

Wedding Shop Form

Hotel Name: _____
 Agent's Name: Laura
 Type of Event: Wedding / Reception Shop 100-150 ppl
 Shop Criteria: Inquire about packages for multicultural weddings: Indian-Hindu, Islamic-where guests may bring in their own food (breakfast, lunch, dinner and reception pricing)

Bride and Groom Room (Price Per Day)

Complimentary

Compare packages of multicultural vs. regular package pricing:
Can customize menus but must come in and discuss

Jacuzzi	Extra
Flowers	Included
Champagne	Included
Bed Type	King
breakfast	Yes
lunch	No
dinner	No

Special room rates for overnight guests? **Not requested**
 Father and Mother of the Bride Room cost: **Not requested**
 Wedding Receptions Packages? **Yes**

Room Rental?	\$4,500 min. Food/Beverage
What kind of chairs? (Plastic, tapestry, white, wooden)	Metal/cushions
Microphone	Extra
Arch or Gazebo	Extra
Rehearsal	Extra
Flowers	Extra
Officiate	Extra

Bar	3 hour open bar
Hors d'oeuvre	Included
Wine	Extra
Food	Included
Champagne Toast	Included
Wedding Coordinator	Included
Changing Room	Included
Wedding Cake	Extra
Chair Covers	Extra
Floor Length Table Liners	Included
Centerpieces	Votives/mirrors

Type of Service:

Formal Sit-Down: Guests are seated at the table and served
 Buffet: Guests are seated at the table and served.
 Family: Guests help themselves to food that is placed at the center of the table
 If buffet, does the caterer provide the servers or do the guest serve themselves?
 Hors d'oeuvres: will they be passed or are they stationary?
 Bar / Beverage service: buffet bar service or bar service?
 Are bartenders provided, if so, will be an extra charge?

Formal:	Yes
Buffet:	Yes
Family:	At request
	Either
	Either
	Bar service
	Yes/Add'l hour \$75

Food pricing

Lunch plated or buffet)	\$28.95 per person and up
Dinner plated or buffet)	\$32.95 per person and up
Wine with Dinner or Lunch	\$5-\$10 extra per person

Hours:

Afternoon (Times)	12pm-4pm
Evening (Times)	5pm-?
	250 (Southwest Ballroom)

Ballroom's Capacity Questionnaire:

Did the agent appear flexible with the pricing that they were offering?	Yes
Guests can bring own food? _____	No
Additional Comps with packages? <u>Comp room/dinner or 1st year anniversary</u>	Yes
Is the charge all really included or do you pay for service charge and tax as well? Gratuity Charge_____	20%; 8.25% tax
Is There charges for the service bar & if gratuity and tax is included? Service Charge_	20%
Do they offer Kosher food for there events? If so what is the charge?	Yes...offsite

Notes: Laura said can customize any packages to accommodate multicultural weddings. However, you are not allowed to bring in own food.

