

WEDDINGS *at the*  
JW MARRIOTT



**JW** MARRIOTT

GRAND RAPIDS



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## WE MAKE DREAMS COME TRUE

A setting like no other for a celebration like none to follow. Boasting a lavish ballroom and inspired couture catering, the JW is one of the Midwest's premier reception spots. Whatever your wants, needs, or dreams, our on-site event team will ensure yours is not only a day to remember, but an event impossible to forget.

There is something to love in every bite when you dine at the JW. Every dish is infused with sensory delights, all prepared from the finest ingredients by our outstanding culinary team. From hors d'oeuvres to entrées, we invite you to indulge your senses – and your wedding guests.

You have found the perfect person to share your life with. Now, allow us to treat you to the ultimate in dining, accommodations, and service to make every moment of your wedding celebration perfect. Put your mind at ease and relish in the moment while we take care of the details by providing venue planning and coordination.



# YOUR CEREMONY

*Ballroom accommodations for 50 – 600 guests*

ALL CEREMONIES INCLUDE:

Chairs

Staging

Rehearsal space, up to one hour rehearsal\*

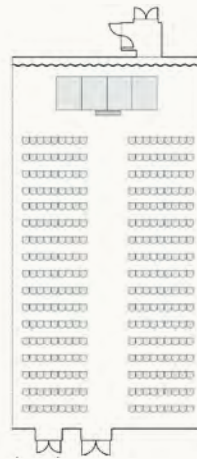
Discounted ceremony room rental with a reception

