

*The*  
*Waterford Ballroom*  
AT  
THE *Rockford Radisson*  
HOTELS & RESORTS

# WEDDING GUIDE

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Please feel free to contact our staff with any questions.  
*We look forward to hearing from you!*



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200 South Bell School Road | Rockford, IL 61108 | (815) 226-2100



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## Endless Possibilities

Our staff welcomes you and appreciates your interest in our facility! Our hospitality is second to none with a staff dedicated to assisting you to create an event that is unique and distinctive.

*Book your next special occasion at the  
Radisson Hotel & Conference Center in Rockford, IL!*

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### 114 LUXURY SUITES

- Refrigerator, microwave, hair dryer, iron and ironing board, coffee maker with complimentary coffee as well as complimentary bottled water in each room
- 42" High Definition LCD Flat screen TVs with 32 channels including HBO
- Two-room parlor suites and loft suites available
- Complimentary high-speed wireless Internet access
- Indoor pool, Whirlpool and exercise facility
- Forest City Pub offering three meals daily as well as room service available daily
- Business Center with computer, fax and copy service
- Same day laundry service available

### FLEXIBLE SPACE

- 10,000 square feet of flexible banquet space
  - Wedding receptions up to 400
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### CONVENIENTLY LOCATED

- 200 South Bell School Road  
Rockford, IL 61108
- Located near 1-90 and  
Business 20/E. State Street
- 2 miles from Aldeen Golf Course
- 1 mile from Magic Waters Water Park
- 6 Miles from Downtown Rockford
- 3 Miles from Mercyhealth Sportscore 2
- 6 Miles from Mercyhealth Sportscore 1
- 1 Mile from CherryVale Mall
- 3 Miles from Volcano Falls Adventure Park



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## General Information

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### **FUNCTION ARRANGEMENTS**

Banquet menus, room set ups and other details pertaining to your event should be arranged with the Sales Team at least three weeks prior to your event. Our Sales Team will work with you in selecting the proper menu items and room arrangements to ensure a successful function.

### **FUNCTION ROOMS**

Function rooms are assigned according to the anticipated number of guests. If the number of guests fluctuates, it may become necessary to reassign function space accordingly.

### **FOOD & BEVERAGE SERVICE**

No food of any kind may be brought into the Banquet Center. Please use the enclosed banquet menus for your function planning. The Radisson Hotel holds a license granted by the Alcoholic Beverage Commission of the State of Illinois and is held responsible for complying with its regulations. Therefore, neither patrons, nor their invited guests will be allowed to bring in alcoholic beverages into the Banquet Center. Food prepared by and beverages supplied by the Hotel are not allowed to be taken off property by the hotel guests or invited guest.

### **PRICES**

All prices quoted are current, however; prices are subject to change until 90 days prior to your event date. All Wedding Packages are subject to appropriate taxes and gratuities.

### **GUARANTEES**

The exact number of persons in attendance must be given to the Sales Office one week prior to the date of the function. This number is not subject to reduction. If no guarantee is received, the number of guests indicated on the Event Order (your original estimate) will be considered as such. You will be charged for the guarantee or the number attending, whichever is greater.

### **BILLING**

All payments are to be made by cash, cashier check or certified check. Acceptance of personal checks and company checks are subject to prior approval. Initial deposits of \$500 are due upon signature of contract followed by an additional \$1500 within 30 days or one year prior to event date. Final payment is due one week prior to the wedding.

### **PERSONAL PROPERTY**

All displays and/or decorations proposed by the patrons will be subject to approval of the Hotel. Any property of the patron or of the patron's guests brought on the premises will be at the sole risk of the patron. The Radisson Hotel will not be liable for any loss or damage to any such property for any reason.

### **SHIPPING & RECEIVING**

Packages for meetings may be delivered to the Radisson Hotel three working days prior to your meeting date. We will not accept C.O.D. deliveries unless prior arrangements have been made. Label outside of boxes with the following: Your Organization's name and date of event. Any alternate arrangements are to be approved by the Sales Team. You are responsible for return shipping of all your packages.



