





Share a laugh. Share a moment. Share a lifetime.

Share your special day with the Sheraton Austin at the Capitol.

ALL OF OUR WEDDING PACKAGES INCLUDE THE SERVICES OF OUR IN-HOUSE BRIDAL EXPERT AND THE FOLLOWING AMENITIES:

DELUXE WEDDING NIGHT ACCOMMODATIONS FOR THE BRIDE AND GROOM WITH CHAMPAGNE AND CHOCOLATE COVERED STRAWBERRIES

CHAMPAGNE TOAST FOR ALL GUESTS

CONTINENTAL STYLE WEDDING CAKE SERVICE

BRIDAL PARTY TABLE, FULLY DRESSED GIFT TABLE AND WEDDING CAKE TABLE

CUSTOM SIZED DANCE FLOOR

BEADED PEDESTAL TABLE CENTERPIECES, FLOOR LENGTH LINENS, NAPKINS, AND CHINA SERVICE

CONCIERGE STYLE GIFT SERVICE

STAGING AND ELECTRICITY FOR BAND OR DJ

TASTING FOR UP TO FOUR GUESTS APPROXIMATELY ONE MONTH PRIOR TO EVENT

ADELA BARRERA
WEDDING CONSULTANT
512.404.6949 | abarrera@sheratonaustinhotel.com





social hour passed hors d'oeuvres (select two)

SOY GINGER MARINATED SATAY CHICKEN SKEWERS SERVED WITH SWEET CHILI SAUCE

ASSORTED MINIATURE QUICHE

SPANAKOPITA

PETITE BRIE EN CROUTE SERVED WITH RASPBERRY JAM

BACON WRAPPED SCALLOPS

PETITE BEEF WELLINGTON

SKEWERED TOMATO, MOZZARELLA AND BASIL

AHITUNA ON CRISPY WONTON SERVED WITH SWEET SOY REDUCTION

greenery (select one)

MIXED FIELD GREENS WITH CRISP VEGETABLES AND RASPBERRY VINAIGRETTE

**BABY GREENS** 

WITH STRAWBERRIES, FETA CHEESE, CANDIED WALNUTS AND CHAMPAGNE VINAIGRETTE

CLASSIC CAESAR SALAD WITH CROUTONS AND PARMESAN CHEESE

PLUM TOMATO, MOZZARELLA AND FRESH BASIL WITH BALSAMIC VINAIGRETTE

main course (select one)

CHICKEN MARSALA | 45.00 PER PERSON PAN SEARED CONTINENTAL BREAST OF CHICKEN WITH MUSHROOM MARSALA WINE SAUCE

CHICKEN PICATTA | 45.00 PER PERSON SEARED CHICKEN BREAST WITH A WHITE WINE, LEMON AND CAPER BEURRE BLANC

SEARED SALMON | 50.00 PER PERSON SEARED SALMON WITH BROWN SUGAR, HONEY AND DIJON GLAZE

FILET MIGNON | 60.00 PER PERSON GRILLED TENDERLOIN WITH BACON AND MUSHROOM RAGOUT

FILET OF BEEF AND CHICKEN DUET | 58.00 PER PERSON GRILLED TENDERLOIN OF BEEF AND SEARED CHICKEN BREAST WITH A COGNAC DEMI-GLACE

PEPPER CRUSTED TENDERLOIN AND SHRIMP | 60.00 PER PERSON SEARED TENDERLOIN WITH RED WINE DEMI-GLACE AND GARLIC MARINATED JUMBO SHRIMP

accompaniments (select one)

WILD RICE PILAF RISOTTO-STYLE ORZO PASTA ROASTED GARLIC MASHED POTATOES ROASTED "SMASHED" POTATOES PECAN AND HERB WILD RICE

SERVED WITH A SEASONAL VEGETABLE SELECTION, FRESHLY BAKED ROLLS WITH

SWEET BUTTER, STARBUCKS COFFEE, AND FRESHLY BREWED TAZO ICED TEA







social hour passed hors d'oeuvres (select two)

SOY GINGER MARINATED SATAY CHICKEN SKEWERS SERVED WITH SWEET CHILI SAUCE

ASSORTED MINIATURE QUICHE

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greenery (select one)

