

# *Best Western Plus Loveland*

## *Special Event Guide*

*The Best Place in the Sweetheart City for Your Special Day!*



970.667.7810

# *Congratulations!*

We are so very pleased that you have chosen to share your special day with us.



Please refer to the following information. If you have any questions, we would be delighted to answer them for you. We look forward to speaking with you!

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# Ceremony Package



## Our fabulous Ceremony Package Includes:

- Pick a Ceremony Location:  
Mountain View or Pavillion!
- Ceremony Rehearsal prior to the Wedding
- Wedding Lawn Set-Up
- Customized Directional Signage
- White Chairs
- On-Site Event Coordinator
- Small Table for Marriage Certificate Signing  
or Sand Ceremony

**Up to 150 Guests: \$500**

*\*ask about pricing for additional guests\**



# *Reception Package Inclusions*

## Ballroom Rental

(4 hours prior to start time to decorate – cleanup by midnight)

## Tables

(including gift, cake, & sign-in table)

## Chairs\*

Table Linens in White, Ivory or Black\*

Cloth Napkins in White, Ivory or Black\*

Bride's "Get Ready" Room

Flatware, China, Glassware

Decorative Mirrors for Centerpieces

Decorative Time 4 Hours Prior

Dance Floor

Champagne Toast

Cake Cutting Service

Bar Setup

Cleanup Services (minus personal items)

Discounted Rooms for Guests



\*Upgrades for linens and chair covers available.



# *The Celebration Package*

Minimum of 50 people – Maximum of 170

Priced at \$35 per person\*\*

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## *Package Includes:*

Seasonal Fruit Display  
Decadent Cheese & Cracker Display  
Garden Salad with Dressings  
Seasonal Vegetables  
Dinner Rolls

1 Hour Bartender for Cocktail Hour  
Choice of 2 Domestics (served at \$4/each)  
Choice of 2 Microbrews (served at \$5/each)  
1 Signature Cocktail (\$5/well, \$7/call, \$9/Premium)  
Water, Lemonade, Ice Tea Station  
Coffee Station

1 Entrée  
1 Side

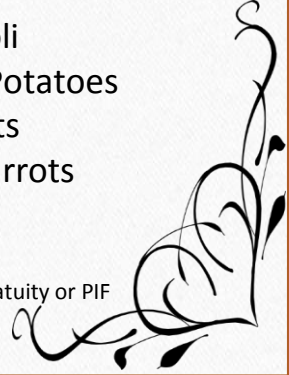
## *Entrée Choices:*

Lemon Citrus Chicken  
Brown Sugar Apple Roasted Pork Loin  
Sweet Chili Lime Tilapia  
Cowboy Coffee Rubbed Sirloin

## *Side Choices:*

Creamy Garlic Mashed Potatoes  
Cilantro Rice Pilaf  
Garlic Butter Broccoli  
Herb Butter Roasted Red Potatoes  
Creamy Haircot Verts  
Honey Butter Glazed Carrots

\*\*Price does not include tax, gratuity or PIF





# *The Party Package*

Minimum of 50 people – Maximum of 170

Priced at \$47 per person\*\*

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## *Package Includes:*

Seasonal Fruit Display  
Decadent Cheese & Cracker Display  
Garden Salad with Dressings  
Seasonal Vegetables  
Dinner Rolls

1.5 Hour Bartender for Cocktail Hour

Choice of 3 Domestic

(served at \$4/each)

Choice of 3 Microbrews

(served at \$5/each)

2 Signature Cocktail

(\$5/well, \$7/call, \$9/Premium)

Water, Lemonade, Ice Tea Station

Coffee Station

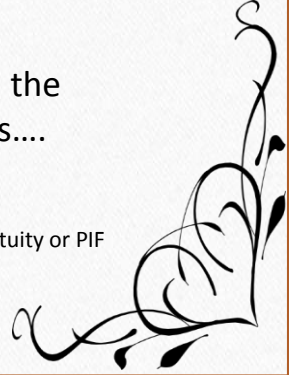
2 Entrée Choices  
2 Side Choices  
Additional Salad Choice  
Additional Appetizer Choice

Uplights in Choice of Color

Honeymoon Suite

Options Include those found in the  
Celebration Package as well as....

