

*Sheraton*  
*Midwest City Hotel*  
*At The*  
*Reed Conference Center*

*2016 Wedding Packages*



# *Congratulations!*

We would like to congratulate you on your engagement and upcoming wedding!

Thank you for choosing the Sheraton Midwest City Hotel at the Reed Conference Center. We have beautiful ballrooms, gorgeous grounds, and an exceptional banquet and catering staff that will make your wedding an event to remember.

We are located just off of Interstate 40 and Sooner Road. The hotel includes amenities such as a full service bar and restaurant, an indoor pool, complimentary wifi and parking, and is conveniently connected to the Reed Conference Center. Special group rates are available upon request.

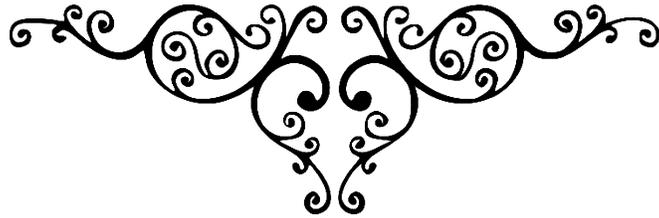
Our Wedding Specialist will help to cater to your specific needs and desires for your wedding and reception. We have a vast array of services we can provide to make your wedding day spectacular, down to the last detail.

The Sheraton Midwest City Hotel at the Reed Conference Center would be honored to be a part of your big day! Enclosed you will find the different packages that we have available.

Please contact our Wedding Specialist, Martha Pruett, at (405) 455-1801 or by e-mail at [mpruett@sheratonmidwestcity.com](mailto:mpruett@sheratonmidwestcity.com) for more information and to arrange for an appointment.

Sincerely,

The Sheraton Midwest City Hotel  
at the Reed Conference Center



# *Venue*

## **Event Plaza**

The Event Plaza provides a scenic backdrop for an outdoor ceremony, featuring a beautiful waterfall and pond. The Event Plaza comfortably holds 150 people. We invite you to exchange your vows at the waters edge in front of family and friends.

## **The Reed Ballroom**

The Reed Ballroom is an elegant and welcoming space. Featuring high ceilings, adjustable lighting, drop down projector screens, and a large open floorplan. The Reed Ballroom is the perfect place for any reception. Comfortably holding anywhere from 80 to 450 people, the Reed Ballroom can be configured to meet your wedding and reception needs.

## **Joyner Room**

The Joyner room is perfect for engagement parties, wedding receptions, or rehearsal dinners. It features a wall of windows looking out onto our Event Plaza and beautifully landscaped grounds. It also features access to our Event Plaza and a drop down projector screen. The Joyner Room comfortably holds 50 people.

## **Junior Ballroom**

The Junior Ballroom is located on our first floor which allows easy access from our Lobby. It features low ceilings, an open floorplan, and can easily accommodate up to 350 people.



# *Rates and Policies*

## **Deposit**

A \$500 deposit is due at the time of booking in order to secure your date. This amount will be applied to the total bill for the wedding.

## **Planning/Payment Schedule**

Once your wedding is booked our Wedding Specialist will contact you to set up consultation meetings. The payment schedule is listed below. All payments are non-refundable.

Initial Booking	\$500 Deposit
4 Months from Wedding	25% Payment Due
2 Months from Wedding	50% Payment Due
72 Hours from Wedding	100% Payment Due

## **Rental Period**

The 5 hour package includes:

30 Minute Ceremony  
4 ½ Hour Reception

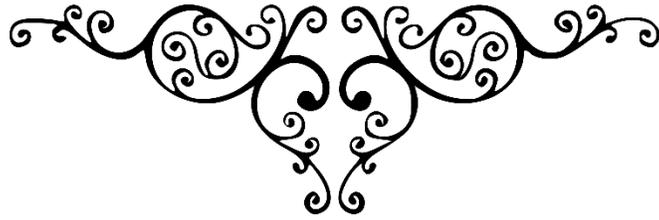
Additional time may be scheduled at the rate of \$250 per hour.

## **Alcohol Policy**

All alcohol must be provided by the Sheraton Hotel at the Reed Conference Center. No outside alcohol is allowed.

## **Cancellation Policy**

If the event is cancelled by the client at any time, a letter of cancellation must be submitted. The client acknowledges and understands that the initial deposit and payments shall not be refunded.



# *Wedding Ceremony Package*

Enjoy a spectacular outdoor wedding ceremony in our breathtakingly landscaped grounds featuring a scenic waterfall and pond.

