

SPECIAL VALUE WEDDING MENU PACKAGE



Combining a contemporary, sophisticated style, an ideal Uptown setting and the finest personal services, The Ritz-Carlton, Charlotte is the perfect fit for any celebration. Our creative Special Events Team is dedicated to designing a wedding experience that is uniquely yours.

Celebrate your special day as it was meant to be remembered.



THE RITZ-CARLTON®
CHARLOTTE

Host your dream wedding at The Ritz-Carlton, Charlotte on a Friday, Sunday or Holiday Weekend and enjoy our newest wedding package starting at \$120 per person. The Special Value Wedding Package is available for weddings with 65 or more guests. In addition to the Food and Beverage offerings, your package will also include the following:

Dedicated Special Events Manager
Menu Tasting for Plated Dinners
(complimentary for up to 4 guests)
The Ritz-Carlton's selection of Glassware, Flatware and China
Choice of Ivory or Beige Linens
Gold Damask Banquet Chairs
Wooden Dance Floor and Staging
Complimentary Suite for Bride and Groom on Wedding Night
Reduced Room Rate for a Block of Guest Rooms
Ability to earn Marriott or Ritz-Carlton Rewards Points

*Upgrade to Designer Décor Package, featuring Chiavari Chairs
and Satin Linen, for \$15 per person*

WEDDING MENU PACKAGE

BEVERAGE AND HORS D'OEUVRES

THREE HOUR DELUXE BAR PACKAGE

The following to be available for three hours of service/ Bartender Fees Waived

Deluxe Brand Cocktails
Beefeater Gin, Skyy Vodka, Canadian Club Whiskey, Jim Beam Bourbon,
Bacardi Superior Rum, Dewar's Scotch, Suaza Gold Tequila Domestic
and Imported Beer
Sommelier Selection of Chardonnay and Cabernet Wine
Fruit Juices, Soft Drinks, Natura Still and Sparkling Water

Wine Service with Dinner
Based upon one (1) hour of service

CANAPÉS AND HORS D'OEUVRES

*To be Butler Passed; Please Select (3) of the Following:
Based upon one piece of each per person*

CANAPÉS

Spicy Sesame Tuna Taco, Avocado
Marinated Mozzarella, Grape Tomato, Crostini
Tiny Truffle Chicken Salad on Brioche
Yellow Tomato Gazpacho Shooter,
Cilantro Crème Fraiche
Roasted Pepper Hummus,
Pita Chip

HORS D'OEUVRES

Beef Satay, Thai Peanut-Scallion Sauce
Chicken Tandoori, Cucumber Raita
Miniature Chicken Quesadilla,
Chipotle Salsa
Miniature Crab Cake, Remoulade
Braised Beef Short Ribs Baked en Croute,
Horseradish Sauce
Vegetable Spring Roll, Soy Chili Sauce

WEDDING MENU PACKAGE

Continued

PLATED DINNER

All plated dinners include a first course served with Freshly Baked Rolls and Sweet Cream Butter

FIRST COURSE

Please select one first course:

Chilled Tomato Gazpacho, Croutons, Cilantro Emulsion

Wild Mushroom Bisque, Parmesan Flan, Sage Essence

Bouquet of Greens, Roasted Baby Apples, Fennel Dusted Goat Cheese, Champagne Vinaigrette

Vine-Ripe Tomato, Marinated Mozzarella, Baby Greens, Parmesan Crisp, Balsamic Dressing

Baby Greens, Port Poached Pear, Smokey Blue Cheese, Spiced Pecans, Cranberry Vinaigrette

ENTRÉE

Per person price includes Three Hour Open Deluxe Bar, Passed Hors D'Oeuvres, Plated Dinner, Wedding Cake

Roasted Ashley Farms Chicken Breast, Basil Jus \$120

Vidalia Onion-Crusted Filet of Beef, Red Wine Jus \$127

Atlantic Salmon, Horseradish Crust, Citrus Beurre Blanc \$124

Pre-selected Choice of Three Entrees \$133

It is our pleasure to offer your guests a pre-selected choice of up to three entrees. An exact count of each entrée is required to the kitchen (7) seven days in advance. At this time, we ask that you also provide a typed list with each guest's name, entrée selection and table number to ensure accurate service. Personalized place cards stating guests name and entrée selection are required on the day of the event.