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PLUM TOMATO, MOZZARELLA AND FRESH BASIL WITH BALSAMIC VINAIGRETTE

main course (select two)

CHICKEN MARSALA

PAN SEARED CONTINENTAL BREAST OF CHICKEN WITH MUSHROOM MARSALA WINE SAUCE

CHICKEN PICATTA

SEARED CHICKEN BREAST WITH A WHITE WINE, LEMON AND CAPER BEURRE BLANC

SLICED SIRLOIN

TENDER SLICED SIRLOIN WITH GREEN PEPPERCORN DEMI-GLACE

MAHI-MAHI

SEARED MAHI-MAHI WITH MANGO AND PAPAYA SALSA

**BOURSIN CHICKEN** 

SEARED BREAST OF CHICKEN WITH CREAMY BOURSIN SAUCE

accompaniments (select one)

WILD RICE PILAF

RISOTTO-STYLE ORZO PASTA

ROASTED GARLIC MASHED POTATOES

ROASTED "SMASHED" POTATOES

PECAN AND HERB WILD RICE

55.00 per person

SERVED WITH A SEASONAL VEGETABLE SELECTION, FRESHLY BAKED ROLLS WITH SWEET BUTTER, STARBUCKS COFFEE, AND FRESHLY BREWED TAZO ICED TEA







### social hour passed hors d'oeuvres (select up to four)

FOUR PIECES PER GUEST

SOY GINGER MARINATED SATAY CHICKEN SKEWERS SERVED WITH SWEET CHILI SAUCE

ASSORTED MINIATURE QUICHE

SPANAKOPITA

PETITE BRIE EN CROUTE SERVED WITH RASPBERRY JAM

BACON WRAPPED SCALLOPS

PETITE BEEF WELLINGTON

SKEWERED TOMATO, MOZZARELLA AND BASIL

AHITUNA ON CRISPY WONTON SERVED WITH SWEET SOY REDUCTION

display station (select one)

DOMESTIC CHEESE DISPLAY

WITH FRESH BERRIES, GRAPES, SEASONAL ACCOMPANIMENTS AND A SELECTION OF SLICED BAGUETTES, WHOLE GRAIN AND WATER CRACKERS

CRUDITES

DISPLAY OF CRISP RAW VEGETABLES WITH BUTTERMILK RANCH AND CHIPOTLE-PARMESAN DIPS. SERVED WITH PITA CHIPS, CROSTINI, CREAMY HUMMUS, AND OLIVE TAPENADE.

SEASONAL FRUIT DISPLAY

WITH SLICED MELONS, PINEAPPLE, SEASONAL FRUITS, AND BERRIES. SERVED WITH HONEY YOGURT DRESSING.

SALAD DISPLAY

MIXED WILD FIELD GREENS WITH TOMATOES, CUCUMBERS, CARROTS, HERB CROUTONS. SERVED WITH A BLEU CHEESE DRESSING AND CHAMPAGNE VINAIGRETTE.

action station (select one)

CHEERS TO COMFORT

YUKON GOLD GARLIC MASHERS, PURPLE PERUVIAN MASHED POTATOES, TRUFFLE MAC N' CHEESE, TEXAS BBQ BRISKET, ROCK SHRIMP, WITH SAUTEED MUSHROOMS, CRUNCHY GARLIC, CRISP BACON, GREEN ONIONS, AND SHREDDED CHEDDAR

SLIDER STATION

ANGUS BEEF AND CHEDDAR SLIDERS WITH SWEEET AND SPICY PICKLE CHIPS AND HOUSE MADE SMOKEY KETCHUP, BUFFALO CHICKEN WITH BLEU CHEESE MAYO, PULLED BBQ PORK WITH CARAMELIZED ONIONS, HOUSE MADE POTATO CHIPS

PASTA STATION

PENNE, FARFALLE, AND TORTELLINI SERVED WITH MARINARA AND HERB CREAM SAUCE. ROASTED PEPPERS, CARAMELIZED ONIONS, OLIVES, BABY SPINACH, ROASTED MUSHROOMS AND GARLIC. ITALIAN SAUSAGE, GRILLED CHICKEN AND SHRIMP, GORGONZOLA, PARMESAN CHEESE, ROASTED GARLIC, AND CHEESE BREAD

