

# CROSSROADS

HOTEL

## CROSSROADS HOTEL KANSAS CITY WEDDING GUIDE

Thank you for choosing the Crossroads Hotel for your special event! The Crossroads Hotel offers the perfect setting for rehearsal dinners, ceremonies, wedding receptions & post-wedding brunches. Our event spaces can accommodate groups of 10-250 guests.

Call on our professional staff for any of your event planning needs!

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## WEDDING ROOM BLOCK POLICIES

Please note, the Catering or Sales department may show you guest rooms at the property for informational purposes, but those accommodations may not necessarily be available for your event. Please contact the Catering Sales Manager or Sales Coordinator prior to the cutoff date to review the room list, & to ensure that all of your guests have had their sleeping rooms reserved as needed. Please also let us know if individuals will pay for their own sleeping rooms, or if these charges are to be placed on a master account to be paid for by the event. All sleeping rooms must have a credit card for each reservation. Rooms without a credit card will not be honored. Please remember, our guaranteed check in time for an individual reservation is 3pm & checkout time is 12pm. We do not guarantee an early check in or late checkout. If you wish to inquire about reserving the room for an extra night to ensure it is available at a certain time, please contact the Reservations Department to discuss availability & pricing for days surrounding your reservation.

### STANDARD POLICIES:

Proposed Wedding Room Blocks will be held for 7 days  
Minimum of 10 Guest Rooms on peak night  
80% Attrition  
30 Day Cutoff Date prior to arrival

### VALET PARKING POLICIES:

The Crossroads Hotel has partnered with Laz Parking to offer parking spaces located adjacent to the property. We cannot guarantee, with multiple events in house, everyone will receive a space. Event parking at the Crossroads Hotel is \$12/car for guests attending the event & \$25/car for overnight guests.

### ROOMS ONLY REQUEST:

Maximum 10 Guest Rooms per night, based on availability.

### CEREMONY ONLY:

Maximum 10 Guest Rooms per night, based on availability.

### REHEARSAL DINNER OR POST WEDDING BRUNCH:

Maximum 15 Guest Rooms per night, based on availability.

### WEDDING RECEPTION:

Maximum 30 Guest Rooms per night, based on availability. Wedding Couple will receive discounted Suite for Wedding Weekend.

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## WEDDING EVENT POLICIES

### CEREMONIES – \$1,000 FEE:

All Ceremonies will have \$1,000 Fee. Atrium Ceremonies based on availability at \$2,500 Fee.

Includes:

Choice of Banquet Room, based on availability.

Banquet Chairs

Set up & clean up

\*Not valid on Saturdays in the Ballrooms from 6:00-10:00pm

### CEREMONY REHEARSAL TIME:

The Crossroads Hotel is happy to allow rehearsal time for wedding ceremonies. Time and specific rooms cannot be pre-determined due to pending reservations. There will be additional fees for on-site staff, room set up, & cleanup of room not left in preexisting condition. To guarantee a time & location a signed contract & nominal fee will apply.

### REHEARSAL DINNERS & POST WEDDING BRUNCHES:

Includes:

Room Setup Custom Designed

Complimentary Champagne Toast

On-site Manager or Banquet Captain available for the duration of the event

60 inch round tables

China, silverware & glassware

In-house decor

Banquet chairs

Breakdown & Clean-up

### CEREMONIES & WEDDING RECEPTIONS:

All Ceremonies will have \$1,000 Fee. Atrium Ceremonies based on availability at \$2,500 Fee.

Includes:

Room Setup Custom Designed for Your Reception

Cutting & Serving of the Wedding Cake

Butler Service or Table Presentation for optional Champagne Toast

On-site Manager or Banquet Captain available for the duration of the reception

60 inch round tables

China, silverware & glassware

In-house decor

Banquet chairs

Breakdown & Clean-up

### CEREMONY FLIP TIME:

The Crossroads Hotel offers our Pre-Function Area or choice of Banquet Room for Cocktail Hour while staff flips the Ballroom for the Reception! Please do not hesitate to ask for different options.

