

WEDDINGS

Congratulations!

On this special day, details should be your last worry. Make planning simple and worries minimal by taking advantage of all the services and amenities offered by the Ramada Plaza Omaha & Convention Center. We have all the resources needed to make your wedding your “Dream come true”.

When it has to be perfect, let our staff take care of every detail. Our Wedding Specialists, Executive Chef, and experienced banquet staff will work with you to create an unforgettable event for you and your guests.

Whether an intimate gathering, or an elaborate affair, Ramada Plaza Omaha is sure to have the perfect setting. Our Omaha Ballroom can comfortably seat up to 1,200 of your guests for dinner, and showcases a built in stage, a permanent marble dance floor, and iridescent chandeliers. The inviting Nebraska Ballroom seats up to 500 guests, and features unique marble dance floor for you and your guests to dance the night away! Our convenient, central location, ample free parking, and discounted room rates are sure to please your guests.

In the following pages, you will find our standard wedding packages & menus. Please keep in mind that we can customize any wedding package or menu to fit your vision and budget.

Come be a part of our exciting new renovation, and a part of the Ramada Plaza Omaha family.

For more information or to schedule an appointment with our Wedding Specialist please call 402-517-3081.

All wedding packages include a complimentary wedding night suite for the bride and groom!

Don't see what you want? Ask your Catering Manager, all wedding packages can be customized!



FREQUENTLY ASKED QUESTIONS

Are there any hidden charges?

Here at Ramada Plaza we do not believe in hidden charges. We like to make sure you are fully informed of the investment you are about to make. Please keep in mind that your food and beverage minimum is before tax and service charge, so prepare your menu accordingly. The current service charge is 20% and the Omaha Restaurant tax is 2.5%, sales tax is 7%.

What is included with the food & beverage minimum?

We have tried to keep our pricing simple, and that is why we do not have a lot of the extra fees that other locations charge. Included with every wedding is:

Set up and tear down of the room to your specifications

Black or white tablecloths and linen napkins

All china, glassware, and silver place settings

Mirrored tile centerpieces

Skirted gift table

Skirted cake table

Cake cutting and serving

Skirted guest book tables

Dance floor and skirted table for the DJ

Special weekend rates for your out of town guests

Complimentary guest parking

Not to mention, a complimentary suite for the bride and groom!

How do I know how much my reception will cost?

Your catering manager will be happy to put together an estimate for your wedding. This will include all taxes and service charges. Give us an idea what you would like to serve for dinner, what you would like to host at the bar, and we will send you an estimate!

Are there any required vendors?

This is your wedding, and you should be able to work with whomever you feel most comfortable. Special linen, decorations, flowers, & music all make an event much more special. At Ramada Plaza Omaha, we take great pride in our extraordinary culinary team, so we do not allow any outside food or beverage, with the exception of your wedding cake. Other than that, we may recommend some vendors based on our past experience with them, but you are encouraged to choose your favorites.

Can I bring in my own cake?

Although our culinary staff does a wonderful job in creating amazing food for your guests, we know that we are not especially skilled at wedding cakes. For this reason, you are able to bring in a cake from any licensed bakery. We like to recommend The Cake Gallery in Omaha. Just ask your Catering Manager to set up a cake tasting for you!

What time does dinner start? When do we serve late night snacks? When does the reception end?

While the timelines of your wedding reception is up to you, here is a suggested timeline based on a typical wedding at the hotel:

5:00- Cocktail Hour

7:30- First Dance

6:00- Grand March

10:30- Late Night Snacks

6:15- Cake Cutting

12:00- Reception Ends

6:30- Dinner

What time can I come to set up my décor?

You officially have the space two hours before your reception is scheduled to begin. Should the ballroom be available earlier in the day, you are welcome to come in. If you have extensive set-up needs, you should make prior arrangements with your Catering Manager, additional room rental fees may apply. However, your Catering Manager will be happy to set up any items listed below for you.

What will the hotel set up for me?

