

# weddings

BY RENAISSANCE® HOTELS



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# weddings

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## OUR HOTEL

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The ceremony and reception are just the beginning. Let the romance continue. Imagine a gorgeous honeymoon suite with champagne, chocolate-covered strawberries and breakfast in bed. Choose from our romantic honeymoon packages, available at more than 150 hotels and resorts worldwide, for a unique destination wedding.

### General Information

#### PARKING

The Hotel offers valet & self parking only onsite. As part of the wedding packages, discounted parking will be offered to wedding guests on a first available basis.

#### GUEST COUNT

Your guarantee of attendance is due 14 business days prior to the wedding. At that point, it is possible to increase the guest count number up to 72 hours in advance but not reduce the number below your final guaranteed count. If guests exceed the guarantee, appropriate charges will be incurred.

#### SERVICE CHARGE AND SALES TAX

A 22% service charge and applicable state sales tax will be added to all food and beverage charges as well as any audiovisual equipment charges.

#### MENU TASTING

Once a contract is signed, we will be delighted to set a time for a complimentary menu tasting when your estimated food minimum is \$5,000.00 or more. Please consult your Catering Sales Manager for availability.





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## OUR HOTEL

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At Renaissance, we take special care of our guests and their needs. Our expertise in making your special day even more special extends to helping you choose all the right enhancements to your wedding day. Here is a list of our preferred vendors who have successfully worked with our hotel to ensure only the very best service for our guests. Please feel free to consult with us to make the perfect match.

### Preferred Vendors

#### COORDINATORS

Felicia Events  
Felicia Gantar  
775.783.1948  
[www.feliciaevents.com](http://www.feliciaevents.com)

Destination Tahoe Meetings & Events  
Sarah Blouse  
775.375.5032  
[www.destination-tahoe.com/index.html](http://www.destination-tahoe.com/index.html)

#### BAKERIES

Isabel's For the Love of Cake  
775.626.3800  
[www.isabelsbakery.com](http://www.isabelsbakery.com)

Dee's Bakery and Cafe  
775.351.2253  
[www.deesbakery.com](http://www.deesbakery.com)

Mix Bakeshop  
775.329.1748  
[www.mixreno.com](http://www.mixreno.com)



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## OUR HOTEL

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### Preferred Vendors continued

#### PHOTOGRAPHERS

Jeramie Lu Photography  
775.336.8843  
jeramielu.com

Theilen Photography  
775.882.8217  
theilen.photography.com

Chrystelle Whitney Photography  
775.682.0836  
chrystellewhitneyphotography.com

Ciprian Photography  
775.233.6174  
ciprianphotography.com

Kendall Price Photography  
775.530.0355  
Kendallpricephotography.com

#### FLOWERS

Bumblebee Blooms  
775.348.2799  
theurbanblossom.com

Art In Bloom  
775.720.7204  
artinbloomfloral.com

#### MAKE UP

Salon Lux  
775.284.5014  
salonluxreno.com

#### PHOTOBOOTHS

Pic Box Photobooth  
775.391.6161  
picboxphotobooth.com

Reno Tahoe Photobooth  
775.354.0300  
renophotoboothcompany.com

#### OFFICIATES

Thomas Porada  
775.461.6847

Reno Tahoe Ceremonies  
775.430.4550

#### LIMOUSINE SERVICES

Reno Tahoe Limousine  
775.348.0868  
renotahoelimo.com

#### DJ'S

McClain's Mobile Music  
775.246.4550  
mcclainsdj.com

Epik Entertainment  
775.250.3745  
epikdj.com





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## REHEARSAL DINNER

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### RELAX AND ENJOY.

We can accommodate every wish and family tradition for your ceremony, offering spectacular venues to make your fairy tale wedding absolutely perfect.

Your Rehearsal Dinner is the beginning of your wedding festivities and a wonderful way to welcome guests from near and far. We welcome the opportunity to host this special event, and whether it's a plated dinner or cocktail reception you have in mind, our Certified Wedding Planner will work with you to ensure its success.

There are several venues throughout the hotel that will provide the perfect atmosphere. Pair that with one of our delicious menus and your guests are sure to be delighted!

### HIDEAWAY

A unique space that is secluded from hotel guests yet right in the heart of the hotel. With a room-length bar and casual seating this room is perfect for social conversation and toasts to ring in your last night single.

### TRUCKEE TERRACE IN THE SHORE ROOM

For a true Reno experience on the Truckee River, treat your guests to dinner in our full-service restaurant, in the Private Dining Room featuring its very own porch overlooking BELIEVE Reno and the river.

### BUNDOX BOCCE

For those seeking camaraderie and libations, Bundox Bocce has private spaces for dining as well as activities for all ages made more fun with craft beers and cocktails.



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## CEREMONY

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### IT'S ABOUT TRADITION.

We can accommodate every wish and family tradition for your ceremony, offering spectacular venues to make your fairy tale wedding absolutely perfect.

The floor-to-ceiling windows in our ballrooms offer a striking backdrop of the city and the Truckee River as you become newlyweds. With 12,000 square feet of banquet space and a few unique locations, we have flexible options for your ceremony.

Pricing will vary depending on the room or space selected And time frame needed; please consult with the Director of Catering for availability and pricing. We are also delighted to recommend popular ceremony venues that are near the hotel.





# weddings

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## RECEPTION

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### DISCOVER THE EXPERIENCE.

When it comes to tying the knot, Marriott® Certified Wedding Planners are an important part of your special day. Our expert wedding event planners provide complimentary services, handling all of the event details and working closely with you and your own wedding planner to ensure the perfect wedding.

