



Welcome to the Colorado Springs Marriott

Congratulations on your engagement, and Thank You for considering The Colorado Springs Marriott for your special celebration.

With a recent \$22 million dollar renovation, the all-new Colorado Springs Marriott boasts upscale amenities, delectable dining, and elegantly appointed event space. This luxury Colorado Springs hotel is nestled in the foothills of Pikes Peak, offering spectacular mountain vistas and the perfect setting for your special event.

Our creative culinary staff offers a wide variety of mouth-watering food and beverage options to tempt your palate. Choose from an assortment of menu options or allow us to custom create a dining experience to meet your budget and expectations.

Making magical memories year round, The Colorado Springs Marriott is dedicated to providing exceptional services to you and your guests.

To schedule a private tour of our property please contact the Catering Sales Department.

Marriott®
COLORADO SPRINGS

5580 Tech Center Drive
Colorado Springs Colorado 80919
(T) 719-268-4220 ~ (F) 719-264-6404
www.ColoradoSpringsMarriott.com

All Wedding Packages Include:

Complimentary use of assigned function space

Use of Marriott's standard white cotton table Linen and Napkins and standard centerpiece with votive candles

One Scheduled food tasting prior to your event to sample your selected menu items

Computer generated diagrams of your event space to ensure that it is set to your requirements

Selected Packages & Buffets Also Include:

One night guestroom accommodation for the Bride & Groom, including a Welcome Amenity consisting of a Bottle of Wine, Champagne or Sparkling Cider, Chocolate Truffles and 2 Bottled Waters and Complimentary Breakfast for two via Room Service

Butler Passed Hors d'oeuvres at your Reception

(Guestroom & Butler Passed Hors d'oeuvres are complimentary with the Platinum, Gold, and Silver Packages and the Queen's Canyon Buffet)

Marriott Wedding Ceremonies

One hour rehearsal time slot to practice the ceremony line up
(Times to be determined and coordinated with Hotel Staff)

24 chairs placed at rehearsal

Three hour time slot for the day of the wedding

White wood chairs set up based on your final guest count

Day-use changing rooms at the discounted rate of \$75 per room, based upon availability

Tables dressed in white linens and white skirting for your guest book, DJ and unity candle service

Custom audio-visual packages are available at an additional charge. The Marriott Hotel will coordinate microphone, speakers, and sound equipment rentals required for your event.

Ceremony Package Fee

\$850.00++

Platinum Wedding Package

Minimum of 75 guests

Platinum Package includes:

Champagne or Sparkling Cider Toast
One Bottle of Moët & Chandon White Star Champagne for the Head Table
Cake Cutting and Service
Artisan Breads & Rolls and Butter served with Dinner
Freshly Brewed STARBUCKS Regular & Decaffeinated Coffee and Assortment of Tazo Hot Tea accented with our Gourmet Coffee Station and arrangement of Assorted Chocolates and Tuxedo Strawberries

RECEPTION

One Hour Hosted Premium Well Cocktails

Choice of Four (4) Hot or Cold Hors d'oeuvres or Specialty Displays
(You may choose up to two (2) Specialty Displays as part of your four (4) selections)

STARTER

(Select from our Starter Menu)

INTERMEZZO

Trio of Sorbets with Crisp Gaufrettes

DINNER

(Select one)

Seared Chicken & Grilled Salmon

Seared Chicken Supreme (Bone-in) with a Garlic Herb Cream sauce, paired with Grilled Pacific Salmon served with Lemon Buerre Blanc, Accompanied by Colorado Blend Rice and Garden Fresh Vegetables

Lemon Chicken & Seared Sea Bass

Lemon Artichoke Chicken and Seared Sea Bass Served with Colorado Fingerling Potatoes and Italian Stuffed Tomato

Tenderloin & Scampi

Tenderloin of Beef Medallions with Shallot Balsamic Reduction paired with Jumbo Prawns Scampi, Served with Gorgonzola Potatoes and Asparagus with Roasted Red Pepper

Tenderloin of Beef and Chicken Roulade

Tenderloin of Beef with a Mushroom Demi paired with a Chicken, Pinenut, Goat Cheese and Tomato Roulade topped with Herb Cream Sauce, served with Buttermilk Mashed Potatoes and Fresh Broccoli Spears

\$95.00 per person



Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Gold Wedding Package

Minimum of 75 guests

Gold Package includes:

Champagne or Sparkling Cider Toast
Cake Cutting and Service
Artisan Breads & Rolls and Butter served with Dinner
Freshly Brewed STARBUCKS Regular & Decaffeinated Coffee and Assortment of Tazo Hot Tea

