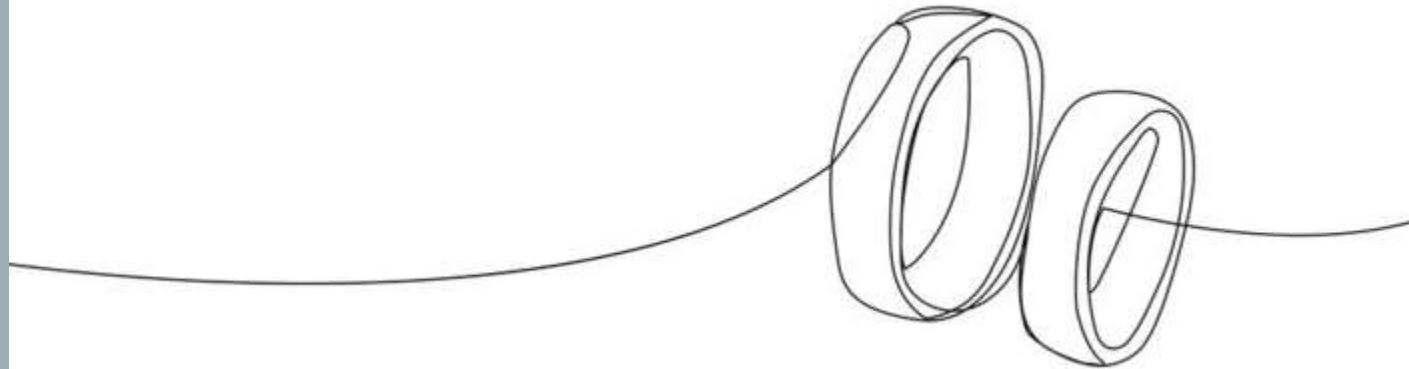


SHERATON WEST DES MOINES HOTEL

2024 WEDDING MENU AND PLANNING GUIDE





EAT DRINK AND BE MARRIED!

HOW IT WORKS!



- ❖ Event space will be determined by your Sales Manager based on event date and space availability, the number of guests attending your event and your room set up. You have access to the space beginning at 8:00AM the day of your event until 11:59PM that same day. All functions will have a “Last Call” for bar service at 11:30PM.
- ❖ Event rates can vary based on demand. Please let us know as much detail about your event as possible, as that will allow us to give you the most accurate event space for your function and rates to create a customized proposal to reflect your needs.
- ❖ Our food and beverage minimums and/or room rental fees are based on the amount of space it will take to successfully host and execute your event. Depending on the amount of Food and Beverage that your event has associated with it, that can reduce and sometimes waive Room Rental.
- ❖ Additional room rental may be applicable in some instances when Group requests larger space than recommended or to have multiple functions.
- ❖ A non-refundable deposit is required with the signed contract. The deposit is the full room rental or 50% of the food and Beverage minimum if no room rental is applied to your event.
- ❖ All prices are subject to a 25% service charge and sales tax (currently 7%). *Please note the service charge is taxable by Iowa State Law*
- ❖ Final details will be determined approximately 1 month from the event date.
- ❖ The final food and beverage charges will be based on your final guest count, which is guaranteed 7 days before the event, or your final guest attendance the day of the event for buffet or plated menus (whichever is greater).
- ❖ Payment for all charges is due 7 business days after the event and a valid Credit Card will be held on file for any additional charges accrued the day of the event.

BOOK YOUR WEDDING BEFORE DECEMBER 31ST, 2024!!!

And receive :

- One (1) Additional Night in Bridal Suite for Evening Before Wedding
- One (1) Complimentary Domestic Keg of Beer for Reception
- Complimentary Champagne Toast for All Guests
Complimentary Video Projections Package (LCD) Projector, Screen, A/V Table with Power & Connective cording & house sound (group must provide video to be displayed).
- Six (6) Complimentary Up-lights

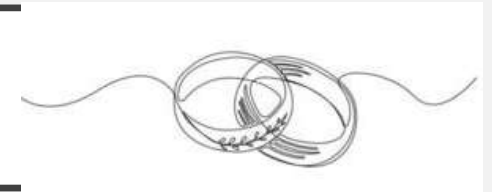
*Contract Must Be Fully Signed and Executed with initial deposit made
before 4pm 12/31/2024 to receive this offer.*





EAT DRINK AND BE MARRIED!

BANQUET & HOTEL POLICIES



OUTSIDE FOOD AND BEVERAGE

No outside food and beverage (with the exception of agreed upon caterers for religious or cultural menus unfamiliar to our culinary team or celebratory cakes) may be brought into the hotel.

All Outside Caterers approved by the Hotel **MUST** submit their Certificate of Insurance (COI) and name the Hotel on their policy (additional requirements will be noted in your sales agreement) and their most recent health inspection score from the Iowa Department of Health. Out of state caterers will need to provide the equivalent for the state the company resides in. The Outside caterer **MUST** have a passing health score or grade.

Any celebratory cakes **MUST** come from a licensed food vendor such as Costco, Hy-Vee, Highland Bakery, etc....

