

## wedding inspirations

Let us assist you in arranging additional items to make your wedding experience even more spectacular. Below is a list of frequently-requested services.

- decorative linens: We would be happy to coordinate colors and themes to enhance your event with floor-length table cloths, specialty napkins, table overlays, and chair covers.
- ice carvings: Wedding themed or personalized ice carvings can create a fabulous presentation for your hors d'oeuvres displays.
- personalized favors: We would be happy to work with you on the selection and placement of wedding favors for your guests.
- menu cards, table numbers: For a nominal fee, we can personalize and color coordinate wedding menu cards or table numbers. We also can furnish table number frames.

## the contract

- A non-refundable deposit is due with the signed contract. If you cancel your event, an additional cancellation penalty will apply, per the contract.
- All ballrooms have minimum food and beverage requirements. If the minimum is not met, you will be charged the difference as a room rental fee. This minimum does not include cash bar sales, audio visual, tax, or gratuity.
- A final count is required five business days prior to the event. This is firm and not subject to reduction. The hotel will be prepared to serve up to two percent over the guarantee.
- Full final payment is due three business days prior to your event. This must be in the form of cash, cashier's check, or money order.

## the event

- A 22% service charge, which is subject to tax, is added to all food, beverage, and audio visual. State law requires a 6.1% sales tax be added to all food and beverage purchases, and 5.6% sales tax is added to audio visual.
- Menu prices are subject to change without notice. Firm food prices can be guaranteed forty-five days prior to the event. Wedding arrangements must be made 30 days prior.
- With the exception of the wedding cake, which must be provided by a licensed baker, the hotel prohibits serving any food or beverage not purchased by the hotel.
- If two entrees are selected, a \$1 per person fee will be added to the price of the package. Three selections will increase the price by \$2 per guest. We do not recommend more than three selections.
- If more than one entrée is selected, you must provide the break down of the entrées at the time of the final guarantee, as well as place cards indicating entrée choice.
- The hotel is not responsible for any lost, missing, or stolen items. It will be your responsibility to remove all items brought into the hotel at the conclusion of the event.