RECEPTION

One Hour Hosted Premium Well Cocktails

Choice of Three (3) Hot or Cold Hors d'oeuvres

(You may choose up to two (2) Specialty Displays as part of your three (3) selections)

STARTER

(Select from our Starter Menu)

INTERMEZZO

Trio of Sorbets with Crisp Gaufrettes

DINNER

(Select one or two entrees)

Caribbean Jerk Chicken Breast

Grilled Bone-in Chicken Breast with Mango Salsa, & Avocado Oil. Served on a Bed of Couscous

Coq Au Vin

Braised Bone-in Chicken with Roasted Garlic Mashed Potatoes and Hari Cot Vert

Pecan Amaretto Salmon

Served with Rosemary Potatoes and Fresh Hari Cot Vert with Balsamic Mushrooms

New York Strip Loin

Grilled to Perfection and served with Burgundy Mushroom Ragout, Served with Baby Red Smashed Potatoes and Broccoli Spears

Stuffed Pork Loin

Filled with Smoked Mozzarella & Sage Leaves Served with a Vodka Pink Sauce, Duchess Potatoes & Seasonal Vegetables

Skillet Seared Seabass

Skillet Seared Seabass with Crispy Leeks, Served with a Lemon Buerre Blanc, Saffron Rice and Garden Fresh Vegetables

\$76.00 per person



Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Silver Wedding Package

Minimum of 75 guests

Silver Package includes:

Champagne or Sparkling Cider Toast
Cake Cutting and Service
Artisan Breads & Rolls and Butter served with Dinner
Freshly Brewed STARBUCKS Regular & Decaffeinated Coffee and Assortment of Tazo Hot Tea

RECEPTION

One Hour Hosted Premium Well Cocktails

Choice of Two (2) Hot or Cold Hors d'oeuvres

(You may choose one (1) Specialty Display as one of your Hors d' Oeuvres selections)

STARTER

(Select from our Starter Menu)

INTERMEZZO

Trio of Sorbets with Crisp Gaufrettes

DINNER

(Select one or two entrees)

Chicken Wellington

With an Herb Mushroom Cream Sauce
Buttermilk Mashed Potatoes and Hari Cot Vert

Chicken Romesco

Stuffed with Zucchini, Roasted Red Pepper,
and Goat Cheese, topped with Romesco
Sauce, served with Orzo, Zucchini & Yellow
Squash

Red Snapper

Dusted with Cajun Flour and Seared, topped
with Chipotle Orange Butter Sauce, Served
with Creole Rice Pilaf, Yellow & Green Squash

Stuffed Flank Steak

Stuffed with Prosciutto, Fontina Cheese, Basil
and topped with a Red Wine Reduction,
Served with Pesto Linguini

Peppercorn Crusted Sirloin

Grilled 6oz. Center Cut Sirloin topped with
Sautéed Mushrooms and served with Red
Skin Smashed Potatoes and Garden Fresh
Vegetable

Pan Seared Halibut

Herb Crusted and Seared to a Golden Brown,
Served with Lime Rice Pilaf and Fresh Garden
Vegetable

\$68.00 per person



Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Ute Valley Plated Selections

Minimum of 50 guests

Meal Price includes:

Champagne or Sparkling Cider Toast
Cake Cutting and Service
Artisan Breads & Rolls and Butter served with Dinner
Freshly Brewed Regular & Decaffeinated Coffee and Assortment of Hot Tea

STARTER

Select one item from the following selections:

Tomato Bisque Soup

Boston Clam Chowder

Front Range Garden Salad

A Combination of Gourmet Greens, Teardrop Tomatoes, Sliced Cucumbers, Sliced Carrots, Red Onions & Croutons, Drizzled with House Made Ranch Dressing

Traditional Spinach Salad

Fresh Baby Spinach with Mushrooms and Onion, Drizzled with a Warm Pancetta Dressing

DINNER

Select one or two entrées.

When choosing two entrees, all meals will be charged at the highest priced entrée.

