

We make your special day  
**UnforGettAble**

*Wedding*  
Reception Packages

weddings@georgiacenter.uga.edu  
706.542.2654 • UGAweddings.com



THE GEORGIA CENTER'S  
**UGA HOTEL**  
*and conference center*

Cover photo courtesy of Courtney Goldman Photography



An unforgettable wedding reception requires a remarkable setting; wedding receptions at the The Georgia Center's UGA Hotel and Conference Center create memories that last a lifetime. Located on the University of Georgia's campus, the UGA Hotel features classic Southern charm and hospitality with an elegant ambience for your romantic event. With a chic setting, outstanding cuisine, and impeccable service, the UGA Hotel is the perfect place for you and your extraordinary day.

Wedding specialists are available to show you reception facilities and to help you create a package with amenities that are customized for you.

Make your appointment today to meet with a UGA Hotel wedding specialist.

weddings@georgiacenter.uga.edu  
706.542.2654  
UGAweddings.com  
facebook.com/UGAweddings



1197 South Lumpkin Street  
Athens Georgia 30602-3603  
weddings@georgiacenter.uga.edu  
706.542.2654 • UGAweddings.com

# Wedding Reception Packages



## Ballroom Package

The Magnolia Ballroom provides the ideal setting for your wedding reception. Tastefully styled, the ballroom features classic décor including five chandeliers. At night, sconces illuminate the room creating a romantic atmosphere perfect for your unforgettable day.

Reception Package Fee.....	2,000
Food and Beverage Minimum .....	2,500
Maximum Capacity (depending upon room layout and food service selected).....	250



## Mahler Package

The Hill Atrium is a perfect location for pre-reception cocktails and is included in this package. Magnificent high ceilings add a sense of drama to the UGA Hotel's newly renovated Mahler Hall. Lighting from the stylish chandeliers and wall sconces envelop the room, creating a romantic look and feel. Mahler is the perfect setting for an event that desires a dramatic flair.

Reception Package Fee.....	2,500
Maximum Capacity (depending upon room layout and food service selected).....	300

# Reception Packages



## Savannah Room Package

The UGA Hotel's Savannah Room Restaurant is an ideal space for intimate wedding receptions.

Stacked stone walls welcome you and your guests into this room filled with neutral tones and brick-red accents. Georgia's soulful low country and beautiful coastlines are featured in the original works of art within the room. The Savannah Room is a perfect blend of elegance and modern design.

Reception Package Fee.....1,200  
 Maximum Capacity (depending upon room layout and food service selected) .....75

*\* Savannah Room chairs are used for all events (an additional charge is assessed for the use of chair covers)*

*\* Dance floor provided is 15' x 15' and music is limited to DJs or acoustic groups of up to 3 members*



## Galleria Package

Enjoy an indoor and outdoor wedding reception in the Pecan Tree Galleria, Hill Atrium, and Courtyard. Glass walls surround the area as your guests flow from dancing in the Galleria to sitting beneath the trees in the open-air courtyard, illuminated by hundreds of white lights.

Reception Package Fee.....3,000  
 Maximum Capacity (depending upon room layout and food service selected)..... 300



## Dogwood Hall Package

Opening in the Fall of 2012, Dogwood Hall features a contemporary design for your special event. With floor-to-ceiling windows overlooking the Pecan Tree Courtyard and the Kellogg Garden, Dogwood Hall brings the feeling of being outdoors to an indoor venue. Dogwood Hall also boasts a modern built-in bar that is sure to dazzle your guests. Visit our Facebook Page for additional photos ([www.facebook.com/ugaweddings](http://www.facebook.com/ugaweddings)).