### BRIDAL TASTINGS (WEDDING RECEPTIONS ONLY):

Bridal Tastings are Complimentary for Contracted Wedding Receptions. The Crossroads Hotel will provide an opportunity to taste up to 6 items from our menu. Up To Four Guests. Additional guests are charged \$15 per person.

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## CATERING POLICIES

### PRICES:

Due to market conditions, prices are subject to change. A price will be confirmed with you 30 days prior to your event with subsequent changes occurring only under extreme market conditions. Prices for include the Sales Tax or Service Charge.

### GUARANTEES:

It is necessary that the guaranteed number of guests be confirmed to the hotel 5 business days prior to your event.

Once a guarantee is given, it may not be reduced. However, we can accommodate a reasonable increase. If we do not receive your guaranteed number of guests by the deadline, we will use your highest expected number.

### DECORATIONS:

Decorations may be brought into the hotel based on prior approval from your Sales Manager. Glitter, confetti & other items are prohibited. The Banquet Department is not responsible for the setup, tear down or storage of any decorations without approval.

### ROOM RENTAL FEE OR FOOD & BEVERAGE MINIMUMS:

A Room Rental Fee and/or F&B Minimum is assigned to each banquet room. Please consult your Sales Manager for your room charges.

### FOOD & BEVERAGE:

No food or beverage of any kind will be permitted to be brought into the event spaces. Any remaining food cannot be taken out of the Crossroads Hotel.

### ALCOHOL:

No alcoholic beverages shall be brought into the event spaces for sampling or consumption. Missouri State Law prohibits persons under 21 to purchase or consume alcoholic beverages. Bar services will conclude 15 minutes prior to the agreed end time with last call 30 minutes prior to agreed end time. No liquor service will extend beyond 1:30am.

### EVENT SPACE RENTALS:

Weddings & Socials are limited to a 4 hour block. Any groups requesting additional hours will be subject to a \$250/hour fee.

Day Meetings are limited to an 8 hour block per day. Any groups requesting to block space for set up and tear down will be charged a fee.

### SALES TAX & SERVICE CHARGE:

All prices are subject to a 23% Service Charge, a 9.6% Sales Tax on non-F&B items and an 11.6% Sales Tax on F&B items.

### AUDIO VISUAL EQUIPMENT:

Audio Visual Equipment may be ordered through your Sales Manager. We ask that all requests are made at least 3 business days prior to your event. The Crossroads Hotel will not handle, transport, store or be responsible for Audio Visual Equipment not rented through your Sales Manager.

### CONTRACT & BILLING:

**Events will not proceed without returned signed Event Contracts, Banquet Event Order Form (BEO) and fulfilled billing payment requirements per contracts.**

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## EVENT SPACES

### PRIVATE DINING ROOM:

1143 sq. ft. | 39' x 30'5"

#### capacities:

reception style: 75 people  
rounds: 40 people  
conference: 12 people  
theater style: 60 people

### PRE-FUNCTION

950 sq. ft. | 62'1" x 15'4"

#### capacities:

reception style: 150  
complimentary with crossroads ballroom

### CROSSROADS BALLROOM:

2933 sq. ft. | 69'3" x 40'9"

#### capacities:

reception style: 200 people  
rounds: 150 people  
crescent rounds: 90 people  
conference: 30 people  
classroom style: 70 people  
theater style: 225 people

### BOARDROOM EAST - BOARDROOM WEST

295 sq. ft. | 20'5" x 19'7"

#### capacities:

conference: 12 people

### ATRIUM & ART GALLERY:

The atrium & art gallery are considered public spaces. These spaces are rented out in case by case situations. If you would like to inquire about renting them for an event, please contact sales department.

