

HOTEL HENRY

URBAN RESORT
CONFERENCE CENTER

THANK YOU FOR CONSIDERING HOTEL HENRY FOR YOUR EVENT!

Imagine climbing a spiraling brick staircase on your way to say 'I do', or walking hand in hand through Frederick Law Olmsted inspired grounds while sampling hors d'oeuvres amid an urban culinary garden.

Envision a corporate training or international conference in one or many of Hotel Henry's uncommon spaces and throughout the Urban Resort Neighborhood, live streaming throughout hotel rooms and internationally with integrated broadcast and streaming technology. All events can be recorded and packaged for continued use and review.

Hotel Henry's special events and conference team will schedule, plan, and execute your ideal wedding, meeting, conference or banquet.



H.H. Richardson, who is one of "the recognized trinity of American architecture", constructed this Richardsonian Romanesque-style complex of buildings more than 140 years ago. America's landscape architect Frederick Law Olmsted, who designed Central Park in New York City as well as Buffalo's beautiful park system, designed the grounds and gardens throughout the complex.

From H. H. Richardson to Hotel Henry, the restoration and reuse of this historic complex creates uncommon spaces to dance, dine and celebrate your nuptials!

Hotel Henry's 88 guest rooms & suites accommodate overnight guests in town for your wedding event, providing an authentic Buffalo experience.

Hotel Henry's Urban Resort is a borderless destination. It's innovative design invites guests to explore its expansive surroundings, offering a cosmopolitan Buffalo adventure within steps of the Hotel Henry grounds.

Your guests will enjoy vibrant urban streetscapes enlivened by local food and shopping, an adjacent college campus, and world-class art and design. This is the Urban Resort experience.

HOTEL HENRY URBAN RESORT CONFERENCE CENTER

CORNER OF ROCKWELL ROAD &
CLEVELAND CIRCLE
BUFFALO, NY 14213

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716.882.1970

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DECIDING ON JUST THE RIGHT FOOD AND DRINK

Your ideas, tastes, and preferences combined with our experience and skill will serve as the starting point for planning. Your menu will be custom crafted to make the most of seasonal ingredients, including hyper-local ingredients from Hotel Henry's chef's garden, cutting edge trends, and of course your personal preferences.

Hotel Henry's event coordinators and on-site culinary team work closely with you to plan, prepare and execute the details and menu of your event, creating an extraordinary, personalized experience for you and your guests.



Hotel Henry will provide a flexible array of options and budgets for a variety of events. Conferences, trainings, banquets, receptions, rehearsal dinners, wedding brunch or shower...we will create a menu and an experience appropriate to your specific event.

At Hotel Henry we believe a culinary experience is more than just the food & beverage chosen; the level of service will reflect the complexity of the menu created. Ratios of service staff to guests will always be above industry standard. Simpler, more casual menus will include a more relaxed service experience, while more elaborate menu choices will demand more intricate levels of service.

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CREATING JUST THE RIGHT AMBIANCE

Throughout the complex, inside and out, Hotel Henry's uncommon spaces invite guests to explore, gather and celebrate!

Events and conferences at Hotel Henry are set amid Frederick Law Olmsted designed grounds & gardens, and in H.H. Richardson's unique spaces that go beyond the traditional ballroom.

Henry's event coordinators will assist you in choosing the perfect spaces of Hotel Henry for your event.



Rendering by Deborah Berke Partners Architects LLP.

Hotel Henry's Event Coordinators will assist you in creating an event that showcases who you are as a couple, and creates a fun, unique experience for your guests.

Your Event Coordinator can provide you with a carefully curated list of select local vendors, true crafts-persons of their trades, who we feel have the freshest ideas for décor, flowers, cakes, music and more.

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THE UNCOMMON SPACES OF HOTEL HENRY

Special events at Hotel Henry imagine weddings in a contemporary way, going beyond the traditional into the extraordinary. With immense windows creating light filled venues, soaring spaces with 25 foot ceilings, and outdoor gardens to include in your celebration, all flanked by the iconic 185 foot Richardson Towers, Hotel Henry is an authentically urban Buffalo backdrop to your wedding event.

Hotel Henry's **Third Floor** spaces are ideal for those who love creative volume. **Four Corridors** converge to form the perfect setting for pre-celebration cocktails and hors d'oeuvres for larger groups of up to 300, or for the celebration itself! With an uncommon layout, seating for up to 150 still feels intimate and inviting.

Bookending the Four Corridors are two separate function spaces, streaming with natural light from floor to ceiling windows. The ability to use these spaces separately or together creates a unique setting for your wedding event.

Located on the top floor, just below the iconic 185-foot Richardson Towers, the **Ballroom** is unlike any other. With 25-foot ceilings and stunning views of Buffalo as far as the eye can see, this space creates unforgettable wedding events. With generous space for 300+ guests, the ballroom blends Richardson's ingenious design with Hotel Henry's striking modernity.

