

# WEDDING GUIDELINES

## EVENT SETUP

- The room is set with round tables, eight people per table, with ivory linens and ivory napkins. We offer complimentary centerpieces: a mirror tile and a votive candle on each table.
- Our staff is available to assist with simple decorating, setting placecards or other items on the tables. There may be additional fees for other special requests.
- No plastic or metallic confetti, candles with open flames, or any other flaming device that could be a fire hazard may be used in the Great Lakes Ballroom or Lyric Conference Center.
- We provide a platform riser for the band or DJ.
- Our dance floor is 20' X 20'.
- We offer complimentary equipment for a photo slide show.
- The Great Lakes Ballroom and Lyric Conference Center are non-smoking facilities.
- Coatroom attendant (coat racks in hallway at no charge): \$20 per hour
- Charge for Holiday Inn staff to cut and serve the wedding cake: \$50

## FOOD & BEVERAGE SERVICE

- Our dinner menus include buffet or plated entrées. If choosing a plated service, we allow two entrées to be served. Special dietary needs are available upon request.
- Meal indicators are required to identify the entrée of choice for each individual.
- We require an estimated number two weeks prior to the reception dates.
- We require the final guaranteed attendance 5 days prior to the reception date.
- A children's meal priced at \$11+ may be selected for children aged 10 years and younger.
- To ensure quality food and service for your guests, we require the meal to be served within 15 minutes of the contracted serve time on your event order. For every 30 minutes of delayed service time, a fee of \$100 will be charged.

**HOST BAR:** You are responsible for payment for your guest's beverages.\*

**CASH BAR:** Guests purchase their own beverages.

\*You may host a portion of the beverage service. For example, keg beer, champagne toast, wine with dinner or a pre-set time for host bar service with cash bar following.

## SALES TAX & GRATUITIES

- Menu prices are subject to a 11.13% sales tax, 17% service charge, and a 11.13% service charge tax.
- Wine and beer purchases, including host bars, are subject to a 13.63% sales tax, 17% service charge and a 13.63% service charge tax. Cash bars include the sales tax and service charge.
- When bar service is requested, a bartender fee of \$75 is applied if total bar sales do not exceed \$250.
- Audiovisual prices are subject to 8.88% sales tax, 17% service charge, and a 8.88% service charge tax.
- Room Rental is subject to a 17% service charge.

## PAYMENT AND CANCELLATION

### GREAT LAKES BALLROOM

Rental for Saturday Reception \$1,200.00  
Rental for Friday or Sunday Reception \$500.00  
Rental for Ceremony prior to Reception \$300.00

### LYRIC CONFERENCE CENTER

Rental for Reception \$500.00  
Rental for Ceremony prior to Reception \$300.00  
Rental for Ceremony and Reception \$800.00

- A non-refundable deposit of current room rental is due two weeks after confirming your reception date.
- Six months prior to the event, an additional payment of \$1,000 is due.
- Three months prior to the event, another payment of \$1,000 is due.
- The \$2,000 will apply to purchase of food and beverage at the event.
- If cancellation occurs, these deposits are not refundable.