Homemade food items, including desserts and cakes are **NOT PERMITTED. NO EXCEPTIONS.**

BEVERAGE SERVICE

Alcoholic beverages and service are regulated by the Iowa Liquor Commission Control. Sheraton West Des Moines, is responsible for the administration of these regulations. No outside alcoholic beverages may be brought onto the premise. We reserve the right to refuse alcohol service to intoxicated persons and will not serve underage persons. No alcoholic beverages can be removed from the premise. Any persons in violation will be escorted from the property. Last call for bar service in event space(s) is 11:30 PM – **NO EXCPECTIONS.**

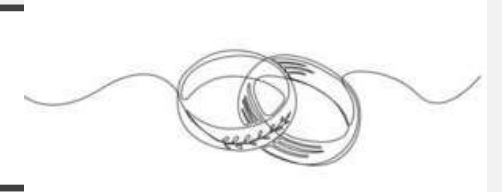
DECORATIONS

- ❖ A limited number of pre-approved signs are permitted in the banquet space.
- ❖ You will have access to event space as early as 8:00AM the day of your function and the function must conclude by 11:59PM that same day.
- ❖ Items of ANY KIND may not be attached to walls, floors, or ceilings with nails, staples, tape or other substance or devices.
- ❖ Nothing can be hung from fixtures, chandeliers, lighting fixtures, ceiling tile bracing, air vents. or airwall tracks – **NO EXCEPTIONS.**
- ❖ NO real rose/flower petals on carpeting, confetti, bubbles, sand or rice – **NO EXCEPTIONS.**
- ❖ Flames/candles must be enclosed in glass and approved by the hotel in advance.
- ❖ Use of colored powder/confetti/glitter canons, fog/smoke machines or cold/hot sparklers is PROHIBITED – **NO EXCEPTIONS.**



EAT DRINK AND BE MARRIED!

BANQUET & HOTEL POLICIES



OUTSIDE VENDORS

Entertainment and Decorators **MUST** comply at all times with local fire and safety codes as well as the hotel's policy regarding sound levels. You will have access to event space as early as 8:00AM the day of your function and the function must conclude by 11:59PM that same day.

PRICING

All food, beverage, room rental and ancillary items are subject to a taxable 25% service charge and applicable state sales tax of 7%. Prices are subject to change without notice, guarantee prices will be confirmed 60 days prior to the event. Menu pricing includes food, linens, dinnerware, stainless steel flatware, glassware, tables and chairs within our inventory, banquet servers, set-up and take-down. You will have access to event space as early as 8:00AM the day of your function and the function must conclude by 11:59PM that same day.

BILLING

All Private Events **require** a valid Credit Card to be held on file. A deposit of full room rental or 50% of the Minimum Spend is due at time of contract signing. Seven (7) days prior to arrival, the balance of the event food & beverage order will be due (with the exception of cash bar and hosted bar by the glass items).

Final Payment **MUST** be made in the form of Cash, Credit Card, Cashiers Check or Money Order.

CANCELLATION POLICIES:

The Cancellation Fee is based on Agreed Minimum Revenue set forth in the sales agreement, all other applicable Event charges (e.g., setup charges, audio visual charges, etc.), for a total amount of \$325.00, plus applicable taxes and service charges.

Cancelled more than 181 days prior to Event Date	50%, plus applicable taxes and service charges
Cancelled 91 - 180 days prior to Event Date	75%, plus applicable taxes and service charges
Cancelled within 90 days prior to Event Date	90%, plus applicable taxes and service charges

Your written notice of cancellation must be delivered to Hotel, and may be made by facsimile or electronic transmission. Cancellation date will be considered the date such notification was received by Hotel. Liquidated damages resulting from cancellation shall be due and payable at the time of cancellation.

For purpose of clarity, Group shall not be responsible for the individual reservations made pursuant to the courtesy room block, as those room charges (including any cancellation charges associated with the guestroom reservations) are the responsibility of the individuals making the reservations and governed by the hotel's standard guest cancellation policy.



EAT DRINK AND BE MARRIED!

BANQUET & HOTEL POLICIES



GARANTEE

A Catering Manager will contact you 10- days prior to your event to receive your expected number of attendees. Sheraton West Des Moines utilizes a 5 business day guarantee policy. After this time, full charges will be incurred for all reductions or cancellations made. The client will be charged the guarantee provided regardless if the attendance falls below the guarantee. Should the attendance be higher than the guarantee, the client will be charged the actual attendance of the event. For guarantees not received, 10-day estimates will be used.

CONFIRMATION OF SET-UP REQUIREMENTS:

Final menu items, room arrangements and other details pertaining to this function are outlined on the Banquet Event Order. Unless otherwise stated in the Banquet Event Order, the hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when the hotel deems it necessary.

ROOM SET-UP CHANGES

Additional Labor Fees will apply to room(s) that require changes in set-up or changes made after the room has been set for the function. Charges will vary based on the complexity and time used to make changes.

REVISIONS

Any changes, revisions, additions or deletions to the banquet event contract or banquet event order shall be in writing and signed by both parties. All Banquet Event Orders (BEOs) must be signed and returned to the assigned Catering Manager 3 business days before the event.

SMOKING POLICIES:

Smoking of cigars, cigarettes or e-cigarettes is not permitted in the public areas or in the Hotel. Compliance with this hotel policy is mandatory and a \$250.00 charge will be incurred for any violations.

ROOM BLOCKS

Please see **ABOUT ROOM BLOCKS** pages.

POOL

The Hotel pool is for all of our registered overnight guests only. We do not allow private gatherings in the pool or Sun Deck, which includes birthday parties & family reunions. No food and beverage are allowed in the pool area and no glass is permitted in the pool or Sun Deck area. Any person found to be in violation will be escorted from both areas and not permitted to return for the remainder of their stay. If more than one violation occurs, any person(s) or groups will be escorted from the property.



EAT DRINK AND BE MARRIED!

FREQUENTLY ASKED QUESTIONS



What time can my vendors start setting up on the day of the event?

Your access time will be listed in your Sales Agreement. Room Rental begins at 8:00 AM and goes until 12:00 AM (last call at 11:30 PM). Early access (day before) is only guaranteed through room rental the previous evening (added in your contract). Any early entry without a contracted guarantee is based on hotel availability and your catering sales manager will likely know that availability no more than 12 days prior to your wedding day.

Can my event go later than 12:00AM?

No. Our primary business function is that of a hotel, our secondary service is private events.

What is a Food & Beverage Minimum Spend?

