



HYATT REGENCY RESTON

1800 Presidents Street, Reston, Virginia 20190 T+1 703 925 8120

(Regency Ballroom)



YOUR SPECIAL DAY

Congratulations on your engagement and thank you for your interest in Hyatt Regency Reston! The first-rate team at Hyatt Regency will help you create the perfect celebration on your special day.

“Our Mission is a simple one...

We aspire to exceed all of your expectations, creating imaginative and memorable experiences that will delight all of your senses. Our dedicated and professional staff brings experience and desire to every event and thrives on making sure our clients are extremely delighted with our services.”

Special Service

From your arrival at Hyatt Regency in preparation for your wedding to the last toast at your wedding reception and beyond, we are committed to creating a once in a lifetime experience for you and your guests. Your wedding specialist will serve as your personal consultant and provide complete coordination for every detail of your wedding.

Pre and Post Wedding Events

Your Hyatt wedding experience can start with a personalized wedding shower, rehearsal dinner, bridal brunch or farewell brunch. Our experts will ensure every wedding event you host at Hyatt Regency is exceptional.

A Personalized Experience

From linens and lighting to a number of unique dining options and everything in between, you have the power to choose what suits your personal taste. Creating a unique experience is our goal and we look forward to helping you choose each detail to create the perfect wedding.

Guestrooms

Our newly renovated guestrooms offer magnificent views, relaxing decor and deluxe amenities. Special room rates can be arranged through your wedding specialist for your bridal party and guests.

Health Club and Pool

Hyatt Regency Reston offers a number of different ways for you and your guests to stay in shape and have fun during your stay. Guests can enjoy access to our Health Club featuring state of the art cardio equipment. Personal training services are available. Or go for an invigorating swim or water workout in the heated indoor lap pool and whirlpool, open year-round.



ABOUT HYATT REGENCY

Hyatt Regency Reston

An abundance of romance surrounds you at the Hyatt Regency Reston. We are here to create an experience you and your guests will remember for years to come! Whether you and your guests are envisioning a serene and calm atmosphere or an active and energizing environment, our hotel will provide a memorable experience for all. Set amongst the beauty of Reston, our Four Diamond hotel offers intimate and magical event venues. Located in Reston Town Center, our hotel allows you to enjoy a myriad of shops, restaurants and entertainment options. At the Hyatt Regency Reston, we are a one stop shop in making your dreams come true!

Security

Hyatt Regency Reston will not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to or following your ceremony or reception. Should you wish to hire security services, suggestions are available through your wedding specialist. Please ensure someone from your wedding party secures any gifts left at your wedding. The hotel will not be responsible for gift removal. This includes all vendor equipment on property.

Shopping

Enter this beautiful planned shopping center and you will be transported to your favorite shopping destination. Plentiful seating areas, a spectacular fountain and more than 40 retail stores and restaurants. Tired of shopping? See the latest movie at the center's multiplex cinema. Enjoy outdoor concerts in the summer and ice skating in the winter at the Pavilion.

Parking

For your convenience, we offer paid self parking at the hotel. Several other parking garages are available in the immediate vicinity for no or minimal cost.



EVENT SPACES

Grand Ballroom

Admired as one of the top locations in Northern Virginia, our Grand Ballroom can seat up to 800 comfortably in a banquet rounds setting and over 1,300 in a reception style event. Sophisticated textures and our beautifully designed chandeliers add contemporary undertones to any wedding in this space. Just outside our ballroom doors the Grand Foyer overlooks the Conservatory Lounge with twinkling lights as you look at the night sky. Perfect for pre-dinner cocktails and socializing.

Regency Ballroom

One of the areas most desired social spaces, the Regency Ballroom can hold up to 218 guests in a banquet rounds style setting and 250-300 reception style. Our Regency Ballroom reflects our Grand Ballroom's neutral earth tone colors and modern designed Chandeliers. One of its best feature is the foyer area, in which during the right season has an open air outdoor balcony that over looks Reston Town Center's Market Street District.

The Conservatory

Simply put, the Conservatory is open elegance and the place to be seen. Decked with beautiful marble and oversized furniture, this space is ideal for any cocktail reception. With its dramatic glass rooftop and elegant lighting, it is a great place to start or end your event. The Conservatory is able to be privately quartered off, but is subject to availability of the hotel.