ACCOMPANIMENTS

All entrees are paired with your selection of vegetable and starch;

Please select one of each to be paired with all entrée selections

Smoked Cheddar Potato Cake

Chive Whipped Potato

Wild Mushroom Risotto

Parmesan Polenta

Roasted Garlic Brocolini

Haricot Verts

Baby Carrot

Jumbo Asparagus

WEDDING CAKE

Custom Designed Bar Cocoa Wedding Cake

An additional charge may apply based on specific design

Freshly Brewed Coffee, Decaffeinated Coffee and

The Ritz-Carlton Tea Selection

A 24.5% taxable service charge and 8.25% sales tax will be applied to all food and beverage pricing.

Revised 12.2016

WEDDING DINNER MENUS

Continued

HEAVY RECEPTION

*One chef per 100 guests per station/
Uniformed Chef Attendants Available at \$175 each*

FARMER'S MARKET SALAD STATION

Caesar

Romaine, Herb Focaccia Croutons, Parmigiano Reggiano
Black Pepper-Parmesan Dressing

Organic Baby Greens

Sunflower Seeds, Grape Tomatoes, Cucumbers, Spiced Pecans, Croutons, Blue Cheese Crumbles
Red Wine Vinaigrette, Malt Vinaigrette, Buttermilk Ranch

Tossed with Grilled Ashley Farms Organic Chicken

PASTA STATION

Sautéed to Order by a Uniformed Chef Attendant

Please select three of the following Whole

Wheat Penne with Marinara Cheese

Tortellini with Alfredo Sauce

Angel Hair with Local Tomatoes, Garlic and Fresh Basil

Orecchiette with Lemon, Artichokes, Olives and Capers

Pappardelle with Smoked Bacon Cream

Served with Shaved Parmesan, Red Pepper Flakes, Fresh Herbs and Garlic Bread

SURF AND TURF STATION

Plated to Order by a Uniformed Chef Attendant

Please select three of the following

Pan-Seared Maryland Crab Cake, Remoulade, Four Tomato Relish

Seared Petite Filet of Beef, Truffle Whipped Potatoes, Bacon Jus

Braised Beef Short Rib, Celery Root Puree, Ratatouille, Natural Jus

Sautéed Shrimp Provencal, Petite Herb Salad

Served with Freshly Baked Bread and Sweet Cream Butter

WEDDING CAKE

Custom Designed Bar Cocoa Wedding Cake

An additional charge may apply based upon specific design

Freshly Brewed Coffee, Decaffeinated Coffee and The Ritz-Carlton Tea Selection

\$130 per person

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Revised 12.2016

WEDDING DINNER MENUS

Continued

MENU ENHANCEMENTS

BAR COCOA DESSERT DISPLAY

A selection of artistic, freshly created delights from the acclaimed Bar Cocoa Pastry Chefs

Selection of Individual Desserts to Include: Tiramisu,
Chocolate Salted Caramel Tart, Key Lime Pie, Red
Velvet, Carrot and Chocolate Mini Cupcakes French
Macaroons and signature "Bar Cocoa"

\$18 per person

LATE NIGHT SNACKS

To be butler passed

S'more Cones	\$6.00 each
Warm Cookies and Milk	\$7.00 each
Mini Grilled Cheese, Tomato Soup Shooter	\$5.00 each
Fish n' Chips in Paper Cone	\$8.00 each
Jerk Chicken Mini Tacos, Cilantro Sour Cream	\$6.00 each
Beef Slider with Bacon Jam and Cheddar	\$6.00 each
Southern Fried Chicken Slider	\$6.00 each

TATER TOT BAR

Build your own Tater Tot

Served with an assortment of toppings:

Jalapeno Cheese Sauce, Nacho Cheese Sauce, Sautéed
Onions, House Ketchup, Sour Cream, Scallions