Chicken Piccata

Searched Breast of Chicken with Lemon Caper Butter, Served with Mashed Potatoes and Fresh Garden Vegetables

\$32.00

Savory Baked Chicken

Roasted Bone-in Chicken with Roasted Red Potatoes, and Fresh Garden Vegetables

\$30.00

London Broil

Served with Mashed Potatoes and Fresh Garden Vegetables

\$34.00

Grilled Salmon

Served with Rice Pilaf and Fresh Garden Vegetables

\$38.00



Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Wedding Reception Selections

Specialty Displays

Display of Imported & Domestic Cheeses

Brie, Stilton, Sage Derby, Gouda, Cheddar
Red & Green Grapes, Gourmet Crackers and Sliced French Baguette

Seasonal Fruit Kabobs Presented on Pineapple Tree Display

Accompanied by Key Lime Yogurt Dipping Sauce

Seasonal Raw Vegetable Display (Choice of Two)

Bleu Cheese, Ranch, Onion, or Hummus

Baked Brie en Croute

California Brie wrapped in Pastry and served with Sliced French Baguettes and Gourmet Crackers
With package add \$2.50 per person
In addition to package selections add \$4.50 per person

Seafood Raw Bar

Shrimp Cocktail, Mussels, Oysters, Crab Claws
Served with Cocktail Sauce, Chili Sauce & Lemons
Displayed on a Lighted, Carved Ice Block.
With package add \$10.00 per person
In addition to package selections add \$14.00 per person

Shrimp Bar

Shrimp, Cocktail Sauce, Chili Sauce & Lemons
Displayed on a Lighted, Carved Ice Block.
With package add \$6.00 per person
In addition to package selections add \$10.00 per person

Cold Hors d'oeuvres

Buffalo Mozzarella, Tomato and Basil Bruschetta

Prosciutto Melon Balls

Pesto Pine Nut Shrimp and Mascarpone in Bouchee

Chicken Apricot Pate en Croute

Southwestern Flame Pinwheels

Mango Pineapple Salsa on Handmade Tortilla Crisp

Honey Cream Cheese and Kiwi Tartlet

Smoked Salmon Pinwheel with Boursin Cheese

Hot Hors d'oeuvres

Toasted Five-Cheese Ravioli with Roasted Garlic Pesto and
Marinara Sauce

Chipotle Mustard Beef Skewer

Smoked Duck Bruschetta with Apple Cranberry Chutney

Vegetable Spring Roll with Sweet Chile Sauce

Sweet Chili Glazed Shrimp Brochettes

Shrimp Dim Sum

Mini Chicken or Beef Wellington

Traditional Italian Meatball with Pomodoro Sauce &
Provolone

Polenta Stuffed Mushroom with Balsamic Reduction

Apple Bleu Cheese Basket

Chicken Sate

Chipotle Chicken Tostada

Greek Spinach Spanikopita

Mini Crab Cakes with Sweet Remoulade

Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Starter Selections

Please select one item from the following menu.
You may choose a second item for an additional charge of \$4.50 per person

SOUPS

Crab and Corn Chowder

Tomato Bisque

Beef & Wild Mushroom Encroute

Boston Clam Chowder

SALADS

Jicama Mandarin Salad

A Fresh combination of Jicama and Mandarin Oranges, served with Candied Almonds and a Tarragon Citrus Vinaigrette

Traditional Spinach Salad

Fresh Baby Spinach with Mushrooms and Red Onion, Drizzled with a Warm Pancetta Dressing

Caprese

Fresh Mozzarella Cheese Layered with Vine-Ripened Tomatoes and Fresh Basil.
Drizzled with Extra Virgin Olive Oil And Balsamic Syrup
(Included as a no charge option for the Platinum Package.
All other Packages or Buffets add \$2.50 per person)

The Bleu Wedge

A Wedge of Iced Cold Iceberg, Gorgonzola Cheese, Teardrop Tomatoes, Chives, Bleu Cheese Dressing

Front Range Garden

A Combination of Gourmet Greens, Teardrop Tomatoes, Sliced Cucumbers, Sliced Carrots, Red Onions & Croutons, Drizzled with House Made Ranch Dressing

Antipasto

A display of Italian Meats and Cheeses, with Marinated Vegetables
(Included as a no charge option for the Platinum Package.
All other Packages or Buffets add \$2.50 per person)

Tossed Caesar Salad

Romaine Lettuce, Croutons, Shaved Parmesan and Classic Caesar Dressing

Strawberry Spinach Salad

Baby Spinach tossed with Fresh Strawberries and Feta Cheese,
Served with Raspberry Vinaigrette



Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Queen's Canyon Buffet

Minimum of 75 guests

Buffet Meal Price includes:

Champagne or Sparkling Cider Toast

Cake Cutting and Service

Freshly Brewed STARBUCKS Regular & Decaffeinated Coffee and Assortment of Hot Tea