A food and beverage (F&B) minimum is a contractual agreement between a host/group and the Hotel that specifies the minimum amount of money that must be spent on food and drinks at the venue. F&B minimums are base prices that must be paid regardless of whether the actual food and beverage spend is that amount. They don't include taxes or service charges. If the minimum isn't met, the difference between the minimum and the actual spend is usually paid.

Your actual charges will be based on the food & beverage you order, multiplied by the quantities ordered. It is possible for your actual spend to be higher than your food & beverage minimum.

How do you calculate my Final bill?

We take the number of guests you guarantee in your final headcount and multiply that by the price of the per person package you have selected (and any additional services or add-ons), then multiple that number by .25 for your SUBTOTAL. Your SUBTOTAL is then multiplied by .07 for the sales tax.

- ❖ Your items ordered x your quantities and/or guest count
- ❖ + 25% Service Charge
- ❖ +7% Sales Tax
- ❖ = TOTAL

What are the final charges based on?

The final food and beverage charges will be based on your final guest count, what menu options you have selected for your event at the quantities ordered, which is guaranteed 3 days before the event. If any items are added on during the day of your event, those will be added to your total and billed the following business day to the credit card held on file.



EAT DRINK AND BE MARRIED!

FREQUENTLY ASKED QUESTIONS



When is final payment for the event?

All payment is due by 5:00 pm **seven (7)** days before the event.

What forms of payment are accepted?

A valid credit card is required for all events. You will complete a credit card authorization form for the Hotel to **Hold on File** for any event charges or overages of your event bill after the final deposit is made. You may make your initial deposit, scheduled deposits and final payment with cash, certified or official bank check, money order, or bank transfer, with wiring instructions to be provided by Hotel. If a deposit is to be made by cash, certified or official bank check, money order, or bank transfer and missed by the due date, the Hotel will then process the card on file. If you have a cash bar for your event or any items based on consumption, those charges will be applied to the credit card on file.

What is the difference between a Catering Sales Manager and an Event Planner?

Your Hotel **Catering Sales Manager** (your venue contact/manager), their primary responsibility is to be your main point of contact with the venue. They *facilitate and oversee all of the details pertaining to your event in regard to all information the venue requires* for room set up and food & beverage service. On the day of your event, the Catering Sales Manager will be busy making preparations with the venue's own team and the team focuses on the food and beverage service. It is not your Catering Sales Manager's duty to manage external vendors that are not partners/suppliers of the venue. The **Catering Sales Manager** is there to ensure things go smoothly with the venue and Food & Beverage service.

An **Event Planner/Coordinator** is hired independent professional specializing in event planning that can be hired by the group to coordinate and execute your event. Your **Event Planner/Coordinator** will oversee planning your vendors' schedule and monitor their service times on your event day. He/she will also tend to any questions that your vendors may have and make sure vendors' meals are taken care of. With an **Event Planner/Coordinator**, you have an Industry insider leading your team of event service providers (and event helpers too!), keeping them aligned with the plans. We are happy to make recommendations for our **Preferred Vendors**.



EAT DRINK AND BE MARRIED!

COURTESY SLEEPING ROOM BLOCKS



Courtesy Room Block (15 rooms or less)

Our Courtesy Room Block is a maximum of **15 rooms TOTAL**. They are comprised of our Standard King and Standard Double/Double room types and offered as **Run of House**. This means that the Hotel is guaranteeing a room, but not a specific bed type. Requests for specific bed types can be made at check-in, but are not guaranteed.

If the signer would like to establish the Courtesy Block with the discounted rate, the Hotel will provide an agreement for all parties' signatures. The Courtesy Block provided by the Hotel agrees not to hold the signer liable for any cancellation charges or any unused rooms related to the block. Cancellation of rooms within 48-hours of arrival will be the responsibility of the person(s) reserving the room. "No-Show" reservations will be charged to the individual who reserved the room and those fees will be accessed to the credit card they provided when making their reservation.

These rooms will be held on a first come first served basis until 5pm CST on the **"Cut-Off Date"**, unless the rooms are released prior to that date by Hotel. The Hotel reserves the right to release the room block for any reason and will make every effort to notify the group prior to the release of the rooms but is not required to do so.

All reservations will be made by individuals requesting the specified block of rooms by group name and will be guaranteed and paid for by individual credit card. Because the rooms are held on a courtesy basis, it is important that you relay to individuals in your group to book rooms as soon as possible. Any and all rooms unreserved by the **"Cut-Off Date"** noted in the agreement will be released into the Hotel's general inventory without liability or obligation to the reserving party.

Reservation requests made after the **"Cut-Off Date"**, and/or above the number of rooms held per night will be honored at the Hotel's discretion, subject to Hotel availability and at the prevailing rate (if after the "Cut-Off Date").

Again, all reservations must be guaranteed to a credit card at the time of reservation. Guestroom reservations can be made via the telephone or on your personalized website link. Instructions for reservations will be sent to you for both reservation methods after the signing of your courtesy agreement or guaranteed room block contract by your Event Coordinator or Sales Manager.

This rate is valid only for the date(s) contracted.

****Third Party Reservations or Discounted Pre-Pay Rates (Expedia, Travelocity, Kayak, AAA, etc...)**

*The hotel is not responsible for the administration or billing through Third Party booking sites. The Hotel cannot cancel, refund or modify these reservations. Please be advised that the discounted rates often do not include any cancellation/refunds, parking fees or internet fees within the offered rate and website operating company will charge additional administrative fees that are not charges from the hotel. Those fees will be assessed to the credit card presented at check-in at the time of departure. **Third Party reservation are not eligible to receive Bonvoy Rewards.***



EAT DRINK AND BE MARRIED!