\$10 per person

BAR PACKAGE UPGRADES

Upgrade to 3 hour Premium Brand Bar	\$7 per person
Additional hour of Deluxe Brand Bar	\$12 per person
Additional hour of Premium Brand Bar	\$14 per person
Signature Drink	pricing varies

custom designed by Ritz-Carlton mixologist

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Revised 12.2016

BAR COCOA WEDDING CAKE

We are pleased to announce wedding cakes by Bar Cocoa. The Bar Cocoa Pastry Team specializes in creating beautiful, unique wedding and celebration cakes for all occasions, with each cake designed to suit your own personality and style, and made with outstanding craftsmanship and attention to detail. When it comes to choosing your personal cake design, the possibilities are endless. Wedding cakes can be created in any color combination and any variety of shapes, and can be decorated with delicately handcrafted sugar flowers, intricate piping, pretty patterns, hand painting and so much more.

An additional charge may apply based on specific design.

Whether you choose to incorporate the lace featured on your wedding dress, a personal color theme, or even the flowers in your bridal bouquet, we promise to create a memorable cake that exceeds your expectations. Our inspirational wedding cakes have been featured in Charlotte magazine.

SIGNATURE CAKES

TASTE OF THE TROPICS

Rum Soaked Yellow Cake
Rum Roasted Pineapple
Coconut Mousseline Cream

DEVIL'S FOOD

Rich Devil's Food Cake,
House Made Raspberry Jam
Italian Buttercream

THE RITZ-CARLTON CLASSIC

White Sponge Cake
House Made Raspberry Jam
Italian Buttercream

HUMMING BIRD

Banana Pineapple Cake
Cinnamon Cream Cheese Filling
Toasted Pecans, Buttercream

LEMON ZINGER

Lemon Pound Cake
Lemon Curd
Buttercream

CHOCOLATE BAILEYS MOUSSE

Baileys Soaked Chocolate Sponge Cake
Dark Chocolate Baileys Mousse
Buttercream

RED VELVET

Traditional Red Velvet Cake
Cream Cheese Filling

ALMOND FUDGE

Almond Cake,
Dark Chocolate Ganache

DOUBLE CHOCOLATE

Devil's Food Cake
Chocolate Mousse Filling
Italian Buttercream

BANANA PUDDING

Vanilla Cake
Banana Cream Filling with Wafer Cookies
Italian Buttercream

CHOCOLATE PEANUT BUTTER

Devil's Food Cake
Peanut Butter Mousse
Buttercream

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Revised 3.2015

BAR SELECTIONS

LIQUOR CHOICES

PREMIUM LIQUOR

Bombay Sapphire Gin
Ketel One Vodka
Maker's Mark Small Batch Bourbon
Seagram's Crown Royal
10 Cane Rum
Johnnie Walker Black 12-Year Scotch
1800 Tequila

DELUXE LIQUOR

Beefeater Gin
Skyy Vodka
Canadian Club Whiskey
Jim Beam Bourbon
Bacardi Superior Rum
Dewar's Scotch
Sauza Gold Tequila

DOMESTIC BEER

Budweiser
Bud Light
Miller Lite
Sam Adams
O'Douls

IMPORTED BEER

Stella Artois
Heineken
Amstel Light
Corona

SPECIALTY BEER

Highland Gaelic Ale
Highland St. Teresa's Pale Ale
Sam Smith's Organic Lager

WINES

SPARKLING WINES

Listed from mildest to strongest

- Ritz, Brut, Champagne, France, NV \$115
- Mumm Napa, Brut, "Prestige Chefs de Caves", Napa Valley, California \$92
- Nicolas Feuillatte, Brut, Champagne, France, NV "Blue Label" \$105
- Caposaldo, Prosecco, Brut, Veneto, Italy, NV \$56

