer \$5.75  
 \* budweiser, bud light, miller light, o'douls and samual adams  
 house wine - glass \$9.00  
 bottled water \$5/btl  
 soft drinks / juice \$5/glass

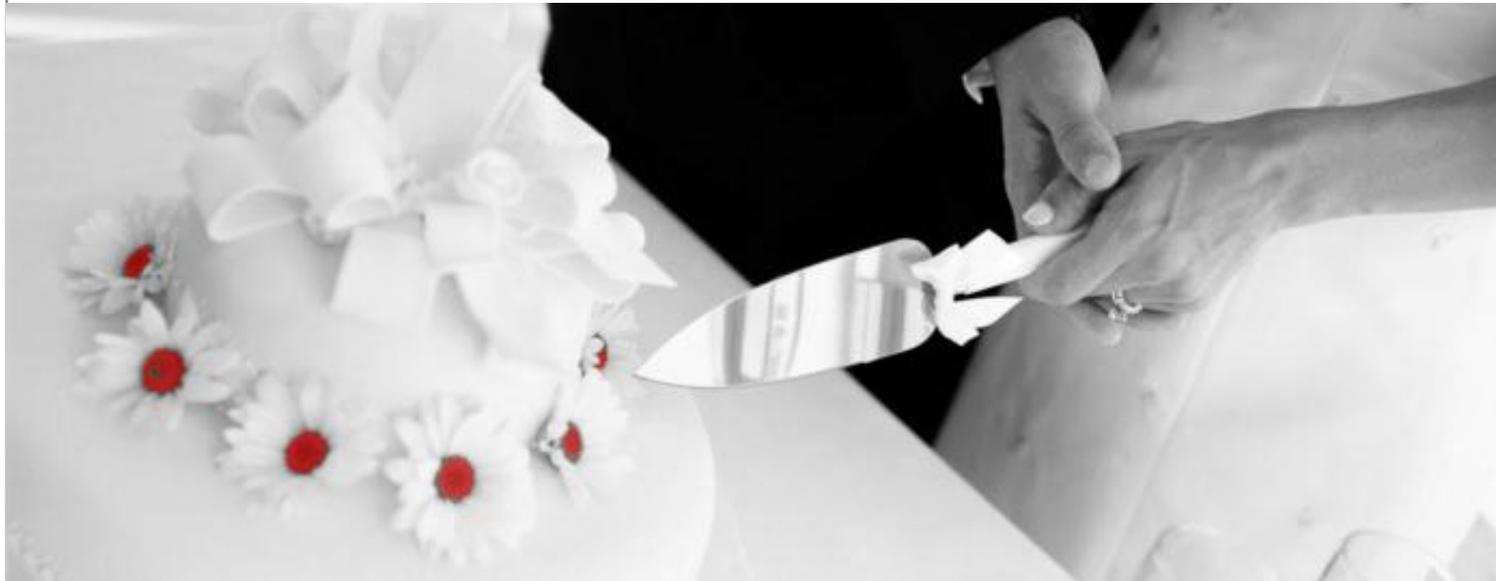
bartender fee \$150 per bar



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rehearsal



ceremony

afternoon



evening

**enhancements**



brunch

our hotel

# unique details

We offer unparalleled services that your guests will appreciate, from valet parking and spacious guestrooms to private pre-reception areas, breathtaking indoor and outdoor ceremony venues and specialty linens and chair covers, as well as many other wedding extras such as distinctively designed place cards, cake boxes and guest books. Marriott can create a day that's special for everyone.



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Marriott Riverwalk | 889 E. Market, San Antonio, TX 78205 | (210) 224-4555

rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



## Suggested Vendor Services

### Florist

Capers	210-226-6652
Gary Jones	210-875-1060
Goen South	210-736-5006
Last Straw	210-494-1010
Trinity Flowers	210-828-2557
Uptown Flowers	210-224-9888

### Officiant

Pastor Neil DeSiato	210-653-5972
Pastor Rick Gonzales	210-520-9106
Rabbi Roi Garcia	210-593-0113
Rev. Don Somerville	800-365-0269
Rev. Bill Wilson	210-650-4895

### Photography

Goen South	210-736-5006
Marcus Rivella	210-767-1900

### Music and Entertainment

51/50 Productions	DJ	210-887-7031
Nelda Ethredge	Harpist	210-829-4515
Sturchio Entertainment	Multi	210-479-0303



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Marriott Riverwalk | 889 E. Market, San Antonio, TX 78205 | (210) 224-4555

rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



## Suggested Vendor Services Cont.

### Hair and Makeup

Madame Makeup & Hair	210-826-0138
Versi Salon & Spa	210-828-8725
Regis Hair Salon	210-226-1000

### Transportation

Destinations by Marriott	210-228-4306
Yellow Rose Carriages	210-354-5077
Capers DMC	210-226-6652

