



weddings







It's the first day of  
the rest of your life ...  
you want it to

be perfect.

We're ready to make your dreams a reality. Any wish, big or small, tell us. Our team of experienced planners will attend to every detail — your day will be the way you always envisioned.











About

# The Hotel

The Hotel at Kirkwood Center is a dazzling feast for the eyes. From the stylish, modern decor to the extensive, original art collection, every detail from floor to ceiling was hand-chosen to create an amazing atmosphere for you and your guests to enjoy.

At The Hotel, it's the service that truly sets us apart. Every guest experience will exceed expectations. And because The Hotel is also a teaching facility, exceptional professional staff are required to bring service to its highest level. And they revel in doing so! The Hotel's vision is to prepare the finest professionals to lead the global hospitality industry.

The Hotel's high service standards have once again earned the American Automobile Association (AAA) prestigious Four Diamond Award for lodging. The Hotel is the only AAA Four Diamond-rated hotel in Cedar Rapids.





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.





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.

Notification of Cancellation Prior to Arrival	Percentage of Cancellation
• 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





# Timeline

Planning your reception at The Hotel

## 12 Months Ahead

- ☐ Select and reserve reception site
- ☐ Pay initial deposit with signed contract
- ☐ Establish a block of guest rooms for your anticipated out-of-town guests
- ☐ Select your room accommodations for your wedding night:
  - Complimentary King Deluxe or
  - Upgrade to Presidential Suite if available

## 10 – 12 Months Ahead

- ☐ Send save the date cards to your guests, including information on how they may reserve their guest room

## 8 – 10 Months Ahead

- ☐ Keep your event planner at The Hotel apprised of:
  - Florist, decorator, and musician or DJ you've selected

## 6 Months Ahead

- ☐ Pay six-month deposit (50 percent of food and beverage minimum)

## 3 Months Ahead (or earlier)

- ☐ Meet with one of The Hotel's pastry professionals to determine wedding cake design and flavors
- ☐ Pay three-month deposit (75 percent of food and beverage minimum)
- ☐ Select hors d'oeuvres and dinner menus
- ☐ Select beverages
- ☐ Confirm wedding cake details

## 8 Weeks Ahead

- ☐ Finalize hors d'oeuvres and dinner menus
- ☐ Meet with your event planner to plan the details of the reception:
  - Confirm menu and beverages
  - Design room layout
  - Determine bridal table type

## 4 – 6 Weeks Ahead

- ☐ Begin seating plan and escort cards for reception as your RSVPs begin coming in
  - Notify The Hotel of how entrées will be indicated on escort cards
- ☐ Track your guests' entrée selections in a spreadsheet
- ☐ Review and approve room layout provided by your event planner

## 2 – 4 Weeks Ahead

- ☐ Follow up with guests who did not respond to your invitation so you can complete your seating chart and escort cards
- ☐ Let your event planner know specific setup and teardown times of:
  - Florist, decorator, and musician or DJ

## 2 Weeks Ahead

- ☐ Provide your current guest count to your event planner
- ☐ Number or label your tables if your guests will be assigned to a table and provide the numbered diagram to your event planner along with your spreadsheet of entrée counts
- ☐ Finalize beverages

## Five Days Prior

- ☐ Provide your final guest count to event planner

## Three Days Prior

- ☐ Provide payment of the estimate in full
- ☐ Conduct a walk-through of your reception with your event planner
- ☐ Bring in all items to be placed by The Hotel's event staff. For example:
  - Guest favors
  - Toasting flutes
  - Escort cards (alphabetized)
  - Cake knife and server
  - Table numbers
  - Cake topper

## After the Wedding

- ☐ Collect items left from the reception
- ☐ Collect remaining wedding cake
- ☐ Pay any final charges that weren't included in the estimate







319-848-8713

[www.thehotelatkirkwood.com/weddings](http://www.thehotelatkirkwood.com/weddings)

 /hotelatkirkwood

*the knot*





# THE HOTEL

KIRKWOOD CENTER



## PHOTOS COURTESY OF



CTW Photography

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