RECEPTION DETAILS

Dining Experience

Hyatt Regency Reston offers an array of menu options to suit every need. Your wedding specialist will ensure every last detail is attended to for a seamless dining experience. From hand passed hors d'oeuvres to a champagne toast, we'll ensure service. Additionally, we welcome the opportunity to create menus especially for you. Please ask your wedding specialist for details.

Personal Touches

There are many ways to let your own personal style shine though at your wedding. From seating to lighting, our experts are here to help you personalize your ceremony, cocktail hour and reception.

Linens

Included in your Wedding Package you can choose from white, sandalwood, or charcoal floor length linens. delicate overlays to create the wedding vision of your dreams. Your Wedding Specialist can assist you in renting additional linen options.

Chairs

Our sleek and comfortable chairs are included in our wedding packages. Your personal touch can enhance the décor of your special day. Our Wedding Specialist is happy to consult with you about renting additional chair styles for your ceremony, cocktail hour or wedding reception.

Chair Covers

Your table décor can be enhanced by special chair covers. Whether you prefer something sleek, chic or upscale, our Wedding Specialist works with vendors to assist in helping you create a customized look all of your own.

Lighting

Personalize your reception space with lighting at your head table, custom monogram lights, a spotlight on the cake table, and more. The options are endless! Our in house AV company can truly bring your wedding to life. Please consult with your Wedding Specialist for pricing.

Late Evening Snacks

After your guests have kicked off their shoes and have been dancing up a storm, providing an extra snack can keep the party going all night! Platters of mini gourmet sliders or a decadent chocolate fountain, always perk up a tired crowd.



DINNER SERVICE

Plated Prix-Fixe

A prix-fixe menu choice allows you the flexibility to plan your wedding dinner with confidence. You'll choose from a wonderful selection of items to delight your guests' senses and palates. Select each course from an array of delicious selections and your Wedding Specialist will guide you with their extensive experience. *Starting at \$135/ person**

Buffet-Style

Buffet-style dinner offers the versatility of food options to please your guests' tastes while allowing the opportunity to meet and mingle during dinner. Choose from regionally inspired cuisine to customized selections and your Wedding Specialist will assist you in designing the perfect menu. *Starting at \$150/ person**

Personal Preference

Treat your guests (up to 130 guests) to an elegant four-course meal, with their choice of four different entrées. Guests will be presented a custom printed menu at their place setting and our servers present them their meal. Your Wedding Specialist will help you design the options to satisfy their individual tastes. *Starting at \$150/ person**

**not including 25% Service Charge and Applicable State and Local Taxes*



WEDDING PACKAGES

Inclusions

Complimentary accommodations for the Couple, including sparkling wine and turndown service*

Professional Wedding Specialist and Banquet Captain

Complimentary Champagne Toast

Complimentary staging for Band or DJ

Complimentary Dance Floor

Complimentary Bartender Fees

Complimentary Floor Length Linen and Napkins

Complimentary Cake Cutting and Serving by professional waitstaff

Special guest room rates for overnight guests, based on availability

*based on certain event minimums

The Traditional

Plated Prix Fixe

4 Hour Signature Bar Service

Three Butler Passed Hors d'oeuvres and Artisanal Cheese Display during cocktail hour

Choice of Soup or Salad

Choice of Four Dinner Entrées

Signature Wine Service with Dinner

Coffee & Tea Service

\$135.00 Per Guest

The Premium

Plated Prix Fixe

4 Hour Premium Bar Service

Three Butler Passed Hors d'oeuvres and Artisanal Cheese Display during cocktail hour

Choice of Soup or Salad

Choice of Four Dinner Entrées

Premium Wine Service with Dinner

Coffee & Tea Service

\$145.00 Per Guest

The Lux

Plated Prix Fixe

4 Hour Signature Bar Service

Three Butler Passed Hors d'oeuvres and Artisanal Cheese Display during cocktail hour

Choice of Soup or Salad

Choice of Four Dinner Entrées

Premium Wine Service with Dinner

Coffee & Tea Service

\$160.00 Per Guest

Personal Preference Dinner is available for all packages for an additional cost of \$15.00 Per Person (Max guest count 130)

Dinner Buffet is available for all packages for an additional cost of \$15.00 Per Person

Children's Menu available for an additional \$25 Per Child



SAMPLE MENU

Fall/ Winter Sample Menu

Hors d'oeuvres

Cold:

BBQ Glazed Chicken and Roasted Corn Salad, Crostini

Tiny Tomato Caprese with Organic Olive Oil and Basil

Virginia Ham Salad, Sweet Potato Latke

Hot:

Mini Crab Cakes with Jo Mayo

Reuben Bites with Caraway Seeds

Mini Stuffed Potato Skins, Vermont Cheddar, Applewood Smoked Bacon

Salads

Pear, Arugula, Camembert and Spiced Pecans with Apple Cider Dressing

Traditional Caesar Salad with Grilled Crostini

Local Greens H2O with Roasted Apple and Blue Cheese Crumbles with Aged

Balsamic Vinaigrette

Entrées

Atlantic Rockfish, Champagne Citrus Butter Sauce

Pan Seared Chicken, Caramelized Onion Demi

Grilled NY Strip, Roasted Mushroom Chimichurri

Spring/ Summer Sample Menu

Hors d'oeuvres

Cold:

Roasted Forest Mushroom, Goat Cheese Mousse, Polenta

Beef, Gurhken and Horseradish Cream, Crostini

Smoked Salmon, Horseradish Mousse, Cucumber Round

Hot:

Chicken and Pepper Jack Cheese Quesadilla

Chicken, Woodland Mushroom and Glass Noodle Chopstick

French Onion Soup Boule

Salads

Arugula, Pear and Reggiano Salad with Pine Nuts, Lemon Vinaigrette

Strawberries, Frisee, Spiced Pecans, Champagne Vinaigrette

Iceberg, Grape Tomatoes, Bacon, Pickled Red Onion and Blue Cheese Dressing

Entrées

Pesto Crusted Salmon with Citrus Scented Quinoa Pilaf, Asparagus and Carrots

Pan Seared Striped Bass with Spring Onion Cream Sauce, Rice Pilaf and Haricot Vert

Peppered Natural Beef Filet with Blackberry Demi, Truffled Mashed Potato,

Asparagus and Baby Carrots



BEVERAGE PACKAGES

Your special day calls for a toast! With several bar packages perfect for your style of occasion, guests will sip, savor and enjoy. Create your own Signature cocktail, or design a unique Craft Bar to enhance the celebration. Select from a variety of soft drinks, wines, bubbles, brews and cocktails.

Beverage Packages range from classic Signature to elegant Top Shelf spirits, beer and wines.

Based on your vision, Hyatt offers a range of bar service and packages, additional pricing is provided to extend the bar per guest per hour.

Signature Bar Package

Concierge for Vodka, Gin, Rum, Tequila, Bourbon, Whiskey, & Scotch

Wine:

Canvas Chardonnay
Canvas Cabernet Sauvignon
Borsao Rosé
Canvas Brut

Beer: A variety of domestic, imported, local craft and non-alcoholic beer

Additional \$10.00/guest per hour

Premium Bar Package

Rum: Bacardi
Whiskey: Jack Daniel's
Scotch: Monkey Shoulder
Gin: Beefeater
Vodka: Tito's
Bourbon: Maker's Mark
Tequila: Patron Silver

Wine:

The Seeker Chardonnay
The Seeker Cabernet Sauvignon
Chateau St Michelle Rosé
Ruffino Prosecco

Beer: A variety of domestic, imported, local craft and non-alcoholic beer

Additional \$12.00/guest per hour

Top Shelf Bar Package

Rum: Havana Club Anejo
Whiskey: Jameson Irish
Scotch: Johnny Walker Black
Gin: Tanqueray
Vodka: Ketel One
Bourbon: Woodford Reserve
Tequila: Don Julio Reposado

Wine:

La Crema Chardonnay
Caymus Bonanza Cabernet
Belleruche Rosé
Ruffino Prosecco

Beer: A variety of domestic, imported, local craft and non-alcoholic beer

Additional \$14.00/guest per hour

*****Cash Bar available upon request*****



DETAILS MADE EASY

Confirmation of Space and Deposits

An initial nonrefundable deposit of twenty five percent (25%) of estimated charges is required to confirm your date along with a signed contract.

Guarantee

A final guarantee is due by 11 AM three business days prior to your event. Once received, this number may not be reduced. We will be prepared to serve 3% over the final guaranteed number. If you are opting to select more than one entree than a final guarantee with counts for each entree is due by 11 AM ten (10) business days prior to the wedding date.

Menus

We welcome the opportunity to create custom menus especially for you! Please ask your Wedding Specialist.