Reception Package Fee..... 1,800  
 Maximum Capacity (depending upon room layout and food service selected)..... 150

*A 20% service charge and 7% sales tax will be added to the total bill. Prices are subject to change should economic conditions require.*





## Wedding

# Package Amenities

### Package Amenities include the following:

- Honeymoon suite for the night of your reception
- Departure basket, including chilled champagne or sparkling cider, for the bride and groom
- Classic, white matte satin floor-length specialty linens for all guest tables, food and beverage tables, and other reception tables, as needed, or a \$500 credit towards your choice of inventoried specialty linens available through the UGA Hotel Event Design department
- Prestige glassware and china
- Formally dressed wait staff and headwaiter
- Setup and cleanup of your wedding reception
- One bottle of chilled champagne or sparkling cider for the bride and groom's toast
- Three hours of setup time and four hours of reception time. Food Service concludes at the end of the second hour. Bar Service concludes at the end of the third hour.
- 20' by 20' dance floor
- Tables required for event floor plan to include the following:
  - up to six chrome high-boy tables
  - five-foot round tables for guest seating, to accommodate eight guests per table
  - six-foot rectangular banquet tables
  - five-foot serpentine tables
  - banquet chairs
- Classic white chair covers (Savannah Room package excluded)
- Choice of square or cylindrical hurricane style globe with white pillar candle square or circular mirror under-liner and 3-4 votive candles for each guest table
- Wedding specialist to work with you to coordinate all menu, beverage, and floor plan details
- Event designer for a one-hour consultation to help develop a theme for your reception décor.  
*(Additional consultation available at 50/hr).*
- On-site banquet managers during your reception to ensure the room is properly set and to coordinate any logistical details with the UGA Hotel's banquet manager.

*\*Amenities are limited and are based upon availability*





THE GEORGIA CENTER'S  
**UGA HOTEL**  
and conference center

1197 South Lumpkin Street  
Athens Georgia 30602-3603  
weddings@georgiacenter.uga.edu  
706.542.2654 • UGAweddings.com

3

# Wedding Cocktail Hour *as your guests arrive*

## Passed Hors D' Oeuvres

**Raspberry Almond Brie en Brioche**  
- 250

**Prosciutto Wrapped Melon** - 200

**Semi-sweet Chocolate Enrobed Strawberries** - 150

**Spinach-Artichoke Crostini** - 200

**Curry Chicken Salad**, in a mini pretzel cup - 175

**Assorted Lahvosh**, ham, turkey, & cheese pinwheels - 175

**Tomato Mozzarella Bruschetta**, fresh basil chiffonade - 175

**Roast Sirloin Bruschetta**, herb cream cheese - 200

**Smoked Salmon Bruschetta**, seaweed salad - 200

**Asparagus**, wrapped in smoked salmon - 250

**Shrimp Mousse**, on cucumber canapés - 225

**Antipasto Skewer**, mozzarella, tomato, olives - 200

*additional charge of +34 per butler, per hour is assessed for passed butler service*

*one butler per 30 guests is recommended*

*all hors d' oeuvres are priced and available in quantities of 100*

## Pick Up Hors D' Oeuvres

**Cheese Puffs** - 175

**Swedish Meatballs** - 150

**Maryland Crab-Stuffed Mushrooms** - 200

**Greek Spanakopita**, spinach & feta in phyllo - 175

**Miniature Quiche**, florentine, lorraine, five cheese - 175

**Chicken Cashew Spring Roll**, sweet and sour sauce - 175

**Vegetable Spring Roll**, sweet and sour sauce - 150

**Breaded Mushrooms**, horseradish crème - 125

**Black Bean Spring Rolls**, garden salsa - 175

**Grilled Asparagus**, wrapped in crispy phyllo - 200

**Crispy Wrapped Asian Shrimp**, ginger teriyaki sauce - 200

**Fried Chicken Tenderloins**, honey-mustard sauce - 175

**Coconut Shrimp**, tangy remoulade sauce - 200

**Crab Rangoon**, orange-jalapeno dip - 200

**Scallops**, wrapped in crisp bacon - 225

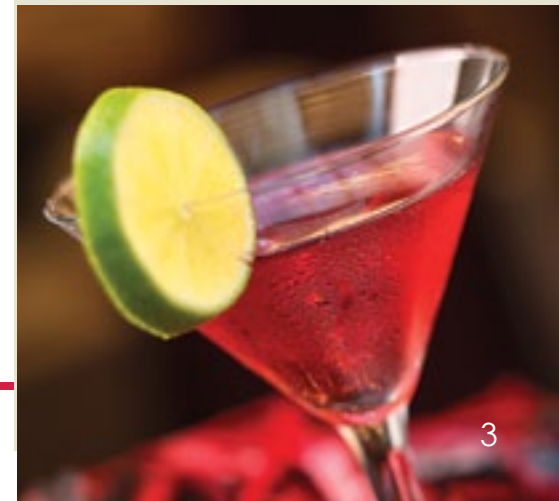
*served warm, in a chaffing dish or on a platter at a petite 'pick up' station table in event entryway or cocktail reception area*