### Included in Wedding Packages

- Wedding Reception Room for 4 Hours
- Complimentary Corner Suite for the Wedded Couple for the Wedding Night
- House Table Linens and White Napkins
- Tables for Gifts, Cake and Guestbook (linenless)
- Parquet Dance Floor
- Special Room Rates for Wedding Guests with a block
- Discounted Parking





## RECEPTION VENUES

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### TOPAZ BALLROOM

Monday-Saturday, 6pm or later	\$3,000.00
*\$700.00 per additional Hour	
Beverage & Food subtotal minimum of \$12,000.00 required	
Sunday, before 2pm	\$1,500.00
Sunday, after 2pm	\$2,000.00
*\$500.00 per additional Hour	
Beverage & Food subtotal minimum of \$7,000.00 required before 2pm; \$10,000.00 required after 2pm	
Brunch/Dinner & Dancing – 270 guests	
Cocktail Reception – 400 guests	

### TOPAZ 1

Monday-Saturday, 6pm or later	\$1,500.00
*\$400.00 per additional Hour	
Beverage & Food subtotal minimum of \$5,000.00 required	
Sunday, before 2pm	\$750.00
Sunday, after 2pm	\$1,000.00
*\$300.00 per additional Hour	
Beverage & Food subtotal minimum of \$2,000.00 required before 2pm; \$3,500.00 required after 2pm	
Dinner & Dancing – 80 guests	
Cocktail Reception – 120 guests	

### TOPAZ 2

Monday-Saturday, 6pm or later	\$2,000.00
*\$500.00 per additional hour	
Beverage and Food subtotal minimum of \$8,000.00 required	
Sunday, before 2pm	\$1,000.00
Sunday, after 2pm	\$1,500.00
*\$400.00 per additional Hour	
Beverage & Food subtotal minimum of \$4,000.00 required before 2pm; \$6,000.00 required after 2pm	
Dinner and Dancing – 200 guests	
Cocktail Reception – 300 guests	

### HIDEAWAY

After 2pm	\$1,000.00
*\$250.00 per additional Hour	
Beverage and Food subtotal minimum of \$4,000.00 required	
Before 2pm	\$500.00
*\$150.00 per additional Hour	
Beverage and Food subtotal minimum of \$2,000.00 required	
Dinner & Dancing – 70 guests	
Cocktail Reception – 100 guests	

### RIVER ROCK

After 2pm	\$600.00
*\$150.00 per additional hour	
Beverage and Food subtotal minimum of \$1,500.00 required.	
Before 2pm	\$400.00
*\$150.00 per additional hour	
Beverage and Food subtotal minimum of \$1,500.00 required.	
Dinner Banquet – 40 guests	
Cocktail Reception – 50 guests	

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All Reception Venues are based to availability and will require a beverage and food minimum based on your estimated guest attendance. Holiday periods will be subject to an additional fees and higher beverage and food minimums. Beverage and Food minimums do not include service charge and tax; but are subject to current 22% service charge and 8.265% tax.

### RECEPTION TABLES

#### Reception

##### DISPLAYS

Imported and Domestic Cheeses | Garnish of Toasted Nuts, Exotic Seasonal Fruit, Table Wafers, Lavosh \$14

Grilled Vegetable Display | Herb Marinated Grilled Vegetables, Hummus, Ranch Dipping Sauce, with Toasted Pine Nuts \$11

Buffalo Mozzarella Display  
Buffalo mozzarella, vine ripened tomatoes and cracked black pepper with basil pesto and aged balsamic vinaigrette and olive oil \$12

Raw Vegetable Display | Array of crisp garden vegetables with house hummus and ranch dipping sauces, over shredded lettuce and toasted pine nuts \$10

Seasonal Sliced Fruit Display | Selection of melons, pineapple, & Berries with sea salt & fresh mint \$11

##### STATIONS

Fingerling Potato Bar  
Roasted fingerling potatoes, bacon bits, sour cream, caramelized onions, shredded cheddar cheese, steamed broccoli florets \$18

Street Taco Station \$18  
Marinated grilled chicken and shredded beef, warm 6-inch flour tortillas, cilantro, shredded jack cheese, diced tomatoes, fresh lime wedges, guacamole, sour cream, house pico

Mac and Cheese Station \$16  
Macaroni, cheddar cheese sauce, bacon bits, diced tomato, sour cream, scallions, sautéed onions, diced jalapenos

Slider Station \$20  
Pulled Pork | BBQ sauce and Kimchee slaw  
Classic | Beef, cheese, LTO, special sauce  
Portobello | Grilled onions, goat cheese, herb mayo

##### DISPLAYED DESSERTS TABLE

CHOOSE 3 - \$15

CHOOSE 5 - \$20

Add additional options at \$5 per person, per selection

Assorted French Macaroons  
Profiteroles  
Chocolate Truffles  
Homemade Chocolate Brownies  
Assorted Cookies  
Opera Cake  
Mini Strawberry Shortcake  
Mini Assorted Cheesecakes  
Chocolate Mousse – GF  
Lemon Possett – GF  
Apple Upside Down Cake – Vegan  
Seasonal Mini Dessert

WEDDING CAKE – Price based on desired cake & design  
Please ask about our wedding cakes!

Cake Service Fee for outside cakes \$5 per person

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All Stations, except Displays, require one Culinary Professional. Culinary Professional fee is based on up to 2 hours of service. 1 Culinary Professional per Station per 75 people required.

Culinary Professional \$175

##### Additional Fees:

Tables desired for longer than 60 minutes \$20  
Tables guaranteeing less than 20 people \$150

Prices based on 60 minutes of food service. All items have an additional 22% Service Charge & 8.265% Sales Tax. All pricing is subject to change without prior notice. Renaissance Reno Downtown Hotel Wedding Package 2019-2020



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## Canapes

Canapes are priced per piece.

A minimum of 20 pieces will be required per item.

(\*) Passed only items. Passed require additional servers.

A charge of \$50.00 per 50 guests will be required.