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## Wedding Reception Packages

*\*\* Prices quoted do not include 9.25% tax or 20% gratuity.  
Final counts must be to the Sales Office one week prior to your reception.  
A \$1,200.00 room rental will apply to all events.*

### **“SUITE” DEAL - \$56/PERSON**

- Dinner of your choice from our Dinner Menu Selections  
*(chicken entrée only; steak substitution is an additional \$2 per person)*
- Our servers will pour Champagne for each guest to toast the Bride and Groom
- A fresh buffet of fresh vegetables and dip during Cocktail Hour
- Host Bar for Three hours of service including Draft Beer, House wine by the glass and sodas
- Cash bar for all mixed drinks and domestic/imported bottled beer
- Our staff will cut and serve your wedding cake
- Parlor Suite will be provided to the Bride and Groom on the evening of their wedding reception

### **“SUITE” MEMORIES - \$62/PERSON**

- Dinner of your choice from our Dinner Menu Selections
- Our servers will pour Champagne for each guest to toast the Bride and Groom
- Choose one hot and one cold hors d'oeuvre to be served during cocktail hour
- Host Bar for Three hours of service including house brand mixed drinks, draft beer, wine by the glass and sodas
- Cash bar for all call and premium mixed drinks and domestic/imported bottled beer
- LCD Projector, DVD, VCR and screen available upon request
- Our staff will cut and serve your wedding cake
- Jacuzzi Suite will be provided to the Bride and Groom on the evening of their wedding reception

### **“SUITE” DREAMS - \$76/PERSON**

- Dinner of your choice from our Dinner Menu Selections
- Our servers will pour Champagne for each guest to toast the Bride and Groom
- Choose two hot and two cold hors d'oeuvres to be served during cocktail hour
- Host Bar for Three hours of service including call and house brand mixed drinks, draft beer, house wine by the glass and bottled beer as well as complimentary sodas
- Our servers will pour one glass of house wine for each guest during dinner
- LCD Projector, DVD, VCR and screen available upon request
- Our staff will cut and serve your wedding cake
- Loft Jacuzzi Suite provided to the Bride and Groom on the evening of their wedding reception

*EXTRAS : To further enhance your special day, chair covers are available at \$4.00 each. Up-lighting available for a charge of \$300.00. All hotel suites subject to availability and may be comparably modified.*



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## Host Bar

### PACKAGE 1

#### DRAFT BEER

- Bud Lite
- Miller Lite
- Coors Lite

#### WINE

- Cabernet Sauvignon
- Chardonnay or Merlot
- White Zinfandel

#### POP

- Pepsi
- Diet Pepsi
- Sierra Mist

### PACKAGE 2

#### DRAFT BEER

- Bud Lite
- Miller Lite
- Coors Lite

#### HOUSE BRAND LIQUOR

- Gin
- Rum
- Vodka
- Brandy
- Whiskey, Scotch, Bourbon

#### WINE

- Cabernet Sauvignon
- Chardonnay or Merlot
- White Zinfandel

#### POP

- Pepsi
- Diet Pepsi
- Sierra Mist

### TOP SHELF PACKAGE

#### DRAFT BEER

*(All Domestic Bottles)*

- Bud Lite
- Miller Lite
- Coors Lite

#### LIQUOR

- Bacardi
- Beefeater
- Canadian Club
- Captain Morgan
- Christian Bros
- Dewar's
- Jack Daniels
- Smirnoff

#### POP

- Pepsi
- Diet Pepsi
- Sierra Mist

#### WINE

- Cabernet Sauvignon
- Chardonnay
- Moscato
- Merlot
- White Zinfandel

# Radisson®

HOTELS & RESORTS

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## Hors D'oeuvres

\* The following list is available within the wedding packages

### COLD

- Bruschetta on Toasted French Bread
- Spinach Dip with Pita Bread
- Assorted Canapés
- Italian Kabob with Salami, Green Olives and Provolone Cheese
- Pinwheel Assorted Sandwiches
- Hummus with Pita Bread
- Assorted Fresh Vegetables with Dill Dip
- Assorted Cubed Cheeses
- Assorted Fresh Seasonal Fruit
- Crab Dip with Crackers
- Tomatoes, Basil and Fresh Mozzarella on Toasted French Bread