Beyond our typical set up that is included with your wedding, we know that you may be bringing in items that are not provided by the hotel. We would like to help you wherever possible on your wedding day. If you arrange so in advance with your Catering Manager, the hotel will assist in setting out: centerpieces, place cards, table numbers, guest book, card box and favors. If you have other items, please let your Catering Manager know.

Are there any decoration restrictions?

We understand that you have plans to incorporate and your colors and theme into the ballroom. When planning your décor please keep the following restrictions in mind: We do not allow any holes to be put into the walls. The hotel will not allow affixing items to walls, ceiling or floors without prior approval. Only our Engineering Department may hang banners. A charge of \$10.00 will apply to each banner. Please inform your Catering Manager at least 72 hours in advance. If you are considering using candles, they may not drip onto the tablecloths; they will need to be contained within a holder. Please note all decorations and displays brought into the hotel must be approved prior to arrival and must comply with local fire codes.

We have a lot of out of town guests. Can we get a discounted guest room rate?

We are a hotel with many guest rooms! Once your reception is booked, our Sales Manager will be happy to work with you on a block of rooms. The rate we are able to offer depends on the hotel availability the weekend of your wedding.

The Plaza Wedding Ceremony Package

Wedding ceremony held in our beautiful Plaza atrium with waterfall, fireplace, and wooden bridge path over the indoor koi pond.

Two pedestal columns with 360 degree fresh flower arrangements resting on each one.

Dressing room for Bride and Bridesmaids with complimentary snacks & water.

Trellis, decorated with your color choice for the ceremony.

Intimate ceremony setup for up to 100 guests.

\$1600

Clothed & skirted alter table.

Chair covers in your choice of color.

Rehearsal scheduled in Platinum.

Riser for ceremony.

Wireless lavalier microphone.

The Royal Wedding Ceremony Package

Wedding ceremony held in one of our classic ballrooms.

Two pedestal columns with fresh flower arrangements resting on each one.

Dressing room for Bride and Bridesmaids with complimentary bottled water.

Decorated arch lined with greenery and fresh flowers.

Clothed & skirted alter table.

\$1250

Theatre seating for up to 200 guests.

Chair covers in white, ivory or black.

Rehearsal scheduled in Ballroom.

Riser for ceremony.

Wireless lavalier microphone.

The Grand Wedding Ceremony Package

Wedding ceremony held in one of our classic ballrooms.

Dressing room for Bride and Bridesmaids with complimentary bottled water.

Decorated arch.

Clothed & skirted alter table.

\$500

Theatre seating for up to 300 guests.

Rehearsal scheduled in Ballroom.

Wireless lavalier microphone.

Additional Ceremony Options are Available, Just Ask your Wedding Specialist!

The Platinum Wedding Reception Package

\$45 per person

Set up and tear down of the room to your specifications	Skirted gift, guest book and cake tables.
Black or white tablecloths and your choice of colored linen napkins*	Cake cutting and serving
Black, white or ivory chair covers, accented in your choice of color*	Dance floor and skirted table for the DJ
All china, glassware, and silver place settings	Your choice of one Reception Station*
Mirrored tile and taper or votive candle centerpieces	Champagne Toast* with wireless microphone
	Your choice of one Late Night Snack*
	Audio Visual Package for Slideshow*

MENU Reception Displays...

Choice of one included with Platinum Reception

Vegetable Crudite and Seasonal Fresh Fruit Display	Domestic Cheese Display assorted gourmet crackers
Italian Antipasto Display grilled marinated vegetables, assorted olives, sliced cured meats, and fresh mozzarella cheese	Smoked Salmon Platter dill cream cheese, capers, hard-boiled eggs, minced red onion, and bagel bites

MENU OPTIONS Plated Dinner....