(\*\*) Display only items.

### CHILLED

Filet of beef tartare, capers, pecorino, roasted garlic, house baguette	\$6.00
Pork tenderloin with apple fig chutney on crostini	\$5.00
Chicken pate, orange segment, frisée, red onion, filo	\$4.00
Shaved lamb leg, miniature soft pita, tzatziki, sumac	\$5.50
Curried chicken salad, pine nuts, golden raisins, toast points	\$3.00
Smoked salmon, house brown bread, pickled onions & capers, crème	\$5.50
Shrimp cocktail shooters	\$5.00
Ahi tartare, sauce ponzu, thai chili, scallion, crisp wonton	\$6.50
Ceviche shooters	\$6.50
Classic bruschetta, roasted garlic, basil, toasted sourdough baguette	\$4.00
Mediterranean Tomato Bruschetta, crostini, Moroccan tomato jam, mizithra cheese	\$4.50
Wasabi Deviled Egg, Hamachi sashimi, pickled ginger scallion, tobiko	\$8.00

### HOT

Baked scallops on the half shell, hell fire aioli, micro cilantro	\$5.00
Vegetable spring rolls, sweet chili dipping sauce**	\$3.00
Chicken spring rolls, sweet chili dipping sauce**	\$3.00
Greek meatballs, garlic-oregano marinara**	\$3.50
Swedish meatballs	\$3.50
Mini beef wellingtons, horseradish crème fraiche*	\$7.00
Raspberry & brie cheese en crouete*	\$4.00
Mushroom en crouete, horseradish crème fraiche*	\$7.00
Teriyaki chicken satay, sauce ponzu, scallion	\$4.50
Teriyaki beef satay, sauce ponzu, scallion	\$7.50
Sausage stuffed mushroom caps	\$7.50
Chopped spinach & cheese stuffed mushroom caps	\$6.00
Bacon wrapped shrimp	\$6.50
Fried Lobster Corn Dog with Mango Emulsion*	\$8.50

## RECEPTION HORS D'OEUVRES





## RECEPTION PLATED DINNERS

### Wedding Plated Dinners

All plated dinners include regular and decaffeinated coffee and assorted hot teas; and bread with butter

#### PLATED DINNER ENTRÉES ENTREES

Dinner menus require a minimum of 20 guests. Groups with 15-19 guests will pay, as a minimum guarantee fee, the cost difference between the actual number of guests and 20.

Dinners are based on 60 minutes of continuous service. All dinners include house baked bread, butter, one salad, and two sides, and Coffee (regular + decaffeinated)

Choose 1 – 2 entrees to offer your guests; prices as marked below per entrée. Additional \$8.00 fee per person applies with more than 3 entrees selected. Chef's choice vegetarian/vegan option may be provided for events with less than 10% of attendees desiring this option. Cost for vegetarian/vegans entrée will be based on the average price of items selected below.

#### Salad – Choose One:

Charred romaine, seared grapes, shaved pecorino, brioche croutons, Caesar dressing

Hydroponic butter lettuce, orange segment, toasted pine nuts, tarragon & chive, sherry-shallot vinaigrette

Organic field greens, shaved cucumber, carrot, & red onion, baby tomatoes, balsamic vinaigrette

Sliced ice berg, pickled red onion, pecan-wood bacon, baby tomato, house blue cheese

Baby spinach, candied walnuts, shaved apple, blue cheese, golden raisins, honey-cider dressing

Sliced tomato, fresh mozzarella & basil, cold pressed olive oil, sea salt, focaccia crostini

++ Indicates an additional 22% Service Charge & 8.265% Sales Tax. All pricing is subject to change without prior notice.

Each Event may select up to Two Single Entrée Options to offer guests at no additional charge. Additional options may be offered for an additional fee of \$8.00 per guest of the total guest count.

#### Entrée Selections

<b>PAN ROASTED CHICKEN BREAST</b>	<b>\$57</b>
gourmet mushrooms, arugula, roasted shallot jus	
<b>PAN ROASTED CHICKEN THIGHS</b>	<b>\$52</b>
minced herbs, lemon	
<b>PAN ROASTED FILLET MIGNON</b>	<b>\$74</b>
thyme-wine demi-glace	
<b>SEARED HALIBUT*</b>	<b>\$69</b>
<b>Seasonal</b>	
Mussels & clams, preserved lemon, braised fennel, seafood fumet	
<b>PAN ROASTED SUSTAINABLE SALMON</b>	<b>\$57</b>
lemon beurre blanc	
<b>DOUBLE CUT PORK LOIN</b>	<b>\$57</b>
dried fruit, cider gastrique	
<b>MARINATED BISTRO STEAK</b>	<b>\$57</b>
thyme-wine demi-glace	
<b>HAND ROLLED HERB PASTA – V*</b>	<b>\$54</b>
Sun dried tomatoes, wilted mache, mushrooms, goat cheese, artichoke heart	
<b>STUFFED SWEET PEPPER – Vegan*</b>	<b>\$52</b>
Wild rice, roasted onions, Portobello, sautéed squash With garlic & thyme, tomato emulsion	

#### Sides – Choose Two:

Classic Buttermilk Mashed Potatoes

Twice cooked fingerling potatoes

Roasted red potatoes, garlic oil, tarragon, chive & lemon zest

Harissa spiced cous-cous, pine nuts, preserved lemon

Creamy parmesan polenta, San Marzano tomato jus

Bacon wrapped baby carrots

Sautéed green beans, garlic, slivered almonds

Glazed carrots, white wine, thyme

Sautéed zucchini & yellow squash, garlic, thyme

Charred broccoli & gourmet mushroom salad, anchovy emulsion

Grilled Asparagus



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## **BUILD YOUR OWN DINNER TABLE**

Dinner menus require a minimum of 20 guests. Groups with 15-19 guests will pay, as a minimum guarantee fee, the cost difference between the actual number of guests and 20. Dinners are based on 60 minutes of continuous service. All dinner buffets include house baked bread, butter, and local coffee (regular + decaffeinated)

To build your own buffet, select one salad, minimum two entrees, and two sides.