\*\*Price does not include tax, gratuity or PIF





# *The Party Package*

Minimum of 50 people – Maximum of 170

Priced at \$47 per person\*\*

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## *Entrée Choices:*

Asian Braised Pork Chops  
Honey Citrus Grilled Salmon  
Hawaiian Grilled Huli-Huli Chicken  
Balsamic Burgundy Marinated Tri Tip Steak  
Creamy Tomato Basil Mushroom Ravioli

## *Side Choices:*

Roasted Red Pepper Asparagus  
Sautéed California Medley Vegetables  
Loaded Potatoes Au Gratin  
Southern New Potato Medley


## *Appetizer Choices*

Thai Peanut Chicken Satay  
Tomato Basil Mozzarella Bruschetta  
Sesame Ponzu Beef Skewers

## *Salad Choices:*

Caesar Salad  
Spinach & Mixed Berry Salad  
Fiesta Salad

\*\*Price does not include tax, gratuity or PIF





# *The Platinum Package*

Minimum of 50 people – Maximum of 170

Priced at \$65 per person\*\*

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## *Package Includes:*

Seasonal Fruit Display  
Decadent Cheese & Cracker Display  
Garden Salad with Dressings  
Seasonal Vegetables  
Dinner Rolls

1.5 Hour Bartender for Cocktail Hour

Choice of 5 Domestics  
(served at \$4/each)

Choice of 5 Microbrews  
(served at \$5/each)

4 Signature Cocktail  
(\$5/well, \$7/call, \$9/Premium)

Water, Lemonade, Ice Tea Station  
Coffee Station

2 Entrée Choices  
1 Carving Station  
3 Side Choices  
2 Additional Salad Choices  
2 Additional Appetizer Choice

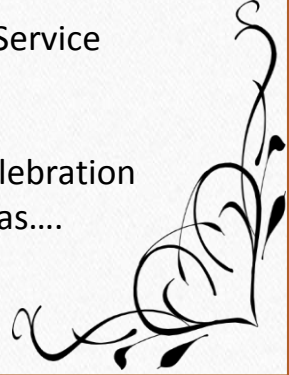
Uplights in Choice of Color

Honeymoon Suite with Turn Down Service

10 Drink Tickets

Options Include those found in the Celebration  
Package & Party Package as well as....

\*\*Price does not include tax, gratuity or PIF







# *The Platinum Package*

Minimum of 50 people – Maximum of 180

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## *Entrée Choices:*

Bacon Wrapped Filet with Port Demi Glaze  
Red Wine Rosemary Buffalo Prime Rib  
Chicken Oscar  
Grilled Rack of Lamb with Raspberry Mint  
Sweet & Sour Grilled Mahi Mahi  
Garlic Lobster Tail

## *Side Choices:*

Dutchess Potatoes  
Loaded Twice Baked Potatoes  
Creamy Poblano Rice  
Mushroom Risotto  
Ginger Sesame Bok Choy  
Roasted Tomato Squash Medley

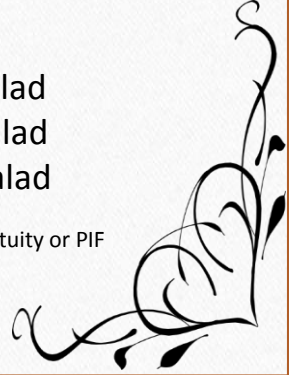
## *Appetizer Choices*

Gardiniera Skewers  
Canape of Smoked Salmon  
Crab Stuffed Mushrooms  
Crostini with Steak, Gorgonzola and Spiced Pear

## *Salad Choices:*

Raspberry Endive Salad  
Colorado Broccoli Salad  
Sesame Mandarin Salad

\*\*Price does not include tax, gratuity or PIF



# *The Platinum Package*

## **Carving Stations**

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Your choice of one with our professional staff serving your guests include:

*Baron of Beef*

*Spinach, Sundried Tomato and Feta Stuffed Pork Loin*

*Beef Brisket*

*Honey Baked Spiral Ham*





# Spirits

Longs Peak Pavilion and Ballroom strictly adheres to all Colorado State Liquor Regulations. No person with out a valid ID or any individual under the legal drinking age of 21 may consume alcoholic beverages on our premises. Staff may refuse to serve alcoholic beverages to any person. The proper authorities may be contacted if necessary to remove individuals from the premises. All alcoholic beverages must be purchased from & remain within Longs Peak Pavilion and Ballroom. Additional Options are available: Please ask our Sales Team for Specific Requests. Required 1 bar per 75 guests with a maximum of 2 bars.

## Domestic \$4/Bottle

Bottle	½ Keg Price (Average 120 Glasses)
Budweiser	\$325
Bud Light	\$325
Coors Banquet	\$325
Coors Light	\$325
Miller Light	\$325
Michelob Ultra	\$325

## Microbrew \$5/Bottle

Bottle	½ Keg Price (Average 120 Glasses)
Flat Tire	\$425
Corona	\$425
Heineken	\$425
Blue Moon	\$425
Grim Brother's Seasonal	\$425
Guinness	\$425

# *Signature Drinks*



Signature Drinks are those that are anything you'd like to be served during your special occasion. Just let us know what you'd like, and what you'd like to call it. The sky is the limit on what we can do and the full in making your signature drink with all your personality!

