



Frequently asked

questions

When it comes to planning your wedding, you want to have confidence that every detail will be attended to. The Hotel staff is at your service to answer any question you may have.

Do we have to purchase our wedding cake through The Hotel?

We have a very talented team of professional pastry chefs in-house who can design and build your perfect wedding cake. However, you are welcome to bring in a wedding cake from another approved supplier. Cakes, cupcakes, or other dessert items from another supplier are subject to a dessert servicing fee.

Are there wedding dressing rooms?

Yes, based on availability. Wedding dressing rooms include full-length mirrors, a luxurious lounging area, wardrobe rack, privacy screen, and Hollywood-style hair and makeup station. Our dressing rooms have been carefully designed to provide the best setting for your wedding preparations. 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.

Are there decorating restrictions?

Glitter, confetti, and open flames are not permitted. You may have candles on the tables as long as the flame is contained and does not extend above the rim of the container (i.e., in a hurricane, votive, etc.). There are certain limitations in some areas. Allow us to give you ideas and suggestions that have successfully worked in the past.

What is the cancellation policy?

Should it become necessary to cancel a definite booking, a cancellation fee will be charged. The cancellation fee will be based on the percentage shown below, which will be applied to the group's guestroom rate multiplied by the total room nights lost, plus any applicable taxes.

The banquet revenue total includes the room rental plus the estimated food and beverage for the event. The estimated food and beverage will include your selected menu items multiplied by the agreed upon number of participants in this agreement. If a menu has not yet been selected, The Hotel will use the lowest priced entrée/menu item for each function in the agreement multiplied by the agreed upon number of participants.

<u>Notification of Cancellation Prior to Arrival</u>	<u>Percentage of Cancellation</u>
• Time of signing to 365 days prior to event	10% (i.e., \$2,000 contract, 10% fee = \$200 fee)
• 364 to 180 days prior to event	50%
• 179 to 91 days prior to event	75%
• 90 to 0 days prior to event	100%

This agreement may be terminated by written notice from one party to the other, provided, however, that any payments due for accommodations or services provided prior to termination shall remain due and payable.

Do you have rehearsal dinner or gift opening brunch options?

Yes. Please discuss locations and options with your event planner.

May I host my wedding ceremony on-site at The Hotel at Kirkwood Center?

Having a ceremony and reception take place in the same space creates ease for guests and cohesiveness for your event. Therefore, The Hotel at Kirkwood Center is happy to provide indoor and outdoor ceremony space for those who host their reception on property.

What steps must I take to secure a date and space for my wedding reception?

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 are received, your wedding date will be guaranteed by The Hotel.

Can a tasting of the menu be scheduled in advance?

The Hotel at Kirkwood Center offers a group menu tasting each winter for its wedding clients. The tasting is complimentary for the bridal couple and up to four additional guests.

Private menu tastings may be contracted and scheduled upon request based on the chef's availability. These tastings may only take place during weekdays and must be scheduled no less than three months before your event. There is a fee for a private tasting.

How much should I estimate for alcoholic beverages?

There are several variables that will impact your alcohol spend. That said, and very generally, here is an assumption:

- You can anticipate two drinks per guest per hour. This average will decrease slightly as the evening progresses.

Can I bring in my own wines for the reception or dinner?

With approval of the event planner, a corkage fee will be charged for each bottle opened. All alcohol must be dispensed by our staff.

Can you accommodate dietary restrictions?

Yes. Contact your event planner with dietary restrictions.

How many hors d'oeuvres should be provided per person?

The number of hors d'oeuvres you need often depends on how long the cocktail hour is, the time of day, and if a meal will also be served following the cocktail hour.

For a cocktail reception of one hour or less, plan for:

- 3 – 4 bites when served before a full dinner

For a cocktail reception lasting longer than one hour, plan for:

- 5 – 7 bites when served before a full dinner