The many **Gardens**, patios and green spaces of Hotel Henry are perfect for greeting guests, cocktails and hors d'oeuvres, or even an intimate, candlelit chef's table dinner.

| HOTEL HENRY CAPACITY CHART | | | | | | | | | | | |
|--------------------------------|-------------|---|-----------|-----------|---------|----------|-------------|----------------|-----------------|------------|---------------|
| SPACE | SQUARE FEET | BANQUET ROUNDS | RECEPTION | CLASSROOM | THEATER | U-SHAPED | 8X10 BOOTHS | 10 X 10 BOOTHS | CRESCENT ROUNDS | BOARD ROOM | HOLLOW SQUARE |
| Towers Ballroom | 4200 | 300 | 350 | 175 | 350 | 120 | 22 | 16 | 250 | 100 | 100 |
| Towers Third Floor East | 1050 | 100 | 120 | 50 | 100 | 34 | 7 | 5 | 66 | 28 | 28 |
| Towers Third Floor West | 1050 | 100 | 120 | 50 | 100 | 34 | 7 | 5 | 66 | 28 | 28 |
| Towers Second Floor Board Room | 660 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 22 | N/A |
| Towers Second Floor West | 660 | 55 | 80 | 47 | 100 | 18 | N/A | N/A | 38 | 22 | 18 |
| Echelon Corridors (6) | 2600 (ea.) | Echelon Corridor Capacity Varies According to Size and Nature of Event. | | | | | | | | | |

The many spaces of Hotel Henry can accommodate extraordinary events of 750+ in unique ways. Please contact us for more details.

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MORE FOR LESS, NOT LESS FOR MORE

Rather than set minimums for number of guests who must attend, or charge a fee for the space, Hotel Henry sets food and beverage minimums which are associated with each day of the week, and each particular event space.

This is the minimum a group must spend on the food & beverage your guests will enjoy, on that particular day of the week, in the particular event space chosen, prior to tax and administrative fee. All food and beverage chosen for your unique menu will be applied towards this minimum.



FOOD & BEVERAGE MINIMUMS

Hotel Henry's Third Floor Spaces

Monday-Thursday: \$2,000

Friday: \$5,000

Saturday: \$7,500

Sunday: \$3,000

Hotel Henry's Fourth Floor Ballroom

Monday-Thursday: \$5,000

Friday: \$10,000

Saturday: \$15,000

Sunday: \$5,000

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HOTEL HENRY EVENTS GUIDELINES

-Event Amenities provided by Hotel Henry include: neutral table linens & napkins, candlelit tables, house overhead music system, complimentary cake cutting, room rental included in food & beverage minimum, access to house A/V: screen, microphone, video screens.

-Hotel Henry Event Manager will be onsite & available throughout the duration of each event.

- All events are subject to New York State sales tax & 20% administrative fee.

-A tentative courtesy hold on a date may be placed for no longer than 2 weeks.

- A signed contract and non-refundable deposit is required to confirm an event date and space. An additional 25% deposit is due 6 months prior to your event.

-Final payment by check is due at completion of all social events. A 3.5% convenience fee will be applied to credit card charges. (\$30 fee will be assessed for any returned check)

- A guaranteed final guest count, complete with individual entrée counts, is due at least 7 days prior to your event. This count may not decrease once given. If no guaranteed count is received, the original booking amount will be used. If number of guests in attendance exceeds guaranteed count, actual number of guests will become the basis for charges.

- Events that do not meet the Food & Beverage minimum established for that day will have balance invoiced as a Room Charge.

-Any damage to Hotel Henry or items within, as well as any fees incurred due to loss, breakage, or damage of goods by any guest of the event will be the sole responsibility of the client.

- Menu prices are subject to change as determined by market price fluctuation, prices will be guaranteed not more than 90 days prior to event.

- If rental equipment is necessary, additional charges will apply.

- Valet is required for all events over 50 people, price per event will be provided.

- All displays & décor are subject to approval by Hotel Henry.

- Hotel Henry is not responsible for lost or forgotten articles.

-No food or beverage, with the exception of wedding cakes or cookies, may be brought into, or taken out of Hotel Henry.

- Music (D.J. or Band) must be kept to a reasonable level & end promptly at Midnight.

-Hotel Henry reserves the right to adjust the designated room(s) for your event based on fluctuations in count.

-We will not serve alcohol to any intoxicated person, minors, or for a period longer than 5 1/2 hours to any one group of people, per New York State liquor laws. No 'shots' served.

-Please follow the timing arranged on your Event Order, if your timing needs to be changed, please contact us as soon as possible.

-Host is responsible for coordinating guest entrée selections, preparing place cards in alphabetical order, and providing non-numerical table markers for sit-down dinners at least 24 hours prior to event.

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