



ROYAL HOTEL

TM.
TRADEMARK
COLLECTION BY WYNDHAM

*Wedding
Catering Package*



Rocky Mountain Buffet Dinner

(Minimum 50 people)

Dinner Rolls & Butter
Mixed Field Greens with Three Assorted Dressings
Traditional Caesar Salad with all the Toppings
Variety of Sliced Deli Meats
Domestic Cheese Platter
Seasonal Fresh Vegetable Tray w/ Ranch Dip
Steamed Vegetable Medley w/ Broccoli, Cauliflower, Carrots & Green Beans

Deli Salads

(Choice of Four)

- Greek Salad
- Asian Style Coleslaw
- Creamy Potato Salad
- Santa Fe Bean Salad
- Mediterranean Chickpea Salad w/ Lemon & Mint
- Broccoli & Cranberry Salad w/ Sunflower Seeds & Burma Onions

Carved Entrées

(Choice of one)

- Slow Roasted Alberta Beef with Au Jus
- Baked Honey Dijon Glazed Ham with a Cherry Pepper & Pineapple Salsa
- Over Roasted Turkey with Onion Sage Stuffing, House Made Cranberry Sauce & Gravy
- ~Upgrade your carved selection to Slow Roasted Alberta Prime Rib with Au Jus, Chimichurri Sauce & Yorkshire Pudding (current market price to be applied, please

Hot Entrées

- Jerk Chicken
- Bourbon Chicken
- Italian Roasted Chicken
- Vegetarian OR Beef Lasagna
- Slow Roasted Pork Loin with White Wine Hunter Sauce
- Tri-Colored Tortellini with Creamy Primavera Sauce
- California Cut New York Striploin with a Wild Mushroom Medley
- ~Upgrade your Entrée selection to Pan Fried Salmon with a Tomato & Caper Relish for \$2 more per person~

Starch Choices

- Rice Pilaf
- Garlic Mashed Potatoes
- Steamed Garlic Dill Potatoes
- Roasted Rosemary & Lemon Potatoes

All Buffets include Assorted Cakes, Pies, Sweet Squares, Fresh Fruit, Coffee & Tea.

Choose one(1) carved and one(1) hot entrée: \$49

Choose one(1) carved and two(2) hot entrées: \$54

\$5 per person for each additional entrée

\$2 per person for each additional starch

\$2 per person for each additional Deli Salad

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019



Trademark Dinner Buffet

(Minimum 50 people)

Dinner Rolls & Butter
Mixed Field Greens with Three Assorted Dressings
Traditional Caesar Salad with all the Toppings
Mixed Relish Tray
Seasonal Fresh Vegetable Tray w/ Ranch Dip
Steamed Vegetable Medley w/ Broccoli, Cauliflower, Carrots & Green Beans

Deli Salads

(Choice of Two)

- Greek Salad
- Asian Style Coleslaw
- Creamy Potato Salad
- Santa Fe Bean Salad
- Mediterranean Chickpea Salad w/ a Lemon & Mint Dressing
- Broccoli & Cranberry Salad w/ Sunflower Seeds & Burma Onions

Carved Entrées

(Choice of one)

- Slow Roasted Alberta Beef with Au Jus
 - Baked Honey Dijon Glazed Ham with a Cherry Pepper & Pineapple Salsa
 - Over Roasted Turkey with Onion Sage Stuffing, House Made Cranberry Sauce & Gravy
- ~Upgrade your carved selection to Slow Roasted Alberta Prime Rib with Au Jus, Chimichurri Sauce & Yorkshire Pudding (current market price to be applied, please inquire with the Catering Office) ~

Hot Entrées

- Jerk Chicken
 - Bourbon Chicken
 - Italian Roasted Chicken
 - Vegetarian OR Beef Lasagna
 - Slow Roasted Pork Loin with White Wine Hunter Sauce
 - Tri-Colored Tortellini with Creamy Primavera Sauce
 - California Cut New York Striploin with a Wild Mushroom Medley
- ~Upgrade your Entrée selection to Pan Fried Salmon with a Tomato & Caper Relish for \$2 more per person~

Starch Choices

(Choice of one)

- Rice Pilaf
- Garlic Mashed Potatoes
- Steamed Garlic Dill Potatoes
- Roasted Rosemary & Lemon Potatoes

All Buffets include Assorted Cakes, Pies, Sweet Squares, Fresh Fruit Platter, Coffee & Tea.