Stuffed Chicken Florentine stuffed with spinach, roasted red pepper & feta cheese with parmesan cream sauce.	Beef Tenderloin Filet De Burgo grilled filet with herbed garlic cream sauce.
Herb Roasted Chicken Supreme with lemon-herb wine sauce.	Butter Poached Atlantic Salmon with herbed lemon cream sauce.
Sliced Prime Rib au jus with horseradish cream.	Seared Alaskan Halibut with Neapolitan sauce.
Sliced Beef Tenderloin Filet with roasted pearl onion Bordelaise.	Truffled Vegetable Risotto creamy risotto finished with roasted seasonal vegetables, parmesan and white truffle oil. <i>*vegetarian*</i>

Chicken Marsala and Sliced Beef Tenderloin

Sliced Beef Tenderloin and Pesto-Grilled Shrimp

Stuffed Chicken Breast and Butter-Poached Salmon

Stuffed Chicken Breast and Sliced Beef Tenderloin

Plated dinners served with choice of salad, artisan breads, chef's choice starch & seasonal fresh vegetable, and coffee & tea service. Choose no more than (2) options per dinner.

The Platinum Wedding Reception Package...*continued*

MENU Build Your Own Buffet...

Artisan Bread and Butter

Choice of *Two* Salads

Mixed Greens Salad

Caesar Salad

Santa Fe Salad

Greek Salad

Fresh Seasonal Vegetables

Choice *Two* Entrées

Italian Sausage Lasagna

Pasta Puttanesca with

Grilled Chicken

Chicken Marsala

Chicken Parmesan

Chopped BBQ Smoked Pork

Pulled BBQ Smoked Chicken

Chicken Cordon Bleu

Chicken Coq Au Vin

Sliced Flank Steak De Burgo

Sliced Top Sirloin with Mushroom Sauce

Butter-Poached Salmon with Lemon Cream Sauce

Choice of *Two* Starches

Roasted Baby Potatoes

Roasted Garlic Mashed Potatoes

Wild Rice Pilaf

Macaroni and Cheese

Duchess Potatoes

Tortellini in Pesto Cream

Au Gratin Potatoes

Dinner buffets served with coffee and tea service.

MENU OPTIONS Late Night Snack...

Choice of one included with Platinum Reception

Assorted Cookies & Milk

Nacho Bar

Freshly Popped Popcorn & Caramel Corn

Assorted Pizzas

Warm Jumbo Pretzels with Spicy Mustard & Cheese

Sliders & French Fries

The Gold Wedding Reception Package

\$35 per person

Set up and tear down of the room to your specifications
Black or white tablecloths and linen napkins
Black or white chair covers*
All china, glassware, and silver place settings
Mirrored tile and votive candle centerpieces

Skirted gift, guest book and cake tables.
Cake cutting and serving
Wireless microphone for toasts
Dance floor and skirted table for the DJ
Your choice of one Reception Station or Late Night Snack*

MENU Reception Displays* ...

Choice of one Reception Station or Late Night Snack included with Gold Reception

Vegetable Crudite and Seasonal Fresh Fruit Display

Domestic Cheese Display assorted gourmet crackers

Italian Antipasto Display grilled marinated vegetables, assorted olives, sliced cured meats, and fresh mozzarella cheese

Hot Spinach Artichoke Dip with freshly made Pita Chips

MENU OPTIONS Plated Dinner....

Stuffed Chicken Florentine stuffed with spinach, roasted red pepper & feta cheese with parmesan cream sauce.

Sliced Pork Loin with wild mushroom wine merchant sauce.

Herb Roasted Chicken Supreme with lemon-herb wine sauce.

Sliced Prime Rib au jus with horseradish cream.

Pork Tenderloin Medallions with dried cherry port reduction.

Butter Poached Atlantic Salmon with herbed lemon cream sauce.

Truffled Vegetable Risotto creamy risotto finished with roasted seasonal vegetables, parmesan and white truffle oil. **vegetarian**

Plated dinners served with choice of salad, artisan breads, chef's choice starch & seasonal fresh vegetable, and coffee & tea service. Choose no more than (2) options per dinner.