SWEET WHITE/BLUSH WINES

Listed from sweetest to least sweet

- Beringer, White Zinfandel, California \$38

DRY LIGHT INTENSITY WHITE WINES

Listed from mildest to strongest

- Pighin, Pinot Grigio, Friuli Grave, Friuli-Venezia Giulia, Italy \$56
- Ponzi, Pinot Gris, Willamette Valley, Oregon, 2011 \$68
- Provenance Vineyards, Sauvignon Blanc, Rutherford, California, 2011 \$75
- Whitehaven, Sauvignon Blanc, Marlborough, New Zealand \$59
- Ferrari Carano Fume Blanc, Sonoma Coast, California \$62

DRY MEDIUM INTENSITY WHITE WINES

Listed from mildest to strongest

- Steven Kent, Chardonnay, "A Ritz-Carlton Cuvée", Central Coast, California 2010 \$55
- Gustave Lorentz, Pinot Gris, "Reserve", Alsace, France, 2010 \$75
- Penfolds, Chardonnay, "Koonunga Hill", South Australia, 2011 \$48
- Robert Mondavi Private Selection, Chardonnay, California \$45
- Chateau St. Jean, Chardonnay, Sonoma Valley, California 2010 \$54
- Sterling Vineyards, Chardonnay, Napa Valley, California, 2010 \$78

DRY MEDIUM INTENSITY RED WINES

Listed from mildest to strongest

- Bearboat, Pinot Noir, Russian River Valley, California, 2008 \$56
- Bouchard Aine & Fils, Pinot Noir, Burgundy, France, 2010 \$68
- MacMurray Ranch, Pinot Noir, Sonoma Coast, California, 2010 \$68
- Penfolds, Shiraz, "Koonunga Hill", South Eastern Australia, 2010 \$48
- Don Miguel Gascon, Malbec, Mendoza, Argentina, 2011 \$92
- Steven Kent, Cabernet Sauvignon, "A Ritz-Carlton Cuvée", Central Coast, California, 2010 \$55
- Robert Mondavi Private Selection, Cabernet Sauvignon, California, 2010 \$45
- Chateau Ste. Michelle, Merlot, Columbia Valley, Washington, 2009 \$58
- Casa Lapostolle, Merlot, "Casa", Rapel Valley, Central Valley, Chile, 2011 \$54
- Jacob's Creek, Shiraz, "Reserve", Baroosa Valley, South Australia, 2009 \$62
- Decoy by Duckhorn, Merlot, Sonoma County, California, 2010 \$78
- Sterling Vineyards, Merlot, Napa Valley, California, 2009 \$82
- Sterling Vineyards, Cabernet Sauvignon, Napa Valley, California, 2009 \$95
- Benziger, Cabernet Sauvignon \$78
- Frei Brothers, Cabernet Sauvignon, "Reserve", Alexander Valley, California, 2009 \$89

A 24.5% taxable service charge and 8.25% sales tax will be applied to all food and beverage pricing.

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FOND FAREWELL BREAKFAST

CONTINENTAL

UPTOWN

\$31 per guest

- Freshly-Squeezed Orange and Grapefruit Juice, Cranberry Juice
- Seasonal Fruit and Berries, Vanilla-Scented Organic Yogurt
- Baker's Selection of Breakfast Pastries
- House Preserves, Sweet Butter, Cream Cheese
- Assorted Individual Cereals
- Regular, Skim and 2% Milk
- Freshly Brewed Regular and Decaffeinated Coffee
- The Ritz-Carlton Mighty Leaf Tea Selection

FARMERS BASKET

\$34 per guest

- Fresh Juices to include a Trio of Seasonal House Made Juices
- Low Fat Organic Cottage Cheese and Grilled Pineapple Parfait
- Fruit Salad
- Fresh Seasonal Berries
- Sliced Tomatoes, Hard-Boiled Eggs
- Organic Individual Yogurt, House-Made Granola
- Bran & Fat-Free Muffins
- House Preserves and Sweet Butter
- Lemon-Raisin Scones
- Muesli with Dried Fruits, 2% Milk, Skim Milk
- Freshly-Brewed Regular and Decaffeinated Coffee
- The Ritz-Carlton Mighty Leaf Tea Selection