*all hors d' oeuvres are priced and available in quantities of 100*

## Signature Drinks

Signature drinks are a perfect way to place a personal touch on the cocktail hour or reception. Alcoholic and non-alcoholic options are available. A wide selection of beer and wine is offered. (see page 8-9)

*please speak with your wedding specialist for additional details and pricing*



A 20% service charge and 7% sales tax will be added to the total bill. Prices are subject to change should economic conditions require.

3



## Seasonal Fresh Fruit Presentation

accompanied by almond cream, honey fruit yogurt and chocolate raspberry dipping sauces

## Gourmet Cheese Presentation

artisan cheese board accompanied by an array of gourmet crackers

## Seasonal Vegetable Crudit 

accompanied by creamy avocado ranch and garlic roasted red pepper dips

## Spreads & Dips

CHOOSE ONE

**Black Bean and Roasted Corn Salsa**, accompanied by sweet potato chips

**Baked Artichoke and Crab Dip**, accompanied by sesame flat bread

**Chilled Spinach Dip**, accompanied by sliced baguette toast points

**Cheese Tapenade**, accompanied by toast points

**Mediterranean Olive Tapenade**, accompanied by sesame flat bread



## Punch Station

CHOOSE ONE

**Sparkling Raspberry Lemonade**, with raspberries

**Citrus Tea**, with fresh mint

**Orange-Cranberry**, with sliced oranges

**Tea and Water Station** +1.50



THE GEORGIA CENTER'S

UGA HOTEL

and conference center

Wedding

# Cocktail Reception

1197 South Lumpkin Street  
Athens Georgia 30602-3603  
weddings@georgiacenter.uga.edu  
706.542.2654 • UGAweddings.com

## Carving Station

CHOOSE ONE

**Pineapple Honey-Glazed Ham**, served with dijon mustard & chipotle mayo and rustic dinner rolls - 25

**Succulent Roasted Turkey**, served with whole grain mustard & cranberry mayo and warmed yeast rolls - 25

**Slow-Roasted Sirloin of Beef**, served with creamy dijon horseradish sauce and rustic dinner rolls - 26

**Roasted Prime Rib of Beef**, served with creamy dijon horseradish sauce and patty pan rolls - 29



## Hors D' Oeuvres

CHOOSE FOUR

### Hot Hors D' Oeuvres

**Black Bean Spring Rolls**, garden salsa

**Breaded Mushrooms**, horseradish cr me

**Cheese Puffs**, cheese stuffed pastry

**Chicken Cashew Spring Roll**, sweet and sour sauce

**Coconut Shrimp**, tangy remoulade sauce +1

**Crab Rangoon**, orange-jalapeno dip +1

**Crispy Wrapped Asian Shrimp**, ginger teriyaki sauce +1

**Fried Chicken Tenderloins**, honey-mustard sauce

**Grilled Asparagus**, wrapped in crispy phyllo

**Greek Spanakopita**, spinach & feta in phyllo

**Maryland Crab-Stuffed Mushrooms**

**Miniature Quiche**, florentine, lorraine, five cheese

**Scallops**, wrapped in crisp bacon +2

**Swedish Meatballs**

**Vegetable Spring Roll**, sweet and sour sauce

## Cold Hors D' Oeuvres

**Antipasto Skewer**, mozzarella, tomato, olives +1

**Asparagus**, wrapped in smoked salmon +1

**Assorted Lahvosh**, ham, turkey, & cheese pinwheels

**Curry Chicken Salad**, in a pretzel cup

**Grilled Vegetables**, with balsamic drizzle

**Marinated Mushrooms**, in a champagne vinaigrette

**Prosciutto Wrapped Melon**

**Raspberry Almond Brie en Brioche** +1f

**Roast Sirloin Bruschetta**, herb cream cheese

**Roasted Red Pepper Hummus**, with pita chips

**Semi-sweet Chocolate Enrobed Strawberries**

**Shrimp Mousse**, on cucumber canap s +1

**Smoked Salmon Bruschetta**, seaweed salad

**Spinach-Artichoke Crostini**

**Tomato Mozzarella Bruschetta**, fresh basil chiffonade

A 20% service charge and 7% sales tax will be added to the total bill. Prices are subject to change should economic conditions require.