50% discount on audio visual equipment

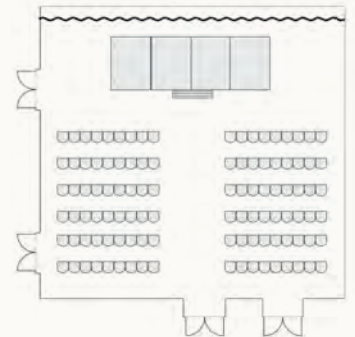
Discounted parking for local guests

Dedicated venue coordinator

SAMPLE CEREMONY LAYOUTS



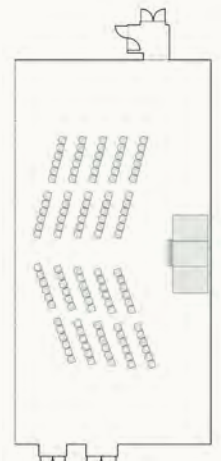
SET FOR 300 IN  
SALON A, B, OR CD



SET FOR 100 IN SALON  
C OR D



SET FOR 112 IN  
SALON A, B, OR CD



SET FOR 120 IN  
SALON A, B, OR CD

*\*Rehearsal space and time dependent on availability*



# YOUR RECEPTION

*Ballroom accommodations for 50 – 600 guests*

## ALL RECEPTIONS INCLUDE:

One-night stay at the JW on your wedding night

Menu tasting for four guests

Cocktail reception space

Chairs, 66” round tables, cocktail tables, auxiliary tables, and dance floor

White floor length linens and napkins

Staging for head table and/or band

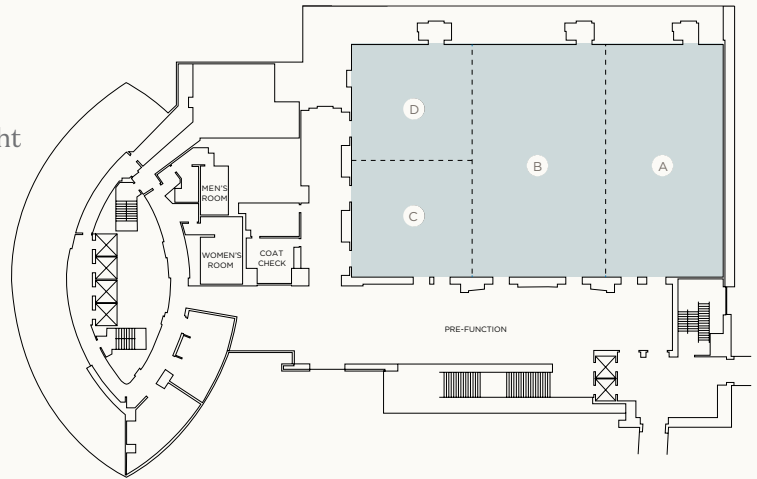
Three candle votives per table

White china, flatware, and stemware

50% discount on audio visual equipment

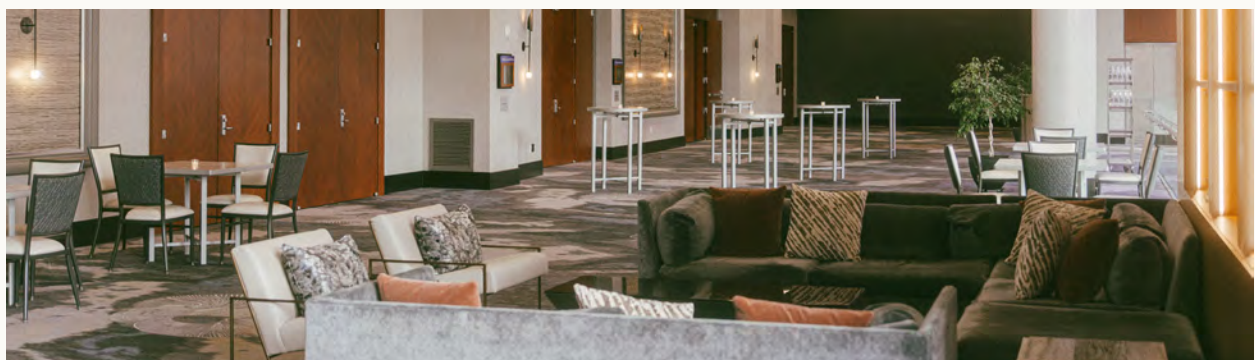
Discounted parking in the JW ramp for local guests

Dedicated venue coordinator to oversee your event



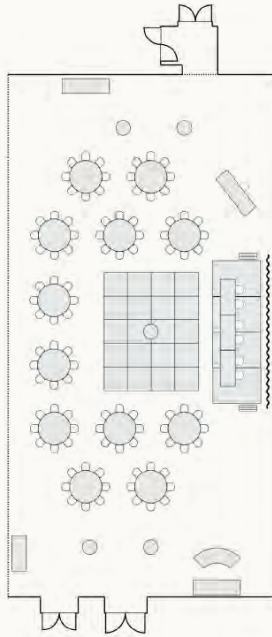
## THE INTERNATIONAL BALLROOM

Dimensions: 140' x 88' | Square footage: 12,320  
Ceiling Height: 19' 6" Capacity: 50 - 600 guests

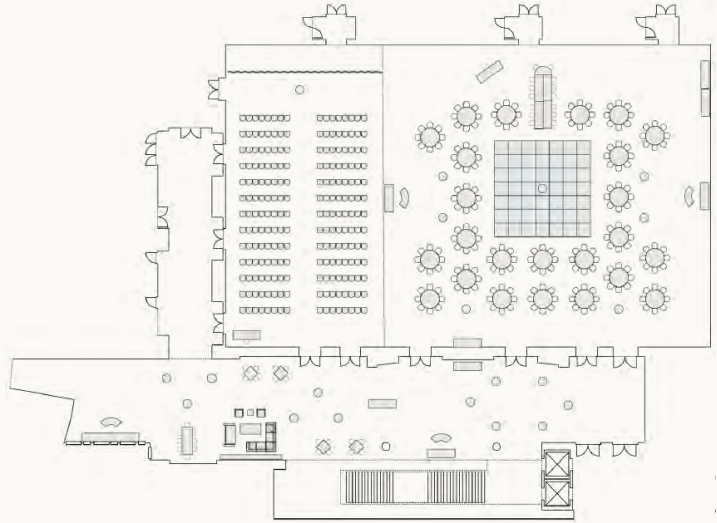


*\*Decor displayed provided by an outside vendor*

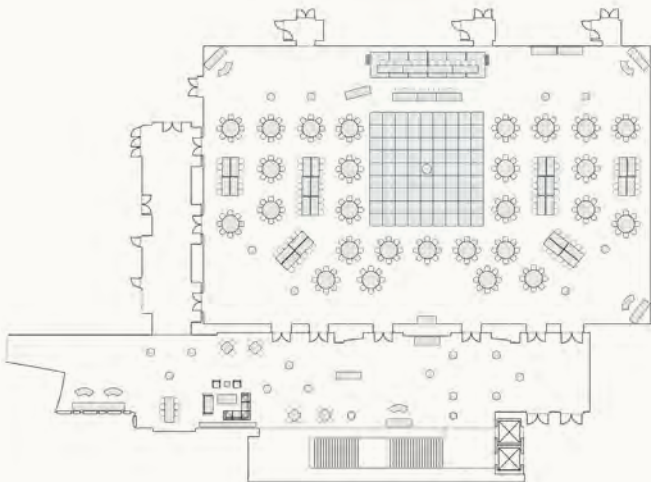
## SAMPLE RECEPTION LAYOUTS



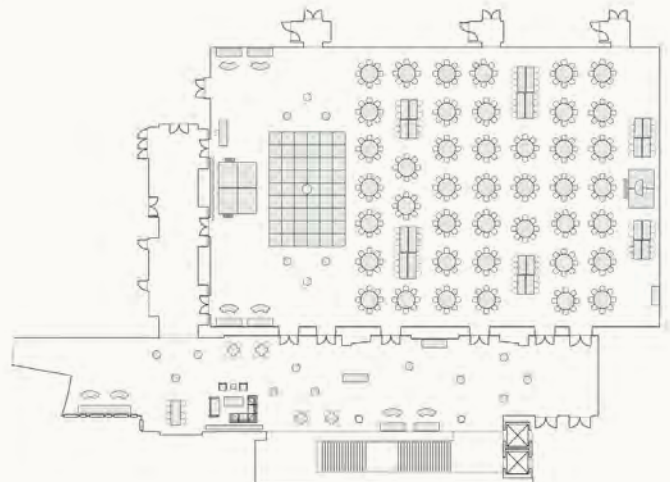
SET FOR 100 IN SALON A OR B OR CD



CEREMONY AND RECEPTION SET FOR  
200 IN FULL BALLROOM



SET FOR 300 IN FULL BALLROOM



SET FOR 400 IN FULL BALLROOM







# THE MENU | PLATED

*All entrées include artisan bread and butter, JW house-blend coffee, decaffeinated coffee, unsweetened iced tea, and hot tea service. Guests with dietary restrictions will be accommodated and will not count as an entrée option. Final guest count and entrée splits are due five business days prior to the event. Pricing displayed per person.*