FOND FAREWELL BREAKFAST

BUFFET

CAROLINA

\$45 per guest

- Freshly-Squeezed Orange and Grapefruit Juice, Cranberry Juice
- Seasonal Fruit and Berries, Vanilla-Scented Organic Yogurt
- Baker's Selection of Breakfast Pastries
- House Preserves, Sweet Butter
- Assortment of Individual Flavored Yogurt
- Assorted Individual Cereals
- Regular, Skim and 2% Milk
- Steel-Cut Irish Oatmeal, Brown Sugar, Raisins, Cinnamon, Steamed Milk
- House-Smoked Salmon, Sliced Tomato, Chopped Egg, Capers, Red Onions, Cream Cheese
- Assortment of Bagels
- Scrambled Eggs with Tomato, Chives
- Roasted Breakfast Potatoes
- Applewood Smoked Bacon
- *Choose One:* Organic Chicken Apple Sausage, Pork Links Sausage, or Sausage Patties
- Freshly-Brewed Regular and Decaffeinated Coffee
- The Ritz-Carlton Mighty Leaf Tea Selection

SOUTHERN MORNING

\$49 per guest

- Freshly-Squeezed Orange and Grapefruit Juice, Cranberry Juice
- Seasonal Fruit and Berries, Vanilla-Scented Organic Yogurt
- Baker's Selection of Breakfast Pastries
- Sticky Buns
- House Preserves, Sweet Butter
- Organic Yogurt Parfait with Traditional Mixed Berry Compote
- "Stone Ground" Cheddar Grits
- Buttermilk Pancakes, Warm Maple Syrup
- French Toast, Peach Compote, Ricotta, Toasted Walnuts, Honey
- Scrambled Eggs with Tomato, Chives, Goat Cheese, Aged Cheddar
- Applewood Smoked Bacon
- *Choose One:* Organic Chicken Apple Sausage, Sausage Patties *or* Southern Ham
- Freshly-Brewed Regular and Decaffeinated Coffee
- The Ritz-Carlton Mighty Leaf Tea Selection

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FOND FAREWELL BREAKFAST

CUSTOMIZE YOUR BUFFET

ENHANCEMENTS

- Buttermilk Pancakes, Banana Compote *\$6 per guest*
- Cinnamon Brioche French Toast, Peach Preserves *\$7 per guest*
- Steel-Cut Irish Oatmeal, Brown Sugar, Raisins, Cinnamon, Steamed Milk *\$6 per guest*
- Individual Dry Cereals, Homemade Granola, Whole and Skim Milk *\$6 per guest*
- Breakfast Meats – Choose One: Applewood Smoked Bacon, Turkey Bacon, Organic Chicken Apple Sausage, Pork Links Sausage, Sausage Patties, Southern Ham *\$8 per guest*
- Scrambled Eggs with Fresh Herbs, Roasted Tomatoes *\$6 per guest*
- Individual Organic Fruit Yogurt *\$5 per guest*
- “Stone Ground” Cheddar Grits *\$6 per guest*
- Bagels and Cream Cheeses (Plain and Chive) *\$40 per dozen*
- House-Smoked Salmon served with Bagels, Sliced Tomato, Chopped Egg, Capers, Red Onions, Cream Cheese *\$10 per guest*

SANDWICHES *\$7 per guest per selection*

- Classic Fried Egg, Bacon, Tomato and Cheese Buttermilk Biscuit
- Ham, Egg and Cheese Croissant
- Scrambled Eggs, Chicken Sausage, and Fontina Cheese English Muffin
- Scrambled Egg Whites, Spinach, Low-Fat Mozzarella, Roasted Tomato Tortilla Wrap

ORGANIC BROWN EGG QUICHES *\$7 per guest per selection*

- Classic Lorraine: Bacon, Swiss Cheese, Onions
- Aged Cheddar, Spinach, Roasted Tomato

EGGS AND OMELETS

\$14 per guest / \$175 per chef

Prepared with the following selection:

- Brown Country Eggs, Egg Beaters, Egg Whites
- Swiss, Cheddar and Goat Cheese
- Ham, Bacon, Spinach, Scallions, Mushrooms, Tomatoes, Bell Peppers, Chorizo
- Fresh Salsa