Well Choice Liquor Served at \$5/each: Wilderness Vodka, Barton's Rum, Barton's Gin, Montezuma Tequila, Kentucky Gentleman Bourbon, Highland Mist Scotch, Juarez Triple Sec

Call Liquor Served at \$7/each: Sminoff Vodka, Bacardi Original Rum, Jack Daniels Bourbon, Johnnie Walker Red Scotch, Sauza Blue Tequila, Bombay Gin

Premium Liquor Served at \$9/each: Tanqueray Gin, Kettle One Vodka, Captain Morgan Spiced Rum, Maker's Mark Whiskey, Crown Royal, Chivas Regal Scotch, and Patron Tequila

**Colorado Law States we must pour and serve all alcoholic drinks. Should individuals attempt to bring in their own liquor, Best Western Plus Loveland Inn has to preserve it's responsibility and may remove the individual or close the event down without refund. Best Western Plus Loveland Inn has the right to refuse any persons who appear intoxicated and/or without proper identification.**

Please help us help your guests to have a good time!

# *The Other Bars*



## *Chips & Salsa Bar*

*\$6/per person*

Different tortilla chips cascading with a variety of salsas.

## *The Spuds Café*

*\$4/per person*

Baked potatoes with a variety of toppings including butter, sour cream, bacon, chives, ranch, cheese sauce and chili!

## *The Candy Bar*

*\$25/day*

Rent 5 whimsical vases to put your candy in! Includes scoops, bags and ties. For \$.25/each, ask us about personalized labels.

## *The Break*

*\$4/per person*

A variety of candy bars (max 2 per person).

## *Ultimate Milk & Cookie Bar*

*\$5/per person*

Assortment of cookies as well as white, chocolate and strawberry milk!

## *The Sundae Bar*

*\$5/per person*

Vanilla ice cream and your imagination make the ultimate sundae! Sauces such as fudge, chocolate sauce, caramel, strawberry sauce as well as whip cream, nuts, sprinkles and a cherry on top, of course!

# *The Other Bars*



## *The Popcorn Bar*

*\$6/per person*

Butter, Caramel and Cheese Popcorn, along with seasonings make this a crowd favorite!

## *The New York Cheesecake Bar*

*\$8/per person*

Famous New York Cheesecake slices and you enjoy whatever toppings you'd like! From traditional topping such as strawberry, cherry, chocolate and blueberry to daredevil ones such as mini chocolate chips, white chocolate chips and butter toffee, this is our most popular bar for those with a sweet tooth or looking for a break from the traditional wedding cake!

## *The Mini Pie Bar*

*\$8/per person*

Slices of famous pies including: Apple, Lemon, Pecan and Chocolate Crème along with a Seasonal Pie make this a perfect alternative for a nightcap or for a midday snack!

## *The All Nighter*

*\$8/per person*

The ultimate bar for those who want to live it up all night long! Multiple choices of energy drinks and Starbucks\* Double Shot Espressos in a variety of favors to keep the party going all night long!

# *The After Party!*

## *So.... You Still Want To Party??*

Now, it's time to just sit back and relax. Join us in Monroe's where we keep it going until 1am\*. Just let us know approximately how many people we should expect and we will keep the bar open later than normal *just for you*. This is the perfect way to spend time with your friends and family after your event and to top off an already perfect day!



# *Other Details...*

To Upgrade Your Day

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Chair Covers (white or black):	\$3.00/each
Sashes/Tie Backs:	\$3.00/each
Colored Linens (Matte or Satin)	\$15.00/each
Colored Napkins (Matte or Satin)	\$2.00/each
Specialty Napkin Folds	\$.50/each
Microphone (wired)	\$10.00/each
Microphone (wireless)	\$15.00/each
Sound System	\$100/Day
Premium White Risen Chairs	\$4.00/each
Platted Dinners	\$7/Plate



Shuttle Runs Available – ask your sales person for more details





# *A La Carte*

Under 50 But Want Pricing or A La Carte Options?