### Specialty Touches

Creative Chocolates	210-824-2462
BBJ Linen	210-954-2053
Theme Travelers	210-479-0303

### Wedding Cakes

7th Heaven	210-490-4115
How Sweet it Is	210-496-1829
Lucy's Cake Shop	210-673-5965
The Cake Shop	210-561-1700

### Wedding Coordinators

Ask your Event Manager for Suggestions



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rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel

## Unforgettable Beginnings



The San Antonio Marriott Rivercenter and Riverwalk Hotels understand the importance of making your wedding day an event to cherish forever. From creating the menu to decorating the room, we take particular pride in coordinating an event that is uniquely yours with every element artfully arranged and beautifully presented.

From intimate bridal showers, elegant rehearsal dinners to grand receptions and dinners, the San Antonio Marriott Rivercenter and Riverwalk Hotels offer a variety of settings to celebrate your special occasion. Enjoy our elegantly appointed ballrooms or spend an evening under the stars on our terraced patio.

### Wedding Certification

Our wedding planners are well trained and Marriott Certified in order to help you plan your special day.

### Ethnic Cuisine

We offer authentic gourmet Indian, Arabic, Pakistani, Thai and Chinese cuisine, and are trained to appreciate cultural customs.

Authentic Middle Eastern and Asian food is a specialty of our Executive Sous Chef, Raghunath Velusamy. He has 24 years of experience in creating exceptional dishes. We will gladly create a menu to suite your individual taste.

### Off-site Catering Available

In addition to our on-property locations, we are also proud to offer off-site catering services at several of San Antonio's premiere venues. All off-premise catered events will be assessed appropriate transportation and rental fees not stated in standard menus. From small dinner parties to large outdoor weddings, our staff will create the event you have always dreamed of. A variety of off-site locations well suited for bridal showers, rehearsal dinners and Sunday Brunch can be reserved directly through our staff.



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rehearsal

ceremony

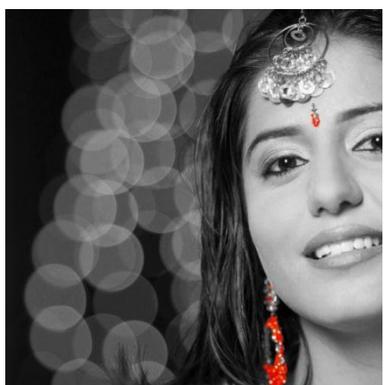
afternoon

evening

**enhancements**

brunch

our hotel



## Enhance the Moment

While a wedding ceremony is an intimate commitment of your love, a wedding reception is an opportunity to express your style as a couple.

### Chocolate Fondue Station

Looking for something to set your event apart from all others, look no further. In addition to being very tasteful, this station encourages guest interaction. Ask your Event Manager about adding a Chocolate Fountain.

fresh & exotic fruit, pretzels and marshmallows | \$8.50

Fondue Machine Rental @\$ 150.00

### Dramatic Lighting

Lighting can be romantic and sultry or upbeat and pleasurable! You decide and we can design it.

### Lighted Ice Carvings

From \$350 and Up- based on size and complexity

### Specialty Chairs and Linen Options

Ladder-back Chiaviari chairs \$ 12.00 each  
(gold, silver, black includes cushion, black, white or ivory)

Chiaviari Cocktail Stools @\$ 18.00 each  
(black, silver or Mahogany)

White padded folding chairs with sash \$10.00 each  
(labor, delivery, setup fee's are not included)

Specialty overlay linens and napkins \$30.00 and up

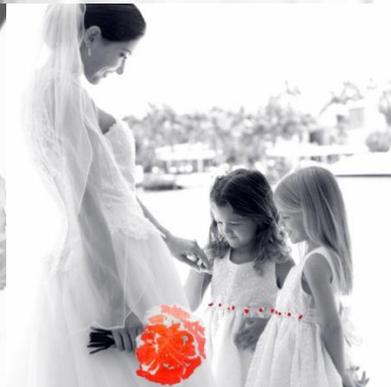
### Restroom Attendants

Attendants are \$150 each

Pricing All items are subject to a sales tax



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rehearsal

ceremony

afternoon

evening

enhancements

**brunch**

our hotel

# distinctive touches

We take great pride in providing exceptional food and drink, service and atmosphere. We offer many services to make wedding receptions special, such as great wine selections, distinctive menus, unique ice carvings, beautiful floral displays and dramatic lighting. It's your wedding reception... and our opportunity to impress you.