GRIDDLE CAKES

\$11 per guest per station / \$175 per chef

Served with the following: Vanilla Whipped Cream, Mixed Berry Compote, Banana Compote, Chocolate Chips, Warm Maple Syrup, Sweet Butter

Choose one station:

- Buttermilk Pancakes
- Belgian Waffles
- Brioche French Toast
- Almond Pancakes (Gluten-Free)

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BREAKFAST *continued*

PLATED \$42 per guest

Includes Croissants, Muffins, Danish, Scones, Honey, Preserves, Butter, Juices, Regular and Decaffeinated Coffee, Mighty Leaf Tea Selection

STARTERS

Choose one for your entire group

- Layered House Granola and Yogurt Parfait, Mixed Berries
- Mixed Fruit Sala, Mint Chiffonade
- Grapefruit Brulee, Blackberries, Mint

ENTRÉES

Choose one for your entire group

Individual Quiche

- Spinach, Local Chèvre, Portobello
- Classic Lorraine: Bacon, Swiss Cheese, Onions

Organic Brown Eggs *Choose from:*

- Scrambled with Fresh Herbs
- Scrambled with Smoked Cheddar and Asparagus
- Traditional Eggs Benedict: Canadian Bacon, English Muffin, Hollandaise Sauce

ACCOMPANIMENTS

Choose two for your entire group

- Breakfast Potatoes
- Cheddar Cheese Grits
- Slow-Roasted Roma Tomatoes
- Buttered Asparagus
- Canadian Bacon
- Hickory-Smoked Bacon
- Sausage Patties
- Organic Chicken Apple Sausage
- Turkey Bacon

HOTEL POLICIES AND PROCEDURES

GUARANTEE

It is requested that the Meetings and Special Events office be notified of the exact number of guests attending a function by 12pm, seventy-two (72) business hours prior to the event. If the guaranteed number is not provided, the billing will be calculated for the greater of the following: (1) the number of persons for which the party was originally booked, or (2) the number of persons in attendance. If the guarantee given is for more than 100 persons, the hotel will prepare for 3% above the guaranteed number, if requested. Should more guests actually attend than guaranteed you will be charged for the greater amount. Dietary substitutions are also available upon request.

PRICES AND PAYMENT

There will be an applicable 24.5% taxable service charge and applicable sales tax on all food and beverage items. Prices are subject to change, with guaranteed pricing six (6) months prior to the function date.

To secure your event with us, we respectfully require a non-refundable deposit followed by the estimated balance payable two weeks prior to the event. Your function should be completely designed, including menus and all details, one month prior to your actual date.

In the event of a cancellation, a cancellation charge will be invoiced. The cancellation schedule will be outlined in the Catering Sales Agreement or Group Sales Agreement.

For continental breakfasts and plated functions for fewer than 25 guests, a \$100 set up fee will be charged. Buffet functions for fewer than 25 guests will be charged a \$250 set up fee. Chef and Attendant fees of \$175 per chef/attendant per hour may apply to your function and will be noted on your banquet event orders. A bartender fee of \$125 per bar for up to two hours with a \$50 fee for each hour thereafter will be charged. This fee will be waived should beverage revenue exceed \$600.00 per bar. One bartender is staffed for every 100 guests.

ALCOHOLIC BEVERAGES AND SMOKE-FREE POLICY

The State Division of Alcoholic Beverages and Tobacco regulates the sale and service of all alcoholic beverages. The Hotel is responsible for the administration of such regulations. Therefore, it is our policy that no alcoholic beverages may be brought into the Hotel for any conference or function. Only food purchased from the Hotel may be used during any conference or function at the Hotel.

The Hotel maintains a smoke-free environment, including all guest rooms, restaurants, lounges, event rooms and public space. In the case of non-compliance, a fee per room will be incurred in order to cover the extensive cost of restoration to a smoke-free condition.