## CLASSIC PACKAGE | \$60 - \$90

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### ARTISAN CHEESE DISPLAY

### VEGETABLE CRUDITÉ DISPLAY

### ONE SALAD

### ONE ENTRÉE

*All guests will be served the same entrée*

Chicken or fish entrée | \$60

Beef entrée | \$80

Duet entrée | \$90

*Includes complimentary one-night stay in a standard guest room for the couple*

## SIGNATURE PACKAGE | \$95

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### ARTISAN CHEESE DISPLAY

### VEGETABLE CRUDITÉ DISPLAY

### ONE HORS D'OEUVRE

### ONE SALAD

### TWO ENTRÉE OPTIONS

*Guests preselect between two entrées*

### HOUSE SPARKLING WINE TOAST FOR ALL GUESTS

*Includes an upgrade to a one-night stay in a concierge guest room for the couple*

## LUXURY PACKAGE | \$120

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### ARTISAN CHEESE DISPLAY

### VEGETABLE CRUDITÉ DISPLAY

### TWO HORS D'OEUVRES

### ONE SALAD

### ONE INTERMEZZO

### TWO ENTRÉE OPTIONS OR DUET PLATE

*Guests preselect between two entrées  
OR all guests will be served the same duet plate*

### HOUSE SPARKLING WINE TOAST FOR ALL GUESTS

### TWO LATE-NIGHT SNACKS

*Includes choice of a one-night stay in an executive one-bedroom suite (based on availability)  
OR two-night stay in a standard guest room on the wedding weekend for the couple*

## CHILDREN'S MENU | \$35

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*Available to guests 12 years and under*

### STARTER

Vegetable crudités with ranch dressing

### ONE ENTRÉE

*All children will be served the same entrée*

Whole wheat penne pasta with cheese and broccoli

Chicken tenders and tater tots with ketchup and honey mustard

### CHOICE OF MILK

Whole, low fat, skim, or soy

*A customary 23% service charge and 6% sales tax will be applied to all prices. Menu pricing subject to annual increase. Menu selections subject to change. Consuming raw or undercooked meat, poultry, eggs, shellfish, or seafood may increase your risk of foodborne illnesses.*

# HORS D'OEUVRES AND SALAD SELECTIONS

*At the JW, we strive to provide our guests with thoughtfully crafted dishes made from locally sourced ingredients for a fresh, authentic cuisine with a focus on well-being, and created by people who truly love what they do. In addition to our chefs' wedding favorites below, our culinary team can alter dishes or design custom options to create a completely one-of-a-kind menu just for you.*

## HORS D'OEUVRES SELECTIONS

### *Passed or Stationed*

Bruschetta, tapenade, tomato confit, parsley pesto **veg**  
Miniature vegetable summer roll, peanut sauce, lime **v**  
Petite mozzarella, tomato pesto, basil oil **gf veg**  
Gulf shrimp, horseradish, cocktail sauce, lemon **gf**  
Smoked chicken salad, caramelized onions, baguette toast  
Roasted yukon gold potatoes, truffled gremolata **gf veg**  
Herbed cheese stuffed mushroom caps **veg**  
Petite crab cakes, ginger aioli  
Shaved beef tenderloin on baguette toast, Dijon aioli, radish, roasted pepper salad  
French cheese puffs, orange and honey marmalade **veg**  
Sesame meatballs, five spice and sweet soy-ginger sauce  
Crispy vegetable spring rolls, hoisin bbq sauce **veg**

## SALAD SELECTIONS

Roasted beets, candied walnuts and Country Winds chèvre, frisée, white balsamic vinaigrette **gf veg**  
Baby spinach, English cucumber, marinated tomatoes, crumbled feta, herbed vinaigrette **gf veg**  
Chicory and Belgian endive with market fruit, bleu cheese, candied pecans,  
orange-shallot vinaigrette **gf veg**  
Bibb and heirloom lettuces, market fresh berries, whipped ricotta, lemon vinaigrette, **gf veg**  
Tuscan lacinato kale, red quinoa, sweet potato, toasted pine nuts, dried Traverse City cherries,  
Parmigiano-Reggiano, lemon vinaigrette **gf**  
Classic Caesar, hearts of romaine, Parmigiano-Reggiano, herbed croutons, classic Caesar dressing  
Mixed greens, tomato, cucumber, carrots, red-wine oregano vinaigrette **gf v**  
Iceberg wedge, bleu cheese crumbles, crisp bacon, tomato, red onion, bleu cheese dressing **gf**