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rehearsal

ceremony

afternoon

evening

enhancements

**brunch**

our hotel



## The Day After Brunch Options

### Brunch Buffet | \$46

- chilled orange juice
- salad station  
lettuce, vegetables with a champagne vinaigrette
- seasonal fruits
- vegetable and potato hash egg benedict
- maple peppered bacon and sausage links
- pork medallions with red onion confit
- pan seared red snapper with a mango-avocado salsa
- fresh baked rolls and butter or assorted breakfast breads
- sweetheart strawberry shortcake station
- unforgettable petite fours and chocolate truffles
- coffee, decaffeinated coffee, iced tea and herbal teas

### Enhancements | per person

- build your own taco bar | \$8.00
- waffles with warm maple syrup | \$10.00
- smoked salmon display | \$10.00
- \*omelet station | \$15.00
- \*minimum of 25 people | attendant \$150 per 75 guests



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rehearsal

ceremony

afternoon

evening

enhancements

**brunch**

our hotel



## The Day After Brunch Options

### Plated Brunch Options | \$46

chilled orange juice or agua frescas

fresh fruit salad (select one)

or

his and hers seafood salad

baby bibb lettuce, jumbo lump crabmeat and shrimp  
 with a chardonnay vinaigrette

steak and eggs with grilled asparagus and roasted potatoes

(Select one)

assorted pastries

mini chocolate lovers wedding cakes or chocolate banana wrap

coffee, decaffeinated coffee, iced tea and herbal teas

### A la carte Enhancements | each

soft drinks, bottled water and bottled juices | \$5.00

bottled starbucks frappuccinos and fruit smoothies | \$6.00



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rehearsal

ceremony

afternoon

evening

enhancements

brunch

**our hotel**

# romance

and memories

The ceremony and reception are just the beginning. Let the romance continue. Imagine a gorgeous honeymoon suite with champagne, chocolate covered strawberries and breakfast in bed. Choose from our romantic honeymoon packages, available at more than 2,500 hotels and resorts worldwide for a unique destination wedding.



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rehearsal ceremony afternoon evening enhancements brunch our hotel

## All roads lead to Marriott. ....



### Rivercenter Marriott

From Highway 281/Interstate 37:  
 Exit Commerce Street.  
 Follow Commerce Street just past Bowie  
 Marriott Rivercenter Entrance/Driveway will be on the right.

### Riverwalk Marriott

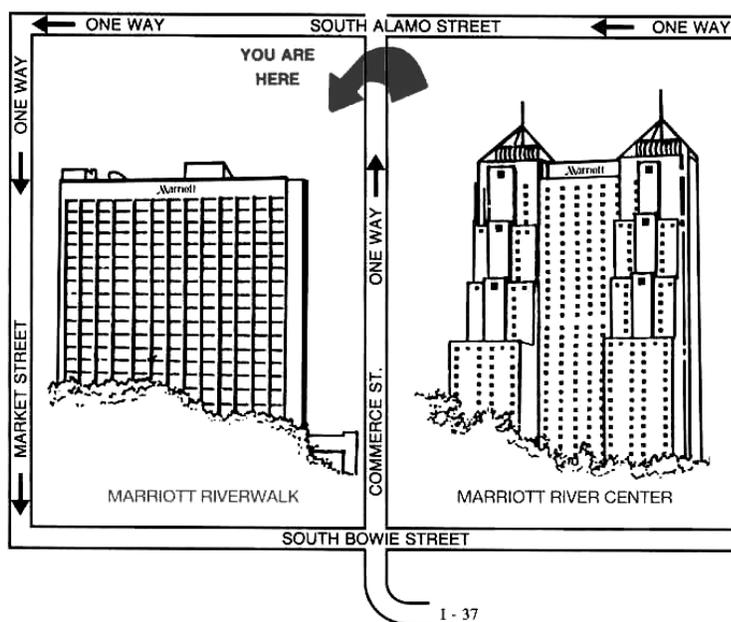
Exit Commerce Street go past (and between) both Marriott's.  
 Turn Left on South Alamo Street then another Left on Market Street.  
 Marriott Riverwalk Entrance/Driveway will be on the left.

Interstate 10 Westbound (*from Houston*): I10 West to Hwy 281 North.

Interstate 10 Eastbound (*from El Paso*): I10 East to I35 North to I37 South.

Interstate 35 Northbound (*from Laredo*): I35 North to I37 South.

Interstate 35 Southbound (*from Austin*): I35 South to I37 South.



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 Marriott Riverwalk | 889 E. Market, San Antonio, TX 78205 | (210) 224-4555

rehearsal   ceremony   afternoon   evening   enhancements   brunch   our hotel



## General Information

### Deposits and Payments

A deposit of 35% of the food and beverage minimum is required with the signed confirmation agreement. Deposits will be applied to your balance and are non-refundable and non-transferable. Payment of the estimated balance is due Friday, two weeks prior to the reception date. A credit card is required as a guarantee of payment. Cash and cashier checks are also accepted for final payment.

