



## Outside Catering Wedding Package

### Wedding Package Includes

- Complimentary Junior Suite for Bride & Groom on the Night of the Wedding to Include Special Amenity
- Two Complimentary Standard Sleeping Rooms to be reserved at the discretion of the Bride & Groom the Night of the Wedding
- Complimentary Set-up and Clean-up of the Event Location Along with Set-up of Disc Jockey Tables, Gift Table, Guest Book Table, Place Card Table, Head Table and Cake Table
- Complimentary Black or White 8 Point Linen and Napkins
- Use of china, glassware and flatware
- Complimentary Wooden Parquet Dance Floor
- Customized Guest Room Booking Web Page
- Earn Marriott Rewards Points (3 points per every \$1 spent towards rental and F&B, maximum 50,000)
- Discounted overnight accommodations for your guests

### Preferred Caterers

Guest to arrange catering from outside caterer (Not included in package price)

Preferred Vendors are:

- Ashoka Restaurant
- Rangoli Indian Cuisine
- Shalimar Restaurant
- Krishna Catering

\*Other caterers not from our preferred vendor list require an **additional \$5 per person** fee for each catered event. Caterer must be approved by the hotel and have comprehensive general liability insurance for \$5,000,000.00.

All meeting room, food and beverage, and related services are subject to a 25% taxable service charge and 6% state sales tax.

All prices are subject to change without notice.

Minimum rental, food and beverage requirements will vary depending on date and desired ballroom.

[www.detroitmarriott.com](http://www.detroitmarriott.com)



## Packages

### Sangeet Package

**\$40 per person**

(Pricing per person based on having an evening dinner reception at the hotel)

- Guest to arrange catering from outside caterer (food and beverage **not** included in per person package price)
- Set up for **buffet** style hors d'oeuvres and dinner service, based on two hours of service
  - If butler style (tray passed) service is requested for hors d'oeuvres, an additional \$2 per person fee will apply
- All alcoholic and non-alcoholic beverages will be based on consumption (**not included** in per person pricing)
- If beverage service is requested, there will be a fee of \$150 per bartender at a ratio of 1 bartender per every 75 guests
- *Pricing based on also hosting your ceremony and reception at the hotel. Please ask your sales manager regarding the rental minimum if you are choosing to not host your reception at the hotel*

### Ceremony Fee

**\$2,500 fee**

(Pricing per person based on having an evening reception at the hotel)

Ceremony Fee Includes:

- Space for Ceremony
- Set up of ceremony location
  - Standard Hotel Banquet Chairs
  - Staging
- One wired microphone
- Set up time for vendor to display Mandap two hours prior to contracted ceremony start time

### Luncheon Package

**\$35 per person**

(Pricing per person based on having an evening dinner reception at the hotel)

- Guest to arrange catering from outside caterer (food and beverage **not** included in per person package price)
- Set up for **buffet** style hors d'oeuvres and dinner service, based on two hours of service
  - If butler style (tray passed) service is requested for hors d'oeuvres, an additional \$2 per person fee will apply
- All alcoholic and non-alcoholic beverages will be based on consumption (**not included** in per person pricing)
- If beverage service is requested, there will be a fee of \$150 per bartender at a ratio of 1 bartender per every 75 guests

### Baraat

If you wish to have your baraat outside of our hotel, written approval must be made by General Motors and CBRE. Once approved, a **mandatory** \$450 security fee will be charged for staffing of the Renaissance Center Security personnel. This fee is mandatory and non-negotiable. The hotel will partner with you to obtain approval. The hotel does not have the authority to permit use of baraat location without written approval from General Motors and CBRE.

All meeting room, food and beverage, and related services are subject to a 25% taxable service charge and 6% state sales tax.

All prices are subject to change without notice.

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### Dinner Reception Package

**\$50 per person**

- Guest to arrange catering from outside caterer (food and beverage **not** included in per person package price)
  - Additional kitchen fees may apply based on caterer needs
- All alcoholic and non-alcoholic beverages will be based on consumption (**not included** in per person pricing)
- Set up for **buffet** style hors d'oeuvres and dinner service, based on two hours of service
  - If butler style (tray passed) service is requested for hors d'oeuvres, an additional \$2 per person fee will apply
- Sparkling wine toast (1 per guest)
- Cake cutting
- If beverage service is requested, there will be a fee of \$150 per bartender at a ratio of 1 bartender per every 75 guests
- \$5 per person fee for outside dessert station

### All alcoholic and non-alcoholic beverage service based on consumption

Please see below a link to our full pricing for all beverage services

[\*\*Detroit Marriott at the Renaissance Center Menu\*\*](#)

All meeting room, food and beverage, and related services are subject to a 25% taxable service charge and 6% state sales tax.

All prices are subject to change without notice.

Minimum rental, food and beverage requirements will vary depending on date and desired ballroom.