## Sides

CHOOSE THREE

**Au Gratin Potatoes**, scalloped potatoes in a creamy cheese sauce

**Broccoli Polonaise**, tossed with diced eggs and parmesan bread crumbs

**Creamy Orzo**, with sundried tomato and spinach

**Dauphine Potatoes**, crisp garlic potato puff

**Fettuccine**, in sun-dried tomato pesto

**Grilled Asparagus**, with asiago cheese

**Haricots Verts**, with chipotle butter

**Marquis Potatoes**, Dutchess potatoes topped with a parmesan tomatoe

**Petite Carrots**, roasted pecan praline carrots

**Roasted Potatoes**, with Italian rosemary

**Seasonal Vegetable Medley**

**Southern Cheese Grit Cake**, sweet onions & peppers

**Sweet Potato Souffle**, topped with pecan and coconut

**Tomato Au Gratin**, with parmesan bread crumbs

**White and Wild Rice Pilaf**

**Zucchini**, Yellow Squash, Red Pepper Medley



# Dinner Buffet

CHOOSE THREE ENTREES OR TWO ENTREES AND ONE CARVING STATION.  
SERVED WITH WARMED YEAST ROLLS, TEA, WATER AND COFFEE.

## Entrees

**Tuscan Chicken**, stuffed with portobello mushrooms and artichokes with roasted pepper cream sauce -26

**Spinach-Parmesan Chicken**, stuffed with spinach, and parmesan with red pepper coulis -26

**Chicken Amaretto**, stuffed with almond cream cheese and topped with amaretto cream sauce -26

**Baked Flounder Roulade**, stuffed with crabmeat and laced with lobster cream sauce -26

**Grilled Salmon**, with an ancho chili rub -26

**Roasted Praline Pork Loin**, with a Georgia pecan crust -26

## Carving Stations

**Pineapple Honey-Glazed Ham**, served with Dijon mustard & chipotle mayo and rustic dinner rolls +1

**Succulent Roasted Turkey**, served with whole grain mustard & cranberry mayo and warmed yeast rolls +1

**Slow-Roasted Sirloin of Beef**, served with creamy Dijon horseradish sauce and rustic dinner rolls +1

**Roasted Prime Rib of Beef**, served with creamy Dijon horseradish sauce and pitty pan rolls +3



## Salads

CHOOSE TWO

**Artichoke, Mushroom and Red Pepper**, heart of romaine with creamy gorgonzola dressing

**Strawberry Fields**, mixed greens, and strawberries with poppy seed dressing

**Fresh Melon and Seasonal Berries**, tossed in a honey fruit yogurt

**Tomato and Cucumber**, with mint and avocado ranch dressing

**Tricolor Rotini Pasta**, with fresh vegetables and basil vinaigrette

**Caponata**, diced eggplant and capers bound in champagne vinaigrette

**Gazpacho**, diced tomato, onion, squash, and celery in tomato coulis

**Cucumber**, with dill and sour cream

**European Field Greens**, with choice of three dressings

**Roasted Corn and Black Bean**, with vinaigrette on a bed of bibb lettuce

**Baby Spinach**, with fresh mozzarella, tomatoes, and basil vinaigrette







## For Your Sweet Tooth

**Gourmet Coffee Station,** regular and decaffeinated coffee with cream, milk, sugar and sweeteners accompanied by caramel, hazelnut and vanilla syrups, shaved chocolate, cinnamon, whipped cream and peppermint sticks +3

**Include Biscotti** +1.5

**Chocolate Fountain Station,** warm, sweetened chocolate cascades down to an array of dipping options to include: diced fruit, marshmallows and vanilla pound cake +4

**Petite Dessert Station,** an array of pick up sweets designed to be served in conjunction with your wedding cake to include: chocolate enrobed strawberries, macaroons, vanilla, chocolate or red velvet miniature or standard cupcakes; peach, french vanilla, chocolate and raspberry miniature mousse cups +5