CARVING STATION ONE

HERB ROASTED WHOLE BREAST OF TURKEY SERVED WITH CRANBERRY RELISH AND HERB MAYONNAISE. SERVED WITH HOUSE MADE POTATO CHIPS

CARVING STATION TWO

SLOW ROASTED PRIME RIB OF BEEF SERVED WITH HORSERADISH SAUCE AND AU JUS. SERVED WITH HOUSE MADE POTATO CHIPS

CARVING STATION THREE

HONEY-DIJON GLAZED SIDE OF SALMON SERVED WITH A SWEET DIJON GLAZE AND WILD RICE PILAF

50.00 per person

select an additional action station |15.00 per person

AND FRESHLY BREWED TAZO SERVED WITH FRESHLY BAKED ROLLS WITH SWEET BUTTER, STARBUCKS COFFEE,







social hour passed hors d'oeuvres (select two)

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ASSORTED MINIATURE QUICHE

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greenery (select one)

MIXED FIELD GREENS
WITH CRISP VEGETABLES AND RASPBERRY VINAIGRETTE

BABY GREENS

WITH STRAWBERRIES, FETA CHEESE, CANDIED WALNUTS AND CHAMPAGNE VINAIGRETTE

CLASSIC CAESAR SALAD
WITH CROUTONS AND PARMESAN CHEESE

PLUM TOMATO, MOZZARELLA AND FRESH BASIL WITH BALSAMIC VINAIGRETTE

main course(select two)

TEXAS RIB-EYE

HERB CRUSTED RIB-EYE WITH ANCHO AU JUS

SEARED SALMON

FLAKY SALMON WITH GRILLED PINEAPPLE RELISH

BEEF TENDERLOIN

SLICED TENDERLOIN OF BEEF WITH BOURBON DEMI-GLACE

CEDAR PLANK SALMON

BOURBON GLAZED CEDAR PLANK SALMON WITH PINEAPPLE SALSA

ROYAL CHICKEN

SEARED BREAST OF CHICKEN WITH ROASTED GARLIC AND TRUFFLE CREAM

CHICKEN MARSALA

PAN SEARED CONTINENTAL BREAST OF CHICKEN WITH MUSHROOM MARSALA WINE SAUCE

STUFFED CHICKEN ROULADE

CHEF'S SPECIALTY STUFFED CHICKEN WITH SAUCE DU JOUR

accompaniments (select one)

TRUFFLE MASHED POTATOES

PECAN AND HERB WILD RICE

WARM FINGERLING POTATO SALAD

RISOTTO-STYLE ORZO PASTA

GARLIC ROASTED YUKON GOLD POTATOES

ROASTED GARLIC MASHED POTATOES

SMOKED CHEDDAR POTATO GRATIN

ROASTED "SMASHED" POTATOES

65.00 per person

BREWED TAZO ICED TEA COFFEE, AND FRESHLY







### social hour

CHAMPAGNE AND MIMOSAS

DISPLAY OF SEASONAL FRESH FRUIT

CHEF'S DISPLAY OF ASSORTED MUFFINS, CROISSANTS AND BREAKFAST BREADS SERVED WITH BUTTER AND PRESERVES

### brunch buffet service

MIXED FIELD GREENS
WITH CRISP VEGETABLES AND RASPBERRY VINAIGRETTE

PLUM TOMATO AND MOZZARELLA CHEESE WITH FRESH BASIL AND BALSAMIC VINAIGRETTE

ANTIPASTO SALAD

CITRUS GLAZED CHICKEN

CHEESE BLINTZES WITH FRUIT TOPPING

BELGIAN WAFFLES
WITH STRAWBERRIES AND WHIPPED CREAM

MADE TO ORDER OMELET STATION

CRISP BACON AND SAUSAGE LINKS
COTTAGE FRIED POTATOES
MEDLEY OF SEASONAL VEGETABLES
FRESH BAKED ROLLS AND BUTTER

CHILLED ORANGE AND GRAPEFRUIT JUICES
FRESHLY BREWED STARBUCKS COFFEE SERVICE
TAZO HOT AND ICED TEAS

45.00 per person MINIMUM OF 50 GUESTS

75.00 attendant fee
ONE OMELET STATION ATTENDANT PER 150 GUESTS

enhancements

BLOODY MARYS 5.00 PER DRINK CHEF CARVED PRIME RIB OF BEEF WITH FRESH BAKED ROLLS AND HORSERADISH CREAM 5.00 PER PERSON







## appreciated brands

FINLANDIA VODKA, BACARDI SUPERIOR RUM, TANQUERAY GIN, SAUZA GOLD TEQUILA, JACK DANIELS BOURBON, CANADIAN CLUB 6 YEAR, DEWAR'S SCOTCH, TRIPLE SEC, HENNESSY VS COGNAC 9.50 PER DRINK