The Gold Wedding Reception Package...continued

MENU BUILD YOUR OWN BUFFET...

Artisan Bread and Butter

Choice of *Two* Salads

Mixed Greens Salad

Caesar Salad

Santa Fe Salad

Greek Salad

Fresh Seasonal Vegetables

Choice *Two* Entrées

Italian Sausage Lasagna

Pasta Puttanesca with Grilled Chicken

Chicken Marsala

Chicken Parmesan

Chopped BBQ Smoked Pork

Pulled BBQ Smoked Chicken

Chicken Cordon Bleu

Sliced Top Sirloin with Mushroom Sauce

Butter-Poached Salmon with Lemon Cream Sauce

Choice of *Two* Starches

Roasted Baby Potatoes

Roasted Garlic Mashed Potatoes

Wild Rice Pilaf

Macaroni and Cheese

Duchess Potatoes

Tortellini in Pesto Cream

Au Gratin Potatoes

Dinner buffets served with coffee and tea service.

MENU OPTIONS Late Night Snack* ...

Choice of one Reception Station or Late Night Snack included with Gold Reception

Assorted Cookies & Milk

Freshly Popped Popcorn & Caramel Corn

Warm Jumbo Pretzels with Spicy Mustard & Cheese

Assorted Pizzas

The Silver Wedding Reception Package

\$29 per person

Set up and tear down of the room to your specifications
Black or white tablecloths and linen napkins
All china, glassware, and silver place settings
Mirrored tile and votive candle centerpieces

Skirted gift, guest book and cake tables.
Cake cutting and serving
Dance floor and skirted table for the DJ
Wireless microphone for toasts

MENU OPTIONS Plated Dinner....

Stuffed Chicken Florentine stuffed with spinach, roasted red pepper & feta cheese with parmesan cream sauce.

Herb Roasted Chicken Supreme with lemon-herb wine sauce.

Pork Tenderloin Medallions with dried cherry port reduction.

Sliced Pork Loin with wild mushroom wine merchant sauce.

Butter Poached Atlantic Salmon with herbed lemon cream sauce.

Portobello Stacker balsamic-marinated Portobello topped with balsamic onions, sun-dried tomatoes, spinach and feta with roasted garlic cream sauce. **vegetarian**

Plated dinners served with choice of salad, artisan breads, chef's choice starch & seasonal fresh vegetable, and coffee & tea service. Choose no more than (2) options per dinner.

MENU Build Your Own Buffet....

Artisan Bread and Butter

Fresh Seasonal Vegetables

Salads

Mixed Greens Salad

Caesar Salad

Choice Two Entrées

Italian Sausage Lasagna
Grilled Chicken Alfredo with Bowtie Pasta
Chicken Marsala
Chicken Parmesan
Sliced Top Sirloin with Mushroom Sauce

Chopped BBQ Smoked Pork Pulled BBQ Smoked
Chicken Cordon Bleu
Chicken Coq Au Vin
Sliced Flank Steak De Burgo

Choice of Two Starches

Roasted Baby Potatoes
Roasted Garlic Mashed Potatoes
Wild Rice Pilaf
Macaroni and Cheese

MENU Reception Displays...

Freshly-Made Potato Chips with Creamy Bacon and Sweet Corn Dip \$200

Pita Chips with Lemon-Jalapeno Hummus \$300

Vegetable Crudite Platter \$300

Swedish, Bbq or Marinara Meatballs \$300

Hot Spinach-Artichoke Dip with freshly made pita chips \$400

Hot Creamy Sweet Corn and Spinach Dip with freshly made pita chips \$400

Seasonal Fresh Fruit Display \$400

Domestic Cheese Display assorted gourmet crackers **\$400**

Italian Antipasto Display grilled marinated vegetables, assorted olives, sliced cured meats, and fresh mozzarella cheese **\$500**

Smoked Salmon Platter dill cream cheese, capers, hard-boiled eggs, minced red onion, and bagel bites **\$600**

Sweet Bites Dessert Station chef's selection of mini gourmet dessert bars, mini cheesecakes, and petit fours **\$600**

All reception stations serve 100 guests

MENU Hors D'oeuvre...