GUARANTEED SLEEPING ROOM BLOCKS



Guaranteed Room Block (16 or more)

A larger block of rooms can be reserved, those would be guaranteed by contract and would hold the contract signer to a financial obligation for the rooms. The contracted block of sixteen (16) or more rooms would have a 90% attrition, meaning that you would be responsible for 90% of the rooms filling. If less than 90% of the rooms filled, you would be financially responsible for the difference.

Specific room types (i.e. Traditional King with Queen Sofa Sleeper, Two Double (Full) Beds, One Room King Suite or Two Room King Suite) can be requested in a Guaranteed Room Block

All reservations will be made by individuals requesting the specified block of rooms by group name and will be guaranteed and paid for by individual credit card.

It is important that you relay to individuals in your group to book rooms prior to the “Cut-Off Date”. Any and all rooms unreserved by the “Cut-Off Date” noted in the contract will be released into the Hotel’s general inventory, any unused rooms will be subject to attrition up to 90% of the contracted amount of rooms.

Again, all reservations must be guaranteed to a credit card at the time of reservation. Guestroom reservations can be made via the telephone or on your personalized website link. Instructions for reservations will be sent to you for both reservation methods after the signing of your courtesy agreement or guaranteed room block contract by your Event Coordinator or Sales Manager.

Suite Discounts or Upgrades are available at an increased room rate and based on availability.

This rate is valid only for the date(s) contracted.

****Third Party Reservations or Discounted Pre-Pay Rates (Expedia, Travelocity, Kayak, AAA, etc...)**

*The hotel is not responsible for the administration or billing through Third Party booking sites. The Hotel cannot cancel, refund or modify these reservations. Please be advised that the discounted rates often do not include any cancellation/refunds, parking fees or internet fees within the offered rate and website operating company will charge additional administrative fees that are not charges from the hotel. Those fees will be assessed to the credit card presented at check-in at the time of departure. **Third Party reservation are not eligible to receive Bonvoy Rewards.***



EAT DRINK AND BE MARRIED!

PLATED OR BUFFET DINNER SERVICE



Plated or Buffet?

When making your entrée selection, you will first determine your service style; will you be doing a Plated or Buffet dinner?

Once you decide on your service style you will select your entrée(s).

If choosing two Plated entrees, you will need to decide if you are offering a duet plate or if your guests will get to select between the two choices.

If you are letting your guest select between two entrees, you will need to include this information on your invitation and your guests will need to RSVP with their choice. Once you have gathered all of your guest's dinner selections, you will need to communicate with the hotel on the quantities of each entrée. This number will be due no later than 30 days prior to your reception.

When letting your guests choose between two entrees, you will also need to provide indicator cards for each meal type. For example; if you are having your guests choose a beef and chicken entrée, you will need a card to indicate their selection such as an icon of a cow or a chicken or bold color-coded sticker next to the guest's name like in the example below. You will not need to include a table number unless you are doing assigned seating.

The following pages of the menu will have a space for you to indicate your selection next to the menu item name.

Once you have made your selections of package level, dinner service type, entrée(s), and bar service choice, you will return those selections to your hotel event coordinator. These selections will then be used to place your orders with our culinary and events team here at the hotel. These selections, along with the timeline details from the Plan Your Day page will be used to create our Event Orders (EO's).

Event Orders are our internal communication tool for our culinary and events team to use as instructions for your reception set-up, event details, timeline of events, including deliveries from third party vendors, such as florists, decorators, DJ's and bakeries. When your EO's are completed by your event coordinator, you will then review them to ensure that the selections, quantities and event details you provided your coordinator are accurate and will sign and return them to indicate that they are accurate.





PLAN YOUR DAY!

WEDDING PLANNING CHECKLIST



10 - 12 months before

- ☐ Establish a budget
- ☐ Start planning the guest list
- ☐ Determine wedding date and time
- ☐ Secure ceremony and reception venues
- ☐ Book vendors: photographer, videographer,
- ☐ entertainment, florist, bakery, make-up artist,
- ☐ hairstylist, officiant

6 - 9 months before

- ☐ Take engagement photos
- ☐ Send save the dates
- ☐ Purchase wedding dress and bridesmaid's dresses
- ☐ Register for gifts
- ☐ Start planning your honeymoon

3 - 5 months before

- ☐ Have your tasting & finalize menu and venue set-up
- ☐ Order wedding invitations
- ☐ Pick out wedding rings
- ☐ Rent or buy the men's formalwear
- ☐ Arrange wedding day transportation
- ☐ Attend bridal shower
- ☐ Mail invitations
- ☐ Write your vows

1 - 2 months before

- ☐ Apply for marriage license
- ☐ Final dress fitting
- ☐ Finalize and review wedding details with venue and vendors
- ☐ Purchase gifts for bridal party and your new spouse!

2 weeks before

- ☐ Review final RSVP list
- ☐ Make a list of any photos you want captured
- ☐ Plan your seating chart

1 week before

- ☐ Final head count for venue
- ☐ Print place cards and table cards
- ☐ Enjoy your bachelorette party!

2 - 3 days before

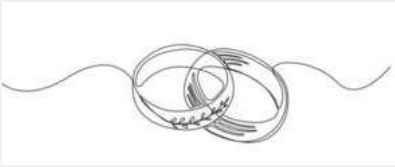
- ☐ Prepare your wedding dress
- ☐ Determine processional line up- grandparents, parents, bridal party
- ☐ Final payment due to venue

Day before

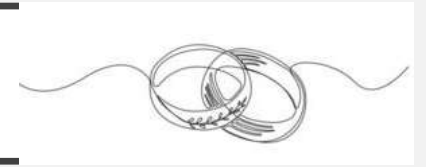
- ☐ Attend rehearsal dinner
- ☐ Pay vendors (in accordance to your service agreements)
- ☐ Provide vendors with an emergency contact information
- ☐ Provide officiant your marriage license

Day of...

- ☐ Enjoy making beautiful memories!