#### favorite brands

SVEDKA VODKA, BACARDI SUPERIOR RUM, GILBEY'S GIN, SUAZA GOLD TEQUILA, JIM BEAM BOURBON, CANADIAN MIST, GRANT'S FAMILY RESERVE SCOTCH, TRIPLE SEC 7.50 PER DRINK

#### beer

IMPORTED BEER CORONA EXTRA 6.00 PER DRINK

DOMESTIC PREMIUM BEER SAM ADAMS LAGER, SHINER BOCK 6.00 PER DRINK

DOMESTIC BEER BUDWEISER, COORS LIGHT, ST. PAULI GIRL NA 5.00 PER DRINK

### wine (select four)

**FAVORITE WINES** 

SYCAMORE LANE CHARDONNAY, CABERNET SAUVIGNON, AND YULUPA WHITE ZINFANDEL 7.50 PER DRINK

APPRECIATED WINES

TRINITY OAKS CHARDONNAY, CABERNET SAUVIGNON, AND YULUPA WHITE ZINFANDEL 9.50 PER DRINK

SPARKLING WINES SMWE MICHELLE NV BRUT 9.25 PER DRINK

### enhancements

CROWN ROYAL

JOHNNY WALKER RED

MEYERS RUM

NO. TEN BY TANQUERAY

CORDIALS

STOLICHNAYA VODKA

COINTREAU, CHAMBORD, GRAND MARNIER, AMARETTO DISARONNO

10.00 per drink

75.00 bartender fee ONE BARTENDER PER 100 GUESTS | 4 HOURS OF SERVICE FEE WAIVED IF BAR SALES EXCEED \$500 PER BAR

INCLUDES APPROPRIATE MIXERS, BAR FRUITS, ICE, GLASSES, AND ACCOMPANIMENTS. OUTSIDE ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE HOTEL PREMISES.







## appreciated host bar package

APPRECIATED BRAND LIQUORS

BEER

BUDWEISER, COORS LIGHT, SHINER BOCK, SAM ADAMS BOSTON LAGER, CORONA EXTRA, ST. PAULI GIRL NA

APPRECIATED BRAND WINES

ASSORTED SOFT DRINKS AND BOTTLED WATER

19.00 per person | 1 hour of service EACH ADDITIONAL HOUR: 9.00 PER PERSON

### favorite host bar package

FAVORITE BRAND LIQUORS

BEER

BUDWEISER, COORS LIGHT, SHINER BOCK, SAM ADAMS BOSTON LAGER, CORONA EXTRA, ST. PAULI GIRL NA

**FAVORITE BRAND WINES** 

ASSORTED SOFT DRINKS AND BOTTLED WATER

16.00 per person | 1 hour of service EACH ADDITIONAL HOUR: 9.00 PER PERSON

## appreciated beer, wine and soft drink package

BEER

BUDWEISER, COORS LIGHT, SHINER BOCK, SAM ADAMS BOSTON LAGER, CORONA EXTRA, ST. PAULI GIRL NA

APPRECIATED BRAND WINES

ASSORTED SOFT DRINKS AND BOTTLED WATER

14.00 per person | 1 hour of service EACH ADDITIONAL HOUR: 6.00 PER PERSON

## favorite beer, wine and soft drink package

BEEF

BUDWEISER, COORS LIGHT, SHINER BOCK, SAM ADAMS BOSTON LAGER, CORONA EXTRA, ST. PAULI GIRL NA

FAVORITE BRAND WINES

ASSORTED SOFT DRINKS AND BOTTLED WATER

12.00 per person | 1 hour of service EACH ADDITIONAL HOUR: 6.00 PER PERSON

## specialty bars

MOJITO BAR HAND-MIXED RASPBERRY, STRAWBERRY, MANGO, AND CLASSIC MOJITOS 10.00 PER DRINK MARTINI BAR
COSMOPOLITAN, APPLETINI, CHOCOLATINI,
MANHATTAN, AND LEMON DROP
12.00 PER DRINK

