

# Marriott Colorado Springs - Hotel Policies & General Information

## Alcoholic Beverages

The Colorado Springs Marriott as a licensed premises is responsible for the sale and service of all alcoholic beverages and compliance with state and city laws/regulations. Because of this, no outside alcohol may be brought onto property. As a licensed premises The Colorado Springs Marriott is required to: (1) request proper (photo ID) of any person of questionable age and refuse alcoholic beverages to any person under age or who cannot produce proper identification, and; (2) refuse alcoholic beverage service to any person who, in the Hotel's judgement, appears to be intoxicated.

## Availability of Reception and Ceremony Times

Daytime social events are scheduled between 11 AM and 4:00 PM. Evening events are scheduled between 6:00 PM and 12 AM. Should you wish to continue your celebration beyond midnight, the additional fee is \$250.00 per ½ hour (or fraction thereof) past midnight. Please inform your Catering Manager prior to the start of your event if you wish to extend beyond midnight. Access to your ceremony and reception site for decoration prior to the scheduled starting time is subject to availability and may require an additional charge. The Colorado Springs Marriott reserves the right to reassign function space with notification in writing to the client.

## Ceremony Services and Costs

The Colorado Springs Marriott offers both indoor and outdoor settings for your wedding ceremony. From an intimate gathering of 20 to a large ceremony for 600, the Colorado Springs Marriott has the perfect setting for your exchange of vows. Ceremony prices start at \$850.00 plus a 22% Service Charge and applicable Sales Tax will apply. On-site wedding ceremonies are only available to couples who are also hosting their wedding reception at the Colorado Springs Marriott.

When you host your wedding ceremony at the Colorado Springs Marriott we recommend a wedding coordinator to assist you with your ceremony and rehearsal. While your Catering Manager will assist you with the catering and logistics of your reception, your wedding coordinator can handle many of the details, schedules and protocol while you relax and enjoy your most special day.

## Cost Estimates

Once menus, beverage requirements, and other miscellaneous needs are agreed upon, your Catering Manager can provide you with a cost estimate for your wedding. These amounts are only estimates and are based on historical data. Your actual balance will be determined after the event, once a beverage inventory has been completed and actual numbers are determined. A refund will be issued in the event of overpayment. If there is a remaining balance after the event, it will be charged to the credit card on your wedding account.

## Deposit and Final Payment

A non-refundable deposit is required on the date the contract is signed. Your Catering contract will outline the deposit schedule. Pre-payment of the remaining balance will be due five business days prior to the event, payable only by certified or cashiers' check or credit card. This final payment will be based on a cost estimate created by your Catering Manager. Payments by personal check on the final balance will be accepted up to 30 days prior to your event. A Credit Card Authorization Form will be required to guarantee payment of any additional charges incurred during your event.

## Food and Beverage

**HOTEL POLICY DICTATES THAT UNDER NO CIRCUMSTANCES WILL FOOD OR BEVERAGE BE ALLOWED TO BE BROUGHT INTO THE COLORADO SPRINGS MARRIOTT.**

With the exception of your wedding cake, all food and beverages served at functions associated with the event must be provided, prepared and served by the Colorado Springs Marriott, and must be consumed on the Colorado Springs Marriott premises. For safety reasons, no food and beverage may be removed from the hotel, except for any remaining wedding cake.

All food and beverage arrangements are subject to a taxable service charge of 22%, and applicable Sales Tax (currently 7.4%). We would appreciate your menu selection at least 30 days prior to the date of your function(s). Menu prices are subject to change based on availability of product.

Breakfast and Lunch buffets are based on a 90-minute meal period. Dinner is based on two hours. There is a \$5.00 per person per half-hour surcharge to extend these buffets.

Culinary Chefs for Pasta Stations, Carving Stations etc. are based on one attendant per 75 guests. Bartenders are based on one Bartender per 75 people for Hosted Bars and one Bartender per 100 people for Cash Bars. Staff will be scheduled at the rate of \$75.00 per attendant/Bartender.

A \$3.00 per person cake cutting/service fee is charged (unless fee is included in the wedding package) when the Wedding Cake is brought in from an outside supplier. The \$3.00 per person cake cutting/service fee is subject to 22% Service Charge and applicable Sales Tax.

Food & Beverage Guarantees are required before 12:00 NOON three (3) business days prior to your event. Complex or elaborate menus may require a five (5) day guarantee prior to your event. If no guarantee is given, the expected number previously given to your Catering Manager will be used as your guarantee of attendance. The Colorado Springs Marriott will be prepared to serve the guarantee number plus 5% for guarantees 299 or less and 3% over 300. Additional guests over this amount will result in a \$5.00 per plate surcharge added to cover additional labor costs. For attendance numbers exceeding your guarantee, the Hotel can not guarantee the entrée selection will be the same as your menu. The general account will be billed for the guarantee number or the actual number of attendees, whichever is greater.

A selection of entrées for sit-down meals may be offered to your guests. Selections are limited to two choices and all meals will be charged at the highest priced entrée. An exact count of the number of each entrée is required with your guarantee of attendance, before 12:00 NOON three (3) business days prior to the event. Place cards are required to designate entrée selections to the banquet staff. **THE MENU PRICES CONTAINED IN THIS WEDDING PACKET WILL BE IN EFFECT UNTIL MARCH 30, 2008.**

## Linen, China, Decorations and Favors

The Colorado Springs Marriott will provide white cotton table linens and napkins, our standard centerpiece, as well as traditional white china. Wedding favors, place cards and additional decorations are the responsibility of the guest to store, place and remove at the conclusion of the event. The Colorado Springs Marriott staff will be happy to place these items on your behalf, labor fees start at \$1.00 per item. This charge will be added to your final invoice and arrangements will need to be made with your Catering Manager in advance.

The Hotel does not allow glitter, confetti, rice, bird seed or other décor items that are difficult to remove from the grass, carpet, linen, upholstery, etc. If you are unsure if your décor will result cause a cleaning fee to apply, please confirm with your Catering Manager prior to your event. A minimum \$250 cleaning fee will be assessed to each function room / outdoor space requiring excessive clean-up, including, but not limited to melted candle wax and/or unreasonable food & beverage spills.

Decorations or displays brought into the Hotel must be approved prior to arrival. In order to prevent damage, items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape, or any other substance.

## Planning Schedule

Menu selections and planning can commence one to three months prior to your wedding. All arrangements with your various vendors (i.e. photographers, musicians, florist, etc...) should be finalized before this meeting. Your Catering Manager will need a list of all vendors complete with addresses, cell phone numbers and a contact person.

## Room Accommodations

Complimentary overnight accommodations are provided for the Bride and Groom on their wedding night, based upon availability and minimum Food & Beverage Revenue of \$5,000.00

Room reservations for any out of town guests should be made **as soon as possible**. Blocks of rooms can be reserved. Please consult with your Catering Manager to establish a room block.

## Rehearsal Dinners, Bridesmaid's Luncheons, Etc...

Private rooms and quiet settings are available for the many other events associated with hosting a wedding. From elegant afternoon teas to a farewell brunch, your Catering Manager can assist you in creating special events to accent your wedding celebration. Contact your Catering Manager for further details, availability and pricing.

## Service Charge and Sales Tax

A 22% Service Charge, and applicable Sales Tax, currently 7.4%, will be added to the cost of all food and beverage as well as audio visual charges and ceremony fees. The Service Charge is subject to Sales Tax.