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# PLATED ENTRÉE SELECTIONS

## DUETS

*Select one starch and one vegetable to pair*

Pan-roasted petite filet of beef, truffle butter basted chicken, shallot and woodland mushroom ragout, truffle and thyme veal jus **gf**

Herbed sirloin bavette, dijon and herb-roasted chicken breast, fresh tomato vinaigrette **gf**

Loch duarte salmon, pan roasted petite filet of beef, citrus cream **gf**

## SINGLE PROTEINS

*Select one starch and one vegetable to pair*

Dijon and herb-roasted chicken, lemon thyme pan jus **gf**

Roasted airline breast of chicken, shallot marmalade, sherry reduction **gf**

Truffle butter basted chicken, roasted woodland mushrooms, truffle and thyme jus **gf**

Pan-roasted filet of beef, shallot mushroom ragout, bone marrow reduction **gf**

Herbed sirloin bavette, green peppercorn cream **gf**

Boneless beef short rib, natural pan jus **gf**

Loch duarte roasted salmon, smoked tomato broth **gf**

Salmon en crouete, pickled bermuda onion, dill crème fraîche **gf**

Great Lakes walleye, lemon caper butter sauce **gf**

## VEGETARIAN AND VEGAN

*Starch and vegetable selection already included*

Vegetarian mushroom ravioli, parmesan cream, toasted pecan gremolata **veg**

Smoked tofu steak, braised beans and greens, roasted young carrots, slow-roasted tomato **gf v**

Masala braised garbanzo beans, crispy tofu curry, garlic spinach, tamarind chutney **gf v**

Thai curry rice noodles, spring onions, carrots, sweet peppers, tofu, crushed peanuts, coriander, lime **gf v**

## STARCHES

Crème fraîche whipped potato **gf veg**  
Oven-roasted yukon gold potatoes **gf v**  
Heirloom marble potatoes **gf v**  
Sage and local chèvre polenta **gf veg**  
Truffled whipped potato **gf veg**

## VEGETABLES

Charred broccolini **gf v**  
Oven-roasted brussels sprouts **gf v**  
Young carrots with local honey **gf veg**  
Sautéed spinach with garlic **gf v**  
Roasted root vegetables **gf v**  
Green beans with almonds **gf veg**

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# THE MENU | BUFFET

*All buffets include artisan bread and butter, JW house-blend coffee, decaffeinated coffee, unsweetened iced tea, and hot tea. Chef attended carving station available for \$125 per attendant per 100 guests - maximum two hours. Pricing displayed per person.*

## GRIFFIN BUFFET | \$78

### ARTISAN CHEESE DISPLAY

### VEGETABLE CRUDITÉ DISPLAY

#### SIDES INCLUDED

Artisan greens with radishes, English cucumbers, red-wine oregano vinaigrette **gf v**

Roasted beets with candied walnuts, Country Winds chèvre, frisee, orange-shallot vinaigrette **gf veg**

Heirloom carrots with honey **gf veg**

Brown butter green beans with lemon **gf veg**

Smashed yukon gold potatoes **gf veg**

#### PROTEIN | SELECT TWO

Cabernet-braised beef short rib, parmesan, herbs **gf**

Seared salmon, dill crème fraîche **gf**

Herb-marinated grilled boneless chicken breast, lemon thyme pan jus **gf**

*Includes complimentary one-night stay in a standard guest room for the couple*

## JW BUFFET | \$95

### ARTISAN CHEESE DISPLAY

### VEGETABLE CRUDITÉ DISPLAY

#### ONE HORS D'OEUVRE

#### SIDES INCLUDED

Classic Caesar, hearts of romaine, Parmigiano-Reggiano, herbed croutons, classic Caesar dressing

Citrus and beet salad, farm greens, simple vinaigrette **gf v**

Cavatappi pasta with parmesan crème, charred broccolini, garlic confit **veg**

Herb roasted red skin potatoes **gf v**

Oven-roasted brussels sprouts **gf v**

Heirloom carrots with honey **gf veg**

#### PROTEIN | SELECT TWO

Roasted New York strip sirloin, horseradish crème **gf**

Roasted Atlantic salmon, hollandaise sauce **gf**

Roasted airline breast of chicken, shallot marmalade, sherry reduction **gf**

*Includes an upgrade to a one-night stay in a concierge guest room for the couple*



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# MENU ENHANCEMENTS

*Pricing displayed per person unless otherwise notated*

## SPARKLING WINE TOASTS OR WINE SERVICE WITH DINNER

*Ask your venue coordinator for a list of options*

## INTERMEZZO

Seasonal fruit sorbet **gf veg** | \$4

Watermelon with lime and mint **gf v** | \$2

Limoncello gelée **gf** | \$6

## LATE-NIGHT SNACKS

*A minimum of 50% of the events' guests must be guaranteed for late-night snack orders*

Hotel District sliders, caramelized onions, white cheddar, special sauce | \$48 per dozen