MARGARITA BAR

CLASSIC, STRAWBERRY, RASPBERRY, AND MANGO RITAS. SERVED ON THE ROCKS OR FROZEN.
10.00 PER DRINK

75.00 bartender fee
ONE BARTENDER PER 100 GUESTS | 4 HOURS OF SERVICE
FEE WAIVED IF BAR SALES EXCEED \$500 PER BAR







### favorite wines

SYCAMORE LANE CHARDONNAY
SYCAMORE LANE PINOT GRIGIO
SYCAMORE LANE CABERNET SAUVINGON
SYCAMORE LANE MERLOT
YULUPA WHITE ZINFANDEL
7.50 per glass

# appreciated wines

TRINITY OAKS CHARDONNAY
TRINITY OAKS PINOT GRIGIO
TRINITY OAKS CABERNET SAUVIGNON
TRINITY OAKS MERLOT
YULUPA WHITE ZINFANDEL
9.50 per glass

## Wine Service with Dinner

HOUSE RED AND WHITE WINE TO COMPLIMENT MAIN COURSE SELECTION

12.00 per person | 2 hours of service

75.00 bartender fee
ONE BARTENDER PER 100 GUESTS | 4 HOURS OF SERVICE
FEE WAIVED IF BAR SALES EXCEED \$500 PER BAR





#### cakes

SIMON LEE BAKERY SIMONLEEBAKERY.COM 512.990.4888

MICHELLE'S PATISSERIE MICHELLESPATISSERIE.COM 512.433.6860

#### florists

WESTBANK FLOWER MARKET WESTBANKFLOWERS.COM 512.327.3374

FLORAL RENAISSANCE FLORALREN.COM 512.394.9959

THE FLOWER STUDIO COBYNEAL.COM 512.236.0916

**BOUQUETS OF AUSTIN** BOUQUETSOFAUSTIN.COM 512.257.2395

#### entertainment

KLENTZMAN ENTERTAINMENT KLENTZMANENTERTAINMENT.COM 832.655.5189

COMPLETE MUSIC AND VIDEO CMUSIC.COM 512.458.3535

TEXAS PRO DJ TEXASPRODJ.COM 512.670.7970

PENGUIN ENTERTAINMENT PENGUINENTERTAINMENT.COM 512.448.3037

### hair and makeup artist

WEDDINGS BY CELISSA RAE CELISSARAE.COM 512.393.4485

### photography and videography

SMITH PHOTOGRAPHY SMITHPHOTOGRAPHYKYLE.COM 512.644.5444

AMANDA POMILLA HAGOOD AMANDAPOMILLAPHOTOGRAPHY.COM 512.663.8202

SMS PHOTOGRAPHY SMSPHOTOGRAPHY.COM 512.964.3070

## rentals and planners

PREMIERE PARTY CENTRAL AUSTINPARTYCENTRAL.COM 512.292.3900

CAPLAN MILLER EVENTS CAPLANMILLER.COM 512.610.7700

MAROUEE RENTS MARQUEERENTS.COM 512.491.7368

BARBARA'S BRIDES BARBARASBRIDES.COM 512.310.1131

# upscale linen

UNIQUE DESIGN & EVENTS UNIQUEDESIGNANDEVENTS.COM 512.833.4458

**BBJ LINEN** BBJLINEN.COM 512.310.1131

## fun additions

CORNUCOPIA AUSTIN - POPCORN CORNUCOPIAPOPCORN.COM 512.477.2676

CENTRAL TEXAS J РНОТОВООТН CENTRALTEXASJBOOTH.COM 52.905.2711







### food and beverage

MENU SELECTIONS SHOULD BE FINALIZED AT LEAST FOUR WEEKS PRIOR TO YOUR EVENT IN ORDER TO PROVIDE YOU WITH THE HIGHEST QUALITY FOOD AND BEVERAGE PRODUCTS AVAILABLE

SHERATON IS THE EXCLUSIVE CATERER FOR THE SHERATON AUSTING, THEREFORE, NO OUTSIDE FOOD AND/OR BEVERAGES ARE PERMITTED. YOUR WEDDING CAKE(S) ARE THE ONLY PRE-APPROVED EXCEPTION TO THIS POLICY.