AUDIO VISUAL EQUIPMENT

The Ritz-Carlton, Charlotte has proudly selected Swank Audio Visuals as our full service onsite audio visual provider. In order to help ensure a positive meeting and/or event experience, The Ritz-Carlton, Charlotte highly recommends utilizing Swank Audio Visuals for all of your audio visual needs. Pricing of equipment rental is included with your contract packet and is subject to change. The onsite Swank Audio Visual Team is available to assist with creative planning and consultation in regards to your overall event. Please advise your Sales Manager or the Swank Audio Visual Director of your requirements. If you choose to not use Swank Audio Visuals as your audio visual service provider, please contact the Swank Audio Visuals Director for a copy of the most current outside Audio Visual Service Guidelines. In this case, additional charges may apply. Charges for any damage done to the Hotel by the groups outside Audio Visual vendor will be charged to the group's master account. The group will retain full responsibility for the conduct of its outside vendor.

PARKING

The Ritz-Carlton, Charlotte provides valet parking for all vehicles. Self-parking is also available. There is a valet parking charge of \$35.00 for each vehicle parked overnight and \$18.00 for each vehicle parked for the day. This charge may be posted to individual accounts or to the Master Account.

HOTEL POLICIES AND PROCEDURES

ADDITIONAL SERVICES

Any services that would incur additional costs (e.g. power/electrical charges, chandelier removal, heat, furniture removal, lamps, decor, security, cars on drive way etc.) will be discussed with you by Meetings & Special Events Manager upon your request.

SPECIAL CATERING SERVICES – DECORATIONS/SIGNAGE

Your Meetings and Special Events Manager can arrange for floral centerpieces, specialty linens, theme props, entertainment and ice sculptures. We partner with several preferred vendors to assist you with creating an event to fit your specific needs. If you wish to enlist the services of a vendor other than our recommendations, please notify your Meetings and Special Events Manager so we may share our policies and procedures with you.

Decorations or displays brought into the Hotel must be approved prior to arrival. All decorations and displays must be in compliance with the State Building Code and meet the approval of the Charlotte Fire Marshall. Items may not be attached to any stationary wall, floor, window or ceiling with nails, tape, staples or any other means in order to prevent damage to the facility, fixtures and furnishings. According to Charlotte fire regulations, all candles or any devices that emit flame or smoke must be enclosed in glass or non-flammable containers.

No signage of any kind is permitted in the lobby or on the public grounds. Signage is to be used outside meeting rooms only, and must not be larger than 2 feet wide and 3 feet high. Flip charts or blackboards are not permitted in any public area of the Hotel. Any registration needs must be confined to a function room or on the conference level only.

LOADING AND UNLOADING OF EQUIPMENT

Equipment must be loaded and unloaded at the loading dock in accordance with the Hotel's rules and local ordinances.

MERCHANDISE OR ARTICLES

The Hotel shall not be responsible for damage or loss of any merchandise or articles brought into the Hotel or for any items left unattended.

PACKAGES

Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the Event. Any packages or boxes larger than any combination of 500 pounds must be stored at a local warehouse and be delivered to the Hotel at the client's request with prevailing charges for such service. Delivery of larger shipments must be received at warehouse one week prior to the function. The following information must be included on all packages to ensure proper delivery: (i) conference name; (ii) client's name; (iii) Catering/Meetings & Special Events Manager's Name; and (iv) date of event. There is a box handling charge of \$5.00 per box per movement with the first five boxes being handled on a complimentary basis. Any boxes weighing over 50 pounds or is oversized will be charged \$5.00 per box/piece. \$35.00 per hour labor fee may apply.

DOOR LOCKS RE-KEYED

Most of the meeting room doors can be re-keyed for privacy at a cost of \$50.00 per lock. Appropriate keys for the new locks are charged a refundable deposit of \$300.00 each. Please let your Meetings & Special Events Manager know at least (7) business days in advance if you wish to have a door lock re-keyed. If keys are not returned an additional fee will apply.

URBAN GARDEN

Please be advised the Urban Garden space is managed by Lincoln Harris. The hotel assumes rental responsibility through this agreement; however, Lincoln Harris reserves the right to approve all decor.