

# Frequently Asked Questions

## **How far in advance can we book our wedding?**

We can book your wedding at a maximum of 16 months prior to your wedding date.

## **How much of a deposit do you require?**

We require a \$1000.00 deposit with the signed contract. The deposit will be applied to your total charges. If your event cancels, your deposit will be refunded to you if we are able to re-book the space.

## **What is the cost of renting a ballroom?**

The ballroom rental charge for Saturday events is based upon the amount of space required. Two of our ballrooms can be divided into smaller sections. The four sections of Ballroom A are \$150.00 each. The three sections of Ballroom B are \$200.00 each. Each section of Ballroom B can accommodate about 165 guests. Hall C is also available for weddings and can accommodate up to 650 guests. The rental charge for Hall C is \$400.00. Please click [here](#) to see our facility floor plan.

## **Are there any extra set-up fees?**

No. There are no hidden costs. The set-up and tear-down of tables, chairs, dance floor and the use of linens, china, and skirting are all included in the ballroom rental fee.

## **When is our total payment due?**

Your guaranteed guest count and final food payment is due five days prior to your wedding. Payment for any special beverage or bar items is due upon completion of your event. Note that an 18.5% service charge and 5.5% Brown County sales tax are applied to all food and beverage orders.

## **How early will the room be available to set up the day of the wedding?**

The room is normally ready for your florist, band, or D.J. to set up an average of two hours prior to the reception. We will attempt to accommodate an earlier set-up time if there are no other functions booked in that space that morning or afternoon.

## **What style of meals do you offer?**

We offer a variety of plated meals, buffet-style meals, and hors d'oeuvre menus. We do not offer family-style meals. Please click [here](#) to see our entire menu.

## **May we offer a choice of entrees to our guests?**

Yes. You may offer a choice of up to three different entrees to your guest. It will require you to provide a placecard for each guest and to identify on your placecards which entrée each guest ordered (for example, some couples use a red dot for beef and a blue dot for fish.)

**What are the costs of the meals?**

Please contact a Catering Manager to obtain a price list.

**Must we meet a minimum food order?**

No, we do not require a minimum food order for your event!

**Will we be able to taste the dinner selections ahead of time?**

Once you book your event at Hotel Sierra/KI Convention Center, we offer a special food tasting every three months, all of our entrees offered on the wedding menu will be available to taste, along with special beverage options.

**Could we also have our ceremony in the hotel?**

Yes, we have ballrooms to hold your ceremony. Prices may vary and may be quoted by a Catering Manager.

**Can we book the Atrium area for our event?**

The East Atrium is an up scale contemporary space with lighted palm trees; this is any ideal location to host intimate gatherings. Contact our catering manager for more details.

**Do you provide any decorative items or centerpieces?**

We can provide hurricane lamp centerpieces for your dining tables at no extra charge. Other centerpieces or decorative items may be rented from our in-house decorating service, The Plant People. Please contact Sheila Hansen for more details and pricing information on rental items.

**May we bring in our own decorations?**

Yes, you are allowed to bring in decorative items. Please note that, per fire code, no bare or open flames candles may be lit in the ballrooms. This includes unity candles that do not have a protective glass or shroud around the flame. Floating candles, votives and tea lights are permitted. The wedding party is responsible for removing any decorative items brought into the ballroom promptly upon conclusion of your event. Hotel Sierra/KI Convention Center will not be held responsible for any items that are lost or left behind.

**Will your assist us in setting out our decorative items?**

Yes! Items such as guestbook, card box, placecards, cameras, etc., that can easily be placed in the Ballroom According to your instructions will gladly be handled by our staff. We ask that you assign a group of fiends or family members in setting up any items that may require more extensive labor, such as putting up archways or hanging lighting and tulle on the tables, etc.

**Do you offer blocks of hotel suites for our guests?**

Yes. Based upon availability, we will set aside 10 suites for the night before your wedding, and 20 suites for the night of the event. With the exception of black-out dates, (i.e. home Packers game weekends) your guests will receive a group discount rate. We also offer the bride and groom a complimentary suite for the night of the wedding. Note that suites will be assigned on the same floor or near other wedding guests upon request only. The front desk staff will attempt to accommodate those requests, but suite assignments cannot be guarantee due to availability or location of requested room types.

**Will you store our gifts overnight until our Gift Opening the next morning?**

Sorry, no. We will assist you by providing carts so you may move your gifts out of the Ballroom for overnight storage. For your own peace of mind, and due to our insurance liabilities, we ask that you store your gifts in your hotel suites, or that of a trusted friend or relative.

**Where should my guest park?**

Guests attending your event may park in the Main Street Parking Ramp, which is attached to the Hotel Sierra/KI Convention Center via a second-floor skywalk. There is no cost for evening and weekend parking. Guests with a suite reservation may park in the hotel's front lot.