COLD *priced per 50 pieces*

Tomato Trio with Feta Cheese on Crostini *\$100*

BLT Canape with Pesto Aioli *\$100*

Prosciutto Wrapped Melon *\$150*

Jumbo Shrimp Cocktail *\$150*

Smoked Salmon Toast Pointe *\$150*

Antipasto Skewer of Mozzarella, Sundried Tomato, Artichoke Hearts & Kalamata Olive *\$150*

Truffled Wild Mushroom and Chevre on Crostini *\$200*

Prosciutto Wrapped Asparagus *\$200*

Beef Tenderloin, Horseradish and Onion Confit on Crostini *\$200*

Tuna Tartare on A Crispy Wonton with Wasabi *\$200*

HOT *priced per 50 pieces*

Ratatouille Bruschetta with Melted Provolone *\$100*

Miniature Twice Baked Potato with Chives and Crisp Bacon *\$100*

Spinach and Artichoke Rangoon *\$150*

Crisp Phyllo Filled with Spinach and Feta *\$150*

Pork Potsticker with Mango Hot and Sour Sauce *\$150*

Mushroom Stuffed with Grilled Corn Succotash *\$150*

Southwestern Chicken Spring Roll *\$150*

Crab Rangoon with Sweet Chili Sauce *\$150*

Bacon Wrapped Shrimp with Plum BBQ Sauce *\$200*

Coconut Encrusted Shrimp with Chili Garlic Sauce *\$200*

Crab Stuffed Mushroom *\$200*

Mini Crab Cake with Chipotle Aioli *\$200*

ENHANCEMENTS Decor...

Black, White or Ivory Chair Covers *\$3.00 each *included with Platinum & Gold Reception**

Decorative Bows for Chair Covers *\$2 each *included with Platinum Reception**

Colored Linen Napkins *\$1 each *included with Platinum Reception**

Floor Length Linens *\$12 each*

Menu Cards at Each Setting *\$1.50 each*

Silver or Gold Chargers *\$3.50 each*

Champagne Toast *\$1.00 per person *included with Platinum Reception**

Wine Service with Dinner *\$2.00 per person *wine bottles purchased separately**

Table Runners or Overlays *starting at \$10*

Ice Carving *starting at \$250*

Welcome Bag Delivery *\$2.00 per bag*

Monogram (Gobo) *starting at \$150*

Audio Visual Package *starting at \$300*

Upgraded Table Linen Package *upon request*

Uplighting *upon request*

ENHANCEMENTS Late Night Snacks...

Choice of one included with Platinum & Gold Reception*

Assorted Cookies & Milk *\$2.00 per person*

Freshly Popped Popcorn & Caramel Corn *\$2.00 per person*

Nacho Bar *\$5.00 per person*

Late Night Breakfast *\$12.00 per person*

Fluffy Scrambled Eggs, Hash Brown Breakfast Potatoes, Link or Breakfast Sausage, Smoked Bacon

Warm Jumbo Pretzels with Spicy Mustard & Cheese *\$3.50 per person*

Assorted Pizzas *\$3.50 per person*

Sliders & French Fries *\$5.00 per person*

BRIDESMAIDS BREAKFAST OR LUNCH

Treat your bridesmaids to breakfast & lunch delivered to your room while getting ready!

Bridesmaid Breakfast \$10.00 per person

Assorted Fruit Juices, Sliced Fresh Seasonal Fruits & Berries, Individual Low Fat Yogurts, Muffins & Danishes, Bagels and Cream Cheese

Ask your Catering Manager to add mimosas!

