



the hotel at

oberlin

tappan square

# Wedding Packages

## Congratulations!

### THANK YOU FOR YOUR INTEREST IN THE HOTEL AT OBERLIN

Nestled in the heart of downtown Oberlin— just steps from Oberlin College sits The Hotel at Oberlin. A unique hotel, in a unique setting, suggests a unique way to plan your wedding. Like your love story— no two weddings are alike. That's why our wedding packages are unpackaged. Build your reception based on your likes, your needs, and your guests. Need some inspiration? Need a starting point? Allow our wedding professional to listen to your vision and help plan your package. It's your day— it should be a reflection of you!

### GREEN INITIATIVES

Built to incorporate renewable energy systems and other innovative technologies. The Hotel at Oberlin is designed to meet the US Green Building Council's LEED Platinum Rating, making it one of the most environmentally sustainable hotel projects in the US. The property will anchor the Peter B. Lewis Gateway Center, the cornerstone of Oberlin's Green Arts District, an ongoing development conceived by the City and College to transform Oberlin into a model for environmentally aware economic development based on education and the arts.

Using locally sourced materials and thoughtful, provocative design, The Hotel at Oberlin is a celebration of community's rich history and progressive vision toward the future.



## **INCLUDED WITH WEDDING PACKAGES (minimum 50 guests)**

(with purchase of wedding package including bar services)

- Venue space
- Champagne Toast for all guests
- Cake cutting service, passed or stationed
- Linen Napkins, variety of colors to choose from
- Placement of Centerpieces | Place Cards | Favors (with pre approval)
- Late night coffee station
- Suite for night of reception



## **TABLE ENHANCEMENTS**

Our ballroom offers beautiful, southern aluminum swirled tables, no need to cover.  
Linens are available through us at the following prices.

- **CHAIR COVER WITH SASH** | 4.25-5.25 per chair
- **SQUARE OVERLAY TABLECLOTHS** | 15-18 per tablecloth
- **CLASSIC TO PREMIUM ROUND FLOOR LENGTH TABLECLOTHS** | 20-40 per tablecloth
- **TABLE RUNNERS** | 12-16 per table
- **CHARGER PLATES** | 2.50-4.00 per person

**DELIVERY CHARGE OF 50 APPLIES TO ALL ORDERS**

**Please add appropriate sales tax**

# Libations

**FULL BAR PACKAGES** (price starts with 2 hours, minimum 2 hours)

**Premium** 20 per person | additional hours: 5 per person | per hour

**Luxe** 22 per person | additional hours: 7 per person | per hour

**Teen Price (13-20 years old)** unlimited Sodas during the reception \$10.00 per teen

**CONSUMPTION BAR** charged per drink

**BEER SELECTION** (CHOICE OF 3)

**Domestic Beer** 4 bottle | Budweiser | Bud Light | Miller Lite | Coors Light

**Premium Beer** 5 bottle | Heineken | Corona | Stella Artois | Great Lakes Dortmunder

**WINE SELECTION** (CHOICE OF 2)

**Premium Wine** | 6 glass | Grayson cabernet sauvignon | Grayson chardonnay | Riverview white zinfandel

**Luxe Wine** | menu price | Your choice from 1833 wine list (choice of 2)

**PREMIUM LIQUOR** | 6 drink | Tito's Vodka | Tanqueray Gin | Captain Morgan Spiced Rum | Jose Cuervo Tequila | Dewar's Scotch | Jim Beam Bourbon | Seagram's 7 Whiskey

**LUXE LIQUOR** | 8 drink | Kettle One Vodka | Watershed Four Peel Gin | Bacardi White Rum | 1800 Gold Tequila | Johnny Walker Black Scotch | Makers Mark Bourbon | Crown Royal Whiskey