RECEPTION TIMELINE



Here is an *example* reception timeline. The details below are suggestions from our experienced wedding professionals but can certainly be tailored to your personal preferences.

__:__ PM: Cocktail hour start time (45- 60 minutes)

__:__ PM: Doors open to reception (15- 20 minutes prior to introductions)

__:__ PM: Arrival of wedding party (20 minutes prior to introductions)

__:__ PM: Introduction of wedding party (10 minutes)

__:__ PM: Cake cutting/ take picture (5 minutes)

__:__ PM: Welcome/ blessing prior to dinner (5 minutes)

__:__ PM: Dinner(45 minutes)

__:__ PM: Champagne Toast

__:__ PM: Wedding cake to guests (station or served)

__:__ PM: Dance begins

__:__ PM: Late night snack

11:30 PM Last call (30 minutes prior to reception end time)

11:59 PM Reception end time

Deliveries/Set Up:

Wedding Planner – _____ Number: () ____ - _____ Arriving at _____

Decorator – _____ Number: () ____ - _____ Arriving at _____

Flowers – _____ Number: () ____ - _____ Arriving at _____

Cake – _____ Number: () ____ - _____ Arriving at _____

DJ – _____ Number: () ____ - _____ Arriving at _____

Client to bring in:

Additional Décor

☐ Chivari Chairs

☐ Photo Booth

☐ _____

☐ Chair Covers

☐ Floral/Decorative
Centerpieces

☐ _____

☐ Chair Sashes

☐ Plate Chargers

☐ _____

☐ Cake Stand

☐ Colored/Specialty Napkins

☐ _____

☐ Cake Cutting Set

☐ Colored/Specialty Linens

☐ _____

☐ Table Runners

☐ _____

☐ _____

EAT DRINK AND BE MARRIED!

WEDDING PACKAGES

COMPLIMENTARY PACKAGE INCLUSIONS

- ❖ NO ROOM RENTAL WITH MET FOOD & BEVERAGE MINIMUM
- ❖ COMPLETE SETUP & TEARDOWN
- ❖ TABLES, CHAIRS, CHINA, SILVERWARE, & GLASSWARE
- ❖ COMPLIMENTARY SUITE FOR COUPLE ON WEDDING NIGHT
- ❖ REDUCED GROUP ROOM RATE FOR WEDDING GUESTS
- ❖ PERSONAL RESERVATION LINK FOR EASY HOTEL RESERVATIONS
- ❖ CHAMPAGNE TOAST FOR THE HEAD TABLE
- ❖ STAGE & DANCE FLOOR
- ❖ WIRELESS MICROPHONE FOR HEAD TABLE
- ❖ HEAD TABLE DRAPERY WITH (4) UP-LIGHTS
- ❖ HOTEL STANDARD CENTERPIECE
- ❖ CHOICE OF BLACK OR WHITE TABLE LINENS
- ❖ CHOICE OF BLACK OR WHITE NAPKINS WITH CHOICE OF FOLD
- ❖ CAKE CUTTING SERVICE
- ❖ MENU TASTING FOR UP TO 6 PEOPLE (3-5 MONTHS PRIOR TO YOUR WEDDING DATE)



SILVER PACKAGE

*INCLUDES COMPLIMENTARY PACKAGE INCLUSIONS
AND PLATED ENTRÉE AT LISTED THE PRICE MENU.*

PLATINUM PACKAGE

*INCLUDES COMPLIMENTARY PACKAGE INCLUSIONS,
PLATED ENTRÉE, ONE HOUR OPEN BAR DURING
COCKTAIL HOUR, CHAMPAGNE TOAST FOR ALL
GUESTS, & A CHEESE DISPLAY DURING COCKTAIL
HOUR.*

ADD \$10.00 TO LISTED MENU PRICE

DIAMOND PACKAGE

*INCLUDES COMPLIMENTARY PACKAGE
INCLUSIONS, ONE HOUR OPEN BAR DURING
COCKTAIL HOUR FOLLOWED BY COMPLIMENTARY
DOMESTIC KEG, BUTLER-PASSED WINE DURING
COCKTAIL HOUR, CHEESE & FRUIT DISPLAY
DURING COCKTAIL HOUR, CHAMPAGNE TOAST
FOR ALL GUESTS, WEDDING VIDEO PROJECTION
PACKAGE, UPGRADE TO
*PRESIDENTIAL SUITE**

PRESIDENTIAL SUITE BASED ON AVAILABILITY

ADD \$20.00 TO LISTED MENU PRICE

PLATED DINNERS

- ❖ *All Entrees Include Bread & Butter, Salad, Choice of Starch, Seasonal Vegetable, Entrée, Water, Iced Tea, and Coffee Service*
- ☐ **Asiago Chicken Breast** ~ \$38.00++ With a Crimson Alfredo Sauce
- ☐ **Stuffed Chicken** ~ \$41.00++ Stuffed with a blend of cheese, sundried tomatoes, prosciutto, and fresh spinach
- ☐ **Champagne Chicken** ~ \$38.00++ With a Champagne Cream Sauce
- ☐ **Chicken in Puff Pastry** ~ \$39.00++ Stuffed with Mushrooms, Sun Dried Tomato, Mozzarella, Asiago Cheese, Spinach, Boursin Cream Cheese Sauce
- ☐ **Pork Tenderloin** ~ \$39.00++ With Bourbon Mustard Sauce
- ☐ **Grilled Salmon with Lemon and Ginger Butter (GF)** ~ \$42.00++ Brown Sugar Glaze, Lemon, Fresh Cilantro, Ginger Root
- ☐ **Certified Angus Beef Top Sirloin** ~ \$48.00++ With Wild Mushroom Sauce
- ☐ **Stuffed Mushroom (V/GF/K) Dinner** ~ \$35.00++ Grilled portabella mushroom stuffed with Italian seasoned grilled vegetables in a marinara sauce, topped with mozzarella cheese. *(Vegan without cheese).*
- ☐ **Cheese Tortellini Dinner (V)** ~ \$34.00 Tortellini with a creamy pesto sauce. Served with salad, same starch as group, season vegetable.
 - ☐ Add Grilled Chicken for \$5.00
- ☐ **Grilled Cauliflower Steak (VE/GF/K) Dinner \$32.00** Char Grilled cauliflower steak, season with olive oil, sea salt and cracked black pepper. Served with salad, same starch as group, season vegetable (double vegetable if starch contains animal bi-product or gluten).
- ☐ **Duet Entrée** - ~ \$48.00++ Choose Two Entrees for each plate
 - ☐ Add \$10.00 for Certified Angus Beef Top Sirloin
- ☐ **Kids Chicken Finger Meal:** Served with Fries and Fruit cup \$12.00++. (Price Does not Increase based on Package level)