**Candy Bar Station,** prices vary please speak to your wedding specialist



THE GEORGIA CENTER'S

**UGA HOTEL**

*and conference center*

1197 South Lumpkin Street  
Athens Georgia 30602-3603  
weddings@georgiacenter.uga.edu  
706.542.2654 • UGAweddings.com

# Wedding Embellish *your cocktail reception or buffet*

**Shrimp and Grits Station,** a dedicated server will spoon southern stone ground grits with sautéed shrimp into individual glasses

Guests will lace their glasses with accompaniments of their choice including: grated cheddar cheese, crispy bacon, green onions, sautéed mushrooms and caramelized onions +7

**Sweet Potato Station,** a dedicated server will spoon creamy sweet potatoes into individual glasses

Guests will lace their glasses with accompaniments of their choice including: butter, brown sugar, cinnamon, pecans, and shredded coconut +5

**Southern Mashed Potato Station,** a dedicated server will spoon creamy southern-style mashed potatoes into individual glasses

Guests will lace their glasses with accompaniments of their choice including: whipped butter, grated cheddar cheese, crispy bacon, diced chives, sautéed mushrooms, caramelized onions, and borderlaise sauce +5



**Pasta Station,** a dedicated server will prepare individual portions of penne and bow tie pasta with your guest's choice of pesto alfredo sauce or garlic-basil marinara sauce combined with fresh, sautéed vegetables +7

**Include Chicken or Italian Sausage** +1

**Include Sautéed Shrimp** +1.5

**"Young at Heart" Station,** peanut butter and jelly sandwiches, carrots and ranch dressing, cheese and crackers, miniature fruit tray, jelly beans, gummy bears, cupcakes, milk and juice

**Minimum Fifteen Children, +75**  
(Each Additional Child +5)

*Cost of "Young at Heart" Station is in addition to a half price charge of the selected cocktail reception or dinner buffet.*

*For children 11 and under*



*Additional per guest charge added to your Cocktail Reception or Buffet Dinner menu. A 20% service charge and 7% sales tax will be added to the total bill. Prices are subject to change should economic conditions require.*



# Wedding Plated Dinner



## Entrees

*All entrees served with seasonal vegetable medley, warmed yeast rolls, tea, water and coffee.*

**Chicken Amaretto**, stuffed with almond cream cheese and amaretto cream sauce accompanied by white and wild rice pilaf - 20

**Tuscan Stuffed Chicken Breast**, stuffed with artichokes, portobello mushrooms and asiago cheese served atop herbed fettucine and sundried tomato cream sauce - 21

**Fennel-Crusted Pork Caponata**, fennel-crusted pork loin stuffed with diced garlic, onions and olives served atop a bed of fettucine pasta - 21

**Pecan-Crusted Honey Mustard Salmon**, seared fresh salmon coated with honey-mustard and Georgia pecans accompanied by herb rice pilaf - 24

**Black-Pepper-Crusted Tenderloin of Beef**, cracked black pepper studded tenderloin with a wild mushroom sauce accompanied by garlic mashed potatoes - 30

**Slow Roasted Prime Rib**, laced with horseradish au jus accompanied by rosemary potatoes - 27

**Duo of Grilled Filet Mignon and Fresh Grilled Salmon Filet**, 4 oz Filet Mignon with a French red wine sauce and 4 oz fresh salmon filet with a buerre blanc sauce accompanied by rosemary potatoes - 29

**Duo of Grilled Filet Mignon and Shrimp Stuffed with Crabmeat**, 6 oz Filet Mignon with a roasted shallot brandy sauce and shrimp stuffed with crabmeat and drizzled with lemon butter accompanied by marquis potatoes - 29

*Please ask about our two entree option policy*



## Salads

CHOOSE ONE

**Classic Caesar Salad**, with herb croutons and aged parmesan caesar dressing

**Greek Salad**, mediterranean olives, fresh mozzarella, and cucumbers, with Greek feta dressing

**Southern Spinach Salad**, hardboiled eggs, mushrooms, and herb croutons, with honey-mustard dressing

**Italian Caprese Salad**, fresh mozzarella, tomato and fresh basil, with basil vinaigrette dressing

**European Field Greens Salad**, mushroom, tomato, cucumber, and red cabbage, with champagne vinaigrette

The UGA Hotel offers a variety of alcohol service options for your reception, whether you are planning to have a full bar, wine with dinner, or a champagne toast.