**Please add a 20% service charge and appropriate sales tax | prices subject to change**



# Hors d'oeuvres

Butler passed or stationed | Minimum 25 pieces per selection

## CHILLED SELECTIONS

**CRAB SALAD STUFFED CUCUMBERS** | 4  
citrus crab salad | celery

**CURRY CHICKEN STUFFED CUCUMBERS** | 3  
curried chicken salad | cashews

**TOMATO NICOISE BRUSCHETTA** | 2.5  
shaved parmesan cheese | cured olives

**CLASSIC DEVILED EGGS** | 2.5  
gherkin | sweet paprika

**SMOKED SALMON DEVILED EGGS** | 4  
capers | chives

**SHRIMP COCKTAIL SHOOTER** | 4  
cocktail sauce | lemon

**PITA CHIP WITH HUMMUS** | 2.5  
tomato | cured olive | zataar

**CRUDITES SHOOTERS** | 3  
seasonal vegetables | creamed feta

**OYSTERS ON THE HALF SHELL** | 5  
champagne mignonette

**MEDITERRANEAN ANTIPASTI SKEWERS** | 3  
fresh mozzarella | cured olives | artichokes | cherry  
tomato pesto

## HOT SELECTIONS

**CHICKEN QUESADILLA CORNUCOPIAS** | 4  
avocado cream

**MINIATURE BEEF WELLINGTON** | 4  
cognac sauce

**VEGETABLE SPRING ROLL** | 3  
sweet chili sauce

**SPANAKOPITA** | 3  
spinach | feta

**PARMESAN BREADED ARTICHOKE HEARTS** | 3  
goat cheese | pomodora fresco

**SAUSAGE STUFFED MUSHROOMS** | 3  
sweet fennel sausage | parmesan bread crumbs

**PETITE CRAB CAKES** | 4  
ginger soy remoulade

**ANDOUILLE SAUSAGE EN CROUTE** | 3  
whole grain mustard

**SCALLOPS WRAPPED IN BACON** | 4  
sesame maple dipping sauce

**ROASTED OYSTERS** | 5  
creamed spinach | buttered bread crumbs

Please add a 20% service charge and appropriate sales tax | prices subject to change



## *Stationed Hors d'oeuvres*

### **EUROPEAN AND REGIONAL CHEESES DISPLAY | 11**

seasonal garnishes | assorted crackers

### **FARM FRESH VEGETABLE CRUDITES DISPLAY | 6**

creamed feta and ranch dips

### **CHILLED SHRIMP COCKTAIL DISPLAY | 14**

lemon | cocktail sauce | ice display recommended (additional)

### **ASSORTED CHARCUTERIES & ANTIPASTI DISPLAY | 11**

assortment of salamis, prosciutto, and sausages | cured olives | artichokes | pepperoncini's | mozzarella | crumbled feta | crusty bread

### **MEDITERRANEAN MEZZE DISPLAYS | 11**

hummus | tabbouleh | tomato relish dip | creamed feta dips | marinated artichokes | pickled turnips | roasted tomatoes | pepperoncini's | crusty bread | naan

**Please add a 20% service charge and appropriate sales tax | prices subject to change**





## Tier One Plated Entrees

served with Six Shooter coffee | seasonal  
vegetables | assorted rolls

**28 per person**

**SALADS** select one

**CLASSIC CAESAR SALAD** house made dressing | parmesan cheese |  
garlic croutons

**OHIO MIXED LETTUCE SALAD** fresh mozzarella | marinated  
tomatoes | cucumbers | white balsamic dressing

**ENTREES**

**Choice of two entrees, pre order basis**

**GRILLED TEN OUNCE PORK CHOP** wild rice pilaf | tart cherry jus lis

**HONEY LAVENDER GLAZED CHICKEN BREAST** whipped Yukon  
potatoes | mustard jus

**HERB CRUSTED RED SNAPPER** roasted fingerling potatoes | red  
pepper beurre blanc

**GRILLED CHILI AND COFFEE RUBBED PORTOBELLO** quinoa pilaf |  
smoked tomato and garlic puree

**FIVE SPICED PORK TENDERLOIN** parmesan risotto | scallions |  
teriyaki jus lie

**SMOKED MOZZARELLA AND RED PEPPER RAVIOLIS** fresh basil |  
roasted mushrooms | artichokes | tomato butter sauce

**Please add a 20% service charge and appropriate sales tax | prices subject to change**



## Tier Two Plated Entrees

served with Six Shooter coffee | seasonal  
vegetables | assorted rolls

35 per person

### SALADS select one

**SPINACH SALAD** crispy bacon | red onion | Middlefield  
cheddar | bacon vinaigrette

**BUTTER LETTUCE SALAD** green apple julienne | sweet &  
spicy pecans | crumbled bleu cheese | tarragon mustard  
vinaigrette

### ENTREES

Choice of two entrees, pre order basis

**GRILLED EIGHT OUNCE FILET MIGNON** potato dauphinoise |  
bordelaise sauce

**ROASTED CHICKEN ROULADE WITH PROSCUITTO AND  
FOREST MUSHROOM DUXELLES** parmesan risotto | black  
truffle sauce

**GINGER SOY MARINATED EIGHT OUNCE BEEF SHORT RIBS**  
jasmine rice | hoisin sauce

**PISTACHIO CRUSTED HALF RACK OF LAMB** smashed roots |  
artisanal balsamic

**CITRUS AND GINGER MARINATED DUCK BREAST** almond and  
cranberry wild rice pilaf | orange reduction

**CRAB STUFFED BLACK SEA BASS** roasted fingerling potatoes |  
champagne butter sauce

**HARVEST VEGETABLE STRUDEL** roasted vegetables | quinoa  
pilaf | mushrooms | herbs | filo pastry | smoked red pepper  
coulis