Griddled hot dogs, steamed buns, caramelized onions, coney chili, cheese fondue, pickled jalapeño | \$36 per dozen

Truffle fries, blis white truffle oil, fresh herbs, Parmigiano, black truffle aioli **veg** | \$13 each

Warm soft pretzels, cheese fondue, honey mustard **veg** | \$6 each

Popcorn, lightly buttered with salt and pepper **gf veg** | \$5 per person

Flatbread pizzas | \$21 each *Select up to two options:*

Cheesy pesto flatbread, house-made pesto, marinated sun-dried tomatoes, triple cheese blend **veg**

Veggie flatbread, bell pepper, red onion, olives, mushrooms, triple cheese, marinara **veg**

Supreme flatbread, green peppers, olives, red onion, pepperoni, ham, sausage, mushroom, triple cheese blend, marinara

BBQ chicken flatbread, red onion, marinated chicken, colby jack cheese, BBQ sauce

Pepperoni flatbread, pepperoni, triple cheese blend, marinara

## LATE-NIGHT INTERACTIVE STATIONS

*Attendant required - \$125 per attendant per 100 guests. Maximum of two hours.*

### SOUTHSIDE QUESADILLA | \$18

Protein | Select One:

Adobo grilled skirt steak

Marinated grilled chicken

Plancha blistered flour tortillas

Colby jack cheese

Fire-roasted poblanos

Hand-crafted salsas, fresh guacamole, queso

Lime wedges

Coriander crema

### HOUSE-MADE GELATO | \$15

Flavors | Select Three:

Chocolate

Vanilla

Peanut butter Oreo

Malted milk

Strawberry sorbet

Whipped cream and sprinkles

Oreo pieces

Crushed toffee

Crumbled peanut butter cups

Toasted pecans

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# WEDDING CAKE & DESSERTS

*The JW Marriott is pleased to exclusively provide all your wedding cake and dessert needs. Pricing will vary based on custom designs. The venue coordinator can confirm pricing on additional tiers or special designs. Additional dessert options available upon request.*

## TWO-TIERED WEDDING CAKES

*Starting at \$180 for buttercream*

*Starting at \$210 for fondant*

*Select up to two flavor combinations:*

### CAKE FLAVORS

Vanilla, chocolate, carrot, red velvet, or marble

### FILLING FLAVORS

Vanilla french cream, chocolate french cream, espresso french cream, chocolate ganache, cream cheese, raspberry buttercream, lemon mousse, or peanut butter mousse

### ICING FLAVORS

Vanilla buttercream, chocolate buttercream, or cream cheese frosting

*Pricing includes a complimentary freshly made 6" anniversary cake for the couple on their first year anniversary for all two-tiered or greater wedding cake orders. Contact the venue coordinator to order and schedule anniversary cake pick up.*

## SHEET CAKE OR OTHER FULL-SIZED DESSERTS | \$8 per person

## CUPCAKES

Full size | \$52 per dozen

Petite | \$46 per dozen

Cake pops | \$52 per dozen



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# THE BAR | PRICING

*\$125 bar set-up fee per bar. A minimum of one bar per 100 guests is recommended.*

## HOURLY BAR | PER PERSON

	SILVER	PLATINUM
Two Hour	\$29	\$32
Three Hour	\$33	\$36
Four Hour	\$42	\$45
Five Hour	\$51	\$54
Six Hour	\$62	\$65

### BAR UPGRADES\*

Classic Cocktails	+\$3	+\$3
Signature Cocktails	+\$5	+\$5



## CONSUMPTION BAR | PER BEVERAGE

	SILVER	PLATINUM
Liquor	\$9	\$10.5
Wine	\$8.5	\$9
Domestic Beer	\$6.5	\$6.5
Imported Beer	\$7	\$7
Micro Brews	\$7.5	\$7.5
Hard Seltzer	\$7	\$7
Sparkling Wine	\$30	\$40
Soft Drinks	\$4	\$4
Bottled Water		
Fruit Juices		

### BAR UPGRADES\*

Classic Cocktails	\$12	\$13.5
Signature Cocktails	\$13	\$15

## CREDIT CARD BAR | PER BEVERAGE

	SILVER	PLATINUM
Liquor	\$10	\$11
Wine	\$9	\$10
Domestic Beer	\$7	\$7
Imported Beer	\$8	\$8
Micro Brews	\$9	\$9
Hard Seltzer	\$7	\$7
Sparkling Wine	\$40	\$45
Soft Drinks	\$4	\$4
Bottled Water		
Fruit Juices		

### BAR UPGRADES\*

Classic Cocktails	\$13	\$14
Signature Cocktails	\$14	\$16

*\* Optional bar upgrades available. See Page 13 for selections and details.*

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# THE BAR | SELECTION LIST

*\$125 bar set-up fee per bar. A minimum of one bar per 100 guests is recommended.*

