

*The staff of Courtyard by Marriott in Ankeny extends our heartfelt congratulations on your upcoming wedding. We would be honored to host your very special event.*

*As a full service facility, we will create an enjoyable and memorable experience for you and your guests. We will work with you to coordinate and host all aspects of your wedding including the rehearsal dinner, ceremony, reception, gift opening following the special day, and guest rooms for your family and friends.*

*Our grand ballroom is the perfect location to hold your wedding reception and ceremony accommodating up to 375 guests. Including a dance floor, head table, cake table, and DJ area, it has everything to celebrate your new marriage the right way! Cocktails and Hors d'oeuvres can be served in our pre-function area.*

*For your guests, we will provide a special discounted wedding rate in one of our luxurious 119 guestrooms. Also, the Bride and Groom will enjoy a complimentary wedding night stay in one of our elegant Bridal Suites.*

*To reserve your wedding date we require a non-refundable deposit in the amount of \$1000, and \$6,000.00 minimum purchase of food and beverage. If minimum is met, room rental is waived. The minimum amount does not include our 22% service charge or 6% sales tax.*

#### *Function Payment Schedule*

- 75% of the estimated balance is due 60 days prior to the event.*
- 100% of final guarantee is due 1 week prior to your event date along with a credit card for any incidental charges incurred during or following your event.*

#### *Cancellation Policy*

*In the event, that the reception is cancelled, any advance deposits will be applied towards your cancellation fee. A percent of the original estimated food, bar and room revenue will be due based upon the following schedule:*

- 365 days prior to event date - 50% of the estimated balance due.*
- 120 days prior to event date - 75% of the estimated balance due.*
- 30 days prior to event date - 100% of the estimated balance due.*

*The Courtyard by Marriott in Ankeny is the place to fulfill your dream of a perfect wedding! Please feel free to contact me with any questions you may have. I can be reached at 515-963-5501 or by email at [ann.bockenstedt@marriott.com](mailto:ann.bockenstedt@marriott.com)*

*Thanks,*

*Ann Bockenstedt*

*Catering Manager/Certified Wedding Planner*