

Hotel Sierra & KI Convention Center

Weddings & Banquets

Services and Amenities Included at No Additional Charge:

- Complimentary cutting & serving of cake from a licensed baker
- Round tables of 10
- Head table, gift table & cake table
- Quality white table linens and fan napkin folds
- Hurricane lamp centerpieces at each table
- Microphone and stand at head table
- Complimentary champagne toast for the head table
- Simple decorating assistance (placecards, cameras, favors, etc.)
- Wood parquet dance floor
- No minimum food requirement
- Complimentary room for gift opening the next day
- Complimentary bridal suite on wedding evening (based on availability) with complimentary bottle of champagne
- Discounted rates on hotel suite block for wedding guests (based on availability)

- **Additional Amenities Offered:**
- A variety of hot and cold hors d'oeuvres, plated entrees and buffet-style meals
- Children's meal for \$5.95 (Chicken Strips, French Fries, Applesauce & Beverage)
- Bartender fee of \$100 waived if your event reaches \$300 in beverage sales
- On-site decorating and audio-visual equipment companies.

Stated Policies:

- Room rental fees are based on amount of floor space required.
- Banquet rooms are reserved for your use from 3pm - 12am.
- A \$1000 non-refundable deposit is required within 3 weeks of your confirmation.
- Guaranteed number of meals due 7 days prior to your event.
- Payment for guaranteed number is due 3 days prior to your event. With remaining balance due at the conclusion of your event.
- All decorative items must be removed upon conclusion of the event.
- Management cannot be held responsible for any items left behind.
- By fire ordinance, no open-flame candles are permitted in the facility. Floating candles or candles contained in a glass globe, hurricane or votive are acceptable.

Off-Site Catering:

- Our experienced off site catering consultants can help you plan your off site engagement party, bridal shower, rehearsal dinner, reception or gift opening. We can provide a menu to complement your theme, yet won't exceed your budget. Select from one of our established menus or let us create something especially for you. For more information on our off site catering services, call Diane Thon at 920-433-2015 or via email at dianet@hotel-sierra.com

For more information, please visit our web site: www.hotel-sierra.com