## Wedding Policies and Procedures

### SECURING YOUR DATE

The Detroit Marriott will extend a complimentary one week hold with no obligation on the date of your choice. After the one week period, the Detroit Marriott will release the space back to the public or continue to hold the date while drafting a contract for you. Your date will be permanently secured and considered definite when you sign your contract and pay your deposit.

### DEPOSIT AND PAYMENT SCHEDULE

A **non-refundable** deposit is due with your signed contract and will be equal to 25% of the contract value. The deposit is non-refundable and non-transferable. Your deposit will be considered your first payment towards your wedding. The remaining deposit schedule is as follows:

- 25% of your contract value is due three months after the signed contract date
- 25% of your contract value is due six months after the signed contract date
- 20% of your contract value is due one month prior to the date of your wedding
- Final balance due in full one business week prior to the date of your wedding

All payments must be made by cash, certified check or credit card.

### MINIMUM SPEND REQUIREMENT

Your event requires a minimum guaranteed dollar value spend that will be discussed with your sales manager. This amount is based upon the date, time, and location of your event. **If your expected attendance multiplied by the per person price falls below the minimum dollar value, you will pay the difference.** The above minimum dollar amount does not include taxes, service charges or miscellaneous charges.

A minimum guarantee of attendance must be received three (3) business days (excluding weekends and holidays) prior to the event. This number is not subject to reduction; it can only increase up to 24 hours prior to your event. Should you not guarantee your attendance with your event manager, your contracted expected count will be used as your guarantee.

### FOOD AND BEVERAGE POLICIES

All food and beverage must be provided by the Detroit Marriott at the Renaissance Center or through an approved Ethnic Catering Vendors. All charges are subject to a taxable service charge of 25% and a MI sales tax of 6%. No food or beverage shall be brought into the hotel by patrons or attendees. The sale and service of alcoholic beverages are regulated by the State of Michigan and City of Detroit Codes. As licensee, the hotel is responsible for administrations of these regulations. All guests will be required, by hotel and the State of Michigan, to provide proper identification when consuming alcoholic beverages.

### OUTSIDE CATERING POLICIES

The Detroit Marriott does not permit outside food and beverage on property unless items are provided through the hotel's approved outside catering vendor list. All catering vendors will be responsible for signing and abiding by the Detroit Marriott's vendor agreement. A maximum of **TWO** caterers per booking are permitted. Caterer must provide the hotel a confirmed menu and equipment list 30 days prior to the date of the wedding. The Detroit Marriott and the caterer must have identical final counts for each event. If final guarantees are not the same, the highest count will apply.

All meeting room, food and beverage, and related services are subject to a 25% taxable service charge and 6% state sales tax.

All prices are subject to change without notice.

Minimum rental, food and beverage requirements will vary depending on date and desired ballroom.



## PLANNING ARRANGEMENTS

Upon receipt of your signed agreement and deposit, you will be assigned to an experienced hotel event manager. This event manager will assist you with finalizing all aspects of your wedding details including: guest room block arrangements, food and beverage selections, audio visual needs, and any other special requirements that you may have. The event manager will be your primary contact at the hotel. Should you need a person wedding planner/coordinator, your event manager can provide you with a list of preferred wedding professionals.

## EVENT TECHNOLOGY

Complete in-house audio visual equipment and services are available through Encore via your event manager. There will be an additional cost outside of your wedding package for these services; any outside audio visual services are subject to a surcharge (excluding DJ services).

## DECORATIONS AND VENDOR INFORMATION

Banners or displays may not be affixed to any wall, floor or ceiling unless approved by your Event Manager. Please note vendors must set up all items during contracted set up times only. All event-related items must be picked up by the vendor one hour after the event concludes. For any items left behind, \$500 per day storage fee will apply.

## BANQUET SERVICES

All packages include standard linen, napkins, wooden dance floor, risers, tables, standard banquet chairs, glassware, flatware and china required for service of the event. Additional fees, as followed, may apply:

- A **\$500 labor fee** will be incurred for every hour dinner service is delayed
- Additional **cleaning fee of \$500** will apply to any event that leaves behind debris, décor or other refuse
- All event related items must be picked up by the vendor one hour after the event concludes. For any items left behind, a **\$250 per day** storage fee will apply.

## OVERNIGHT GUEST ROOM ACCOMMODATIONS

Your Sales Manager can assist you with setting up a room block of 10 or more rooms with a special sleeping room rate exclusively for your event and guests. Rates are based on single and double occupancy.

## FINAL GUARANTEES

We need your assistance in making your event a success. The final guarantee guest count for each event is required three business days prior to your scheduled event. The final count is the minimum guarantee and is not subject to reduction; it can only increase up to 24 hours before your event. If a final guarantee is not received, the original expected number on your signed contract will act as your minimum guarantee.

## ACCEPTANCE

By signing below, you agree that you have read, understand and accept the Detroit Marriott Hotel's Outside Catering Wedding Policies as listed above.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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