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## WEDDING MENUS \$115 PER PERSON

### WEDDING ESSENTIALS

choice of three canapes (**passed or displayed**)

choice of two salads **or**

one seasonal soup & one salad

choice of two composed plates

- **one protein**
- **one vegetable**
- **one starch**

no substitutions

cake cutting service

### MINGLES

choice of three canapes (**passed or displayed**)

salad or soup

buffet display

- **two proteins**
- **three vegetables**
- **one starch**

cake cutting service

### ADD-ON(S) | \$15 PER PERSON

premium proteins:

**prime rib**

**leg of lamb**

**whole fish**

dessert shareable(s):

**assortment of house-made confections**

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## CANAPES

### HOT

sweet potato arancini, giardinere aioli

pesto chicken skewers

fried pork bites, beer mustard

focaccia bites

- **mortadella, pesto aioli, pickled veg, romaine**
- **mushroom ragout, herbed boursin**
- **caprese, mozzarella, basil, tomato**

steak crostini, tomato onion jam

sausage crostini, italian sausage, peppers, balsamic glaze

marinated lamb skewer, herbed labneh

mini meatballs, pomodoro, parmesan

lamb lollipops, herb gremolata

### COLD

lox and shmear, flat bread, asparagus,

smoked salmon

poached shrimp, saffron aioli

- **add caviar \$7 per person**

smoked trout toast- capers

smoked tomato tart

goat cheese stuffed peppers

marinated olives

prosciutto wrapped artichokes

pasta salad, anchovy, castlestrano olives,

tomatoes, mini mozzarella balls

pickle plate

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### SOUPS

seasonal soup  
smoked tomato bisque

### STARCHES

parmesan risotto  
whipped potatoes  
herb roasted yukon potatoes  
pasta fel giorno, cream sauce **or** red sauce  
creamy herb polenta  
“dirty” rice  
whipped sweet potato, brown sugar

### PROTEIN

herbed free range chicken breast, chicken demi  
herbed salmon filet  
filet **or** beef, jus  
shrimp, garlic butter  
rack of lamb, jus  
cod, lemon butter caper sauce  
braised short rib, ancho chile jus  
pasta bolognese, lamb, beef, pork

### SALADS

caesar, crouton, charred tomato, romaine, parmesan  
seasonal vegetable, tahini basil dressing  
arugula salad, radish, parmesan, charred, lemon  
vinaigrette  
butter lettuce, bacon, walnuts, gorgonzola vinaigrette

### VEGETABLES

charred brocolini, chili flake  
chili glazed heirloom carrots  
root vegetable medley  
fried brussel sprouts, bacon, nuts, balsamic  
seasonal squash  
hearth roasted vegetable platter, zucchini, squash,  
eggplant, tomato  
charred mushroom medley, cream sauce

### LATE NIGHT SNACKS

assortment of cookies  
brownies  
burger sliders, white american cheese, caramelized  
onions

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### HOURLY BAR PACKAGES

Pricing is per person unless noted otherwise.

#### BEER & WINE ONLY

one hour | 18  
two hours | 27  
three hours | 36  
four hours | 48

#### LIQUOR, BEER & WINE | CALLS

one hour | 26  
two hours | 39  
three hours | 52  
four hours | 65

#### LIQUOR, BEER & WINE | PREMIUM

one hour | 28  
two hours | 42  
three hours | 56  
four hours | 70

#### LIQUOR, BEER & WINE | SUPER PREMIUM

one hour | 30  
two hours | 45  
three hours | 60  
four hours | 75

### CONSUMPTION BAR PACKAGES

Pricing is per drink consumed unless noted otherwise.

#### PRICING BASED ON CONSUMPTION

##### super premium | 18

WOODFORD RESERVE, TEQUILA OCHO SILVER, HENDRICKS GIN, EL DORADO RUM, KETEL ONE & GLENLIVET 12 SCOTCH

##### premium | 14

BUFFALO TRACE BOURBON, JACK DANIELS, JAMESON, DEWARS WHITE LABEL BLENDED **SCOTCH**, **TOM'S TOWN VODKA**, DIPLOMATICO RUM, TANQUERAY GIN & SIETE LEGUAS REPOSADO

##### call | 12

ELVELO TEQUILA, OLD OVERHOLT RYE, OLD FORESTER BOURBON, TITOS VODKA, BEEFEATERS GIN & PLANTATION 3 STARS RUM

##### house wines | 10

CALI PASO CHARDONNAY, CABERNET SAUVIGNON & PINOT NOIR

##### craft beer | 8

ALPHA PALE ALE & CAST IRON OATMEAL STOUT

##### domestic beer | 6

PBR & BIRRA MORETTI

##### soft drinks | 4

#### BARTENDER FEE

150

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