## RECEPTION BUFFET DINNERS

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### **SALADS**

*\*Choose one. Add additional salads at \$6 per person.*

Chopped romaine salad, shaved pecorino, garlic-herb croutons, Caesar dressing

Organic mixed greens, shaved cucumber, carrot, red onion, baby tomatoes, assorted dressings and house croutons

Tomato & fresh mozzarella with basil, cold pressed olive, arugula, balsamic reduction

Red Potato Salad, whole grain mustard, celery, chive

Macaroni salad, diced pineapple & red onion, scallion, roasted pepper aioli

Seasonal fruit salad with fresh mint & tajin spice

Baby spinach, candied walnuts, shaved red onion, golden raisins, sherry-vinaigrette

Farrow & feta salad, diced cucumber, sundried tomatoes, Kalamata olives, orange



## DINNER BUFFETS CONTINUED

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### TABLE ENTREES

**ONE ENTRÉE | \$46**

**Slow Roasted Maple Bried Pork Loin**

Pan drippings, roasted onions, house apple sauce

**Slow Roasted Turkey Breast**

Apricot & sage butter

**Pan Roasted Chicken Breast**

Gourmet mushrooms, arugula, shallot jus

**Braised Chicken Thighs**

Cremini mushrooms, blanched garlic, wilted spinach

**Whole Roasted Fulton Valley Farm's Chicken**

Tossed with lemon, butter & herbs

**BBQ Pulled Pork**

House baked brioche buns

**Twice Cooked Chicken Wings – Choice of:**

| Dry Rub | BBQ | Classic Buffalo | Habanero Honey |

**Seared Sustainable Salmon**

Lemon-caper beurre blanc

**Hand Rolled Herb Pasta – V**

Sundried tomato, goat cheese, wilted arugula, shaved pecorino

**Penne Pasta & Italian Sausage**

Roasted peppers & onions, sundried tomatoes, pecorino, oregano

### PREMIUM ENTRÉES

Three-entrée dinner tables may add their first premium entrée at a 50% discount on the charge show below. All additional entrées will be priced at the listed rate.

**Seared New York Strip**

Horseradish cream, demi-glace

**add \$5**

**18-Hour Brisket**

**add \$5**

**Slow Roasted Salt & Pepper Prime Rib**

Horseradish cream, beef au jus

**add \$10**

**Peppercorn Crusted Beef Tenderloin**

Horseradish cream, demi-glace

**add \$12**

**TWO ENTRÉES | \$58**

**THREE ENTRÉES | \$68**

### SIDES

*\*Choose two. Add additional sides at \$7 per person.*

Classic Buttermilk Mashed Potatoes

Charred broccoli & gourmet mushroom salad, anchovy emulsion

Stir fried green beans, caramelized shallot, slivered almonds

Sautéed zucchini + gold bar squash, roasted garlic & thyme

Roasted red potatoes, garlic oil, tarragon, chive & lemon zest

Classic Mac & Cheese

Seasoned hand cut potato wedges

Potato & cauliflower gratin, gruyere cheese, golden panko crust

Penne Pasta, traditional or gluten friendly, with your choice of preparation:

| Butter + Parmesan + Herbs | Tomato Jus + Basil | Pesto |

Creamy Parmesan Polenta, San Marzano tomato jus

Chef's seasonal sautéed vegetable medley, cold pressed olive oil, fresh herbs

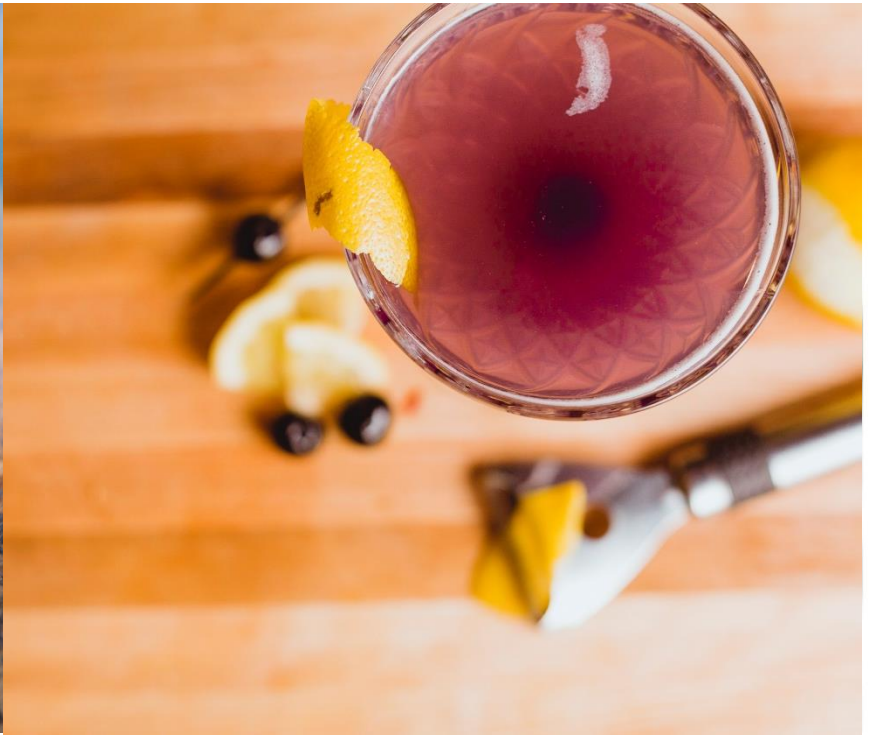
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Prices based on One Hour of Food Service

All menus items are subject to an additional 22% Service Charge & 8.265% Sales Tax.