*Ask your venue coordinator for custom options.*

	SILVER BRANDS	PLATINUM BRANDS
<b>Vodka</b>	Tito's	Belvedere
<b>Rum</b>	Bacardi	Plantation 3 Star
<b>Spiced Rum</b>	Parrot Bay	Captain Morgan
<b>Gin</b>	Citadelle	Bombay Sapphire
<b>Whiskey</b>	Seagram's	Crown Royal
<b>Bourbon</b>	Old Forester	Maker's Mark
<b>Scotch</b>	Dewars	Johnnie Walker Red
<b>Tequila</b>	el Jimador	Corazón
<b>Wine</b>	Toschi Chardonnay	Chateau Souverain Chardonnay
	Toschi Pinot Grigio	Chateau Souverain Sauvignon Blanc
	Toschi Moscato	Sand Point Moscato
	Toschi Cabernet	Chateau Souverain Cabernet Sauvignon
	Toschi Merlot	Chateau Souverain Pinot Noir
	Toschi Pinot Noir	La Marca Prosecco
	Wycliff Brut	
<b>Beer Bottles</b>	Budweiser	Budweiser
	Bud Light	Bud Light
	Stella Artois	Stella Artois
	Heineken	Heineken
	Founder's Seasonal Selections	Founder's Seasonal Selections
	Bell's Seasonal Selection	Bell's Seasonal Selections
<b>Hard Seltzers</b>	Truly	Truly
	White Claw	White Claw

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# THE BAR | UPGRADES

*\$125 bar set-up fee per bar. A minimum of one bar per 100 guests is recommended.*

*Ask your venue coordinator for custom options.*

## Classic Cocktails

*Pick Two:*

Old Fashioned

Manhattan

Martini

Margarita

Mojito

Negroni

Moscow Mule

Whiskey Sour

Cosmopolitan

French 75

## Signature Cocktails

*Pick One:*



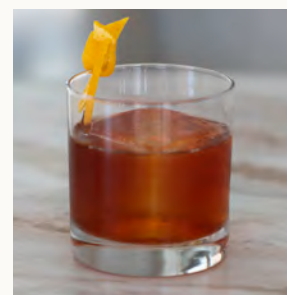
*The Derby  
Old Fashioned*



*Ruby Red  
Old Fashioned*



*Chai Times  
Old Fashioned*



*Grey Gardens  
Old Fashioned*



*Blue Bridge Collins*



*Jungle Bird*



*Mezcal Paloma*



*Strawberry Basil Cosmo*



*Purple French 76*



*Lavender Lychee  
"Aviator"*



*Barcelonette Margarita*



*La Tower Eiffel  
Kir Royale*

## Story Worth

*Amplify the sophistication and intrigue of your classic or signature libation with our selection of enhancements that are sure to inspire conversation and delight the senses. From sizable ice cubes to infused liquors, smoke infusions, and personalized logos or pictures. Let's explore how we can take your next drink experience to the next level!*

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# AUDIO VISUAL SERVICES

*Customize your wedding with unique and captivating lighting and sounds. À la carte audio visual items and custom packages are available featuring a 50% discount on all audio visual equipment. For your convenience, all prices listed below already reflect this discount.*

*Wedding couples are responsible for booking their own DJ or band, if desired.*

## PACKAGES

### SLIDESHOW PACKAGE | \$430

Projection screen (7'x12') with dress kit  
HDMI cable  
4,000 lumen LCD projector  
AV technician | one hour

### STAGE LIGHTING PACKAGE | \$475

Head table wash  
Wedding cake spotlight  
Scissor lift  
AV technician | two hours

### CUSTOM GOBO PACKAGE | \$360

Custom metal GOBO  
LEKO lighting unit  
Scissor lift  
AV technician | one hour

### CEREMONY PACKAGE | \$250

Two wireless lavalier microphones  
Microphone mixer  
Audio connection for client provided device  
AV technician | one hour

## À LA CARTE EQUIPMENT

Wireless handheld or lavalier microphone | \$67.50 each  
LED uplight in color of choice | \$37.50 each  
Grey box (power for band/DJ) | \$45 each  
Pipe and drape (white, blue, grey, or black) | \$6.25 per foot



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# HOTEL AMENITIES

## ACCOMMODATIONS AND ROOM BLOCKS

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*The JW Marriott Grand Rapids is happy to offer a discounted rate to group blocks of ten or more guest rooms.*

### STANDARD ROOMS

King or two Queen Beds | Starting at \$209 plus tax

### EXECUTIVE KING ONE-BEDROOM SUITE

Rates and availability may vary depending on dates

### HOTEL ACCOMMODATIONS

Check-in | 4pm Check out | 12pm

Overnight Parking Self-parking | \$32 Valet Parking | \$36

GIFT BAG CHARGE | \$4 per bag

### ADDITIONAL WEDDING GUEST ROOM BLOCKS

*Availability at our sister hotels:*

Amway Grand Plaza, Curio Collection by Hilton

Courtyard Grand Rapids Downtown

Hyatt Place Grand Rapids/Downtown

AC Hotel Grand Rapids Downtown

## CELEBRATION SPACES

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Additional on-site celebration spaces are available at the JW for bridal showers, rehearsal dinners and post wedding brunches:

Private meeting spaces

Margaux restaurant featuring the Lounge at Margaux

Bordeaux private dining room

Jdek at Margaux

## SERAPHINA SPA

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The Seraphina Spa is available for private spa parties, and offers a variety of beautifying services to help you and your wedding party prepare for your special day.