## Wedding Alcohol Policy Information

The following alcohol guidelines are provided in an effort to make your wedding reception as memorable and safe as possible.

- The UGA Hotel requires that you end your bar an hour prior to the end of your four hour reception. Coffee will be provided during this time.
- The UGA Hotel will post bar times at the bar so your guests will be aware of the service times at your reception.
- Any reception with a bar will be required to pay half of their estimated bar bill at the time the pre-payment invoice is due. The remaining portion of the alcohol cost will be billed out after the event.
- Once the bar times and selections are made, the client is responsible for signing an alcohol agreement indicating no further changes can be made to the bar.
- The UGA Hotel will not allow any on-site changes to bars (i.e. adjusting times, extending cash limits, changing bar types).
- It is recommended to not switch from an open bar to a cash bar in the middle of your reception.



# Wedding Alcohol Service

## Bartenders

Bartender charges are applicable for all receptions that have bar service. One bartender is required for every 50 guests attending a bar. If the actual amount of bartender time exceeds the time originally requested, the bartender charge will be prorated accordingly.

Per Bartender/Per Hour.....	34
Per Quarter-Hour, Thereafter.....	8.50
The Maximum Bartender Charge for a Reception (1 bar).....	250
The Maximum Bartender Charge for a Reception (2 bars).....	400

## Butler Service

Our butler service may be ordered during any reception and allows your guests to keep mingling as our wait staff comes to them.

Per Server/Per Hour.....	34
<i>one per 30 guests</i>	

## Open-Bar Service — Actual Consumption

With open-bar service based on actual consumption, you will pay only for the alcoholic beverages actually consumed by your guests. The bartender keeps count of each drink served, and a total is computed at the end of the reception. There will be no individual sales. You may choose to limit the selection of alcohol to a particular type or brand.

### OPEN-BAR PRICES

Domestic Beer.....	3.50
Imported Beer.....	4.25
Micro-brew and Premium Domestic Beers (upon request) .....	4 – 4.25
House Wine by the Glass.....	4.75
Wine by the Bottle .....	See Wine List
House Liquor Brands.....	4.75
Liquor Call Brands.....	5.50
Soft Drinks and Bottled Water.....	2.25
Premium Brands and After-Dinner Liqueurs or Cordials (upon request).....	6.50
Sparkling Apple Cider (Nonalcoholic).....	14.95/Bottle

NOTE: Prices are subject to applicable service charges and Georgia sales tax.



## General Information

- Non-Alcoholic options will be available at all bar-service functions.
- Due to the provisions of our alcohol license, no other alcoholic beverages may be brought into our service area.
- Alcoholic beverages purchased in the UGA Hotel cannot be taken off of the UGA Hotel property. All alcoholic beverages purchased during a banquet function can only be consumed in our service areas.
- Prices are subject to change should economic conditions require.



# Wedding Alcohol Service (continued)

## Cash-Bar Service

Cash-bar service requires the guests to pay for their own drinks. The bartender serves as the cashier. Drinks may be purchased using cash only. You can request to serve only beer and wine on your cash bar.

### CASH-BAR PRICES

Domestic Beers .....	3.75
Imported Beers .....	4.50
Micro-brew and Premium Domestic Beers (upon request) .....	4 – 4.25
House Wines by the Glass .....	5.00
House Liquor Brands.....	5.00
Liquor Call Brands.....	6.00
Premium Brands and After-Dinner Liqueurs or Cordials (upon request).....	7.00
Soft Drinks and Bottled Water.....	2.50

*NOTE: The prices listed above include Georgia sales tax.*

## Champagne Toast — Actual Consumption

A champagne toast can be served to you and your guests during any part of your reception ceremonies. You are billed only the amount of alcohol consumed by your guests, based on the number of bottles served. The count is made by the bar supervisors for the reception. With this type of service, there are no individual sales. Butler Fees apply.