Choose one (1) Carved and one (1) Hot Entrée: \$43
Choose one (1) Carved and two (2) Hot Entrées: \$48

\$5 per person for each additional entrée

\$2 per person for each additional starch

(Only one item will be carved at the buffet)

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019

Silver Dinner Buffet



Dinner Rolls & Butter
Mixed Field Greens with Three Assorted Dressings
Traditional Caesar Salad with all the Toppings
Mixed Relish Tray
Seasonal Fresh Vegetable Tray w/ Ranch Dip
Steamed Vegetable Medley w/ Broccoli, Cauliflower, Carrots & Green Beans

Deli Salads *(Choice of Two)*

- Greek Salad
- Asian Style Coleslaw
- Creamy Potato Salad
- Santa Fe Bean Salad
- Mediterranean Chickpea Salad w/ a Lemon & Mint Dressing
- Broccoli & Cranberry Salad w/ Sunflower Seeds & Burma Onions

Hot Entrées

- Jerk Chicken
 - Bourbon Chicken
 - Italian Roasted Chicken
 - Vegetarian **OR** Beef Lasagna
 - Slow Roasted Alberta Beef with Au Jus
 - Tri-Colored Tortellini with Creamy Primavera Sauce California Cut New York Striploin with a Wild Mushroom Medley
- ~Upgrade your Entrée selection to Pan Fried Salmon with a Tomato & Caper Relish for \$2 more per person~

Starch Choices

- Garlic Mashed Potatoes
- Rice Pilaf
- Steamed Garlic Dill Potatoes
- Roasted Rosemary & Lemon Potatoes

All Buffets include Assorted Cakes, Pies, Sweet Squares, Fresh Fruit Platter, Coffee & Tea.

Choose one (1) Hot Entrée: \$38
Choose two (2) Hot Entrées: \$43
\$5 per person for each additional entrée
\$2 per person for each additional starch
\$2 per person for each additional Deli Salad

All Services Subject to a Taxable 17% Service Charge and 5% GST.
2019



Indian Buffet

(Minimum of 50 guests required)

Naan Bread

Salads & Cold Platters

Chickpea Salad
Mixed Field Greens with Assorted Dressings
Kachumber Salad
Vegetable Samosas
Mint Chutney
Tamarind Chutney
Raita

Side Dishes

Makhani Vegetables
Basmati Rice
Saag Paneer
Daal Makhani

Hot Entrée Selections

Red Snapper Curry
Butter Chicken
Spicy Beef Vindaloo
Lentil & Vegetable Curry Sambar
Chicken Tikka Masala
Aloo Gobi
Lamb Malai Korma

Dessert: Gulab Jamun

Regular Coffee, Decaf Coffee & Red Rose Tea

Choose one (1) Hot Entrée: \$45

Choose two (2) Hot Entrées: \$50

\$5 per person for each additional entrée

Halal Beef and Chicken are available. Please inquire with the Catering Office for pricing.

~Additional food items to compliment the dinner buffet may be brought in from an outside Professional Licensed Caterer and will be subject to labour fees. Please speak with a Catering Representative for further details.~

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019



Plated Dinners

Entrée selections include Fresh Rolls & Butter, One Appetizer, Choice of Vegetable and Starch, One Dessert, Coffee & Tea.

Appetizers

- Caesar Salad with Herb Croutons
- Garden Greens with Pepper Corn Sour Cream Ranch or Raspberry Vinaigrette
- Spinach & Arugula Salad with Cherry Tomatoes, Olives, Roasted Red Pepper, Red Onion and Diced Cucumber. Finished with a Creamy Yogurt Dressing.
 - Country Vegetable Soup with Parmesan Croutons
 - Coconut and Roasted Red Pepper Soup