*Reservations are requested by calling  
616.242.1475 and are subject to availability.*



# PREFERRED PROFESSIONALS

*Plan your perfect day with the confidence of the professionals our team personally recommends to help build an experience you and your guests will always remember.*

## ENTERTAINMENT-LIVE

Juliana Nahas-Viilo  
Harpist  
michiganharpmusic.com

Mainstreet Soul  
Band  
248.825.3745  
mainstreetsoul.com

Brena  
Band  
231.233.1680  
brenaband.com

White Pines Entertainment  
String Quartet  
734.480.8781  
whitepinesentertainment.com

Bluewater Kings Band  
Band  
810.214.0020  
bluewaterkingsband.com

## DÉCOR SERVICES

Events by I Candy  
616.242.0733 ext 0  
eventsbyicandy.com

Modern Day Collective  
616.454.4747  
moderndaycollective.com

RSVP Events  
616.454.6511  
events-by-rsvp.com

Sitting Pretty  
616.334.3912  
sittingprettymi.com

Special Occasions  
616.826.7082  
specialoccasionsmi.com

## ENTERTAINMENT-DJS

Moments in Time  
616.334.3110  
mitdj.com

Music Host Entertainment  
616.459.1204  
musichostentertainment.com

## VIDEOGRAPHY

Shadow Shine Pictures  
269.532.5555  
shadowshinepictures.com

Ever After Studios  
616.890.1642  
everafter-studios.com

Coastline Studios  
616.929.1888  
coastline-studios.com

Ingalls Pictures  
616.227.0838  
ingallspictures.com

## UNIQUE SERVICES

Ice Guru  
616.262.5968  
iceguru.com

Smitten Booth  
616.550.3567  
smittenbooth.com

Shutterbooth  
888.780.8837  
shutterbooth.com

Music Host Entertainment  
616.459.1204  
musichostentertainment.com

# PREFERRED PROFESSIONALS

## FLORISTS

Eastern Floral  
616.949.2200  
easternfloral.com

Gumina's Flowers  
616.247.3796  
guminasflowers.com

Ludemas  
616.425.2961  
ludemas.com

Modern Day Collective  
616.454.4747  
moderndayfloral.com

Posh Petals  
616.363.3337  
poshpetsfloral.com

GVL Floral  
616.260.0812  
Gvlfloral.com

Shellys Designs  
616.453.0024  
shellysdesignsflorist.com

## OFFICIANTS

Matrimony and More  
517.285.0400  
matrimonyandmore.com

Brooks Wedding Ceremonies  
616.299.1812  
brooksweddingceremonies.com

## EVENT PLANNING

Begin Your Beginnings  
beginyourbeginnings@gmail.com  
beginyourbeginning.com

Modern Day Collective  
616.545.4747  
moderndayfloral.com

Posh Petals  
616.363.3337  
poshpetsfloral.com

RSVP Events  
616.454.6511  
events-by-rsvp.com

All Buttoned Up  
248.770.7548  
allbuttonedupevents.com

## TRANSPORTATION

Affordable Limousine  
616.299.1812  
affordablelimogr.com

A White Knight Limousine  
616.292.6307  
awhiteknight.com

Classic Carriage  
616.498.6090  
classiccarriagellc.com

Executive Coach  
616.361.1685  
grexecutivecoach.com



# POLICIES AND INFORMATION

## **Marriott Bonvoy**

As a Marriott Bonvoy member, you can earn up to a maximum of 60,000 reward points per qualified event with Rewarding Events. You will receive two points for every dollar spent on food, beverage, audio visual rental, and qualified guest room blocks. The rewards will be posted to your account approximately 10 business days after the conclusion of your event.

## **Culinary Menu**

Outside food is prohibited from being brought into the JW Marriott Grand Rapids for events. Food served during events is not permitted to be removed from our function rooms or hospitality suites. Our printed menus are for your inspiration and general reference. Our culinary team will be happy to propose customized menus to meet your specific needs. All prices listed are subject to change. Menu prices will be confirmed by your venue coordinator.

One tasting is offered for your reception of 100 guests or more. The JW Marriott Grand Rapids requires at least 30 days' notice to prepare for a tasting. The tasting includes four attendees; however, additional attendees are allowed (up to six total guests) and will be billed at \$50 per person plus applicable service charge and tax. You may select two salads, four proteins, four vegetables, four starches, and three cake flavors/desserts to taste. Any additional items you'd like to taste, such as hors d'oeuvres or signature drinks, will be billed accordingly. Contact your venue coordinator for scheduling.