NO REMAINING FOOD AND BEVERAGE MAY BE REMOVED FROM THE BANQUET ROOM WHERE THE EVENT TAKES PLACE. YOUR WEDDING CAKE(S) ARE THE ONLY PRE-APPROVED EXCEPTION TO THIS POLICY.

RECEPTIONS ARE ALLOTTED A FOUR HOUR TIME PERIOD. RECEPTIONS LASTING LONGER THAN THE ALLOTTED TIME ARE SUBJECT TO \$350.00 PER HOUR FEE.

AS OTHER GROUPS MAY BE UTILIZING THE SAME ROOM AS YOU, PRIOR TO OR FOLLOWING YOUR FUNCTION, PLEASE ADHERE TO THE TIMES AGREED UPON. SHOULD YOUR TIME SCHEDULE CHANGE, PLEASE CONTACT YOUR COORDINATOR AND EVERY EFFORT WILL BE MADE TO ACCOMMODATE THE CHANGE.

ALL FOOD AND BEVERAGES ARE SUBJECT TO A 24% TAXABLE SERVICE CHARGE, 5% TAXABLE EVENT FEE AND AN 8.25% SALES TAX. SERVICE CHARGE, EVENT FEE AND SALES TAX DO NOT APPLY TOWARD THE FOOD AND BEVERAGE MINIMUM.

### ceremonies with receptions

#### INDOOR CEREMONY PACKAGE

ONE HOUR REHEARSAL WITH MODIFIED SET UP, BASED ON AVAILABILITY
USE OF CEREMONY AREA FOR UP TO 2 HOURS WITH FRUIT INFUSED WATER STATION AND A WHITE LINEN
RACK DROP

CHAIRS, STAGING, GUEST BOOK TABLE, AND GIFT TABLE

BRIDAL ROOM WITH MIRROR, WATER STATION, AND SMALL REFRIGERATOR STOCKED WITH NON-ALCHOLIC BEVERAGES

PA SYSTEM WITH WIRELESS LAVALIERE MICROPHONE FOR OFFICIANT AND STANDING WIRED MICROPHONE FOR BRIDE AND GROOM

250.00 PLUS TAX AND SERVICE CHARGE

### OUTDOOR CEREMONY PACKAGE

OFTEN REQUIRE RENTED CHAIRS, SUPPLEMENTAL SOUND AND LIGHTING STARTING AT 300.00 PLUS TAX AND SERVICE CHARGE

#### CEREMONY ONLY

CONNECT WITH A CATERING MANAGER FOR PRICING

#### guest rooms

WE OFFER SPECIAL GUEST ROOM RATES FOR YOUR WEDDING GUESTS. RATES AND AVAILABILITY ARE DEPENDENT UPON SEASON AND OCCUPANCY LEVELS. IT IS RECOMMENDED THAT GUEST ROOM BLOCKS ARE ARRANGED AT THE TIME OF CONTRACTING.

#### amenities

#### GIFT BAGS

WE WOULD BE HAPPY TO DISTRIBUTE YOUR WELCOME BAGS TO GUESTS AT CHECK-IN COMPLIMENTARY SERVICE

#### IN-ROOM WELCOME AMENITIES

WE WOULD BE HAPPY TO DELIVER YOUR WELCOME AMENITIES TO YOUR OVERNIGHT GUEST ROOM 3.00 PER AMENITY

## alcoholic beverages

WE RESERVE THE RIGHT TO REFUSE THE SERVING OF ALCOHOLIC BEVERAGES AT ANY TIME. WE DO NOT PERMIT THE SERVING OF ALCOHOLIC BEVERAGES TO ANYONE UNDER THE AGE OF TWENTY-ONE OR UNDER THE INFLUENCE OF ALCOHOL IN ACCORDANCE WITH THE TEXAS LIQUOR CONTROL COMMISSION REGULATIONS. NO ALCOHOLIC BEVERAGES SHALL BE BROUGHT INTO THE HOTEL FROM OUTSIDE