Entrées

- 8oz Striploin with Braised Garlic & Shallots - **\$45**
- Best of Both - Striploin with Braised Garlic & Shallots along with a Sautéed Chicken Breast on a bed of Wild Mushroom & Tomato Ragu - **\$42**
- Roasted Prime Rib w/ Red Wine Au Jus & Yorkshire Pudding - **\$46**
- Pan Fried Salmon w/ Tomato Caper Relish - **\$41**
- New York Strip w/ Prawns topped with a Roasted Garlic & Lemon Maitre D'Hotel Butter - **\$48**
- Chicken Breast Stuffed w/ Portabella, Field Mushrooms, Herbs & Brie. Finished with a Creamy Peppercorn Sauce - **\$37**
- Slow Roasted Alberta Beef w/ Chateaubriand Sauce(Demi Glaze Finished with Tarragon and Burma Onion) - **\$37**
- Pinwheel Flank Steak w/ Provolone, Roasted Red Peppers & Chimichurri Sauce - **\$45** Mixed Grains with a Spicy Bean Medley & Grilled Vegetables (No Vegetable or Starch Choice provided) - **\$31**
- Sweet Stuffed Bell Pepper with Brown Rice & Vegetables baked with Provolone Cheese & a Zesty Tomato Sauce. - **\$31**

Vegetable Choices (choice of one)

- Vegetable Medley (Broccoli, Carrots, Cauliflower & Green Beans)
- Honey & Tarragon Glazed Carrots
- Green Beans w/ Red Peppers
- Sautéed Zucchini w/ Diced Tomatoes & Thyme

Starch Choices (choice of one)

- Garlic Mashed Potatoes
- Steamed Garlic Dill Potatoes
- Roasted Rosemary & Lemon Potatoes
- Rice Pilaf

Desserts:

- New York Cheese Cake w/ Strawberry & Chocolate Sauce
 - Tiramisu w/ Amaretto & Kahlua Sauce
 - Apple or Cherry Strudel w/ French Cream Sauce
- Triple Chocolate Truffle Mousse w/ Fresh Berries, White & Dark Chocolate Sauce
 - Double Stuffed Apple Pie w/ Caramel Sauce

Plated Dinner Enhancements

- Additional Appetizer \$4 Per Person or Sorbet Refresher Course \$3 Per Person

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019



Dinner Enhancements

Entice and impress your guests with our dinner enhancements. Due to seasonal pricing, all pricing for dinner enhancements will be available upon request. We require a minimum order of 40 guests. All food selections will be presented for a maximum of One and a Half (1 ½) hours. All dinner enhancements must be ordered along with a full dinner service. All dinner enhancement stations will be attended by one of our talented Chefs.

- Beef Tenderloin served with Cocktail Buns and complimenting Condiments
- Fresh Atlantic Mussels prepared in Garlic, White Wine and Tomato Sauce
- Savory or Sweet Crepe Station with Chef's Choice of Two (2) Sauces
- Prawns Flambéed in a Fire Cracker Sauce
- Sautéed Shrimp Scampi
- Mashed Potato Bar(no attendant)

Dessert Buffet Upgrades

The Endless Chocolate Fountain (minimum 20pp)

A large chocolate fountain with melt in your mouth milk chocolate, Seasonal Cubed Fresh Fruit, Lady Fingers, Marshmallows & Cream Puffs for dipping.

\$6.00 per person

Build Your Own Cheesecake Bar

Plain New York Cheesecakes with never ending self-serve toppings. Toppings include but are not limited to a Mixed Berry Compote, Strawberry Sauce, Chocolate Sauce, Toasted Coconut, Strawberries, Pineapple and Whipped Cream.

\$5.00 per person

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019



Hors D'Oeuvres

(Minimum 2 dozen per selection)

Cold Hors D'Oeuvres

\$25 per dozen

Caprese Salad Bocket
Deviled Eggs
Cherry Tomatoes Filled with Crab Mousse
Zucchini Boats with Smoked Salmon Mousse
Prosciutto and Melon Brockets
Sundried Tomato Hummus on a Toasted Baguette

Hot Hors D'Oeuvres

\$22 per dozen

Mini Beef Wellington
Spicy Chicken Wings
Thai Chicken Satay
Thai Beef Satay
Vegetable Quiche
Seafood Quiche
Sweet & Sour Meatballs
Vegetable Spring Rolls
Vegetable Samosas
Mini Crab Cakes w/ Remoulade Sauce
Bang Bang Shrimp w/ Sweet Chili Sauce
Spanakopita w/ Tzatziki sauce
Pork Pot Stickers w/ Soy Ginger Sauce