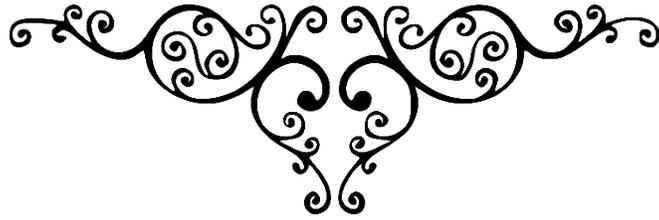


## **Package Includes:**

Ceremony Location

Archway

White Garden Chairs



# *Wedding Ceremony Packages*

**50 People or Less: \$300**

**75 - 100 People: \$600**

**100 - 150 People: \$900**

**150 - 200 People: \$1,200**

**200 - 250 People: \$1,500**

**250 - 300 People: \$1,800**

**300 - 400 People: \$2,400**





## *5 Hour Wedding Reception Packages*

### **All Packages Include:**

Beautiful Reception Room

Dance Floor

All Tables and Chairs

Black or White Linen

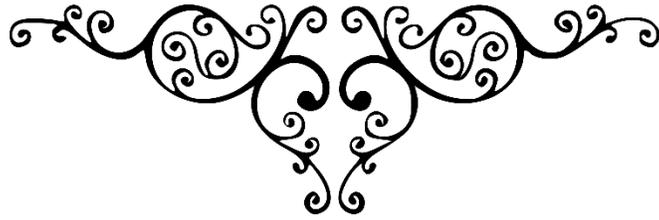
Candlelight Centerpieces

Guest Room for Bride and Groom

Wedding Cake Cutting Service

Dedicated Banquet Captain

Catering for maximum number of people listed



## *Wedding Reception Packages*

50 People or Less: \$2,500

75 - 100 People: \$4,500

100 - 150 People: \$6,000

150 - 200 People: \$6,500

200 - 250 People: \$8,500

250 - 300 People: \$9,750

300 - 400 People: \$11,750

\$30 per additional person.



# *Wedding Reception Packages*

## *Plated Dinner Options*

Plated Dinners include salad, one protein, one vegetable, one starch, warm dinner rolls with butter, iced tea, and water.

### **Salad:**

Classic Caesar Salad  
Fresh Garden Salad  
Wedge Salad

### **Protein:**

Chicken Vodka Penne  
Grilled Chicken Breast  
Parmesan Crusted Chicken  
Roasted Pork Loin  
London Broil

Outlaw Blackened Chicken  
Chablis Chicken  
Current & Orange Pork Loin  
Chicken and Vegetable Kabobs

### **Starch:**

Rosemary Mashed Potatoes  
Garlic Mashed Potatoes  
Wild Rice Pilaf

Cilantro White Rice  
German Potato Salad



# *Wedding Reception Packages*

## *Plated Dinner Enhancements*

### **Salad:**

Island Salad - \$2 per person

Greek Salad - \$3 per person

### **Starch:**

Buttered Baby Fingerling Potatoes - \$1 per person

Mushroom Risotto - \$2 per person

Roasted Tomato Orzo - \$2 per person

Twice Baked Potato - \$2 per person





# *Wedding Reception Packages*

## *Dinner Buffet Options*

All Buffet Dinners include iced tea and water.

### **Italian:**

Italian Ceasar Salad with Garlic Crutons  
Spaghetti and Meatballs  
Chicken Alfredo

Roasted Italian Vegetables  
Garlic Breadsticks

### **BBQ:**

Fresh Garden Salad  
Fried Chicken  
Barbeque Brisket

Baked Beans or Fried Okra  
Garlic Mashed Potatoes  
Dinner Rolls

### **Mexican:**

Fresh Garden Salad  
Chicken Quesadillas  
Beef Tacos

Rice and Beans  
Dinner Rolls



## *Wedding Package Enhancements*

Specialty Colored Linen - \$35 per table

Specialty Colored Napkins - 50¢ per napkin

White Garden Chairs - \$5 per chair

Chivari Chairs - \$8 per chair

Chair Covers - \$6 per chair

Chair Sashes - \$4 per chair

Table Runners - \$4 per table

Butler Passed Fee - \$50 per\*

Bartender - \$75 per\*\*



\*(1) Server per every 50 people

\*\* (1) Bartender per every 100 people



## *Dressing Suite Packages*

### **Basic: \$125**

Hotel Dressing Room  
1 Dozen Assorted Soft Drinks & Bottled Water

### **Beyond Basic: \$225**

Hotel Dressing Room  
1 Dozen Assorted Soft Drinks & Bottled Water  
Fruit and Cheese Tray

