



**Sheraton**  
INDIANAPOLIS  
CITY CENTRE  
HOTEL

# Creating MONUMENTAL Moments



## Outside Caterer Packages

SHERATON INDIANAPOLIS CITY CENTRE  
31 W. Ohio Street  
Indianapolis, IN 46204  
(317) 636-2000



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# the only thing we overlook is the city



WE ARE PLEASED TO INCLUDE ONE HOUR OF HEART-SHAPED LIGHTS ON THE  
IPL BUILDING DURING YOUR COCKTAIL HOUR OR RECEPTION HERE AT THE  
SHERATON INDIANAPOLIS CITY CENTRE

(BASED ON AVAILABILITY)

The picture above is the breathtaking view from our  
21<sup>st</sup>-floor Panorama Ballroom on your wedding day!



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# Room Block Options

## SHERATON OFFERS TWO OPTIONS FOR ROOM BLOCKS:

### Option 1: Courtesy Room Block

With this option, you are allowed to place a maximum of ten rooms in the block, and there are no commitments on your part nor is there a commitment on the Hotel's part. After the first ten rooms are reserved, it is the Hotel's option if additional rooms are added to the block.

### Option 2: Group Room Block

With this option, you are allowed to have as many rooms in the block as you believe that you need. (Dependent on availability at the time of the contract signing) The Hotel will add additional rooms to the block as requested, if the rooms are available.

- A credit card is required to establish this block
- It is the responsibility of the client requesting the rooms to utilize 80% of the number of rooms requested
- Everyone in your room block will receive discounted parking.

# Multiple Event Discount

In addition to our Ballrooms and Lanai Pool Deck for your wedding, we also have smaller and unique venue options for your other wedding celebration needs. Let us start your union out in style by hosting your Rehearsal Dinner, Wedding Brunch, Engagement Celebration, Bridal Shower and Bachelor/Bachelorette Party.

Whether you are looking for casual or sophisticated, elegant or formal, Sheraton Indianapolis City Centre can deliver for you!

Ask about our SPG wedding promotions and other discounts for hosting your wedding plus additional wedding-related events with our hotel!



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## **OUTSIDE CATERED WEDDINGS AT SHERATON**

**COUPLES WHO ARE USING AN OUTSIDE APPROVED CATERER FOR THEIR WEDDING MAY CHOOSE ONE OF THE TWO FOLLOWING PACKAGES:**

### **DIAMOND WEDDING PACKAGE:**

**\$40 Per Person [plus 9% tax and hotel service charge]**

- Duchess Satin table cloths, napkins, chair covers and sashes (in your choice of color)
- Champagne toast for you and your wedding guests
- Wedding décor including: Mirrored tiles, clear cylinder vases and votive candles
- Charger plates (select colors)
- On-site wedding professional to assist with every detail of your wedding day
- Ballroom for cocktail hour and reception
- Parquet dance floor, banquet chairs and tables
- Hotel to cut and serve your wedding cake
- Bartenders for host bars
- China, glassware and tableware
- Hotel chaffers and serving pieces
- Included beverages: Starbucks® Coffees and Tazo Tea service all evening
- Banquet servers to clear meals and pour beverages
- Two-night hotel suite for bride and groom for receptions over 100 guests
- Bridal-ready room if hotel hosts ceremony
- Rehearsal space for wedding ceremony
- Discounted guest room rate for any out-of-town guests
- Customized website for guest room reservations
- Discounts for engagement parties, rehearsal dinners and wedding brunches
- Complimentary parking for bride and groom; discounted parking for all guests

### **PLATINUM WEDDING PACKAGE:**

**\$30 Per Person [plus 9% tax and hotel service charge]**

- On-site wedding professional to assist with every detail of your wedding day
- Ballroom for cocktail hour and reception
- Parquet dance floor, banquet chairs and tables
- Hotel to cut and serve your wedding cake
- Bartenders for host bars
- China, glassware and tableware
- Hotel chaffers and serving pieces
- Included beverages: Starbucks® Coffees and Tazo Tea service all evening
- Banquet servers to clear meals and pour beverages
- Two-night hotel suite for bride and groom for receptions over 100 guests
- Bridal-ready room if hotel hosts ceremony
- Rehearsal space for wedding ceremony
- Discounted guest room rate for any out-of-town guests
- Customized website for guest room reservations
- Discounts for engagement parties, rehearsal dinners and wedding brunches
- Complimentary parking for bride and groom; discounted parking for all guests

*Hors d'oeuvres and host or cash bars may be added to package at additional pricing. Ceremony space is an additional fee.*



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## **OUTSIDE CATERING POLICY**

- Clients are permitted to use an outside caterer with the approval of the Hotel.
- Caterer must provide a copy of their City issued Business Permit and Certificate of Insurance covering minimum one million dollars in liabilities at least 14 days prior to the event.
- Caterer is responsible for delivery of food and providing all necessary vessels.
- Hotel will provide the chafers, sternos and utensils for Service.
- Caterer is to provide staff to set up the buffet, replenish the food during service and to breakdown and clean-up the food afterward.
- Caterer is to provide the menu and labels for the food items being served.
- Caterer is solely responsible for providing ample quantity of hot and cold food.