Reception Bundles

(Minimum 20 people)

Rocky Mountain Reception Bundle

\$26 per person

Based on six(6) Hors D'Oeuvres per person
Choose any two(2) Cold Hors D'Oeuvres & any two(2) Hot Hors D'Oeuvres
~Includes a Charcuterie Board & a Raw Vegetable & Dip Tray~

Trademark Reception Bundle

\$16 per person

Based on 6 Hors d'oeuvres per person
Choose any two cold hors d'oeuvres & any two hot hors d'oeuvres

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019



A La Carte

(Below costs are based on 20 people)

| | | | |
|---|------|------------------------------|-------|
| Assorted Sandwiches & Wraps | \$98 | Seasonal Fresh Fruit Platter | \$98 |
| Domestic Cheese & Cracker Platter | \$98 | Deli Meat Platter | \$98 |
| Hummus & Tri-colored Chips w/ Pita Bread | \$75 | Raw Vegetable & Dip Tray | \$75 |
| Dry Party Snacks(Chips, Pretzels & Nut Mix) | \$60 | Charcuterie Board | \$140 |

Late Night Snacks

Late Night Snack selections are not for sale individually, only available when a full dinner service has been ordered. Late night snacks can be served no later than 11:00 pm.

Build Your Own Poutine Bar

\$11/Per Person

Fresh Crisp French Fries
 Cheese Curds
 Beef Gravy
 Green Onion
 Bacon Bits

Build Your Own Sandwich Bar

\$11/Per Person

Assorted Buns
 Sliced Deli Meats & Domestic Cheeses
 Pickle Tray
 Butter, Yellow Mustard, & Mayonnaise

Snack Attack

\$9/Per Person

Sundried Tomato Hummus
 Bruschetta
 Salsa & Sour Cream
 Multi-Colored Tortilla Chips
 Assorted Crackers

Pizza Buffet

\$10/Per Person

Potato Chips, Pretzels & Nut Snack Mix
 Fresh Made in House Assorted Pizzas
 (2 ½ slices per person)

Cake Service

An exception to our “no outside food allowed” is made in the case of cakes created and produced by licensed establishments. The set-up is the responsibility of the client or the third party supplying the cake and any stands needed or required for its display.

Homemade cakes and cupcakes are not permitted in a licensed establishment under the Alberta Health Act. Strict city and provincial restaurant regulations do not permit food prepared in an unlicensed establishment to be brought into a licensed establishment.

Cut, Plate & Serve \$3 per person (available from the start of the event until 8:30pm).

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019

Beverage Services



Cash Bar

For groups where guests purchase their own beverages

Host Bar

For groups where the host pays for all beverages (charged on consumption)

| | <i><u>Host</u></i> | <i><u>Cash</u></i> |
|---------------------------------------|--------------------|--------------------|
| House Brand Liquor | \$5.10 | \$6.50 |
| Domestic Beer | \$5.10 | \$6.50 |
| House Wine by the Glass (Canada) | \$5.90 | \$7.25 |
| Import Beer, House Cocktails, Coolers | \$5.50 | \$7.00 |
| Premium Liquor, Liqueurs | \$5.90 | \$7.25 |
| Soft Drinks, Juices | \$2.45 | \$3.00 |

A Bartender Fee of \$20.00 per hour will be charged for all Bar Services, including 2 hours for set-up and teardown.

House Bar set ups include:

House Brand Liquor (Rye, Vodka, Gin, White & Dark Rum, and Scotch)
Domestic Beer (Canadian, Coors Light, Budweiser, Kokanee & Bud Light)
House Wine
Import Beer (MGD, Corona, Heineken) House Cocktails (Caesars & Paralyzers),
Coolers (Bacardi Breezers, Mike's Hard Lemonade, Mike's Hard Cranberry)
Premium Liquor (Crown Royal, Captain Morgan, Jack Daniels)
Mixes include soft drinks, orange, lime, cranberry and Clamato juice.

