



Wedding

ceremonies

We are honored to be the host location of your wedding ceremony and are committed to providing you the perfect venue for sharing your vows. We encourage you to enlist the expertise of your event planner to manage and oversee the flow and logistical details of your ceremony. All of our weddings are tailored to the exclusive needs of each couple.

Ceremony Locales

Indoor

Our Atrium is a popular and versatile space for large or small ceremonies. A rental fee is charged for this area. This fee includes set up of our standard chairs and riser, complimentary microphone for your officiant, use of The Hotel's baby grand piano, and space for conducting a ceremony rehearsal.

The Hotel will guarantee a space for rehearsal the evening before your wedding date. The Atrium space cannot be guaranteed for rehearsals.

Outdoor

We have a beautiful formal garden area that is ideally suited for outdoor weddings of 20 – 300. A rental fee is charged for this area.

The Hotel's banquet chairs are not suitable for outdoors. Therefore, if you plan to have seating for any or all of your guests at your outdoor ceremony, chairs must be rented through The Hotel.

Wedding Dressing Room

With your first step into the wedding dressing room, the streaming natural light from floor-to-ceiling windows will create the perfect atmosphere during the special hours of preparation that take place before the ceremony.

Full-length mirrors, a luxurious lounging area, wardrobe rack, privacy screen, and a Hollywood-style hair and makeup station have been carefully designed to provide the best setting for your wedding preparations.

This room is the perfect refuge from the hustle and bustle of the wedding day until you are ready to make your entrance. In addition to the luxurious styling amenities, custom menus for you and your wedding party are available and may include homemade breakfast pastries, fresh fruit, coffee, juices, mimosas, Bloody Marys, and champagne.

Guaranteed Attendance

The guarantee is requested by 5 p.m. on Tuesday prior to a weekend wedding, but must be provided by Noon three business days prior to your wedding date. This number shall be considered a minimum guarantee and is not subject to reduction. If a guaranteed count is not received three business days prior, the number of guests previously stated on the banquet event order will serve as your guarantee.



Wedding

receptions

The Hotel's elegant setting, plus personal assistance from our professional event planners, creates the perfect venue for your perfect day.



Facility Planning

Once you establish a date, The Hotel at Kirkwood Center will provide you with a formal contract that outlines your event times, location(s) on property, and deposit schedules. Your event date will be held tentatively for one week while you review, sign, and return the contract along with your initial deposit. When your signed contract and deposit have been received, your wedding date will be guaranteed by The Hotel.

We require a \$1,000 deposit at the time you sign your agreement. Fifty percent of your food and beverage minimum will be due six months before your wedding, 75 percent will be due three months before your wedding, and full prepayment of your total cost estimate is due three days before your wedding. A service charge is added to all banquet charges.

Generally, wedding receptions are planned for six hours, including a cocktail hour. You can extend the time beyond the six hours for an additional rental fee. All wedding receptions must end by midnight. Usually, the ballroom is reserved from 5 or 6 p.m. until midnight. The Atrium space is generally reserved for the hour before.

Our banquet tables are 6 feet in diameter and seat a maximum of 10 guests. A dance floor, stage, and portable bars are available. You and your event planner can discuss their placement to ensure proper guest flow.

DJs, decorators, and florists can set up when your space is available. We will work with your trusted vendors to accommodate their requests.

Audiovisual

There is no additional cost for utilizing our ballroom projectors, projection screens, or sound system. An additional rental fee may be added for audiovisual needs in the Atrium.

Flowers

Flowers must be provided by an outside vendor. We are happy to help if you need assistance identifying a local vendor.

Services

- Worry free and hassle free, The Hotel's staff will assist you with every detail, including decorations, catering, and tidying up afterward, leaving you to enjoy your family and guests
- Personalized services from The Hotel's event planner to assist in the planning of all details of your reception — from menu selection to room layout and design to the flow of the evening
- Personal banquet captains to oversee the entire reception
- Handing out gift bags to your guests (if you choose to provide gift bags) upon arrival, or gift bags can be delivered to individual guest rooms for an additional fee
- Gift attendant to assist in securing and transporting gifts to the designated guest room
- Complimentary group menu tasting for the bridal couple and up to four guests

Décor

We have a variety of options that may be integrated with your theme and color scheme. Many of the items below are complimentary or offered at a nominal fee:

- Up lighting: 34 up lights in choice of colors
- Water fountain display in choice of colors
- Wood parquet dance floor
- Use of The Hotel's elegant baby grand piano
- Table linens and/or napkins in white, black, or olive, or
 - Complimentary placement of rented table linens
 - Complimentary folding and placement of rented napkins
- 12-inch circular mirror tiles
- Brushed stainless bud vases
- Frosted glass cylinder lanterns
- Draping behind bridal table in white, black, or gray
- Staging for bridal table
- Skirting for bridal table, gift table, and cake table in black or white
- Linenless silver swirl bistro and buffet tables
- Champagne or punch fountain, complimentary with the purchase of beverage
- Placement of your guest favors
- Placement of table centerpieces

The following items are available for an additional fee:

- Ceiling drapery with chandelier

You may also choose to decorate your space with your own décor items. There will be certain limitations in some rooms, which your event planner can review with you. Allow us to give you ideas and suggestions that have successfully worked in the past.

Food and Beverage Minimum

The food and beverage minimum is the amount you are required to spend in food and beverage, excluding service charge and facility fee, based on your event site. Please keep in mind that is not all you can anticipate to spend. The food and beverage minimum is reached by selecting menu items to equal or exceed the required dollar figure.

The following are examples of items that apply toward the food and beverage minimum:

- Hors d'oeuvres
- Plated meals
- Buffet meals and food stations
- Family-style meals
- Wedding cake and dessert stations
- Bar service, champagne toasts, and nonalcoholic beverages
- Cash bar sales
- Ceiling drapery



The following are examples that do not apply toward the food and beverage minimum:

- Facility rental fees
- Staffing fees
- Guest room rates and in-room dining charges
- Service charge

Transportation

We are happy to schedule transportation for the wedding party to the church. For your guests staying at The Hotel, we offer complimentary shuttle service on a first-come, first-served basis. There may be fees applied for prearranged shuttle transportation to your designated location, upon discussion with your event planner. Self-parking is complimentary. We do have ample parking for up to 600 vehicles. Valet parking is available for a fee.

Accommodations

A complimentary Deluxe King guest room is available for your wedding night. This spacious room includes a king bed with luxurious linens and floor-to-ceiling windows. Alternatively, you may upgrade to a two-room Presidential Suite for an additional fee. Presidential Suites include a sitting room with leather sofa, wet bar, jetted bathtub, and separate sleeping room.

Guest Accommodations

Depending on availability and the size of your wedding, we will reserve the appropriate number of rooms. Guests should call and make their own reservations. All reservations must be made three weeks prior to the wedding to receive the special group rate. If your group fills up before the cut-off date, we may be able to add more rooms, depending on availability. A minimum of 10 rooms must be guaranteed with a signed contract in order to receive a discounted group rate.

If you need to reduce the number of rooms you've reserved, a 10 percent reduction in your room block is allowed without penalty, up to 60 days prior to arrival, and another 10 percent reduction is allowed 30 days prior to arrival. You must alert The Hotel in writing if you intend to reduce your room block. Once your room block is reduced, these rooms may not be available at the group rate.

Your guests may call our Front Desk directly at 319-848-8700 or toll free at 877-751-5111 and provide your wedding party name and date to receive the block rate.