All pricing is subject to change without prior notice, unless you have banquet event order





# weddings

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## RECEPTION BAR

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### **TALLY BY CONSUMPTION OR INDIVIDUAL PURCHASE**

Whether you wish to host drinks for your guests or they are responsible for purchasing their own libations, indulge in a full bar available for any event.

### **BARTENDER FEE | \$200.00**

*Includes 3 hours of service*

### **ADDITIONAL PER HOUR BARTENDER FEE | \$25.00**

One bartender per 75 guests will be required. An additional \$25.00 per bartender, per additional hour, will be required after 3 hours of bar service. The bartender fee will be waived when \$750.000 in bar revenue per bartender is met or exceeded for all Hosted Consumption Bars for 3 hours. Each additional hour will require \$250.00 in bar revenue to waive additional fees.

\*All Full Bars on a consumption basis or for cash purchase require 40 guests or more. Events with less than 40 guests may have wine service and beer available on consumption.

A 22% service charge will be added to all hosted consumption bars. No "Shots" are permitted.



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## RECEPTION BAR

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### TALLY BY CONSUMPTION OR INDIVIDUAL PURCHASE

House Brands	\$10.00	Domestic Beer	\$6.00
Premium Brands	\$12.00	Imported Beer	\$8.00
Deluxe Brands	\$15.00	Craft Beer	\$8.00
House Wine by the Glass	\$10.00	Non-Alcoholic Beer	\$6.00
Premium Wine by the Glass	*based on selection	Soft Drink	\$4.00
Deluxe Wine by the Glass	*based on selection	Bottled Water	\$4.00

CHAMPAGNE & SPARKLING CIDER TOAST | \$8.00 per person

BAR RITUAL | starting at \$8.00 per person++

\*Cost will be based on desired cocktail concoction. A minimum purchase of \$300.00 is required exclusive of service charge to hold a bar ritual.

CHEF'S INFUSED WATER | \$21.00 per gallon, minimum 2 gallons

ICED TEA, LEMONADE, or PUNCH | \$38.00 per gallon, minimum 2 gallons

A 22% service charge will be added to all consumption bars. No "shots" are permitted to be served



## RECEPTION BAR continued

### Hosted Hourly Receptions

All Bars Include House Wines, Domestic and Imported Beers, Soft Drinks and Bottled Water. All prices are per person and will be charged based on the guaranteed guest count of adults over 21 years of age.

HOUSE BRANDS	PREMIUM BRANDS	DELUXE BRANDS
1 Hour \$20.00	1 Hour \$24.00	1 Hour \$28.00
2 Hours \$36.00	2 Hours \$40.00	2 Hours \$44.00
3 Hours \$48.00	3 Hours \$55.00	3 Hours \$58.00
4 Hours \$62.00	4 Hours \$70.00	4 Hours \$76.00
5 Hours \$75.00	5 Hours \$85.00	5 Hours \$89.00

BEER AND WINE	BEER AND WINE	BEER AND WINE
1 Hour \$18.00	1 Hour \$22.00	1 Hour \$26.00
2 Hours \$30.00	2 Hours \$34.00	2 Hours \$40.00
3 Hours \$38.00	3 Hours \$44.00	3 Hours \$54.00
4 Hours \$46.00	4 Hours \$53.00	4 Hours \$64.00
5 Hours \$54.00	5 Hours \$60.00	5 Hours \$74.00

#### HOUSE BRANDS INCLUDE:

Smirnoff Vodka, Seagrams 7 Whiskey, Johnny Walker Red Scotch, Jim Beam Bourbon, Beefeater Gin, Bacardi Rum, Korbel Brandy, Jose Cuervo Tequila

#### PREMIUM BRANDS INCLUDE:

Absolute Vodka, Jack Daniels Whiskey, Glenlivet Scotch, Bulleit Bourbon, Bombay Sapphire Gin, Bacardi Rum, Hennessy VS Brandy, Patron Silver Tequila

#### DELUXE BRANDS INCLUDE:

Grey Goose Vodka, Crown Royal Whiskey, McCallan 12 year Scotch, Basil Hayden Bourbon, Hendricks Gin, Bacardi Rum, VSOP Brandy, Cazadores Reposado Tequila

\*All packages include: Kahlua, Amaretto Di Saron, Bailey's Irish Cream, Gran Marnier, & full beer list.

A 22% Service Charge will be charged to all Sponsored Bar Drinks and an additional 8.265% for Sales Tax will apply to Bottled Waters, Soft Drinks, and Non-Alcoholic beverage. Bartenders are a \$200.00 Charge Each unless you meet a \$750.00 minimum per bartender, per every 3 hours. No "Shots" are permitted To be served.

### WINE LIST

HOUSE WINES	Glass	
William Hill Chardonnay*	\$10.00	
William Hill Sauvignon Blanc*	\$10.00	
William Hill Pinot Noir*	\$10.00	
William Hill Merlot*	\$10.00	
William Hill Cabernet Sauvignon*	\$10.00	
PREMIUM WINES	Bottle	Glass
Ferrari Carano Fume Blanc*		\$11.00
Mer Soleil Silver Unoaked Chardonnay*		\$15.00
"J" Pinot Noir*		\$12.00
Josh Merlot*		\$12.00
Ferrari Carano Cabernet Sauvignon*		\$15.00
Starmount Chardonnay	\$55.00	
Matanzas Creek Merlot	\$50.00	
Justin Cabernet Sauvignon	\$52.00	
Beringer Estate	\$50.00	
DELUXE WINES	Bottle	Glass
Ferrari Carano Dry Sangiovese of Rose*		\$15.00
Rombauer Chardonnay*	\$75.00	\$18.00
Elouan Oregon Pinot Noir*		\$18.00
Napa Cellars Cabernet Sauvignon*		\$19.00
La Crema Russian River Valley	\$80.00	
Justin Isosceles Blend	\$120.00	
Duckhorn Merlot	\$95.00	
Jordan Sonoma Cabernet	\$110.00	
Whitehall Lane Cabernet Sauvignon	\$75.00	
SPARKLING SELECTIONS	Bottle	Glass
LaMarca Prosecco*		\$10.00
Marquis de la Tour Sparkling		
Mumm Napa Cuvee	\$50.00	
J Russian River Sparkling	\$75.00	
Veuve Clicquot Champagne	\$130.00	