++ All pricing is subject to 25% service charge and 7% Sales Tax.

All prices are subject to change at any time according to market.

Service charge and tax may change without notice. GF= Gluten Free / VE = Vegan / V = Vegetarian / K = Keto Friendly

BUFFET DINNERS

SILVER BUFFET - \$55.00++

PLATINUM BUFFET - \$66.00++

DIAMOND BUFFET - \$75.00++

(SEE PLATED ENTREES FOR INCLUSIONS)

Entrée Selections (Choose Two Entrees)

Beef

☐ English Cut Prime Rib (5oz cut per person) (GF)

☐ Flank Steak with Demi Glaze

Chicken

☐ Bruschetta Chicken (GF)

☐ Champagne Chicken (GF)

☐ Lemon Chicken (GF)

☐ Mediterranean Chicken (GF)

☐ Sesame Chicken with Fruit Chutney (GF)

Pork

☐ Pork Loin with Apple Chutney (GF)

☐ Pork Loin with Dijon Sauce (GF)

Seafood

☐ Salmon with Lemon Butter Sauce (GF)

☐ Cod with Newburg Sauce

Pasta

☐ Vegetable(V)

☐ Beef Lasagna

☐ Baked Ziti with Italian Sausage

☐ Chicken Alfredo

☐ Eggplant Napoleon (V)

☐ Cheese Tortellini in a creamy Alfredo (V)

☐ Cheese Tortellini in Marinara (V)

Salad Selection (Choose One)

☐ **Sheraton House Salad** (VE/GF/K): Tossed Field Greens, Romaine, Tear Drop Tomatoes, Julienne Vegetables, Cucumber and Champagne Dressing

☐ **Classic Caesar Salad** :Romaine Lettuce, tossed in creamy Caesar Dressing with shaved parmesan and croutons.

☐ **Mandarin Salad** (V/GF/K): Spring Mix, Mandarin orange slices, dried cranberries, sliced almonds and feta cheese, with a citrus Vinaigrette dressing. – Add \$2.00

Starch Selection (Choose One)

☐ Garlic Mashed Baby Red Potatoes (V)

☐ Cheddar Mashed Baby Red Potatoes (V)

☐ Roasted Baby Red Rosemary Potatoes (VE/GF)

☐ Wild Rice (VE)

☐ Rice Pilaf

☐ Lemon Rice (VE/GF)

☐ Bow Tie Pasta with Creamy Alfredo (V) – Add \$2.00

☐ Bow Tie Pasta with Marinara (V) – Add \$2.00

Vegetable Selection (Choose One)

☐ Broccoli

☐ Green Beans

☐ Green Beans Almondine

☐ Zucchini & Squash Medley

☐ Garlic & Herb Roasted California Blend – Broccoli, Carrots, & Cauliflower

☐ Glazed Baby Carrots

☐ Asparagus – Add \$2.00

☐ Brocolini – Add \$3.00 (based on availability)

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EAT DRINK AND BE MARRIED!

HORS D'OEUVRES



SELECT A QUANTITY NEXT TO EACH ITEM: HORS D' OEUVRES ARE PRICED PER PIECE (EACH) , WITH A 20-PIECE MINIMUM OF EACH ITEM

STUFFED MUSHROOMS~ \$3.50++ EACH CHOICE OF:

- ___ SAUSAGE STUFFED ___ CRAB STUFFED ___ 3-CHEESE BLEND (V/GF/K) IN ROASTED CAPS
- ___ PHILLY CHEESE STEAKS: RIBEYE, ONIONS, CHEESE BLEND ON TOASTED BAGUETTE ~ \$5.00++ EACH
- ___ BROWN SUGAR SMOKIES: GLAZED WITH BROWN SUGAR AND BBQ SAUCE ~ PRICED PER 3 PIECES ~ \$2.00++ EACH
- ___ BACON-WRAPPED ANDOUILLE SAUSAGE (GF): SPICY CAJUN SAUSAGE WRAPPED IN BACON, TOPPED WITH MAPLE/BROWN SUGAR GLAZE ~ \$4.00 EACH
- ___ FAR EAST CHICKEN SALAD: SESAME CHICKEN WITH SOY AND GINGER IN WONTONS ~ \$4.00 EACH
- ___ LION HEAD MEATBALLS: PORK AND BEEF BLENDED WITH SPICES, WITH GENERAL TSO'S SAUCE ~ \$4.00 EACH
- ___ WARM HAM AND CHEESE SLIDERS: PIT HAM, SLICED WITH MELTED SWISS ON A MINI-POPPY SEED BUN ~ \$4.00 EACH
- ___ MINI CRAB CAKES: LUMP CRAB WITH RED PEPPERS AND OLD BAY MAYO ~ \$5.00++ EACH
- ___ WING FLING (GF): BONE-IN WINGS W/ BBQ SAUCE OR TRADITIONAL FRANK'S® HOT SAUCE, BLEU CHEESE DRESSING, CARROTS & CELERY ~ \$4.00 EACH
- ___ SESAME CHICKEN SATAY: SAVORY MARINATED CHICKEN ON A SKEWER, DRIZZLED WITH ZESTY PEANUT SAUCE ~ \$4.00 EACH
- ___ CRAB RANGOON: CREAM CHEESE, CRAB MEAT AND SCALLIONS IN CHINESE WONTON WRAPPER ~ \$4.00 EACH
- ___ PRETZEL CHICKEN: BITE-SIZED CHICKEN, DUSTED & BAKED IN PRETZEL CRUST, SERVED WITH TANGY DIJON SAUCE ~ \$3.50++ EACH
- ___ SIRLOIN GRILLER (GF/K): MARINATED & GRILLED SIRLOIN, MUSHROOMS, PEPPERS, ONIONS, PINEAPPLE, BALSAMIC GLAZE ~ \$5.00++ EACH
- ___ SCALLOPS AND BACON: SEARED SEA SCALLOPS WRAPPED IN PECAN SMOKED BACON WITH CHILI-HONEY ~ \$6.00++ EACH
- ___ CAPRESE SKEWER (V/GF/K): CHERRY TOMATO, FRESH MOZZARELLA PEARL, FRESH BASIL, DRIZZLED WITH BALSAMIC ~ \$4.00 EACH