RECEPTION

Choice of Two (2) Hot or Cold Hors d'oeuvres or Specialty Displays

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Soup

Choose one (1) from the "Starter Selections"

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Salads

Choose three (3) from the "Starter Selections"

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Sliced Fruit Display

Arrangement of Fresh Sliced Fruits served with Key Lime Yogurt Dipping Sauce

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Entrees

Salmon with Pecan Honey Amaretto

Chicken Saltimbocca

Beef Medallions with Roasted Garlic Demi

Chicken Mornay

Italian Sausage Lasagna

Eggplant Parmesan with Linguini

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Carving Station

(Please Select One. Carver Fee included in price)

Top Round of Beef

Served with Rolls, Whole Grain Mustard, Red Chile Mayonnaise and Creamy Horseradish

Bourbon Glazed Roast Ham

Served with Pineapple Chutney

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Side Dishes

Cheddar Whipped Potatoes, Saffron Rice, Green Beans with Smoked Ham & Almonds

Grilled Medley of Squash, Artisan Breads and Rolls and Butter

With Two (2) Entrees & One Carving Station

\$60.00 per person

With Three (3) Entrees & One Carving Station

\$75.00 per person

Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Woodmen Valley Buffet

Minimum of 50 guests

Buffet Meal Price includes:

Champagne or Sparkling Cider Toast
Cake Cutting and Service
Freshly Brewed Regular & Decaffeinated Coffee and Assortment of Hot Tea

Soup

Choose one (1) from the "Starter Selections"

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Salads

Front Range Garden

A Combination of Gourmet Greens, Teardrop Tomatoes, Sliced Cucumbers, Sliced Carrots, Red Onions & Croutons, Served with choice of House Made Ranch and Balsamic Vinaigrette Dressings

Tossed Caesar Salad

Romaine Lettuce, Croutons, Shaved Parmesan and Classic Caesar Dressing

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Entrees

(Select two or three entrees)

Slow Roasted Chicken

Roasted Strip Loin with Mushroom Demi

Grilled Salmon with Bourbon Maple Glaze

Chicken Piccatta

Penne Alfredo with Grilled Chicken Strips

Bowtie Marinara with Italian Sausage

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Side Dishes

(Select four (4) items from below)

Buttermilk Mashed Potatoes, Roasted Redskin Potatoes, Rice Pilaf, Green Beans, Broccoli, Carrots, Red Cabbage or Vegetable Blend

With Two (2) Entrees

\$41.00 per person

With Three (3) Entrees

\$45.00 per person



Prices are per person. A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply.

Wedding Enhancements

Chocolate Fountain

A beautiful fountain flowing with your choice of Milk, Dark or White Chocolate

Choose any six of the following dipping items:

Fresh Strawberries, Pineapple, Bananas, Maraschino Cherries, Mini Brownies, Cookies, Rice Crispy Treats, Marshmallows, Graham Crackers, Pound Cake, Churro Pieces, Mini Cream Puffs, Macaroons

Price includes four (4) hour service and six (6) dipping items per person.

\$9.00 per person

(minimum of 75 guests)

Chocolate Truffles

A beautiful assortment of hand-made truffles served on silver trays and placed on each table.

\$9.00 per person

Ice Sculpture

From \$250

Our creative in house chef's will create a stunning ice sculpture based upon your desires.

Gourmet Coffee Station

Enhance your Coffee Station with a selection Whipped Cream, Italian Syrups, Chocolate Shavings, Cinnamon Sticks, Nutmeg, Mint Chocolate Stir Sticks, Rock Sugar Stir Sticks

\$5.00 per person

Assortment of Coffee Liqueurs

Enhance your Gourmet Coffee Station with a selection of liqueurs, including Baileys, Godiva White Chocolate, Kahlua, Crème de Menthe, Frangelico and Amaretto di Saronno

Price includes a bartender.

\$6.25 per shot

Linens & Chair Covers

Enhance your décor with upgraded Linens and Chair Covers.

Choose from a wide variety of colors and fabrics.