Guest Accommodations

A room block may be setup for guests attending your event at the Hyatt Regency Reston. Check in time is 4:00 pm, and check out time is 11:00 am. If you would like to setup a block of rooms, inquire with your Wedding Specialist to be connected with a Group Sales Manager.

Vendors

We would recommend using a vendor from the hotels preferred vendor list. We request all vendors to deliver flowers, cakes, AV, etc. no sooner than two hours prior to your scheduled event. All items must be removed immediately following the event. All vendors must supply their own equipment for set up. Hyatt Regency Reston is unable to loan guests or vendors equipment or ladders.

Wedding Coordination

Your Wedding Specialist is here to assist you with your day-of-wedding needs. From the hotel ceremony rehearsal to the cake cutting, we are here every step of the way. Should extensive coordination and planning services be needed your Wedding Specialist can provide you with a list of recommended vendors.

Food and Beverage

No food or beverage may be brought into the hotel by the guests or person attending the functions, with the exception of the Wedding Cake.

Buffets and station service is provided for a maximum of two (2) hours. Please consult your Wedding Specialist to discuss extended hours and pricing.

Final Payment

Final payment in the form of credit card or ACH is due at least fourteen (14) business days prior to the wedding date. A refundable 20% overage will be collected with the final payment to cover charges and/or incidentals charges incurred during and following the wedding.

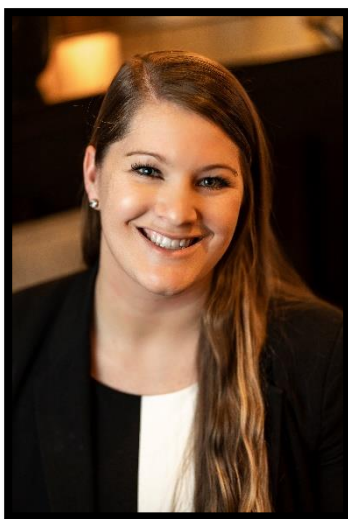


ABOUT YOUR WEDDING SPECIALIST

Personalized Service

You will partner with our Wedding Specialist throughout your wedding planning journey. They will help you create the perfect celebration on your special day, taking care of every last detail and flawlessly execute the day of your dream. Your Wedding Specialist's areas of expertise and coordination includes:

- Creating a custom proposal to fit your wedding desires, to then turn into a Wedding Agreement customized for your day
- Arrange a personalized menu tasting to help you select the perfect menu
- Six weeks prior to your wedding you will meet to design the ideal floor plan, timeline, linen selections, and confirm menu.



Hyatt Regency Reston's Wedding Specialist

Katie Frey has over 6 years of experience planning weddings and events in Northern Virginia and the surrounding DMV. She started planning of passion for helping other people. In her words, "I make the most important events in my client's lives be as memorable and enjoyable as possible. I've learned through out the years to be flexible and accommodating to each client's unique needs and preferences. I hope you'll let me plan your unforgettable Wedding".

Katie Frey

Event Sales Manager | Master Certified Wedding Planner

703-925-8126

Katie.Frey@hyatt.com

Office Hours: Monday-Friday

By Appointment Only



HIGHLIGHTED PREFERRED VENDORS

Photography & Cinematography

Photography by Marirosa

(703) 307-7074

marirosa@photographybymarirosa.com

www.photographybymarirosa.com

@photographybymarirosa

Photography by Amy Nicole

photographybyamynicole@gmail.com

www.photographybyamynicole.com

@photographybyamynicole

Paper Boys

(540) 227-0706

www.paperboys.com

@paperboysfilms

Floral

Ricks Flowers

(703) 439-9129

rick@rickflowers.com

www.ricksflowers.com

Blooms Reston

(703) 620-5557

www.bloomsrestonweddings.com

@bloomsrestonfloral

Hair and Make Up

Best Face Forward

(757) 472-5272

bestfaceforward@Hotmail.com

www.bestfaceartists.com

Hair & Make Up by Claudine Fay

info@caudinefay.com

www.claudinefay.com

Cakes and Desserts

Fluffy Thoughts

(703) 924-5538

www.fluffythoughts.com

@fluffythoughtscakes

Sugar Rex

(703) 944-4498

hello@sugarrex.com

@heysugarrex

Music

A2Z Music Factory

(703) 444-1562

hello@a2zmusicfactory.com

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Perpetual Sound LLC

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