### CHAMPAGNE PRICES

Veuve du Vernay Brut Blanc de Blancs, France (per bottle) .....	22.75
Tott's Brut Sparkling Wine, California (per bottle).....	19.25
Nonalcoholic Sparkling Apple Cider (per bottle) .....	14.95

## Wine Service with Seated Meals — Actual Consumption

Wine (or nonalcoholic sparkling apple cider) can be served in conjunction with your seated meal. The host is billed only the amount of wine consumed by the group, based on the number of bottles served. The charge for this service is determined by keeping a count of wine actually consumed by the guests. The count is made by the bar supervisors for the reception. With this type of service, there are no individual sales. The group is limited to two choices of wine per function. No bartender fee is required. Please ask your wedding specialist for a wine list.



# Wedding

# Booking and Rental Policies

## Deposit and Payment Policy

A non-refundable deposit equal to half the cost of your Wedding Reception Package, in addition to your signed Space Usage Agreement, is due within two weeks of booking. The deposit is required to guarantee your reservation and will be credited to your final bill. If no deposit is received within two weeks, your space will be released. In the event of a cancellation, the deposit will become a cancellation charge and will not be refunded.

The UGA Hotel requires payment in full of the estimated food and décor costs a minimum of four business days prior to your wedding reception. The UGA Hotel requires that you pay half of the estimated per-person alcohol consumption charges along with your prepayment of food and decor costs. A credit card must be provided to guarantee the payment of additional costs; this information should be submitted at the time of the prepayment. Payment of additional costs is due within seven days after receiving your bill. The UGA Hotel accepts all major credit cards or checks made payable to the order of The University of Georgia.

## Times for Your Event

Times of service are dependent upon availability. The UGA Hotel reserves the right of refusal based upon other events occurring at the UGA Hotel on the date requested. Your Reception may not exceed four hours, and may not extend beyond midnight. Buffet and Cocktail reception menu pricing is based upon two hours of service. Please speak with your wedding specialist regarding a la carte or late night station options, if additional hours of food service are desired.

## Tastings

A custom tasting can be arranged for the bride and groom. This tasting is complimentary (for two people) for either two entrees (with accompanying sides) for a plated meal or buffet, or four hors d'oeuvres for a cocktail reception. Charges will apply for tasting additional items or for additional people attending the tasting.

We require two weeks notice to arrange the tasting. Tastings will be scheduled on weekdays and must begin between 1-1:30PM or 5-6PM. Please speak with your wedding specialist for more information.

## Food Guarantees

An estimated number of guests must be given to your wedding specialist a minimum of three weeks prior to the date of the reception. A guaranteed minimum number of guests must be submitted ten business days prior to the event. If no final guarantee is submitted, the estimated number will be used as the final guarantee. If the actual number of guests exceeds your guaranteed number you will be billed for the higher number. The UGA Hotel, at its option, may accept an increase of the guarantee within two days. If the guarantee is increased within two days or on the day of the event the client will be billed for the total number of guests in attendance or the guarantee, whichever is higher. Late increases of any kind may result in some guests receiving an alternate, comparable menu or beverage selection, and/or the service time may increase.

## Floor Plans

Your wedding specialist will help you customize a floor plan for your reception. Space constraints require that existing tables and chairs be utilized for the Savannah Room Package with a maximum capacity of 75 guests.

## Minimums

The Ballroom Wedding Package includes a food and beverage minimum, in addition to the reception package fee. This price is the minimum amount that you must spend in order to reserve the Ballroom. You will be charged the greater of your menu price, multiplied by the number of guests plus your alcohol consumption, or the food and beverage price minimum of the package. The minimum must be met before service charges and taxes are added.

## Damage and Theft

You may be assessed a damage and/or clean up fee in the event that decorations are not removed, prohibited decorations are used, or damage occurs during your reception. The UGA Hotel is not responsible for the loss, theft, or damage to personal property.





# Wedding Booking and Rental Policies (continued)

## Cake Services

All cake bakers inspected by the Georgia Division of Public Health (Department of Human Resources) are welcome at the UGA Hotel. The UGA Hotel provides cake cutting services that include a dedicated server to cut the cake, cake plates, dessert forks, and beverage napkins. The cake cutting fee is 1.50 per guest, per cake.