Chair Covers and Ties from \$7 per chair

Entire table packages, including tablecloth, napkins, chair covers & ties from \$130.00 per round of 10

Cost includes set-up, strike and regular cleaning



A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply

Beverage Options

Select one Bar Package:

	PREMIUM WELL	TOP SHELF	LUXURY
	Host \$5.00 Cash \$5.25	Host \$6.25 Cash \$6.50	Host \$7.00 Cash \$7.25
Canadian Whiskey -	Canadian Club	Seagram's VO	Crown Royal
Scotch Whisky -	Grant's Family Reserve	Chivas	Johnnie Walker Black
Bourbon Whiskey -	Maker's Mark	Maker's Mark	Knob Creek - 9
Vodka -	Smirnoff	Absolut	Grey Goose
Gin -	Beefeater	Bombay Sapphire	Tanqueray No. 10
Rum -	Bacardi Light	Myers Dark	Captain Morgan
Tequila -	Jose Cuervo Gold	1800 Silver	Sauza Commemorativo Anejo
Brandy -	Korbel	Hennessy VSOP	Hennessy XO

Your selected Bar will also include the following selections:

	Soft Drinks	Bottle Water		
	Host \$2.50 Cash \$2.75	Host \$2.50 Cash \$2.75		
Cordials & Liqueurs	Imported & Craft Beer	Domestic Beer	House Wines	
Host \$6.25 Cash \$6.50	Host \$5.00 Cash \$5.25	Host \$4.00 Cash \$4.25	Host \$5.25 Cash \$5.50	
Amaretto di Saronno	Sam Adams	Budweiser	Cabernet Sauvignon	
Bailey's	Corona	Bud Light	Merlot	
Peach Schnapps	Heineken	Coors Light	Chardonnay	
Kahlua	Bass	O'Douls	White Zinfandel	
Gran Marnier	Amstel Light		Pinot Grigio	
Sour Apple Pucker	Guinness			
Schnapps	Foster			
	Fat Tire			
	Laughing Lab			

(Select a variety from above or
Captain's Choice)

HOSTED PREMIUM WELL BAR PACKAGES

Unlimited Beverage Service charged per person based on guaranteed attendance.
Includes Premium Well Brand Liquor, Domestic Beer, Wine, Soda and Mineral Water.
Additional Fees will apply for "TOP SHELF" and "LUXURY" Hosted Bars.

One Hour	Included with Package
Add a 2nd Hour	\$7.00 per person (2 hour hosted bar)
Add a 3rd Hour	\$12.00 per person (3 hour hosted bar)
Add a 4th Hour	\$17.00 per person (4 hour hosted bar)

WINE SELECTION

Please refer to the Wine List

MISCELLANEOUS

Domestic Beer – 16 gal. keg (approx. 170 servings) - \$325.00
Imported Beer – 16 gal. keg (approx. 170 servings) - \$375.00
Custom infused fruit water display serves (40-50 ppl.) - \$60.00

BARTENDER CHARGES

Bartender Charge is \$75.00 per bar for three (3) hour service. \$25.00 per hour for each additional hour
Bartenders are based on one Bartender per 75 people for Hosted Bars and one Bartender per 100 people for Cash Bars

A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply

Wine List

Champagne

Aria Estate Brut, Segura Viudas ~ Spain	\$27
Brut Prestige, Mumm Napa ~ California	\$36
Blanc de Noirs, Gloria Ferrer ~ California	\$49
Champagne, Moet & Chandon White Star ~ France	\$99

Chardonnay

Lindemans Bin 65 ~ Australia	\$27
Meridian ~ California	\$31
Sebastiani ~ California	\$35
Columbia Crest Grand Estates ~ Washington	\$36
Clos du Bois ~ California	\$48

Pinot Grigio

Meridian ~ California	\$31
Pighin ~ Italy	\$39
Montevina ~ California	\$46

Sauvignon Blanc

Casa Lapostolle ~ Chile	\$31
Kim Crawford ~ New Zealand	\$39

Fume Blanc

Ferrari-Carano ~ California	\$46
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Riesling

Chateau St. Michelle ~ Washington	\$34
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White Zinfandel

Beringer ~ California	\$23
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Cabernet Sauvignon

Aquinas ~ California	\$29
Penfolds Koonunga Hill ~ Australia	\$31
Estancia ~ California	\$39

Merlot

Meridian ~ California	\$31
Columbia Crest Grand Estates ~ Washington	\$36
Clos du Bois ~ California	\$48

Shiraz

Rosemount Estate ~ Australia	\$31
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Pinot Noir

Kim Crawford ~ New Zealand	\$39
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Zinfandel

Ravenswood Vintner's Blend ~ California	\$34
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Leading Edge Reds

Tempranillo-Cabernet, Osborne Solaz ~ Spain	\$27
Malbec, Trapiche Broquel ~ Argentina	\$31
Crianza, Monticello ~ Spain	\$35



A taxable Service Charge (currently 22%) and applicable Sales Tax (currently 7.4%) will apply

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 reassess 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.