Punch Service

| | |
|--|--------------|
| Non Alcoholic Fruit Punch (per gallon) | \$40 |
| Rum or Vodka Fruit Punch (per gallon) | \$120 |

Pop & Juice

Unlimited Per Person \$4

Other types of Bar set-ups are available – Subsidized & Host Tickets

*Wine Corkage is available at a cost of \$25.00 per bottle
(Special exceptions may apply for Charity fundraising events)*

Host prices are subject to a taxable 17% service charge and 5% GST.

Cash prices include all applicable charges and taxes.

Prices are subject to change without notice.

Wine Lists are available upon request.

All Services Subject to a Taxable 17% Service Charge and 5% GST.



Everything But the Ring

(All-inclusive Wedding Package)

- Sapphire or Emerald Ballroom for Ceremony & Reception
- Wedding Consultant prior to the Wedding Day
- On-Site Contact on the Wedding Day
- Complimentary Menu Tasting for up to 4 People
- Complimentary Rocky Mountain Suite for the Newlyweds on the Wedding Night
- Complimentary Romance Package for the Newlyweds on the Wedding Night
- Complimentary One Night Stay on the One Year Anniversary of the Newlyweds
- Discounted Guest Room Rate for Wedding Guests
- LCD Projection Package
- Hotel Supplied Square Mirrors & Tea Light Candles for Table Décor
- 20' White Pipe & Drape Back Drop with Spot Lights for Head Table
- White or Black Chair Covers & Choice of Sash Color for Each Chair
- Coordinated Table Runners of the guests choice
- 2 Complimentary Bar Tickets per Guest for Cocktail Hour
- Passed Hors D'Oeuvres during Cocktail Hour or a Late Night Snack
- One Complimentary Gallon of Non-Alcoholic Punch
- Two Bottles of House Wine per table (1 Red & 1 White)
- Trademark Dinner Buffet with One(1) Hot Entrée and One(1) Carved Entrée
- Glass of Champagne per person during Toasts
- Cake Cutting Service

\$93.00 per person

(Plus 17% service charge and 5% GST)

Minimum of 60 Adult guests required

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019



The Perfect Send Off

A perfect time for a gift opening! Our Brunch has been a part of the local scene for about 20 years. On the second Sunday of September through to the end of June we offer a weekly Sunday Brunch from 10:00am to 2:00pm. The hotel's lobby is transformed into a scene of culinary delight. Join us for Calgary's favourite Brunch!

If availability permits, wedding parties can enjoy the use of a complimentary private room for you, your family and your friends to enjoy brunch. Please enquire with the Catering Department for availability.

| | |
|---------------------------------|-------------|
| Adults | \$27 |
| Seniors (age 50 7 over) | \$25 |
| Kids ages 7-12yrs old | \$13 |
| Children ages 4-6yrs old | \$6 |
| 3 & Under No Charge | |

Brunch Menu

Breakfast Selections

Assorted Pastries
Cold Cereals
Golden Hash Browns
Scrambled Eggs
Bacon & Sausages
Pancakes

Action Stations

Made to Order Omelets
Belgium Waffles with Hot Fudge, Caramel & Strawberry sauce
Made to Order Classic Eggs Benedict
Carved Roast Beef & Honey Glazed Ham

Lunch Selections

Chef's Choice of Two Hot Soups
Full Salad Bar w/ all the fixings
Various Cold Platters of Meat & Cheese
Fresh Mussels
4 Additional Hot Dishes (Chicken, Pasta, Potatoes & seasonal vegetables)

Desserts

Fresh Seasonal Fruit
Ladyfingers & Cream Puffs
Assorted Cakes, Pies & Sweet Squares
Jell-O & Pudding

Coffee, Tea & Juice Included

~Menu prices do not include applicable taxes and service charge. Menu selections are subject to change without notice.~

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019

Royal Hotel Wedding Information & Policies



Cancellation Charges:

Initial deposit paid will be put towards any cancellation fees.

Cancellation Sixty Plus (60+) days prior to the function date will be the initial non-refundable deposit that was given at the time of booking.

Cancellation Thirty to Sixty (30-60) days prior to the function date will be charged the cost of the room rental, plus Twenty Five Percent (25%) of the estimated costs.