Bridesmaid Lite Lunch \$10.00 per person

Assorted Mini Sandwiches, Fresh Vegetables with Ranch Dip & Hummus, Kettle Chips, Freshly Baked Cookies, Lemonade & Soft Drinks

Bridesmaid Lunch \$14.00 per person

Assorted Sandwiches & Wraps, Fresh Vegetables with Ranch Dip, Freshly Made Pita Chips with Lemon-Jalapeno Hummus, Kettle Chips, Freshly Baked Cookies & Brownies, Lemonade & Soft Drinks

POST WEDDING FAREWELL BRUNCH

The perfect way to conclude your perfect weekend! Ask your Catering Manager to reserve a private function room. Room rental may be extra, subject to availability.

Deluxe Continental Brunch \$12.00 per person

Assorted Fruit Juices, Sliced Fresh Seasonal Fruits & Berries, Individual Low Fat Yogurts, Muffins & Danishes, Bagels and Cream Cheese, Coffee & Hot Tea Service

Deluxe Brunch Buffet \$15.00 per person

Assorted Fruit Juices, Sliced Fresh Seasonal Fruits & Berries, Warm Cinnamon Rolls, Muffins & Danishes, Freshly Scrambled Eggs, Herb Breakfast Potatoes, Thick Crisp Bacon or Link Sausage, Biscuits & Sausage Gravy, Coffee & Hot Tea Service

MENU BEVERAGE SERVICE...

BEVERAGES | NON-ALCOHOLIC

By the Gallon, Based on Consumption

fruit punch | 25
lemonade | 25
iced tea | 25
hot tea | 25
coffee | 32
decaf coffee | 32

CHILDREN'S SOFT DRINK PACKAGE \$4 per child

BEER, WINE & SOFT DRINK PACKAGE \$18 per person

Based on 4 hours, other hourly package options available, ask your Catering Manager!

BEVERAGES | SPECIALTY ITEMS

Bud Light keg | 275
Miller Lite keg | 275
Michelob Ultra keg | 300

PREMIUM BRANDS	HOST BAR	CASH BAR
Premium	4.50	5.00
Domestic Beer	4.50	5.00
Wine by the Glass	5.50	6.00
Soft Drinks	2.50	3.00
Bottled Water	2.50	3.00

BAR SELECTIONS | PREMIUM BRANDS

UV Vodka, Ron Diaz White Rum, Gordon's Gin, Sauza Silver Tequila, Windsor
J Roget, Canyon Road Wines
Budweiser, Bud Light, Coors Light, O'Doul's

TOP SHELF BRANDS	HOST BAR	CASH BAR
Top Shelf	5.50	6.00
Domestic Beer	4.50	5.00
Specialty Beer	5.50	6.00
Wine by the Glass	5.50	6.00
Soft Drinks & Juice	2.50	3.00
Bottled Water	2.50	3.00

BAR SELECTIONS | TOP SHELF

Smirnoff Vodka, Tanqueray Gin, Jim Beam, Seagram's 7, Captain Morgan, Bacardi, Dewars
J Roget, Canyon Road Wines
Budweiser, Bud Light, Coors Light, Samuel Adams, Heineken, Corona Extra, O'Doul's

MENU BEVERAGE SERVICE...

LUXURY BRANDS	HOST BAR	CASH BAR
Luxury	6.50	7.00
Domestic Beer	4.50	5.00
Specialty Beer	5.50	6.00
Wine by the Glass	5.50	6.00
Soft Drinks & Juice	2.50	3.00
Bottled Water	2.50	3.00

BAR SELECTIONS | LUXURY BRANDS

Absolut, Johnnie Walker Black, Makers Mark, Bombay Sapphire, Cazadores Reposado, Hennessy
VS

Budweiser, Bud Light, Miller Lite, Samuel Adams, Heineken, Corona Extra, O'Doul's

For your convenience we offer complete bar services. Beverage services are available on a cash per drink basis or a sponsored basis.

The sale & service of alcoholic beverages are regulated by the state. As a licensee, this hotel is responsible for the administration of these regulations. It is a policy, therefore, that alcoholic beverages cannot be brought into the hotel from the outside. By Nebraska state law, opened liquor containers may not be removed from the premises.