### Food and Beverage Minimums

If your guarantee falls below the minimum, the difference will be billed in room rental.

Rivercenter Marriott	Number of Guests	Minimum
Salon E	300 Guests	\$ 12,000
Salon EF or GHI	600 Guests	\$ 35,000
½ o Grand Ballroom	1000 Guests	\$ 50,000
Grand Ballroom	2000 Guests	\$100,000

Riverwalk Marriott	Number of Guests	Minimum
Riverview Room	50 Guests	\$ 2,500
Riverterrace Room	120 Guests	\$ 6,000
½ Alamo Ballroom	250 Guests	\$ 12,000
Alamo Ballroom	500 Guests	\$ 24,000



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rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



## General Information

### Food and Beverage

No food or beverage may be brought into the Hotel from outside sources, with the exception of the Wedding Cake. No remaining food or beverage will be allowed to leave the hotel premises.

For planning ease, our menus can be used as a general reference for a pricing guideline. Our Catering and Culinary team will be happy to propose customized menus to meet your specific budget and event needs.

The Patron acknowledges that the State Alcoholic Beverage Commission regulates the sale, service and consumption of alcoholic beverages. Consequently, neither the Patron nor any of the Patron's guests may bring alcoholic beverages of any kind onto Hotel premises from outside sources.

### Food & Beverage Guarantee

It is the responsibility of the client to provide a guaranteed number of guests ten (10) working days prior to the event. The balance, minus any previous payment, will be charged at this time. The number of guests may be increased until three (3) working days in advance of the event, but is not subject to reduction. Final charges will be based on the final guarantee as submitted or the actual attendance, whichever is greater, even if less should attend.

If your guarantee falls below the minimum, the difference will be billed in room rental.

### Rooms and Parking

Room for the Bridal couple with champagne and strawberries for turndown service. (Requires a \$5,000 food and beverage minimum)

Discounted guest room accommodations – based on availability.

Hotel parking rates discounted by 50% the night of the event. Based on availability and not guaranteed.



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rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



## General Information

### Menu Pricing

Menu prices are subject to change, based on product availability, and market pricing. Final pricing can be confirmed up to six months prior to your event. If more than one entrée option is to be offered to the guests, the higher entrée price will be charged.

### Menu Tasting

Allow us to prepare a complimentary menu tasting for your plated meal function. Menu taste panels are offered to the Bridal couple with a minimum of 100 guests or with a Food and Beverage revenue of \$5,000. Custom menu items may be arranged with advance notice.

### Menu Selection

We would appreciate receiving your menu selection at least 30 days prior to the function in order to assure the very best in food and guest service. Your contracted food revenue minimum must be met when arranging for private functions.

### Service Charge & Sales Tax

A 24% taxable service charge and current sales tax will be added to the total cost of all food, non-alcoholic beverage as well as audio visual prices. All alcoholic beverage prices are subject to 24% service charge and 8.25% sales tax. Service charge and tax are subject to change with out notice. The service charge is subject to sales tax by Texas law.

### Labor Charges

Bartender fees are \$150.00 each per bar for the first three-hour period. If you require a Bartender or a Cashier for more than three hours, the hourly fee is \$50.00 each. A \$150.00 labor charge will apply for any meal function of less than 15 guests

### Security

The Hotel does not assume responsibility for any damage or loss of merchandise or articles left in the Hotel, prior to, during or following your reception. It is the client's responsibility to arrange for collection of all personal items and gifts.



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rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



## General Information

### Banquet Seating

Banquet seating will be at 66" round tables for ten (10) guests each unless otherwise specified. Additional labor fee will apply for seating of fewer guests or special set ups. The hotel will provide seating diagrams and numbered tables upon request. Clients are responsible for place cards, if applicable. A reset fee will apply if guest changes set up of room the day of the function.

### Banquet Space

The hotel reserves the right to change room locations specified in your contract should your attendance change or as deemed necessary by the hotel.

### Props and Decorations

The hotel staff is not responsible for assembly of floral arrangements, favors or décor. All décor must arrive at the hotel assembled and set out by vendors. It is also the client's contracted vendor's responsibility to retrieve all rental equipment immediately following the event. No storage is available at the Hotel. Your Event Manager will coordinate minimum set up and tear down times with outside vendors.

Any centerpieces, displays and/or decorations proposed by the client are to conform to the local fire code. No rice, sparklers or glitter is permitted indoors or outdoors. Notification is required for special decorations, set up needs and activities at the time of booking. Arrangements for Floral Centerpieces, Special Theme Props, Decorations and Entertainment may be made through the Hotel.

### Property Damage

Any cost resulting from damage done to Hotel property by attendees or vendors will be charged back to the client.

### Audio Visual & Engineering

A selection of audio visual equipment and engineering services are available on a rental basis from Marriott Visual Presentation, our in house audio visual company.