Cancellation of Thirty (30) days or less prior to the function date will be charged the cost of the room rental plus Fifty Percent (50%) of the estimated food costs.

Deposits and Payment Policy:

A \$1000.00 non-refundable, non-transferable deposit is required and must be made payable to the Royal Hotel at the time of date and space confirmation. Fifty (50%) of estimated costs is due Sixty (60) days prior to the function. One hundred (100%) percent of the estimated costs are due Three (3) business days prior to the function. A credit card number must be provided by the convener and will be kept on file. Any remaining balance after the event will automatically be applied to this credit card.

Taxes & fees are subject to change at any time.

Expected and Guaranteed Number of Guests:

Should the number of guests given at the time of the booking decrease by Twenty Percent (20%) or more, the convener is responsible for Eighty Percent (80%) of the expected amount or guaranteed number, whichever is greater. Should the final guaranteed number fall below minimum accepted numbers for your function, the Hotel reserves the right to move your function to an alternate room without recourse or prior approval.

For all meals, guaranteed numbers must be communicated to the Catering Office no later than three (3) business days prior to the function date. If a guaranteed number is not received before this deadline, the billing and food preparations shall be made out to the original number of guests expected for the function. If a guaranteed number is received, the Hotel will charge for the final guaranteed number, or the number actually served, whichever is greater. The Hotel will prepare to serve Five Percent (5%) more than your final guaranteed number.

Food & Beverage:

Menu Selections must be submitted to the Catering Department at least Thirty (30) days prior to the function date to ensure availability of selections, pricing, proper staffing and coordination of your function. When selecting your meal, please be advised that the menu must be the same for all guests in attendance. Special Dietary substitutions are available and must be arranged Fifteen (15) days prior to the function. The Royal Hotel - North Calgary will be the sole supplier of all food and beverage items, the only exception being Wedding Cakes. Please note that health regulations prohibit the removal of any food products from the Hotel. Buffet products will be displayed for a maximum of One and a Half (1 ½) hours at any function to ensure the quality and integrity of the product. Also note outside food and beverage will be removed from the banquet space by the Hotel Staff. **Pricing is subject to change and can only be guaranteed 90 days prior to date of function.**

Required Food & Beverage Minimums:

There is a minimum food and beverage order required for select banquet rooms. The Emerald Ballroom requires a food and beverage minimum of \$5,000.00. The Sapphire Ballroom requires a food and beverage minimum of \$2,000.00. The Silver Room requires a \$1,000.00 food and beverage minimum. Should the food order not hit the minimum required; the difference will be charged as a room rental. Please note that alcohol, service charge and GST are not applied to these minimums.

Guestroom Blocks:

For in-house weddings, the Hotel will extend a Special Guest Room Rate at the time of booking based on the estimated number of rooms. The Bride and Groom will be booked into a complimentary Rocky Mountain Suite for the night of the wedding with a minimum booking of \$3,000.00 in catering. Additional nights can be booked at an additional cost; this is for in-house weddings only. Black-Out Dates may apply.

All Services Subject to a Taxable 17% Service Charge and 5% GST.

2019



Liquor Policies:

A Bartender's Fee will be applied at a cost of \$20.00 per hour for a minimum of Three (3) hours. Bartender's Fees and all other beverage options are subject to a taxable 17% service charge and GST. Wine Corkage is available at a cost of \$25.00 per bottle plus a taxable 17% service charge and GST. Proof of purchase in Alberta will be required for Wine Corkage. All bar pricing will be confirmed Ninety (90) days prior to the function date. Prior to this, pricing is subject to change without notice. The Hotel reserves the right to refuse or terminate the service of alcoholic beverages at any time during the function if the service is not in accordance with the regulations of the Alberta Gaming and Liquor Commission.

Set-Up and Tear Down (including decorations):

The Hotel does basic room set-up. (Tables, chairs, cutlery and glassware) Decorating of the room is solely the responsibility of the client to arrange. All hired decorating companies must be communicated to the Catering Department with a contact name and telephone number. We do not allow the use of tape, tacks, or any other attachments without prior written consent from the Hotel, to avoid damage to the banquet facilities. All decorations and items of the client must be removed at the end of the function. The Hotel is not responsible for damage to items left behind, nor lost items. Any items left behind shall be discarded after 14 days. **Please note, that no paper or metallic confetti is permitted; an additional clean up fee of \$250.00 to \$400.00 will be applied if confetti is used.** As per fire regulations, there are no open flame candles permitted in our ballrooms. To decorate the night before, or for ceremony bookings, the function room can be booked at an additional fee, please make arrangements with the Catering Department.