*All of our space is based on a food & beverage minimum (pre-tax and service charge).  
The food & beverage minimum varies based on ballroom chosen, day of the week and date of the wedding.*



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# Chilled Hors D'oeuvres

BUTLER SERVICE UPON REQUEST. PRICED PER PIECE, 50 PIECE MINIMUM.

\$3

- Tomato Basil Bruschetta
- Cucumber Cup with Smoked Salmon Ceviche
- Pineapple and Strawberry Skewers
- Salami Coronets filled with Cream Cheese
- Antipasto Skewer of Mozzarella Cheese, Kalamata Olives, Sun-dried Tomatoes and Artichoke Hearts

\$4

- Smoked Salmon Bruschetta
- Shrimp Cocktail on Ice with Lemon Wedges, Cocktail Sauce
- Sliced Beef Tenderloin Crostini with Horseradish Herb Cheese
- Asparagus Wrapped with Italian Prosciutto and Parmigiano

# Hot Hors D'oeuvres

BUTLER SERVICE UPON REQUEST. PRICED PER PIECE, 50 PIECE MINIMUM.

\$3

- Swedish Meatballs
- Miniature Spring Rolls with Plum Dipping Sauce
- Spanakopita: Flaky phyllo pastry filled with Spinach & Feta Cheese
- Mini Chicken Quesadillas served with Salsa and Sour Cream
- Chicken Meatballs Glazed with Honey Sriracha

\$4

- Beef Satay with Ginger Sauce
- Chicken Satay with Peanut Sauce
- Grilled Tequila Lime Shrimp
- Wild Mushroom Bruschetta with Gorgonzola Cheese
- Sesame Chicken Tenders with Ginger Glaze
- Vegetarian Samosa with Mango Chutney
- Chipotle Steak Skewers
- Tandoori Chicken Skewers

\$5

- Lamb Chops marinated in Garlic, Olive Oil, Cracked Pepper & Rosemary
- Grilled Prawns wrapped with Prosciutto
- Asian Coconut Shrimp with Mango Salsa
- Scallops Wrapped in Bacon
- Mini Crab Cakes with Red Pepper Aioli

All Food & Beverage prices are subject to service charge and 9% tax. Menu items and prices are subject to change without notice.



## Carving Stations

*All carving stations are served with Silver Dollar Rolls*



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### **Inside Round of Beef**

Au Jus, Creamy Horseradish, Cabernet Sauvignon Sauce  
\$285 (Serves 75)

### **Pepper Crusted Tenderloin of Beef**

Bordelaise, Horseradish Sauce, Dijon Mustard  
\$350 (Serves 25)

### **Peppercorn Crusted Pork Loin**

Cajun Spice Demi-Glace  
\$200 (Serves 50)

### **Roast Turkey Breast**

Cranberry Marmalade, Cajun Mayonnaise  
\$225 (Serves 40)

### **Honey Glazed Virginia Baked Ham**

Pineapple Chutney, Sweet Mustard Sauce  
\$200 (Serves 60)

*Uniformed chef required for each Carving Station \$75*

## Displays

### **Fresh Crudité Display**

Herb Dip  
\$5 per person

### **Imported and Domestic Cheeses**

Gourmet Crackers and French Bread  
\$7 per person

### **Baked Brie En Croûte**

½ Kilo of Brie wrapped in Puff Pastry and topped with Apples, Brown Sugar, Almonds and served with Baguettes  
\$95 each (serves 25 guests)

### **Fresh Fruit Display**

Sliced Seasonal Fruit, Melons & Berries with Yogurt Dip  
\$6 per person

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Menu items and prices are subject to change without notice.

# Beverage Service



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Sponsored Cocktail Hour Bars include:

Call or Premium Liquors, Domestic Beer, Imported Beer, House Wines, Assorted Soft Drinks,  
Bottled Water and Appropriate Mixers and Garnishes.

Domestic Beers - Bud, Bud Light, Miller Lite, Coors Light

Imported Beers - Corona & Heineken                      Non-Alcoholic ~ O'Doul's

House Wines - BV Century Cellars Cabernet Sauvignon, Chardonnay, Glass Mountain Merlot & Beringer White Zinfandel

Premium House Wines - Magnolia Grove Chardonnay and Cabernet & Cellar 8 Merlot

## **PREMIUM BRANDS (PRICED PER PERSON)**

Absolute, Bombay Sapphire, Crown Royal,  
Johnny Walker Black, Jack Daniel's, Bacardi,  
Jose Cuervo

### **Premium Brand Cocktail Hour (priced per person)**

1 Hours \$25  
2 Hours \$35  
3 Hours \$45  
4 Hours \$55  
Additional Hours  
\$10.00

## **CALL BRANDS (PRICED PER PERSON)**

Smirnoff, Beefeater, Seagram's 7, Johnny  
Walker Red, Jim Beam & Cruzan Rum, Sauza  
Silver