(\*Indicates wines offered in Hosted Hourly Receptions, available with applicable drink tickets, and at Hosted Consumption Bars. All Cash Bars will be stocked with House Wines unless Premium and/or Deluxe Wines are requested at least 14 days prior to your event.

Wines included in each Housed Hourly Reception package are those offered by-the-glass applicable to each tier. Wines by the Bottle are not included in packages and bottles may not be served from the bar for guests to pour on their own at an event. Champagne & Sparkling Cider Toasts are also not included in Hosted Hourly Reception packages.

### BOTTLED BEER LIST

<b>DOMESTIC - \$6.00</b>	
Budweiser	Budlight
Coors Light	Miller Lite
O'Douls Non-Alcoholic	
<b>IMPORTED / MICROBREW - \$8.00</b>	
Corona	Stella Atoris
Icky IPA by Great Basin	Sierra Nevada Pale Ale
Blue Moon	





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## DISCOVER RENAISSANCE SIGNATURE DETAILS.

We offer unparalleled services that your guests will appreciate, from valet parking and spacious guest rooms to private pre-reception areas, breathtaking indoor and outdoor ceremony and reception venues and specialty linens and chair covers, as well as many other wedding extras such as distinctively designed place cards, cake boxes and guestbooks. Renaissance can create a day that's special for everyone.

## SIGNATURE DETAILS

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Renaissance Reno Downtown Hotel is excited at the opportunity to host your wedding! Thank you for considering our hotel for your special day. The following provides you with details to help you begin planning your wedding experience at the Renaissance Reno Downtown Hotel.

Sip, taste and savor the moments leading up to your wedding day. Discover the unequivocal experience here that your guests will find compelling as they arrive for your marriage. Let it be special and filled with local flavors. It's going to be breathtaking.

Congratulations!



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## DETAILS

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### RENAISSANCE RENO DOWNTOWN HOTEL BOOKING PROCEDURES & INFORMATION

The following is a list of procedures to book your wedding event at our hotel. This will help you to know what you will need to confirm your dream day:

#### WEDDING PACKAGE DETAILS

- The Renaissance Reno Downtown Hotel provides all beverages and food; with exception to your wedding cake.
- All food is prepared based on your final guaranteed guest count; including canapes.
- Beverage and Food minimums apply to all events; the sales and catering department will provide those for you.
- Children's meals for ages 2 – 11 are available upon request. Any meal ordered for a child is subject to charges.
- Access to your event space is available one hour prior to your event. Additional charges may apply for earlier access requested.
- The Renaissance Reno Downtown Hotel event collaboration includes: a comprehensive site tour of the property, tour of rooms and the event space, list of local wedding vendors, beverage and food consultation, banquet event order preparation, floor plan diagram, cost estimate and deposit schedule, and banquet manager.
  - You are responsible for providing your own ceremony and reception coordinator and/or planner.

#### DEPOSIT REQUIREMENTS AND GUEST GUARANTEES

- A non-refundable deposit equal to 30% of your total estimated charges that will include beverage, food and rental fee are due when you return your signed contract to confirm your arrangements on a definite basis. A deposit schedule for the balance of your anticipated charges will be provided at the time a contract is requested.
- Final remaining balance will be due 14 days prior to your wedding along with your final guest count – including all children. Entrée counts will also be required at this time.
- A guaranteed final guest count is needed 3 days prior to your event date and may increase up to 10% above the previous count made. You may not reduce your count below what was given 14 days prior.
- Changes to the guaranteed final guest count may result in additional fees if we cannot accommodate the additional volume. No refunds will be provided for any no-shows.

#### HOTEL ACCOMMODATIONS

Hotel room blocks providing discounted hotel room rates for your guests may be available. Please request rooms at the time of booking for rates applicable to the period of your wedding. One suite is included in your wedding package for you to use the night of your wedding.

#### PARKING & AIRPORT SHUTTLE

On site valet parking is available. Prices vary. No shuttle services are provided by the hotel.

### RENAISSANCE RENO DOWNTOWN HOTEL RULES & POLICIES

The following is a list of policies for events at our hotel. This will help you to know what items you can bring in for your Ceremony and/or Reception. We welcome you to bring your own decorations and centerpieces. Please abide by the following guidelines.

#### DECORATIONS

- Candles: All candles must be in a hurricane, votive vase, or floating in water. No tall tapered candles or open flame will be permitted.
- Bubbles: Bubbles are permitted outside of the hotel only.
- Rice / Birdseed: Throwing rice or birdseed is prohibited inside and outside due to the impact on our wildlife population and will result in a minimum fine of \$1,000 from the resort and may pend additional fines.
- Confetti: Is not allowed and will result in a minimum cleaning fee of \$500.00 from the hotel.
- Indoor Petal Policy: Silk flower petals are not allowed to be tossed or dropped inside, there is a \$250.00 clean up fee. Real petals may be used; however, there are color restrictions. Ask your Sales Manager prior to purchasing petals. A fine may be incurred if petals stain the floors.
- Outdoor Petal Policy: There is a \$500.00 clean up fee to toss or drop fake flower petals. Only real petals are allowed. If they stain the walkway then an additional power washing fee will be charged.
- Decorating Time: You will have 1 hour prior to your start time to decorate. If you are bringing in elaborate centerpieces, favors, or anything else that requires additional time, you may contract additional hours for set-up time. You are responsible for setting up all of your own decorations and personal items. Anything brought in that the staff is responsible for setting up (i.e. specialty napkins) needs to be provided at least 24 hours in advance and prior arrangement needs to be made 30 days in advance to ensure proper staffing.

