

FOUR POINTS BY SHERATON

San Jose Airport



Wedding Packages

The professional staff at the Four Points by Sheraton San Jose Airport is committed to providing you with a celebration filled with precious memories. Our Sales and Catering Manager will work with you to create a customized menu for your affair and will assist you in handling all of the intricate details, making your special day as unforgettable as can be. We offer comprehensive packages that can meet your needs and budgetary requirements.

Please contact our Catering department for a tour of the hotel and to have all your questions answered.

Ceremony & Reception Facilities

Versailles Ballroom, 2800 Sq. Ft (Maximum 170 People)
Terrace (Maximum 170 People)

Wedding Packages include the following:
(In addition to the Food & Beverage Selection Below)

Complimentary Reception Room Rental

(Ceremony Set-up is only \$150.00)

Choice of Linen Napkin Colors from our Collection

Mirrors and Votive Candles on Tables Available

Set-up, Teardown, Clean-up of, Banquet Tables, Banquet Chairs, & White Tablecloths

Uniformed Banquet Staff & Catering Coordination

Complimentary Dance Floor

Complimentary Cake Cutting



(1) Complimentary Upgrade to our Suite for the Bride & Groom on night of event
With Champagne and Chef Surprise Amenity



Complimentary Parking and Wi-Fi for all guests



Complimentary Transportation to and from San Jose International Airport



Special Guest Room Discount for all your Friends & Family



SPG (Starwood Preferred Guest) Points Rewards!

<http://www.starwoodhotels.com/preferredguest/index.html>

Silver Package – Plated Service

(Minimum of 100 people)

All Plated Dinners are served with:

Dinner Rolls and Butter
Freshly Brewed Regular & Decaffeinated Coffee
Assorted Hot Teas
Iced Tea or Lemonade

Choice of One Hors D' oeuvres Display

Fresh Crudités Platter
Or
Antipasto Platter

Choice of One Salad

Mixed California Greens with Choice of Dressing
Served with Cranberries, Cherry Tomatoes, Carrots, & Cucumber
Or
Caesar Salad with Fresh Grated Parmesan & Croutons
Served with Homemade Caesar Dressing

Choice of Two Entrees

Chicken Marsala

Grilled Chicken Breast Topped with Mushroom Marsala Sauce
Mashed Potatoes & Seasonal Vegetables

Grilled Salmon

With Lemon Caper Sauce
Steamed White Rice & Seasonal Vegetables

8oz Top Sirloin

Served with a Red Wine Reduction
Garlic Mashed Potatoes
Seasonal Vegetables

Additional Menu Selections or Special Dietary Menus Available on Request

\$55.00++ per person inclusive

(Meaning 22% service charge & 9.25% sales tax already included on the price)

Gold Package – Buffet Service

(Minimum of 100 people)

All Buffet Dinners are served with:

Dinner Rolls and Butter
Freshly Brewed Regular & Decaffeinated Coffee
Assorted Hot Teas
Iced Tea or Lemonade

Choice of One Hors D'oeuvres Display

Fresh Crudités Platter
Or
Antipasto Platter

Choice of One Salad

Mixed California Greens with Choice of Dressing
Served with Cranberries, Cherry Tomatoes, Carrots, & Cucumber
Or
Caesar Salad with Fresh Grated Parmesan & Croutons
Served with Homemade Caesar Dressing

Seasonal Vegetables

Choice of One Side

Steamed Rice, Rice Pilaf or Mashed Potatoes

Choice of Two Entrees

Grilled Salmon Filet

Choice of One Sauce: Lemon Caper Sauce or Chipotle Raspberry Barbecue Sauce

Grilled Chicken Breast

Choice of One Sauce: Light Mustard Sauce or Lemon Butter Sauce

Chicken Penne Pasta

Served with Garlic Cream Sauce

Tri Tip

Choice of One Sauce: Red Wine Reduction or Grilled Onion Mushroom Sauce

Additional Menu Selections or Special Dietary Menus Available on Request

\$60.00++ per person inclusive

(Meaning 22% service charge & 9.25% sales tax already included on the price)

General Information

Deposits

- A non-refundable 25% advance deposit is due with your signed contract to hold function space on a definite basis. Deposit will count towards the final balance due. All other charges aside from this package are subject to a 22% service charge and 9.25% sales tax.
- Terms of Payment:
 - Final payment is due five (5) business days prior to function. Any discrepancy in amount owed/paid will be settled at the end of the event. If paying by check, it is due 30 business days prior to event. A valid credit card must be provided prior to event date to secure any additional charges, which will be charged at the conclusion of the event.
 - If cancellation occurs after an event has been confirmed and/or food and beverage requirements have been defined, the client agrees to pay the hotel the following charges:

91- 120 days prior to event	25% of anticipated total revenue
61 to 90 days prior to event	50% of anticipated total revenue
30 to 60 days prior to event	80% of anticipated total revenue
0 to 29 days prior to event	100% of anticipated total revenue

Menu

- Menus are only general suggestions as to the selection and variety of entrees and complements available to you. We can customize a menu for you, do not hesitate to ask!
- Menu selections are due at least two week prior to event date. Kids Menus available at \$12.00.
- No outside food or beverages are to be brought into the hotel by the client or any of the client's guests or vendors.
- The Four Points by Sheraton San Jose Airport prohibits the removal of any food and beverage from the hotel premises due to food safety laws. If the group brings in food or beverages not authorized in advance by the Catering or Banquets Manager, group will be subject to a minimum fee of \$250.00++.

Guarantee

Final guarantee is due five (5) business days prior to event date – at 5:00 PM PST. Charges will be based on the final guarantee even if fewer guests attend. If the guarantee attendance is not received in the catering office by the guarantee deadline, the projected number of guests originally contracted will be considered the guarantee. For plated options, hotel will make 10% over guarantee for unexpected last minute additions.

Other

- The individual, company, organization, or group scheduling an event assumes full responsibility for the conduct of its guest and hired vendors. All expenses incurred for damages to the hotel and/or hotel employees caused by the client, the client's guests and outside vendors shall be the full responsibility of the client, and will be charged to the credit card on file.
- Corkage fee is \$15.00++ per bottle for wine and/or champagne (only) brought into the hotel.
- Bartender fee is \$150.00++ per bartender, per 5 hours event. Minimum cash bar revenue is \$500.00 – otherwise the difference will be charged into the final bill.

Décor

We can customize a Packages to Include Decorations, provided by:

