

YOUR DREAM WEDDING AT OUR LAKE HOME



Homewood Suites by Hilton @ the Waterfront
1550 N. Waterfront Parkway
Wichita, Kansas 67206
316.260.8844
www.atthewaterfront.homewoodsuites.com



WHERE FOREVER AFTER BEGINS WITH MEMORABLE EXPERIENCE AND EXCEPTIONAL SERVICE...

A picture is worth a thousand words, and memorable moments are priceless. At Homewood Suites by Hilton @ the Waterfront, your wedding will be worthy of both sentiments.





THE EXPERIENCE

With Homewood Suites by Hilton @ the Waterfront you will get more than just a venue for your event. Our stunning Lakeside Landing Patio is the perfect backdrop as you say, "I Do". Our award winning service provides you piece of mind that we will leave nothing to chance.



THE CEREMONY

Our patio ceremony includes seating for up to 130 of your friends and family, choice of either gazebo or lake facing views for your vows and lush gardens and flowers to surround your guests.

THE RECEPTION

After your ceremony, your guests will be welcomed into our elegant Lighthouse banquet rooms where they may enjoy beverages, hors d' oeuvres, and relaxing banquet style seating. Our Lighthouse banquet rooms holds up to 130 guests comfortably. As bride and groom take their forever photos around the lake, your guests may also enjoy mingling on the patio as the DJ prepares your welcome song. Once you arrive as Mr. & Mrs. you and your guest will take part in an amazing meal prepared by our on-site Chef. As your dream day comes true, don't forget about that first dance on our gorgeous, stamped, and stained landing as your guests gather in celebration. After dancing the night away, you and your guests won't have to go far..

THE ACCOMMODATIONS

The Homewood Suites by Hilton @ the Waterfront is an all-suite hotel. Each suite has all the comforts of home with fully-equipped kitchens, living spaces that all include a full sized sofa sleeper, and more bedroom living space than you can imagine. With all your family and friends in one place, the day won't end.

COMPLIMENTARY WEDDING AMENITIES

White Ceremony Chairs

Gazebo Lighting

Banquet Tables & Chairs

Table Linens in Black or White

LCD Projector with Screen

Overhead Sound System Patch (Lighthouse A&B Only)

Wireless Microphone (Handheld and Lapel available)



CATERING

On-Site catering is available for weddings, rehearsals, and other events of all sizes! Our in house Chef has a wide range of menu options to choose from with customizations available upon request.



Outside caterers are welcome as well!

We do currently allow you to use an outside caterer; however it must be a licensed, full-service caterer that has been approved by Homewood Suites.

Please ask about our preferred caterers list.



BAR SERVICE

Your special day is certainly one to raise a toast for. Here at the Homewood Suites by Hilton @ the Waterfront we offer a flexible selection of bar options to fit any budget and *wow* your guests.

HOST BAR

Our most extravagant option, the host assumes all alcoholic beverage charges and there is no cost to the attendees.

HOST BAR LIMITED

Still extravagant, without completely breaking your budget. A host bar with a limit allows the host to set a maximum amount they're willing to pay for, if that limit is reached, the beverages are the guests responsibility afterwards.

HOST BAR RESERVED

A well balanced offer, the host can offer a small selection of alcohol at no charge to the guests, while other options are still available, but at a cost to the guest. This is most often offered with beer, wine, and a signature drink provided to the guests, with other liquor being an extra charge.

CASH BAR

By far the easiest, and least expensive option, the host pays only the fee to set-up the bar, as well as the cost of having a bartender present. All alcohol purchased at the bar would be the guest's responsibility.

All alcohol must be purchased, served and remain in the Homewood Suites by Hilton @ the Waterfront meeting space.

No outside alcohol is allowed in our event spaces and public spaces.

All Host Bar Packages are subject to a 21% service fee.

Bar fees are not inclusive, please see our menu for more details



GUIDELINES

DEPOSITS

A 25% non-refundable deposit is due at contract signing. Deposit goes towards the final balance. The hotel reserves the right to require in advance a refundable deposit for any outside vendor to protect the integrity of the hotel's facilities.

SERVICE CHARGE & STATE SALES TAX

A service fee and sales tax will be added to all meeting room, food and beverage purchases. For current service charge and sales tax rates, please contact our Sales Department.

CONTRACTS

Once the specific date(s) and time(s) have been reserved for your event and/or guest suites, a contract agreement will be sent to you for confirmation. This contract must be signed and returned to the Sales Department by the contract due date and will serve as your event(s) and suite(s) guarantee. If our Sales Department does not receive the signed contract by the specific contract due date, Homewood Suites by Hilton @ the Waterfront will consider the event room(s) and/or suites available for rebooking.

A Banquet Event Order (BEO) will be sent once your catering selection and banquet room set-up have been determined. Changes may be made up to 10 business days prior to the event with approval from the Sales Department. Any changes made within 10 business days of the event may result in additional charges.

BANQUET HOURS

Homewood Suites by Hilton @ the Waterfront is available for scheduled events seven days a week. Access to the event space begins at the contracted start time. Additional hours can be purchased at a rate of \$100 per hour (plus 21% service fee) for pre-event set-up time. All items belonging to the contract holder and contracted vendors must be removed from the Lakeside Landing Patio by 10pm, and from the Lighthouse Banquet Rooms by 11pm.



GUIDELINES

ENTERTAINMENT & PHOTOGRAPHY

If entertainment, i.e. Dj's and Live Bands, are located in the Lighthouse Banquet Room, music is required to be shut off by 11pm. If located on the Lakeside Landing Patio, music is required to be shut off by 10pm. All music is required to be maintained at a respectable level. The hotel reserves the right to require a decibel reading throughout the event. If volume is over 90 decibels, the entertainment vendor will be required to adjust volume accordingly.

LINENS

Our linens include choice of white or black table cloths for reception and are included in the package pricing. All food serving tables, cake tables, and head tables will be skirted in choice of white or black. White chair covers with black sashes are available through the hotel for a charge of \$6.00 per chair. Please ask us about specialty linen requests.

CHINA, FLATWARE & GLASS

Hotel provides china, flatware, silverware, and beverage glasses included with in house catering services only. Outside caterers must provide all service ware or may rent from Homewood Suites.

DECORATIONS, SIGNS & POSTERS

The management staff does not allow anything to be nailed, taped, tacked, or otherwise attached to the walls, floor, furniture, or any other part of the building. No confetti, glitter, rice, real-flame candles, or live flower petals may be used on hotel property. The contract holder will be held liable for any damages incurred. Homewood Suites by Hilton @ the Waterfront reserves the right to approve all decorations and signage and will assist in the placement of all signs and banners.



GUIDELINES

MENUS

Our catering menus include a variety of meal selections. Should you prefer to design a special menu for your event, our Sales Department will be happy to work with you. In order to ensure that your event is coordinated to specifications, it is necessary to have your menu one month prior to the event date. Any event booked less than four weeks prior to the event date must choose a menu immediately upon booking the event. Menu prices are subject to change.

WEDDING CAKES

Homewood Suites by Hilton @ the Waterfront does not provide wedding and specialty cakes. Cakes are the sole responsibility of the guest including service ware, cutting, handling and service of the cake.

ALCOHOL SERVICE POLICY

Homewood Suites by Hilton @ the Waterfront follows all federal and state laws pertaining to alcohol consumption. The hotel reserves the right to request identification of patrons in the banquet room, patio, or public areas of the hotel. Per licensing laws, all alcoholic beverages for events on the property must be purchased through the hotel, served by hotel staff and consumed on property in meeting areas only.



GUIDELINES

GUARENTEES

An estimated number of guests (contracted number) will be needed upon booking your event. A final guaranteed number is required from the client, no less than 10 business days prior to the event start date. If the guarantee is not provided 10 days prior, the contracted number will be used as your guarantee number for billing purposes. Once a guarantee is given, it may not be reduced however, we will make every effort to accommodate a reasonable increase.

ROOM CHARGES

Banquet rooms include tables, chairs, table linens (black or white), trash receptacles, set-up as defined in your Banquet Event Order and clean-up. Banquet rooms are assigned based on the anticipated number of guests. There will be a \$50 fee applied on all same day set-up changes to the banquet room.

BILLING

All events at Homewood Suites by Hilton @ the Waterfront must provide a 25% non-refundable deposit with the return of the signed contract to confirm reservation. Payment methods include: credit card, cash, or check. Full payment is due two (2) weeks prior to event start date. If event payment is via check, the estimated total due for the event is to be paid four (4) weeks prior to the event start date.

BOOKING YOUR EVENT

Please contact our Sales Department at 316-260-8844 to schedule an appointment to reserve your wedding, or view our stunning facilities.



WEDDING PACKAGES

THE WATERFRONT PACKAGE

This package is the total package! We have taken care of all the hard stuff, now you plan the fun stuff. This package includes;

REHEARSAL DINNER

Access to Lighthouse A & B for decorating and dinner with friends and family (4 hour max)
Our on-site coordinator will assist the with the ceremony rehearsal
(1 hour max)

CEREMONY & RECEPTION

Access to Lighthouse A & B & Lakeside Landing Patio
(8 hour max)
Tables, Chairs & Linens
(black or white)
Access to AV equipment
(projector, screen, audio, microphones)
\$400 Homewood Suites catering credit (alcohol not included)

ACCOMMODATIONS

Two complimentary Suites with Deluxe Hot Breakfast Buffet
(Luxury King Studio or Executive King Suite)
Best available suite rate for your group block

SPECIAL GIFTS

One complimentary Presidential Suite
(Based upon availability, valid for one year from date of issue; not for use prior to the scheduled wedding date)
Complimentary gift bag distribution to in-house guests
(Given to guests upon check-in, bags not provided by HWS)
Hilton Honors Meeting Planner Points*
Complimentary use of our Lighthouse banquet room for post wedding breakfast
(A or B based on availability 8am-11am)
Special Gift for the Bride & Groom

\$4495

*Must enroll in Hilton Honors to receive planner points



WEDDING PACKAGES

THE HOMEWOOD CLASSIC

You have picked the perfect venue for your ceremony and our breathtaking Lakeside Landing is the perfect backdrop for your reception.

RECEPTION

Access to Lighthouse A & B & Lakeside Landing Patio
(8 hour max)
Tables, Chairs & Linens
(black or white)
Access to AV equipment
(projector, screen, audio, microphones)
\$200 Homewood Suites catering credit (alcohol not included)

ACCOMMODATIONS

Two complimentary Suites with Deluxe Hot Breakfast Buffet
(Luxury King Studio or Executive King Suite)
Best available suite rate for your group block

SPECIAL GIFTS

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Special Gift for the Bride & Groom

\$4195

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