PLEASE NOTE: ALL ITEMS BROUGHT IN BY GROUP MUST HAVE BEEN PRE-APPROVED BY THE SALES MANAGER OR EVENT DIRECTOR IN WRITING. Specific description of all items brought in as well as placement or any other specifications must be provided at least 14 days in advance. Items not pre-approved will not be allowed to be brought into function space and/or special charges may apply.

\*If you are bringing in your own flowers, cake, etc., you are required to notify outside vendors of all policies (\*see vendor policies document) and you are required to make arrangements in advance for a timeline of delivery. Renaissance Reno Downtown Hotel does not offer any refrigeration for cakes, flowers, or other personal items. *Storage and handling fees will apply.*

\*If you bring keepsakes, fragile items, etc., be aware Renaissance Reno Downtown Hotel is not responsible for breakage or lost items. Your designated end of the night contact (i.e. Maid of Honor, Friend or Parent) is responsible for gathering all items at the end of event and removing them from facilities. Renaissance Reno Downtown Hotel are not responsible for any items lost or left behind.

\*Renaissance Reno Downtown Hotel does not permit use of more than one Service Cart for transportation of belongings. Please make arrangements for your own decoration delivery to event location.

#### ASSIGNED SEATING

Renaissance Reno Downtown Hotel are not responsible for assuring seating if you do not elect to assign seating to your guests. Assigned Tables/Seating can eliminate confusion and make guests feel more comfortable. If you choose not to assign seating the staff is not responsible for directing guests to seats, or setting up tables with extra place settings for guests who cannot find seats near each other with their party. If you do not provide assigned seating our staff will overset the dining room to ensure enough seating for guests which can incur additional costs if you are having specialty napkins, etc. Tables will not be sat with more than 10 places per table. For Plated Dinners with Entrée Choices being offered to guests:

If you choose a plated dinner you will need to have your guests RSVP in advance for their entrée choice – you may offer to two different selections for them to choose from. Final entrée counts for each selection need to be provided to your Sales Manager no later than fourteen days (14) in advance. For a plated dinner you will need to create and provide a place card for each guest that will denote their entrée choice and/or any food allergy associated with that meal. Place cards should be organized in alphabetical order by the guest's last name if being placed at a welcome table; or by table number, if you would like them placed on each table prior to guest arrival. Should you like to have assignments on tables prior to guest arrival, a large seating chart should be provided for guests to review upon their arrival; as well as a Master Seating Chart must be provided to the Sales Manager 14 days prior to arrival so that they will be able to advise guests of exact seating assignments and their entrée selections, and allergies – this is required for both types of assigned seating arrangements. Changes made to this list may be accommodated up to 72 hours prior to your event; however entrée selections may not be changed.

For Buffets or Plated Dinners where all guests will have the same meal:

You may provide place cards as described above or you can provide a master seating list at the entry table listing each table number and the names of each person who is assigned to that table. Place cards can be as simple as a folded piece of paper, or as elaborate as a candy bar whose wrapper lists the guests name and table. Instead of naming tables by number you may name them by theme. For example, each table named after a martini: (Rob Roy Table, the Appletini Table, the Manhattan Table, etc.) Whatever you do, just make sure your guests can easily find their seats. The Sales Manager will send you a map of the table set up with your estimated number of attendees up to 3 months prior to your event. It's best to mail or give your Wedding Planner and Sales Manager the place cards and/or master list in advance so the assigned seating can be reviewed. The staff will not be able to accommodate last minute changes in the set-up.



### Frequently Asked Questions

The following FAQ will cover tips and policy information to help you plan the details for your wedding at Renaissance Reno Downtown Hotel.

#### *Is there transportation for guests from the Reno-Tahoe International Airport?*

Shuttle services are not provided through the Hotel. Guests may schedule an Uber or taxi for their transportation.

*Is there a fee to park at Renaissance Reno Downtown Hotel?* Guests are permitted to park using valet services. Parking is on a first come, first served basis. For wedding guests who are not staying at the hotel, they will need to use our valet services or park in nearby parking off-site. Spaces are not guaranteed.

#### *How do I acquire a marriage license?*

You will need a Washoe County Marriage License. Call the Washoe County Clerks office: 775.784.7287 for more information. They are open seven days a week. Their website is: <https://www.washoecounty.us/clerks/mlb/index.php>. If you are already married, you will not be required to get another marriage license.

#### *Does Renaissance Reno Downtown Hotel provide planning or coordination services for weddings?*

Your Sales Manager will help you with floor plans and creating a timeline for your wedding arrangements at the Renaissance. You are responsible for checking in vendors, directing your guests, distributing personal flowers, passing out gratuities to vendors, and running your ceremony and reception on time. You are not required to purchase planning services; however, if you do not, these responsibilities will be up to you to plan and coordinate. If you are interested in hiring a Wedding Planner to assist you with your wedding arrangements, we can provide you with recommendations. Renaissance Reno Downtown Hotel does not provide planning or coordination services directly.