### guarantee

FINAL GUARANTEE OF ATTENDANCE WILL BE REQUIRED BY NOON, THREE BUSINESS DAYS PRIOR TO YOUR EVENT, IN ORDER FOR OUR STAFF TO PROPERLY PREPARE FOR YOUR FUNCTION. THE GUARANTEE WILL BE THE MINIMUM AND IS NOT SUBJECT TO REDUCTION. WE WILL BE PREPARED TO SET AND SERVE 3% OVER THE GUARANTEE. IF A GUARANTEE ISN'T RECEIVED, THE LAST KNOWN ESTIMATE OF ATTENDANCE WILL BECOME YOUR GUARANTEE. CHARGES WILL BE BASED ON YOUR ACTUAL ATTENDANCE OR THE GUARANTEE, WHICHEVER IS GREATER.

## decortations | displays | exhibits

THE AFFIXING OF ANYTHING TO THE WALLS, FLOORS OR CEILING OF THE FUNCTION ROOM IS NOT PERMITTED UNLESS PRIOR WRITTEN APPROVAL IS OBTAINED FROM THE HOTEL.

THE HOTEL DOES NOT PERMIT THE USE OF SPARKLERS OR ANY FIREWORKS ON HOTEL GROUNDS.

THE HOTEL DOES NOT PERMIT THE USE OF CONFETTI, GLITTER, RICE, BIRDSEED, OR DEEP COLOR ROSE PETALS INDOORS ON THE FLOORS, NOR ARTIFICIAL PETALS OUTDOORS.

PLEASE NOTE THAT A CLEAN UP FEE OF \$250 OR MORE MAY BE ASSESSED FOR ANY DECORATIONS WHICH REQUIRE ADDITIONAL LABOR TO CLEAN AFTER THE EVENT.

ANY DAMAGES INCURRED WILL BE THE RESPONSIBILITY OF THE PERSON IN CHARGE OF THE FUNCTION. THE HOTEL ASSUMES NO RESPONSIBILITY FOR LOSSES OR DAMAGES TO DISPLAY EQUIPMENT AND OTHER PROPERTY BROUGHT UPON THE PREMISES OF THE HOTEL.

WE RESERVE THE RIGHT TO CONTROL THE VOLUME LEVEL OF ENTERTAINMENT AND SOUND SYSTEMS AT ALL FUNCTIONS IN CONSIDERATION OF ALL GUESTS

### non-registered guest parking

RATES DO NOT INCLUDE IN AND OUT PRIVILEGES

SELF-PARKING 10.00 PER VEHICLE VALET PARKING 15.00 FOR EVENTS

### registered guest parking

RATES ARE BASED ON A 24 HOUR CYLCLE | PER VEHICLE | INCLUDES IN AND OUT PRIVILEGES

SELF-PARKING 12.00 PER NIGHT VALET PARKING 20.00 PER NIGHT

## deposits | payments | cancellations

ALL FUNCTIONS WILL BE VERIFIED IN A LETTER OF AGREEMENT. THE HOTEL WILL HOLD FUNCTION SPACE ON A DEFINITE BASIS UPON RECEIPT OF A SIGNED COPY OF AGREEMENT AND AN ADVANCED DEPOSIT FOR PAYMENT.

A NON-REFUNDABLE DEPOSIT IN THE AMOUNT OF 20% OF THE FOOD AND BEVERAGE MINIMUM IS REQUIRED IN ADDITION TO THE SIGNED CONTRACT AND CREDIT CARD AUTHORIZATION FORM, IN ORDER TO CONSIDER ANY EVENT AS DEFINITE. ADDITIONAL DEPOSITS WILL BE REQUIRED 120 AND 60 DAYS PRIOR TO YOUR EVENT. ALL ARE APPLIED TO THE ESTIMATED BALANCE, WHICH IS DUE TEN BUSINESS DAYS PRIOR TO THE EVENT IF PAYING BY CHECK OR THREE BUSINESS DAYS IF PAYING WITH CASH OR CREDIT CARD

CANCELLATIONS MUST BE RECEIVED IN WRITING AND ARE SUBJECT TO A CANCELLATION FEE.