

Sheraton Columbus Hotel at Capitol Square



Sheraton[®]

COLUMBUS HOTEL
AT CAPITOL SQUARE



2019 Wedding Package

Wedding Packages

All Reception Packages Include:

- Personal and professional event coordination prior to and on the day of your special event
- Classic white or black napkins and floor-length table linens
- Complimentary outdoor cocktail space (weather permitting)
- All flatware, china and glassware
- White pipe and drape with six (6) canned up lights in the Ballroom
- Votive candle centerpiece enhancements
- Staging for head table or entertainment
- Dance floor
- Placement of one (1) favor
- Display tables for cake, gifts and place cards
- Staff to cut and serve wedding cake
- Complimentary menu sampling for up to six to facilitate reception planning
- Complimentary suite for the bride and groom on the night of the event
- Preferred rates for your guests' overnight accommodations upon availability

Capitol Package | 60 per person

- Four (4) hour hosted beer and wine bar
- One (1) stationed presentation~ Chef designed display of artisan cheeses, nuts, seeds, dried fruit and local honey
- Two (2) course plated dinner

Executive Package | 70 per person

- Four (4) hour hosted familiar brands bar
- One (1) stationed presentation~ Chef designed display of artisan cheeses, nuts, seeds, dried fruit and local honey or two (2) butler passed hors d'oeuvres
- Two (2) course plated dinner

Presidential Package | 80 per person

- Five (5) hour hosted familiar brands bar
- One (1) stationed presentation~ Chef designed display of artisan cheeses, nuts, seeds, dried fruit and local honey and two (2) butler passed hors d'oeuvres
- Two (2) course plated dinner
- Polyester Chair Cover and Colored Bow

Hors d'oeuvre Selections and Action Stations

Cold

- Watermelon, feta and basil skewer
- Caesar salad bites, parmesan cheese cup
- Sheraton deviled eggs
- Island chicken salad
- Smoked salmon tartar
- Heirloom tomato bruschetta

Hot

- Candied apple pork belly skewer
- Boursin stuffed mushrooms
- Whiskey braised short rib, polenta crouton, scallions
- Herb breaded gouda and tomato bisque
- Roasted corn edamame quesadilla
- Candied bacon jam tart
- Honey siracha chicken meatballs

Action Stations

*100 Chef Attendant Fee allows up to 90 minutes of service

Mediterranean Spreads

Pesto basil hummus, spinach dip, cucumber, tomato and feta salad, grilled pita and baguettes 7 per person

Risotto Station*

Rock shrimp, shaved parmesan, asparagus tips, caramelized onion, crumbled bleu cheese, roasted tomatoes, white cheddar, sautéed mushrooms 7 per person

Roasted Turkey Breast*

Fennel and sage roasted turkey breast, cheddar topped rolls 7 per person

Peppercorn Beef Sirloin*

Peppercorn crusted beef sirloin, caramelized onion and sautéed mushrooms with port wine reduction, dinner rolls 11 per person



Salads and Accompaniments

Sheraton House Salad

Arcadian iceberg mix, marinated cherry tomatoes, cucumber, herbed crouton, bleu cheese crumbles and white balsamic vinaigrette

Caesar Salad

Crisp romaine hearts, shredded Parmesan cheese, herbed cheese crostini, roma tomatoes and traditional Caesar dressing

Spinach Salad 2 per person

Baby spinach, dried apricot, julienne red onion, shredded smoked Gouda, sliced strawberry, spiced pecans and raspberry vinaigrette

Starch

Cheddar au gratin potatoes

Herb whipped potatoes

Lemon parmesan risotto

Roasted redskin potatoes

Vegetable

Chef's selection of seasonal vegetable

All entrées are served with one (1) starch and one (1) vegetable, semolina bread, black lava salted butter, freshly brewed Starbucks® Coffee, Decaf, Tazo® Hot Tea and water.