## Entertainment

The UGA Hotel welcomes your choice of bands or disc jockeys. Our audiovisual technicians will meet with your entertainment provider to properly set up any audiovisual equipment. Audiovisual requests, such as screens and projectors for videos and photo slideshows, should be provided to your UGA Hotel wedding specialist a minimum of two weeks prior to the reception.

## Parking

Hourly parking is available in the South Campus Parking Deck adjacent to the UGA Hotel. Additional parking is also available on Carlton Street, next to the UGA Hotel, and opposite UGA's Stegeman Coliseum, after 5:00PM on weekdays and all day on weekends based upon availability. Parking is permit only at all other times. The UGA Hotel is not responsible for damage or theft to any vehicles in these areas.

## Decorations

Decorations are permitted with the advance approval of your UGA Hotel wedding specialist. Decorations are only permitted in your reserved area. It is your responsibility to remove all decorations immediately following the reception. The UGA Hotel has limited storage available for decorations prior to the date of your reception. All decorations may be delivered as early as the Thursday prior to the reception unless other arrangements are discussed with, and approved by, your wedding specialist.

An additional fee will be charged for any banners or signs displayed by the UGA Hotel. No tape, nails, or staples are allowed for attaching decorations. Glitter, rice, sparklers or other confetti-like decorations are also prohibited. Birdseed, petals, and bubbles are allowed outside of the building only; the release of butterflies or any living thing is not permitted.

All china, linen, and chair rentals must be coordinated through the UGA Hotel. Our in-house design team can assist you with coordinating linens, floral and other upgraded décor items.

## Banquet Services

All food and beverages in public areas or private banquet spaces must be catered by the UGA Hotel, with the exception of your wedding cake. Our wedding specialist will assist you in choosing an appropriate menu for your reception. If you would like a specialty menu, your wedding specialist will work with the UGA Hotel's Executive Chef to create one.

Your wedding menu is due five weeks prior to the date of the event. Once the estimated number of guests is given to the wedding specialist, the reception menu may not be changed. For Buffets and Cocktail Receptions, The UGA Hotel will provide the full menu for two hours to assure all guests have been served. For the final hour of food service, staff will consolidate items on the buffet to ensure that the remaining food is available to your guests.

We offer half-price banquet entrée menus for children eleven and under, as long as the number of children does not exceed 50% of the group's total guarantee. The half-price discount does not apply to any specialty menus created for children.

Special-diet meals must be submitted to your wedding specialist five business days before your event and are available at no additional charge for customers with special needs, such as those with allergies or those who require vegetarian options. Any requests made on-site during the event are subject to additional charges.

All leftover food and beverages, including special orders, belong to the UGA Hotel, with the exception of your wedding cake and departure basket.

## Taxes and Service Charges

A taxable service charge of 20% will be added to all food and beverage charges. The Wedding Reception Package fee, the service charge, and all other miscellaneous charges will be assessed the 7% Georgia sales tax.

# *Wedding*

## Ceremonies at the UGA Hotel

Ceremony Package Fee ..... 1,200

Maximum Capacity is based on location

### Package Amenities

- Rehearsal Space the evening before (5PM-7PM)
- Ceremony Space and set-up time the day of your wedding
- 300 chair covers is the maximum amount that is included in the package for both the ceremony and reception. The client can designate how many he/she would like in each area. If more than 300 are needed, the client is responsible for the cost of the additional chair covers to be ordered.
- Ceremony must be held in conjunction with a reception package
- Lapel Microphone
- Transportation provided to the Arch on Campus for pictures following ceremony
- Only artificial rose petals may be used
- If candles are used in the ceremony, floor protection is required. See your wedding specialist for details.
- \$100 cleaning fee will apply if room is not left in the same condition in which it was received

Located on the beautiful and historic campus of the University of Georgia, the UGA Hotel is the perfect venue for your wedding ceremony. The ceremony venues encapsulate refined beauty and elegance for your wedding day.

[weddings@georgiacenter.uga.edu](mailto:weddings@georgiacenter.uga.edu)  
 706.542.2654  
[UGAweddings.com](http://UGAweddings.com)  
[facebook.com/UGAweddings](https://facebook.com/UGAweddings)



A 20% service charge and 7% sales tax will be added to the total bill. Prices are subject to change should economic conditions require.

The University of Georgia is committed to principles of equal opportunity and affirmative action. • 1/12-15770