Menu selections must be completed no later than 30 days prior to the event. If your meal consists of multiple entree options you are required to provide name cards with meal indications. Final guest count must be communicated to the venue coordinator no later than five business days prior to the event or the original expected number provided will be used. This number will be the guarantee and is not subject to reduction. Increases received after the guarantee cut off over 2% will be assessed an additional 20% premium per meal. The Hotel will prepare meals for the guaranteed number of guests and can set place settings up to 3% over the guarantee upon request. You will be charged for the guarantee or number of guests actually served, whichever is higher.

Food allergies or other dietary restrictions must be communicated to the venue coordinator at the time of confirming the final guest count. JW Marriott Grand Rapids will make reasonable efforts to accommodate the needs of guests, however, the hotel is not an allergen-free facility. Food and beverage items are prepared in a shared kitchen in which cooking and preparation areas in addition to equipment including fryers and grills, may present a potential for cross-contamination.

All buffets and food stations have a maximum service time of two hours. An additional \$7 per person surcharge will apply to buffets or interactive stations for groups under 25 guests.

# POLICIES AND INFORMATION

## **Beverage**

Outside beverages are prohibited from being brought into the JW Marriott Grand Rapids for events. Beverages served during events are not permitted to be removed from our function rooms or hospitality suites. In function areas, alcoholic beverages are prepared by drink only. If alcoholic beverages are to be served on the Hotel premises, the Hotel will require that beverages be dispensed only by Hotel servers and/or bartenders. JW Marriott Grand Rapids alcoholic beverage license requires the hotel to (1) request proper identification of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated.

The JW Marriott Grand Rapids is committed to a policy providing legal proper and responsible hospitality. The sale and service of alcoholic beverages is regulated by the Michigan State Liquor Commission. The JW Marriott Grand Rapids, as licensee, is responsible for the administration of these regulations.

An hourly or consumption bar would be hosted by you, and you would be responsible for the cost of all drinks and the bar setup fee. For a credit card bar your guests would be responsible for purchasing drinks with a credit card, but you would still be responsible for the bar setup fee.

## **Service Charge & Sales Tax**

A customary service charge of 23% and sales tax of 6% will be applied to all food, beverage, audio visual equipment, and room rental prices.

## **Payment Terms**

All deposits for retaining banquet facilities are non-refundable. Terms of payment will be established in your contract. Advance deposits will be required.

## **Labor Charges**

Carvers, station attendants, and additional food and cocktail servers are available at a minimum fee of \$125 per attendant.

## **Parking Rates**

For wedding guests parking in the JW Marriott Grand Rapids parking ramp, self-parking is discounted to \$10 per vehicle. For valet parking and overnight parking, regular rates apply.

## **Vendors**

You are responsible for hiring your own vendors. A list of preferred professionals is included in this packet. However, these professionals are not required. A full vendor list including business name, contact name, email, and phone number must be provided to the venue coordinator. Should a vendor require a meal per their contract, or should you choose to provide a meal for any vendors, you are to include these numbers in the final count, no later than five business days prior to the event. Vendors must strike all items immediately at the event's conclusion. Items may not be left overnight. Vendors are responsible for their own accrued parking charges.

# POLICIES AND INFORMATION

## **Photography**

Those who are hosting an event in the JW Marriott Grand Rapids have permission to use the Hotel's facilities with the following requirements:

- No lighting set-up in public areas (i.e. lighting booms). Only handheld cameras with on camera flash are allowed in public areas.
- Hotel furniture and fixtures may not be moved.
- You and your photographers are asked to be cognizant of all guests within the Hotel facilities.

Failure to comply may result in termination of photo session and any future privileges.

## **Signage and Decorations**

In order to maintain the ambiance of the Hotel, all signs must be professionally produced. The JW Marriott Grand Rapids prohibits signs of any kind in the main lobby. Arrangements for floral centerpieces, special props, and entertainment may be made through outside vendors. All decorations must meet with the approval of the Michigan Fire Department. The Hotel will not permit the affixing of any items to the walls or ceiling of rooms unless written approval is given by the Events Department. The Hotel does not permit open flame. Should your décor require candles, they must be enclosed. The use of loose glitter and confetti is not permitted.

Photos displayed within this wedding packet may show items provided by outside vendors.

## **Security**

The JW Marriott Grand Rapids may require Security Officers for certain events. Only Hotel-approved security firms may be used.

## **100% Smoke-Free Policy**

The JW Marriott Grand Rapids is a 100% smoke free environment. In an effort to provide every guest with a comfortable, clean, fresh, and healthy accommodation, we have a strictly enforced non-smoking policy. Smoking is not permitted within 25 feet of the Hotel entrances or anywhere on Hotel property. Please advise your attendees of this policy. Violators of this policy will be fined up to \$250. Persons securing rooms on behalf of a Group are expected to publicize this policy to all members of the Group. The Hotel will, at every opportunity, advise the public of this policy on all printed materials, website, at time of booking, and at check-in.





HERE'S TO YOUR  
Happily Ever After



**JW MARRIOTT**  
GRAND RAPIDS



For more information, contact [jwgrweddings@ahchospitality.com](mailto:jwgrweddings@ahchospitality.com)  
[ilovethejw.com](http://ilovethejw.com) | 235 Louis St NW Grand Rapids, MI 49503