Start and End Times as Contracted:

Contracted start and end times are strictly adhered to, as the space is only booked for the time indicated on the contract. Set-Up and Tear Down times are to be arranged at the time of booking. More than a Thirty (30) minute deviation from the times shall result in a \$150.00 per hour fee, subject to a taxable 17% service charge. Dinner Services must start no later than 8:30 PM. The Hotel understands that at times there can be a slight delay, however, if the service begins more than a half hour beyond the contracted time, the Hotel is no longer responsible for the integrity of the food and an additional labor fee may apply. All functions must end no later than 1:00 AM.

Socan Fee / ReSound Tariff & DJs:

A SOCAN licensing fee will be applied to all functions with live or recorded music: \$44.13 for the Silver Room and Sapphire Ballroom, and \$63.49 for the Emerald Ballroom. ReSound tariffs will also be applied, \$18.51 for the Silver Room and Sapphire Ballroom and \$26.63 for the Emerald Ballroom. The Hotel reserves the right to inspect and control all private functions, including the conduct and performance of entertainers and the audible level of music played. Liability for all damages to the premises will be charged to the representative in charge of the arrangements with the hotel.



Wedding Checklist

10- 12 Months Before

- Start a Budget
- Create a Guest List
- Compare Calendars and Select a Tentative Date
- Hire a Wedding Coordinator if Desired
- Visit and Book your Reception Site
- Visit and Book your Ceremony Location, including Rehearsal Time
- Create a Save-the-Date Guest List

6-9 Months Before

- Send Out Your Save-the-Date Cards
- Start Looking at Florists for Style and Cost
- Search for Menu Ideas
- Research Wedding Photographers
- Get ideas for Music
- Finalize Flower and Décor Ideas, Select a Florist
- Find out if Your Ceremony Location Requires Liability Insurance
- Finalize Contracts with Photographer
- Book your DJ or Band
- Choose Your Officiant and Discuss Ceremony Ideas
- Start thinking about Gift Registry Options
- Create a Guest Room Block at the Hotel For Out of Town Guests

4-5 Months Before

- View Wedding Invitation Styles
- Meet with Bakers to Discuss Wedding Cake Options
- Discuss Menu Ideas with Your Catering Manager
- Discuss Bar Options with Your Catering Manager
- Get Ideas for Wedding Favors
- Confirm Dates for Bridal Showers and Bachelorette Parties
- Make Sure You've started Your Registries before Bridal Shower Invites are sent
- Finalize Wedding Cake
- Reserve Rental Equipment such as chairs, tables, linens, etc.
- Book your Rehearsal Dinner Location
- Mail out Wedding Invitations



2-3 Months Before

- Finalize Guest List
- Purchase any Wedding Accessories
- Schedule Your Tasting and Finalize Menu (At Least 90 days prior)
- Select Music for the Ceremony, Cocktail Hour, and Reception
- Inform your Caterer who will be your On-Site Contact
- Finalize Catering Contract

1-2 Months Before

- Order Liquor and Beverages if not handled by Caterer
- Meet with Your Officiant to Finalize the Ceremony
- Research where to get you Marriage License
- Special Dietary Substitutions Must be arranged

3-4 Weeks Before

- Design and Order your Wedding Program
- Call Guests who haven't RSVP'd
- Obtain your Marriage License

1-2 Weeks Before

- Finalize your Wedding Day Schedule
- Confirm pick-up Times, Schedules, and addresses
- Confirm Final Guest Count with Catering Manager 1 Week Prior
- Finalize your Seating Arrangements and submit to Caterer
- Prepare Place Cards (if applicable)
- Confirm Dates, Times, and Locations with all Vendors
- Arrange drop off times for Cake, Decorations, Flowers, and Favors with Caterer

The Wedding Day

- Relax, Enjoy, and Congratulations!