#### *How do I schedule a food tasting to sample menu items?*

A private tasting may be scheduled in the Renaissance Reno Downtown Hotel with a minimum of one week's arranged notice; and a minimum of one month prior to your event. Not all items on the catering menu are available for tastings. Please call or email your Sales Manager two weeks in advance with your requests (prime rib and some fresh fish, for example, are not available to be tasted). The tasting is complimentary if you have already booked with us and are reaching a contracted food minimum of \$5,000 or more. You may select up to: 3 salads, 3 entrees, and 3 desserts. You may bring as many attendees as you like; however the number of dishes will not change – one of each item will be served. Please reference our Tasting Policy.

#### *Who should I be expected to give a gratuity payment?*

Outside of Renaissance Reno Downtown Hotel services, the gratuity for your vendors is entirely up to you. We recommend the following gratuity guidelines based on the services that are provided:

Minister/Officiate - \$25.00-\$100.00

Photographer or Videographer - \$25.00 per hour of service

Single Musician - \$25.00 for one hour of service. Quartet or Multiple Musicians will depend on the length of service and what type of musicians

D.J. - \$50.00-\$100.00

Hair and Make-up – 20% of services

Wedding Planner – \$100.00-\$300.00

These are traditional guidelines, if you feel vendors have spent quality time with you or gone out of their way for special requests you can adjust the gratuity per situation.

The best man, father, groomsmen, or a responsible party can pass out the gratuities on the wedding day or your Planner can also pass them out. The gratuities should be cash and separated into marked envelopes. They go directly to the person providing the services. It is easiest to bring the gratuities to your Planner the day before the wedding so you don't have to worry about them on your wedding day.

#### *When can my group access to the hotel ceremony & reception facilities?*

If you have guests or if you yourself would like to decorate or have access to the facility before the event you will need to arrange the time with your Sales Manager thirty days in advance. There may be another event scheduled before yours, so the room access timeline is limited to one hour.

#### *How much should I budget for a hosted bar?*

There are many ways to host a bar. You can have a cash and carry bar open for guests if your budget does not allow for hosting. The set-up fee is \$200.00 per bar, per 75 guests. You can also host beer, wine, well drinks, premium drinks or any combination. You have a choice of putting a monetary limit on the tab. Or, if you would like to host a full bar, a good start would be to budget for \$18.00 - \$30.00 per person, per hour. It depends on your group and if you are hosting a champagne toast or any other alcoholic drinks.

#### *Can I bring my own beer or wine?*

We do not allow beer or kegs to be brought in; as well as we do not permit any outside wine; even for corkage. If you have a special bottle meant for the bride and groom, please consult your Sales Manager at least 14 days prior to your arrival. We do not allow any sort of liquor to be brought into our hotel for events. Guests bringing in outside alcohol will be asked to leave the event and/or contents will be confiscated. At will, we reserve the right to access a fee of \$1,000.00 or more for any outside beverage brought on premise.

### *Can I bring in my own food?*

Renaissance Reno Downtown Hotel does not allow any outside food to be brought into any event premise. You may be allowed to bring in your own wedding cake with prior permission from your sales manager. A cake service fee of \$5 per person will be required.

### *Can I take food to-go at the end of the night?*

No to-go food is allowed. This is in violation of the County Health Code.

### *When do I pay for the event, and when do I need to give the Sales Manager my attendance and final information?*

Payment in full is required fourteen days in advance. Also required fourteen days in advance is your final guaranteed number of guests, meal selections, and any and all final details, arrangements and décor instructions. It's best to guarantee the number of attendees that have RSVP'd, then if you find you have a few more people as you get closer to the date of your event you may be able to add them on as long as you make arrangements at least 72 hours in advance with your Sales Manager. You may increase your count up to 10% 72 hours in advance; though you may not decrease your guaranteed number. In making arrangements with your Sales Manager at least 72 hours in advance, Renaissance Reno Downtown Hotel reserves the right to decline additions. Not all additions can be accommodated; especially if over 10% of the guaranteed guest count.

Remember, once you add on, we will charge you for the meals and they not cancelable or transferable.

Final details are required to be finalized and discussed with your Sales Manager at least 14 days prior to your wedding. Details and arrangements that have not been discussed and approved by your Sales Manager may not be accommodated.

### *Does Renaissance Reno Downtown Hotel have a sound system I can use for music?*

You will be responsible for providing your own DJ or Musician. A sound system with MP3 capabilities may be rented from the Renaissance Reno Downtown Hotel's preferred Audio Visual Company, AVMS directly. Please make arrangements in advance and if you are not hiring a professional DJ or Musician. Microphones for toasts and other announcements must be rented through AMVS if your DJ or Musician is not providing them for you. You must provide your own Master of Ceremonies (MC). Renaissance Reno Downtown Hotel personnel will not be making announcements for you.

### *What happens if I am late for my event?*

You should not let your ceremony or arrival time for your reception run more than fifteen minutes late under any circumstances. It is insensitive for your guests, as well as your vendors. Many officiates, photographers, musicians, etc. have another event booked after yours and may have to leave for another obligation if you are late. Also, if you have booked a photographer for 1 hour, their time starts at the scheduled event time, and you may lose the opportunity to have memorable photographs taken.

Being late also disrupts the culinary service as they have a scheduled time for food service and may not be able to change the schedule to a later time. Your reception may not be able to run later than the scheduled end time so you will lose reception time due to tardiness. Renaissance Reno Downtown Hotel is not responsible for any unavoidable tardiness to the start of your event such as an accident or other force majeure, and may not be able to amend your time. To avoid being late for a ceremony, have your wedding party plan on arriving to the hotel thirty to forty-five minutes prior to the scheduled start time. The married couple should be dressed, prepared, and ready to go thirty minutes prior to the start time. Have a responsible party be in charge of bringing the marriage license and the rings to the ceremony location. If you have children in the ceremony have an adult be in charge of making sure they are ready to go and have all of their ceremony items (pillow, baskets, etc.). It's best to remind the wedding party to drink plenty of water and stay hydrated as well as eat something before the ceremony.

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