We are able to serve your favorite beers in keg format! Ask for details

Don't see your favorite brands? Just Ask!

RECOMMENDED VENDORS

Bakeries...

The Cake Gallery....(402) 397-2253

Bakers at Pepperwood....(402) 498-5717

Photography & Videography...

Complete Music....(402) 399-3535

Paula Moser.....(402) 884-2998

The Gilly Group....Kyle Gilbertson.....(402) 972-7911

Florist...

Peony Park HyVee....(402) 384-8766

Music and Entertainment...

Complete Music....(402) 399-3535

Omaha Musicians Live....(402) 980-9890

Minister & Officiant

Inclusive Life....Royal Bush....(402) 575-7006

Wedding Planners & Day of Coordination

Cherry on Top Events by Jen....(402) 650-6903

On-Site Make up Artist

Your Day, Your Look....Sara...(402) 210-5411

Lighting and Design

Fade Up Design Group.... (402) 915-3437

CATERING GUIDELINES...

Due to uncertain market conditions, all pricing is subject to change, & substitutions may be necessary. Menu proposals with specialty items & service may require increased pricing. Pricing is to be confirmed no more than ninety (90) days prior to the date of your event. The Hotel must supply all Food & Beverage. Additionally, the Hotel is only authorized licensee able to sell & or serve liquor, beer or wine on our premises.

Service Charges & Taxes

A 20% service charge will be added to all food, beverage, room rental, & audio visual charges. Service charges are also subject to all state & local taxes. State & local taxes are applied to all food, beverages, miscellaneous, room rental, audio visual & service charges.

Guaranteed Guest Count

The final guarantee (definite number of individuals attending) for food functions must be communicated to the Sales & Catering Office no later than 2:00 pm, three business days prior to the event. This number will be considered the guarantee & may be increased; however, it is not subject to reduction. In the event that no guarantee is given, the expected number of attendees as listed on your Banquet Event Order will be considered your guarantee or actual attendance whichever is greater. The Hotel will over set for your event by 5% of the guarantee.

Saturday & Sunday Events

For the purposes of Guarantees, Saturday & Sunday function guarantees will be due the previous Wednesday.

Room Rental

Our schedule of room rental fees is predicated upon revenue generated according to your group's program. Revisions in the group's count, style of meeting's set, time, dates, or meal functions affecting revenues & costs may necessitate revision of room rental charges. A \$500.00 change of set-up fee will apply for same day changes.

Audio Visual

A complete line of audio visual equipment is available. An applicable usage fee may be assessed & charged to your Master Account for any hotel function space & or equipment utilized. All equipment must be removed at the conclusion of the event or storage charges may apply. The Hotel must be notified in advance in the event you have contracted with an outside audio visual company.

Electrical Requirements

If your event requires any special electrical needs for exhibitors, bands, or special equipment, we will be happy to complete those arrangements for you with the help of our Engineering Department. We will share all cost information with you as soon as you inform us of your specific needs.

Security

In the event that you, your guests or contracted vendor damage Hotel property, you will be held fully responsible for all replacement costs & repair charges as determined by the Hotel Management. The Hotel will not assume responsibility for damage or loss of merchandise or articles left in the Hotel prior to or following your event. Also, there may be occasions where it will be necessary for the Hotel to contract a uniform security officer for your event. It will be your responsibility to pay these charges.

Signs & Displays

The Hotel will not allow affixing items to walls, ceiling or floors without prior approval. Only our Engineering Department may hang banners. A charge of \$10.00 will apply to each banner if there are more than two per event. Please inform your Catering / Convention Services representative at least 72 business hours in advance. (Please note all decorations & displays brought into the Hotel must be approved prior to arrival & must comply with local fire codes.)

And Remember...

Special linen, decorations, flowers, music, live entertainment & photographs all make an event much more special. Our experienced Catering staff will be pleased to assist you!

NOTES...