### **Silver: \$275**

Parlor Room Dressing Suite  
1 Dozen Assorted Soft Drinks & Bottled Water  
Fruit & Cheese Tray



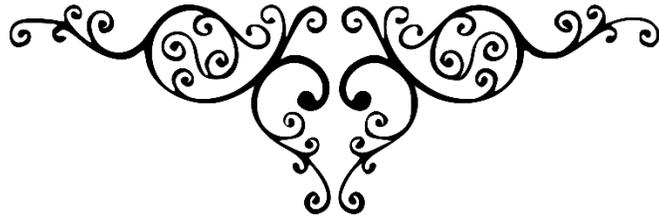
## *Dressing Suite Packages*

**Gold: \$325**

Parlor Room Dressing Suite  
3 Gallons Fruit Punch or Flavored Iced Tea  
12 Boxed Lunches  
1 Dozen Assorted Candy Bars

**Platinum: \$375**

Dressing Suite in Reed Center  
1 Dozen Assorted Soft Drinks and Bottled Water  
Choice of 2 Appetizers  
1 Dozen Freshly Baked Cookies & Brownies  
1 Dozen Chocolate Covered Strawberries  
1 Bottle Champagne



## *Dressing Suite Packages*

### **Enhancements:**

1 Dozen Chocolate Covered Strawberries - \$30

Boxed Lunches - \$24 each

Champagne - \$26 per bottle

Assorted Freshly Baked Cookies or Brownies - \$28 per dozen

1 Gallon Freshly Brewed Coffee - \$32 per gallon

House Wine - \$25 per bottle





## *Frequently Asked Questions*

### **What is a wedding specialist?**

Your wedding specialist will help you plan the events at the Reed Center. They are not a wedding coordinator and may not be available the day of your wedding. The wedding specialist will help you with menu selections, room set up, and complete the billing process. The banquet staff will be your on site contact on the day of your wedding.

### **When is the final head count due?**

The final head count guarantee must be received 72 hours before the event. The final adjustments to the bill will be made based upon this guarantee.

### **What happens if I go over my final guarantee number?**

The Reed Center will provide 5% over the food and beverage guaranteed. If the 5% is utilized the remaining charges will be added to the final bill and the credit card on file will be charged the following business day.

### **What do I need to provide?**

The Reed Center provides most services for your wedding. However, you are responsible for entertainment and wedding cake.

### **Can I use my own centerpieces?**

Complimentary centerpieces are available through your reception package. However, you are allowed to use your own centerpieces if desired. Centerpieces cannot include loose glitter, confetti, or open flame candles. We ask that you check with the wedding specialist regarding the use of candles.



## *Frequently Asked Questions*

### **What is wedding cake cutting service?**

The Reed Center does not provide your cake, however, the service of the wedding cake is offered complimentary. The banquet staff will work with your baker to set up your wedding cake the day of your event. After the initial cut is made into the wedding cake the staff will take over and complete the cutting and serving of your cake. The staff will save the cake topper and the customer is responsible to remember to pick it up from our staff.

### **Am I allowed to bring in my own food?**

Per the Oklahoma State Health Department, no outside food or beverage is allowed onto property with the exception of the wedding cake. Cake must be provided by a licensed bakery with a permit for catering. Most bakeries are certified.

### **What if I want to offer alcoholic beverages?**

Per the Oklahoma ABLE commission, all alcoholic beverages must be provided by the Reed Center. Please contact your wedding specialist for pricing and additional fees. If a guest brings in alcohol, a warning will be given to the bride or groom and the guests will be asked to remove the alcohol from the property. Should the alcohol not be removed immediately the Reed Center reserves the right to call the Midwest City Police Department and to stop all wedding services.

### **Are food tastings offered?**

You may schedule an appointment with the wedding specialist for a food tasting. A two week notice must be given and the tasting must be completed no later than 30 days prior to an event. Ask your wedding specialist for wedding tasting guidelines.



## *Frequently Asked Questions*

### **What if I need sleeping rooms for my guests?**

If 15 or more rooms are needed, a financial commitment will be added to the contract with the understanding that the group is responsible for any sleeping rooms not used. If less than 15 sleeping rooms are needed, the wedding specialist will provide the contact with a special rate code for a convenient reservation process.