### **Call Brand Cocktail Hour (priced per person)**

1 Hours \$20  
2 Hours \$30  
3 Hours \$38  
4 Hours \$46  
Additional Hours  
\$8.00

## **BEER, WINE & SOFT DRINKS (PRICED PER PERSON)**

1 Hours \$16  
2 Hours \$24  
3 Hours \$30  
4 Hours \$36  
Additional Hours  
\$6.00

## **HOSTED CONSUMPTION BAR (PRICED PER DRINK)**

Premium Brand Cocktails	\$11
Call Brand Cocktails	\$9
Imported Bottle Beer	\$7
Domestic Bottled Beer	\$6
House Wine (per glass)	\$9
Premium Wine (per glass)	
Market price	
House Wine (per bottle)	\$26
Premium House Wine (Btl)	
Market price	
Champagne (per bottle)	\$30
Bottle Water	\$5
Soft Drinks	\$5

## **CASH BAR (PRICED PER DRINK)**

Premium Brand Cocktails	\$12
Call Brand Cocktails	\$10
Imported Bottle Beer	\$8
Domestic Bottled Beer	\$7
House Wine (per glass)	\$10
House Wine (per bottle)	\$30
Bottle Water	\$5
Soft Drinks	\$5

Each Cash Bar is subject to a \$150 bartender fee, covering a period of three hours; \$25 per hour thereafter.



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# General Info & Policies



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## Deposits

A non-refundable deposit, credit card and signed contract are required to confirm your function on a definite basis. Final payment of the total estimated bill will be due 5 full business days prior to the function date by cash or credit card. A credit card must be on file to cover any balance at the conclusion of the function; any overpayment will be refunded within 3 weeks.

## Guarantees

A guaranteed number of attendees is required 5 days prior to all food functions, and is not subject to reduction. In the event that we do not receive your final count, the minimum guarantee listed on the contract will be used.

## Food & Beverage

It is the policy of the Sheraton Indianapolis City Centre that all food and beverage must be purchased through our facility in compliance with the State of Indiana liquor laws and the Indiana Board of Health requirements. We are unable to allow groups or individuals to bring in food and beverage into any public space (with the exception of the wedding cake, which must be made by a licensed baker). Additionally, we are unable to allow any non-consumed food and/or beverage item(s) to be taken from the facility. The enclosed menu prices are subject to a Hotel service charge and 9% food and beverage tax. Due to the seasonality of several items on our Banquet Menus, the hotel reserves the right to substitute items or increase menu prices as needed to cover costs. Please consult your Catering Representative to confirm your menu pricing 60 days in advance of the event.

## Multiple Entrée Selections & Substitutions

The event host will select one plated entrée to be served to all guests. If multiple entrée selections are ordered, an additional charge will be assessed. Substitutions may be made for guests with special dietary needs or religious restrictions at no additional charge. However, these must be communicated at the time of guarantee; if not the Hotel cannot promise that these needs can be met at the time of the event.

## Banquet Rooms

Function rooms are assigned according to the anticipated guarantee number of guests at the time the event is contracted. Banquet rooms will be set according to banquet event order specifications. Significant changes in room setup within 24 hours of the event may result in additional labor charges. The Hotel reserves the right to charge a service fee for extraordinary room setup requirements or clean up. Events taking place on the 21<sup>st</sup>-floor must end no later than 11:00PM. The Hotel adheres to strict Fire Code guidelines. Exits may not be blocked and room diagrams must be approved.

## Banquet Bars

The Hotel requires proper identification of any person of questionable age and will refuse alcohol service if the person is under age or unable to present proper identification. The Hotel reserves the right to refuse service to any person who in the Bartender or Manager's judgment appears to be intoxicated. A bartender fee will be charged for all Cash Bars. Decorations

All decorations and signage must have prior approval by your Sales or Catering Representative. The Hotel does not allow anything to be affixed to any walls, floors, ceilings, or room furnishings with nails, tape, staples, or any other substance. The host assumes responsibility and will be billed for any and all damages or loss of property from the function room or other areas of the Hotel caused by the guests, invitees, staff, independent contractors or any others affiliated with the sponsored function. No fireworks, open flame candles, fire hazards, glitter, rice, birdseed, confetti, or real flower petals (on carpet or floors) are allowed on the Hotel premises at any time.

## Audio Visual

The Sheraton Indianapolis Hotel City Centre is proud to have AVMS as our full service, in-house audio-visual company. AVMS can handle all of your audio-visual, staging, computer and lighting needs. Should you decide to bring in an outside staging/audio - visual company, certain fees and policies will apply. Please obtain a copy of the guidelines from your Sales or Catering Manager.

## Parking

The Sheraton Indianapolis City Centre offers parking in the attached hotel parking garage on levels 3-8 in the elevators. A discounted self-parking rate will apply for all guests of the wedding that park in the Sheraton parking garage during the reception. Overnight discounted parking per car is available.

## Personal Property

The Hotel does not have space available to store personal property, equipment or supplies belonging to or rented by the event host before or after scheduled event. As such items must be removed from the Hotel immediately following the function unless other arrangements have been made with the staff. The Sheraton will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left in the Hotel prior to, during, or following any function.