Entrées

Braised Mushroom Chicken Breast

Thyme rubbed chicken breast, wild mushroom mousse, caraway demi

Tangelwood Farms All Natural Chicken

Herbs de'Provence rubbed chicken breast, thyme veloute

Stonefruit Stuffed Chicken

Sour cherry-apricot blend, sliced almonds, brioche stuffing, plum demi-glace

Roasted Vegetable Strudel

Seven seasonal vegetables, asparagus cream, red pepper coulis

Teriyaki Short Rib*

Citrus gastrique, five-spiced gaufrette

Lemon Herb Salmon*

Lemon herb vin blanc

Grilled Angus Sirloin*

Red wine demi

Filet Au Poivre**

Bourbon peppercorn cream

Chicken and Filet Duet**

Dueling sauces

*only available with the Executive Package

**only available with the Executive Package or Presidential Package



Late Night Bite

French Fries Galore

Shoestring french fries, garlic aioli, truffle oil, ketchup, coarse sea salt, vinegar, chili and shredded cheddar cheese 6 per person

Flat bread pizza

Margherita 14 per pizza
Vegetable supreme 14 per pizza
Meat lovers 16 per pizza

Wing bar

Traditional or boneless wings
Barbecue or hot sauce with bleu cheese, ranch and celery 100 per 50 wings

Pretzel station

Freshly baked pretzel sticks, hot cheese, yellow mustard, honey mustard and cinnamon sugar butter 7 per person

Nacho bar

Nachos, tortillas, jalapenos, cilantro sour cream, queso dip, iceberg, guacamole and house made salsa 13 per person

State Fair

Mini corn dogs, funnel cake fries, soft pretzels, freshly squeezed lemonade
14 per person

Chef Hammond's Donut Wall

Chef's handpicked wall of donuts, white and chocolate milk
325 serves 40

Make Your Own S'more Station

Display of assorted campfire favorites
13 per person

Sweet Dreams Station

Chocolate covered strawberries, wedding colored cake pops, mocha brownies, apple tartlets, hazelnut dark chocolate ganache, lemon curd tartlets, wedding colored mini cupcakes, pecan diamonds, fresh fruit tartlets, wedding bell shortbreads
30 per dozen



Lambert Photographs

Beverage

Beer and Wine Package

Bud Light, Budweiser, Miller Lite, Corona and Heineken
House Red, White and Blush
Assorted Coca Cola Products

Familiar Brands

Smirnoff Vodka, Beefeater Gin, Cruzan Rum, Johnny Walker Red Label Scotch, Jim Beam White Label, and Seagram's 7 Whiskey
Domestic, Local and Imported Beer
House Wine
Assorted Coca Cola Products

Favorite Brands

Absolut Vodka, Bombay Sapphire Gin, Bacardi Superior Rum, Johnny Walker Black Label Scotch, Jack Daniels Bourbon, Crown Royal Whiskey
Domestic, Local and Imported Beer
House Wine
Assorted Coca Cola Products

Enhancements

Tableside wine service 8 per person
Additional bar time 5 per hour/per person
Single bottle upgrade 3 per person
Favorite brands upgrade 8 per person

Familiar Brands and Favorite Brands Beer and Wine Options

Domestic Beer ~ Select 3
Bud Light, Budweiser, Miller Lite, Michelob Ultra, Yuengling, Blue Moon, Angry Orchard Hard Cider

Imported/Craft Beer ~ Select 2
Corona Extra, Heineken, Stella Artois, Heineken Light, Corona Light, Samuel Adams Boston Lager

Local Craft Beers ~ Select 1
Elevator 3 Frogs IPA, Elevator Bleeding Buckeye, Great Lakes Edmund Fitzgerald Porter, Wolf's Ridge Clear Sky American Cream Ale, Wolf's Ridge Pack IPA

Non-Alcoholic
St. Pauli Girl NA

House Wines ~ Select 3
Century Cellars by BV, Chardonnay
Century Cellars by BV, Cabernet Sauvignon
Glass Mountain, Merlot
Beringer, White Zinfandel
Beringer, Moscato

Custom menus available for all beverage and wine service.
All bars include appropriate mixers and garnishes



Enhancements

Audio Visual

- Full ballroom canned up lighting 530
- LCD projector and screen 530
- Handheld wired microphone 55
- Handheld wireless microphone 155
- Patch into house sound 100
- Upgraded backdrop 250

Linens/Chairs*

- Gold/silver Chivari Chairs 7 each
- Standard chair cover and sash 6 each
- Polyester colored napkin 1 each

Customized linens available

*price does not include delivery fee



Preferred Vendors

Cake

Alice's Piece of Cake	740 917 9031
Nothing Bundt Cakes	614 826 8259
Our CupCakery	614 659 1555
Short North Piece of Cake	614 421 0399
Scrumptious Crumbs	614 529 9223

Décor and Event Design

Dahlia Occasions	614 893 9888
Events 2NV	614 649 1593
Joie de Vivre Events	740 825 0027
Prema Designs	614 747 6224
Vision of Elegance	614 915 6159
Weddings InStyle	513 307 4162