++ ALL PRICING IS SUBJECT TO 25% SERVICE CHARGE AND 7% SALES TAX. ALL PRICES ARE SUBJECT TO CHANGE AT ANY TIME ACCORDING TO MARKET.

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RECEPTION DISPLAYS & LATE NIGHT SNACKS



Displays

- ☐ **Cheese Sampler** Assortment of imported & domestic cheese (V/GF/K), crackers (V) & toast points (V) ~ \$8.00++ per Person
- ☐ **Crudités Display** An assortment of vegetables (VE/GF/K) with house made Ranch dressing ~ \$8.00++ per Person
- ☐ **Season Sliced Fruit Display** Assortment of sliced fresh fruit (VE/GF) ~ \$8.00++ per Person
- ☐ **Antipasto Display** Marinated mushrooms (VE/GF) & asparagus (VE/GF), fresh mozzarella cheese (V/GF), prosciutto ham (GF/K), salami, artichoke hearts (VE/GF) & Kalamata olives (VE/GF) ~ \$14.00++ per Person
- ☐ **Artisan Cured Meat & Cheese Display** Assortment of sausage, salami and prosciutto (GF/K), imported and domestic cheeses (V/GF) with crackers (V) and toast points (V) ~ \$14.00++ per person
- ☐ **Chocolate Fountain Station** Warm chocolate with pineapples, strawberries, bananas, dried mango, marshmallow, rice crispy treats, churros & pretzels ~ \$20 per person
(minimum 100 people – Attendant required)

Late Night Snacks

- ☐ **Soft Pretzels** (V) Served with warm cheese sauce and spicy brown mustard~ \$8.00++ Per Person
- ☐ **Popcorn Bar** (V) Served with Buttered popcorn with toppings: chocolate M&M's, Mike & Ike's, and peanuts ~ \$7.00++ Per Person
- ☐ **Cinnamon Sugar Donut Holes** ~ \$5.00++ Per Person
- ☐ **Assorted Cookies** (V) ~ \$36.00++ per dozen
- ☐ **Chocolate Brownies** (V) ~ \$36.00++ per dozen
- ☐ **Trail Mix** (V) ~ \$35.00++ per pound
- ☐ **Mixed Nuts** (VE) ~ \$35.00++ per pound
- ☐ **Chex® Mix** (V) ~ \$28.00++ per pound
- ☐ **Salted Pretzel Twists** (V) ~ \$28.00++ per pound
- ☐ **Spicy Salted Pretzel Twists** (V) ~ \$28.00++ per pound

Home Made Pizzas

____ **Home Made Pizzas ~ 16" Cheese Pizza** ~ \$18.00 Each
~ \$2.00 Each Additional Topping

Meats:

____ Pepperoni, ____ Sausage, ____ Ground Beef, ____
Diced Ham, ____ Bacon

Veggies:

____ Green Pepper, ____ Mushroom, ____ Onion, ____
Black Olive, ____ Jalapeño, ____ Pineapple, ____ Diced
Tomatoes

Specialty Pizzas ~ \$25.00 Each

____ **The Omnivore:** Pepperoni, Sausage, Onion, Black
Olive and Green Pepper

____ **The Carnivore:** Pepperoni, Sausage, Ham and Bacon

____ **The Herbivore:** Green pepper, Mushroom, Onion,
Black Olive, Diced Tomatoes

____ **Big Kahuna:** Double Ham & Double Pineapple

____ **The Dragon:** Pepperoni, Sausage, Onion and Fresh
Jalapeño

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BAR SERVICE ~ CASH BAR & HOSTED BAR



Cash Bar

☐ Tier I Mixed Drinks | \$8.00 glass

TIER I Liquor Brands: New Amsterdam Vodka, Don Q Cristal Rum, Gordan's Gin, Jim Beam Bourbon, Camarena Silver Tequila, Grant's Scotch, E&J Brandy

☐ Tier II Mixed Drinks | \$10.00 glass

TIER II Liquor Brands: Absolut Vodka, Captain Morgan Spiced Rum, Tanqueray Gin, Cuervo Silver Tequila, Jack Daniels Bourbon, Canadian Club Whiskey, Johnny Walker Red Scotch

☐ Tier III Mixed Drinks | \$12.00 glass

TIER III Liquor Brands: Grey Goose Vodka, Bacardi Superior Rum, Bombay Gin, Patron Silver Tequila, Makers Mark Bourbon, Johnnie Walker Black Scotch, Hennessy VSOP