Please add a 20% service charge and appropriate sales tax | prices subject to change



# *Dinner Buffet*

Served with six shooter coffee | seasonal vegetables | rolls with sweet cream butter

**35 per person**

## **SALADS** select one

**CLASSIC CAESAR SALAD** house made dressing | parmesan cheese | garlic croutons

**OHIO MIXED LETTUCE SALAD** fresh mozzarella | marinated tomatoes | cucumbers | white balsamic dressing

**SPINACH SALAD** crispy bacon | red onion | Middlefield cheddar | bacon vinaigrette

**BUTTER LETTUCE SALAD** green apple julienne | sweet & spicy pecans | crumbled bleu cheese | tarragon mustard vinaigrette

## **ENTREES** select two

**PEPPERCORN AND HERB ROASTED NEW YORK STRIP LOIN** with peppercorn jus lie and horseradish cream

**BOURBON AND FIG GLAZED PORK LOIN** natural jus

**ROSEMARY AND HONEY BASTED CHICKEN BREAST** with citrus beurre blanc

**BAKED RED SNAPPER** with shrimp newburg sauce

## **SIDES** select one

**WILD RICE PILAF** with dried apricot cranberries and tarragon

**POTATOES AU GRATIN** with gruyere and chive

**BUTTER WHIPPED GOLDEN YUKON POTATOES**

**Please add a 20% service charge and appropriate sales tax | prices subject to change**

## *Extra Touches*

**RASPBERRIES** per person | 1

add to each champagne glass

**SOUP SERVICE** per person | 4

chef's selection | chicken noodle | tomato bisque | gazpacho

**SORBET** per person | 3

grapefruit basil | peach | blood orange coconut | strawberry lime | mango

**CHOCOLATE COVERED STRAWBERRIES** per person | 2

add to your wedding cake service

## *Late Night Snacks*

**POPCORN BAR** per 100 guests | 200

locally sourced flavored popcorn | salted | caramel | cheese

**DESSERT STATION** per person | 15

eclairs | cannoli's | lemon bars | nut bars | mini cheesecakes | tarts

**WINGS AND THINGS** per person | 12

three types of boneless wings | mozzarella sticks | jalapeno poppers | assorted dipping sauces

**DRY SNACK SELECTION** per person | 10

kettle chips | house spiced nuts | house candied pecans | house mixed roasted nuts

**Please add a 20% service charge and appropriate sales tax | prices subject to change**

# Vendor List

## CAKES

LOFLIN CAKES & COOKIES	440-935-3477
www.loflincakes.com	
PUDDING LANE CAKES	440-371-0210
SUSAN'S SUGAR & SPICE	216-323-6905
www.susansugarspice.com	

## OFFICIANTS

CREATIVE WEDDING OFFICIANTS	
Rev Shawn Mueller	216-577-3673
Rev Traci Von Duyke	216-513-8541
www.creativeweddingofficiants.com	

## MUSICIANS

NIA COVINGTON	440-371-2811
www.niacovington.com	
BUZZY J & THE VERBS	440-463-5727
edsarley.com/buzzyjverbs.html	

## VIDEOGRAPHERS

J FRAY PRODUCTIONS	(email only)
www.jfrayproductions@gmail.com	

## PHOTO BOOTHS

RAK PHOTOBOOTHS	440-724-2119
DeJaVu ENTERTAINMENT	440-748-3571
TROY ENTERTAINMENT	440-238-9480

## TRAVEL AGENCIES

AS YOU WISH TRAVEL	440-925-5568
www.asyouwishluxurytravel.com	

## FLORISTS

OFF BROADWAY FLORAL	440-233-5529
offbroadwayfloral.com	
CHERI'S TOUCH	440-670-1612
ctinteriorscapes@centurytel.net	

## DISC JOCKEYS

DeJaVu ENTERTAINMENT	440-748-3571
SOUNDPROOF ENTERTAINMENT	(email)
info@soundproofentertainment.com	
MY LIFE DJ SERVICES	216-215-1181
www.mylifedjonline.com	

## PHOTOGRAPHERS

TANYA ROSEN-JONES	440-935-6342
rosenjones.com	
BECKY'S PHOTOGRAPHY	216-973-0156
www.beckysphotography.com	

## LIMOUSINES

ELEGANT IMAGE LIMO	440-731-0045
www.elegantimagelimo.com	
NORTHWEST LIMO	800-335-5804
www.northwestlimo.co	