### HOT

- Crab Rangoon
- Spinach Quiche
- Shrimp and Pork Egg Roll
- Grilled Italian Sausage with Sautéed Green and Red Peppers
- Spinach Artichoke Stuffed Mushrooms
- Vegetable or Smoked Chicken Quesadilla
- Crab Cakes with Cajun Mayo
- Pear and Brie in Phyllo
- Spinach, Feta Cheese and Garlic in Phyllo
- Bacon BBQ Wrapped Water Chestnuts
- Meatballs in Marinara Sauce
- Beef Kabob
- Crab Meat Mushroom Caps
- Chicken Satay



## Wedding Dinner Selections

### STEAK AND CHICKEN

Filet of Sirloin with a Cabernet Mushroom Sauce and Boneless Chicken Breast Topped with Chardonnay Cream Sauce

### STEAK AND SHRIMP

Filet of Sirloin with a Peppercorn Brandy Sauce and Sautéed Shrimp with a Hint of Garlic and Lemon

### CHICKEN DIJON

Boneless Breast of Chicken served with a Dijon Mustard Sauce and Fresh Mushroom

### CHICKEN VESUVIO

Lemon, Oregano, Italian Seasonings and White Wine

### FRESH SALMON FILET

Grilled and Complimented with a Béarnaise Sauce

### BROILED TILAPIA

Garlic Breading with Lemon Butter

### VEGETARIAN PLATE

Chef's Choice

### ENTREES

All dinner entrees include a fresh tossed salad with assorted dressings, whipped garlic mashed or rosemary roasted red potatoes, fresh vegetable and fresh baked dinner rolls with butter and coffee.

*Children's menu available upon request*

*Our Food & Beverage Director and our Chef will gladly customize any entrée with final decisions made at the tasting.*

*\* Filet Mignon substitution is an additional \$8.00 per person*





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# Hospitality

## DRINK PRICES

- House Drinks \$4.50 each & up
- Premium & Call Brands \$5.50 each & up
- Wine (by the glass) \$6.00 each
- Domestic Beer \$4.00 each
- Imported Beer \$6.50 each
- Draft Beer \$4.00 each
- Soft Drinks \$1.75 each
- Coffee \$1.50 each

## PACKAGE BAR

*\*Includes Draft Beer, House Wine and Soda. Plus Applicable Tax and Gratuity.*

### Draft Beer–House Wine-Soda\*

- First Hour \$7.95 pp
- Second Hour \$5.95 pp
- Each Additional Hour \$4.95 pp

### Standard Well Pour\*

- First Hour \$9.95 pp
- Second Hour \$7.25 pp
- Each Additional Hour \$5.50 pp

### Top Shelf Pour\*

- First Hour \$11.95 pp
- Second Hour \$8.95 pp
- Each Additional Hour \$7.95 pp

## Minimum Requirement & Set Up Charge

We will provide a bar and bartender(s) for your function. \$75.00 set up charge per bar will be charged for bars less than \$200 in revenue excluding barrel beer.

## Host Bar

Host pays drink prices per guest on consumption plus applicable tax and gratuity.

## Premium House Wines

Cabernet Sauvignon, Merlot, Chardonnay or White Zinfandel - \$22 per bottle

Sparkling Wine - \$25 per bottle

## Draft Beer

Choice: Miller, Miller Lite, Bud, and Bud Lite - \$350 per barrel

## Other Beverages

Mixed Fruit Punch - \$25.00 per gallon

Champagne Punch - \$45.00 per gallon

*Prices quoted do not include tax or gratuity.*

*County codes prohibit guests from bringing alcoholic beverages into the banquet facilities for consumption. Persons under the age of 21 are prohibited from consuming alcoholic beverages. The Hotel reserves the right to require proper ID and refuse service to anyone.*