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Ballroom Rental:	\$2100.00 Saturday \$1900.00 Friday/Sunday \$1450.00 Monday – Thursday
Dance Floor Rental:	\$200.00
Standard Linen Rental:	\$7/each
Standard Napkin Rental:	\$1/each
Mirror Rental:	\$2/each
Cake Cutting:	\$1/slice
Bartender:	\$50/hour
Bar Setup:	\$100/each
Champagne Toast:	\$2/per person
Uplights:	\$150
Honeymoon Suite:	Market Price
Turndown Service:	\$40
Get Ready Room:	Market Price

Seasonal Fruit Display:	\$3/per person
Cheese & Cracker Display:	\$3/per person
Celebration Entrée:	\$15.00/per person
Celebration Side:	\$3.00/per person
The Party Entrée:	\$18.00/per person
The Party Side:	\$3.50/per person
The Party Appetizer:	\$4.00/per person
The Party Salad:	\$3.00/per person
The Platinum Entrée:	\$24.00/per person
The Platinum Side:	\$5.00/per person
The Platinum Appetizer:	\$6/per person
The Platinum Salad:	\$5.00/per person

# *Additional Features*



## **Room Blocks**

If you decide you would like to share your special day with us, we do offer special group discounts for you and your guests. Our hotel has 89 sleeping rooms, and each stay includes complimentary WI-FI and a phenomenal breakfast buffet each morning. We would love to host your guests! Please contact us for availability and pricing. We have several different types of rooms available.

## **Rehearsal Dinners**

Booking your rehearsal dinner at Best Western Plus Loveland Inn is easy! Ask us about our Catering Options and/or reserving Monroe's for your dinner today!





# *Frequently Asked Questions*

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- Catering is available through Longs Peak Pavilion & Ballroom. Food and beverage menu prices are subject to change due to market fluctuation. We will, however, guarantee pricing 90 days prior to your event.

- Finalized menu selections (as well as guaranteed number of guests) are due 14 days prior to your scheduled event. We will be prepared to serve 5% over the guaranteed guest count. If no guarantee is provided, the estimated attendance will constitute your guarantee.

- Final guarantee will not be reduced less than 14 days prior

- Linen selections are required 30 days prior to ensure color of choice. Upgraded linens are available, by request.

- All pricing is subject to a 22% service charge, 3.35% tax and 3% PIF.



# Terms & Conditions

*\*\*The Wedding Contract outlines all of the deposits, cancellation policies, and due dates.  
This will need to be signed prior to booking your special day.\*\**

## **How To Book**

Reservations for all space, including shuttle and suite, are based on first come/first deposit bases.

### To Save the Date:

A non-refundable deposit of \$250 is required and \$50 for the shuttle (if requested). A contract must be signed within 3 days of receiving or space will be released.

60 days later, ¼ of your payment is due.

120 days after contract, ¼ of your payment is due.

Balance is due 30 days prior.



Events not paid in full by event date will be considered cancelled. Payments can be made by contacting our Sales Department at 970-667-7810. We accept Visa, Mastercard, Discover, Cash and Personal Checks. Returned checks are subjected to a \$35/fee

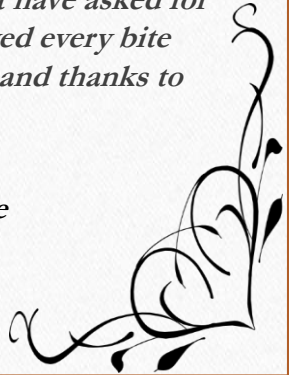
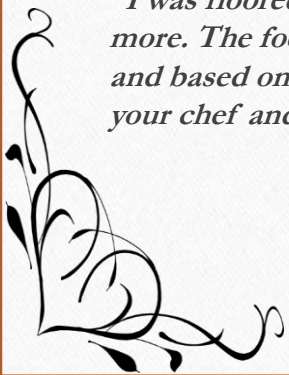


# ♥ Testimonies ♥

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*“Your staff was there to oversee and help in any way needed, and the staff working that day were also amazing. Everyone was kind and helpful. That evening during the actual event, again, your staff was there to over see and help and the employees working and assigned to our event were extremely helpful and went above and beyond to help in any way they could. In this day and age it is not always easy to find people who seem to like working at their jobs and were as helpful as the people working that night.”* – Diana Ainsworth

*“Roger and I want to say thank you for giving AJ & Cassie their most perfect day. We will cherish our memories of your fantastic venue and beautiful experience. We could of not asked for a more fantastic group of people the pull off the most happy day of our lives.”* – Sandra Harmon



*“I was floored when I walked into the room on the day of the event. It looked incredible. I couldn’t have asked for more. The food was served (prime rib) and my guests devoured it. I can say for certain that I enjoyed every bite and based on the looks on my guests’ faces I think it was thumbs up all around. Our compliments and thanks to your chef and his/her team.”* – Chad Rogers

*“Thank you Best Western! I’m truly thankful and very impressed with your caring way of taking care of your customers! I don’t want that to go unnoticed! I appreciate you so much!”* – Karen Slaymaker

# Contact Sheet



**Melissa Lawley**

**Director of Catering & Events**

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