**Thank you to Red Photography, 1826**

**Photography and Tanya Rosen-Jones for use of wedding photographs**

**All vendors are for suggestion and convenience only.**

**The Hotel at Oberlin is not responsible for services rendered by outside professionals.**



# *The Policies*

## **FOOD AND BEVERAGE MINIMUM REQUIREMENTS**

There is a food and beverage minimum required for all wedding events. This minimum includes any food and beverage purchased, including revenue from a cash bar. This minimum does not include service charge and tax. Should the amount of the food and beverage purchased fall below this minimum, the difference shall be charged as additional room rental. All food & beverage is subject to a taxable 20% service charge, and Ohio Sales Tax, currently at 6.50%. It is required that all Food and Beverage to be served at the event be provided by the hotel. It is policy that "any and all" leftover food from banquet functions is not permitted to leave hotel property. No outside food is permitted to be brought in with the exception of a bakery cake for the reception.

## **LIBATION SERVICES**

Service of alcoholic beverages, in at or about the hotel shall be in strict compliance with Federal, state and local statutes, regulations and ordinances. Alcoholic beverages to be served on the premises shall be dispersed only by hotel servers and bartenders. No alcoholic beverages may be brought into the Hotel function rooms or outdoor venues from outside sources; all alcoholic beverages to be served in Hotel function rooms or outdoor venues shall be procured through the hotel.

**The Hotel's alcoholic beverage license requires strict adherence to the following:**

## **OHIO STATE LAW**

1. Sale and delivery of alcohol to a minor is prohibited by law. No one can purchase alcohol for a minor including parent, spouse, or legal guardian in a licensed establishment.
2. Service of alcohol to an intoxicated person is against the law, even if that person is not driving.
3. It is against the law to deliver more than two (2) drinks at one time to one person.

## **HOTEL ALCOHOL SERVICE POLICY**

1. Guests that appear less than thirty (30) years old may be asked to produce proper identification when ordering or consuming an alcoholic beverage.
2. Only a valid Driver's License or Liquor ID Card will be accepted as proper form of identification. The Hotel at Oberlin must check an out of state driver's license with a picture. Back-up identification may be requested.
3. No drinks containing more than 3 liquors will be served, and the service of shots is not allowed.
4. The service of non-alcoholic beverages will be encouraged.

## **WEDDING CAKES**

Wedding cakes may be provided by an outside vendor and are the responsibility of the booking party to secure and pay for the arrangements of a wedding cake. Cake vendors may set-up no more than two hours prior to the reception start time. Vendors must supply boxes for any leftover cake to be packaged or any edible cake tops to be saved. The Hotel at Oberlin will save any re-usable pieces (pillars/fountains/platters) for the vendor to pick-up within three business days of the wedding event.

# *The Policies*

## **DEPOSIT AND PAYMENTS**

A non-refundable deposit in the amount of twenty five (25) percent of your food and beverage minimum is due upon signature of a contract for your wedding reception. Prior to your wedding date, additional deposits will be scheduled and applied to your balance. Final payment is due five (5) business days prior to your wedding reception. A valid credit card must be kept on file in case of additional charges the day of the event or damage. If final payment is not received by five (5) business days prior to your event date, The Hotel at Oberlin reserves the right to not provide services the day of the event.

## **RECEPTIONS AND CEREMONIES**

Receptions are allocated in five (5) hour time periods. For each additional hour, arrangements must be planned in advance. All receptions must conclude no later than 11:30 PM. Space for wedding ceremonies can be provided, on a space available basis and is subject to the number of attendees anticipated. Wedding ceremonies fee for taking place on property start at \$350.00 and are exclusive of your food and beverage minimum.

## **DECORATIONS AND ENTERTAINMENT**

The Hotel at Oberlin reserves the right to approve all entertainment contracted by for wedding receptions. During any entertainment performance, The Hotel at Oberlin may, in the event other hotel guests or neighboring residences are being adversely affected, reduce the volume or halt the entertainment at any time and without notice.

Due to the uniqueness of the property, there may be other functions and/or guests utilizing various areas at the time of the event. Therefore, in order to ensure the privacy and enjoyment of all, guests of wedding receptions are requested to use only the space reserved for them. The use of indoor or outdoor public space for photography purpose requires advance approval by, and communication with, The Hotel at Oberlin.

Prior approval from the hotel is required to affix materials to the walls, floors, or ceilings of any structure in, on or about the hotel. Any damages incurred in, on or to the hotel as a result of the event will be the sole responsibility of the customer. The hotel reserves the right to assess charges for customer damages incurred due to the misuse or abuse of equipment and/or facilities during the course of the event.

Neither the owner, hotel, as manager, nor employees, agents and/or representatives shall be liable for the damage or loss of any merchandise or articles left at, on or about the hotel prior to, during or following the event. Special arrangements for security may be made with through the hotel at additional cost with advance notice.