Florist

Dalay Key Event Design	614 270 1604
Madison House Florist	614 561 0135
Petals & Leaves	614 785 9690
All in Bloom	614 431 8844
Vessel Floral and Events	614 785 9690
Griffins Floral	614 579 0309

Linen

Connie Duglin	614 795 0936
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Music and Entertainment

Buckeye Entertainment	614 707 7671
Night Music DJ	614 529 6777
Columbus Pro DJ	614 224 1945
3 Chords and a Beer	614 736 3633

Photobooth

Great Photobooth	614 570 5330
Columbus Photobooth Co.	614 961 8648
Fizzy Cat	614 529 6777
ShutterBooth	888 780 8837
VIP Event Management	614 823 8300

Photographers

614 Wedding Photography	614 636 1531
Lambert Photography	614 329 6123
Jim Sanders Photography	614 530 3022
Sara Elizabeth Photography	614 915 6951

Hair

Square One Salon	614 365 3333
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The Fine Print

Deposits & Payment Schedule

A \$2,000 non-refundable deposit is due with a signed agreement to confirm the space for the reception. The payment schedule will be included in the contract and all deposits will be charged to the credit card on file unless alternative payment methods have been arranged. The final payment is due ten (10) business days prior to the event and is based upon the guaranteed attendance, set menu and will include all service charges and sales tax. Any additional charges will be settled to the credit card on file following the event. Overpayments will be refunded within three weeks.

Guarantees

A guaranteed number of attendees is required five (5) business days prior to all food functions. After this time, the guaranteed attendance number may not be reduced. In the event the final count is not received, the minimum guarantee listed on the contract will be used. Should the actual attendance exceed the guaranteed amount on the day of your event, the hotel will provide your guests with meals that are as similar to your selected meal as possible.

Alcohol

The Hotel requires proper identification of any person that appears to be under age and will refuse alcohol service if the person is under legal drinking 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 and to remove any alcoholic beverages brought into the Hotel's banquet facilities. Shots are not permitted at any banquet bar function. A bartender fee may be assessed for alcohol sales less than \$500.

Food and Beverage

It is the policy of the Sheraton Columbus Hotel at Capitol Square that all food and beverage must be purchased through our facility in compliance with the State of Ohio liquor laws and the Ohio Board of Health requirements. We are unable to allow groups or individuals to bring food and beverage into any public space, with exception of a wedding cake (must be purchased through a licensed baker) and any cultural traditions we are unable to provide with our own kitchen. 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 applicable 22% service charge and 7.5% 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 our costs. 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 information is not provided at the time of guarantee, the Hotel cannot promise that these needs can be met at the time of event.

Audio Visual

The Sheraton Columbus Hotel at Capitol Square is proud to have PSAV as our full service, in house audio visual company. PSAV can handle all your audio visual, staging, computer and lighting needs. Should you decide to bring in an outside staging/audio visual company certain fees and policies may apply.

Parking

Sheraton Columbus Hotel at Capitol Square offers valet parking at standard prevailing rates based on availability.

Banquet Rooms

Function rooms are assigned according to 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 the 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. Receptions are based on a five (5) hour rental time. The Hotel adheres to strict Fire Code guidelines. Exits may not be blocked and room diagrams must be approved.

Decorations

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

Room Block Information

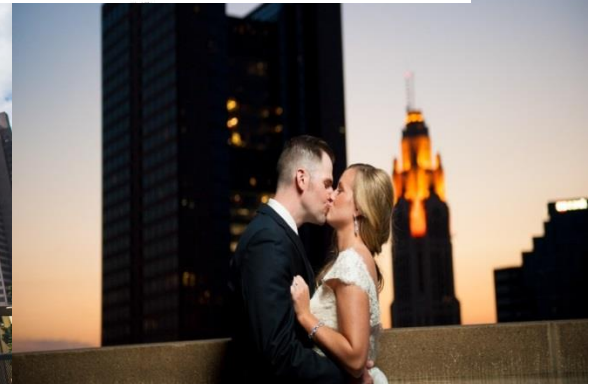
A room block will be created based on availability for all guest rooms should wedding attendees wish to stay overnight. This will have a set number of rooms dedicated to the wedding with a link for guests to make reservations.

The only thing we overlook is the city...



Sheraton

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sheratoncolumbuscapitolsquare.com