☐ Tier I Wine | \$8.00 glass

White Wines: Woodbridge By Robert Mondavi: Chardonnay, Pinot Grigio, Sauvignon Blanc, Moscato & Rose

Red Wines: Woodbridge By Robert Mondavi: Cabernet Sauvignon, Merlot & Pinot Noir

☐ Tier II Wine | \$10.00 glass

White Wines: Chalk Hill RRV Chardonnay, Benvolio Pinot Grigio, Rapaura Springs Reserve Sauvignon Blanc

Red Wines: Avalon Cabernet Sauvignon, H3 Red blend, Boen Pinot Noir

☐ Tier III Wine | \$14.00 glass

White Wines: Rodney Strong Chardonnay, Santa Margherita Pinot Grigio, Clos Pegase Sauvignon Blanc, Vietti Moscato,

Red Wines: Silver Totem Chloe Cabernet Sauvignon, Duckhorn Merlot, Imagery Pinot Noir, Lohr Pure Paso Red Blend

All Bars will Have the following Beer Selections:

Domestic Beer | \$6.00 bottle: Budweiser, Bud Light, Busch Light, Coors Light, Miller Lite, Michelob Ultra Lite, O'Doul'

Premium Beer | \$7.00 bottle: Blue Moon Belgian White, Corona Extra, Dogfish Head 60 IPA, Guinness, Heineken, Stone IPA,

Truly, Weihenstephanier Hefe Weissbier, Angry Orchard Crisp Hard Cider

Local Craft / Specialty Beer | \$8.00 bottle: Peace Tree Blonde Fatale, Exile Ruthie, Rotating Seasonal Selection

Soft Drinks & Bottled Water | \$3.00 Each

Host Bar

☐ Tier I Mixed Drinks | \$7.00++ glass

TIER I Liquor Brands: New Amsterdam Vodka, Don Q Cristal Rum, Gordan's Gin, Jim Beam Bourbon, Camarena Silver Tequila, Grant's Scotch, E&J Brandy

☐ Tier II Mixed Drinks | \$9.00++ glass

TIER II Liquor Brands: Absolut Vodka, Captain Morgan Spiced Rum, Tanqueray Gin, Cuervo Silver Tequila, Jack Daniels Bourbon, Canadian Club Whiskey, Johnny Walker Red Scotch

☐ Tier III Mixed Drinks | \$11.00++ glass

TIER III Liquor Brands: Grey Goose Vodka, Bacardi Superior Rum, Bombay Gin, Patron Silver Tequila, Makers Mark Bourbon, Johnnie Walker Black Scotch, Hennessy VSOP

☐ Tier I Wine | \$7.00++ glass

White Wines: Woodbridge By Robert Mondavi: Chardonnay, Pinot Grigio, Sauvignon Blanc, Moscato & Rose

Red Wines: Woodbridge By Robert Mondavi: Cabernet Sauvignon, Merlot & Pinot Noir

☐ Tier II Wine | \$9.00++ glass

White Wines: Chalk Hill RRV Chardonnay, Benvolio Pinot Grigio, Rapaura Springs Reserve Sauvignon Blanc

Red Wines: Avalon Cabernet Sauvignon, H3 Red blend, Boen Pinot Noir

☐ Tier III Wine | \$13.00++ glass

White Wines: Rodney Strong Chardonnay, Santa Margherita Pinot Grigio, Clos Pegase Sauvignon Blanc, Vietti Moscato,

Red Wines: Silver Totem Chloe Cabernet Sauvignon, Duckhorn Merlot, Imagery Pinot Noir, Lohr Pure Paso Red Blend

All Bars will Have the following Beer Selections:

Domestic Beer | \$5.00++ bottle: Budweiser, Bud Light, Busch Light, Coors Light, Miller Lite, Michelob Ultra Lite, O'Doul'

Premium Beer | \$6.00++ bottle: Blue Moon Belgian White, Corona Extra, Dogfish Head 60 IPA, Guinness, Heineken, Stone

IPA, Truly, Weihenstephanier Hefe Weissbier, Angry Orchard Crisp Hard Cider

Local Craft / Specialty Beer | \$7.00++ bottle: Peace Tree Blonde Fatale, Exile Ruthie, Rotating Seasonal Selection

Soft Drinks | \$2.50++ Each

Bottled Water | \$2.50++ Each

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Hotel alcohol policy requires a minimum of one police officer per 150 Guests, during alcohol service. Fees associated with the officer will be applied to the event bill. non-holidays: \$75.00 per Officer/Hour. Holidays: \$90.00 per Officer/Hour.

\$100++ Bar Set up Fee - Per bar-1 bar per 100 guests recommended (required with all bar service)

EAT DRINK AND BE MARRIED!

WEDDING PACKAGES

ENHANCEMENTS

- ☐ **VIDEO WEDDING PROJECTION PACKAGE** | \$350 PER PIECE
INCLUDES (1) 9X12 SCREEN, (1) LCD PROJECTOR, (1) AV CART WITH POWER AND CONNECTIVE CORDS, AND (1) DVD PLAYER
- ☐ **3-VARYING HEIGHT CYLINDER VASES WITH WHITE FLOATING CANDLE CENTERPIECES** | \$12 PER TABLE
- ☐ **ADDITIONAL PIPE & DRAPE (BLACK OR WHITE)** | \$5 PER FOOT
- ☐ **TWINKLE (CURTAIN) LIGHT PIPE & DRAPE** | \$40 PER 8 FOOT SECTION
- ☐ **UP-LIGHTS** | \$15 PER PIECE
- ☐ **PHOTO BACK DROP** 8 FT. OF WHITE OR BLACK PIPE & DRAPE, (2) UP-LIGHTS & SKIRTED HIGH-TOP TABLE | \$100
- ☐ **INTERNET ACCESS FOR DJ** | \$25
- ☐ **POWER DROP FOR LIVE BAND** | \$350 PER POWER BOX DROP

