



Sheraton®
ANN ARBOR HOTEL

Outside Catering Packages



Here at the Sheraton Ann Arbor, we thank you for considering us for your special day. With the largest Ballrooms in the area, we take pride in being such a huge part of your special day and look forward to working with you in making it a memorable experience. From our dedicated staff and professionals to our excellence ratings in customer service, we are the perfect fit for making your Ann Arbor Wedding Day one to remember. Please take the time to review our Packages and let us know how we can service you in finding the right package for all your Wedding Day needs, taste and budget.



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WEDDING CEREMONY

SAYING “I DO” INCLUDES:

- Complete set up and tear down of the Ceremony Space
- Set up of chairs theater style with a center aisle
- Table for Unity Candle or Sand Ceremony
- Use of White Columns (2) 5' tall, (4) 3' tall and (2) 2-1/2' tall
- Stage for Ceremony
- Spacious event room for Mandap and easily allows for grand decorations
- Ceremony Rehearsal space, time and day subject to availability
- Wireless Microphone with Stand
- Get Ready Room for the afternoon of the Ceremony
- Professional service and experienced staff

Ceremony Fee: See Catering Manager for Pricing

All Food & Beverage prices are subject to 24% service charge and 6% sales taxes

Ask us about our Friday & Sunday Pricing
For more information contact the Sales office: 734 929 3402

* Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs or unpasteurized milk may increase your risk of food-borne illness.
Any guest consuming alcohol must be of legal drinking age.

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OUTSIDE CATERING PACKAGES

Clients who are using an outside approved caterer for their Wedding will have the following Wedding Package.

Wedding Package Includes:

- Use of our Ballroom Spaces including either the Grande or Michigan Ballroom
- Comfortably seats up to 450 people (500 people without a dance floor) for all events
- Spacious event room for Mandap and easily allows for grand decorations
- Complete set up of the space with tables, chairs, staging & dance floor
- China, glassware, and tableware
- Coffee & hot tea beverage service
- Cake cutting service
- Variety of alcoholic beverage options available including hourly per person packages or based by consumption pricing
- Bartender fees for hosted bars
- Complete buffet set ups and use of our kitchens including chaffers, sternos, and serving pieces
- Complimentary table centerpieces; beautiful hurricane vase with taper candle and 10" round mirror
- House napkins with choice of house colors; white, ivory, black, blue, or gold
- Complimentary Junior Suite for the Bride & Groom for the night of their Wedding
- Discounted overnight accommodations for guests
- Professional & experienced banquet captains & serving staff
- Professional Indian caterer of your choosing
- Qualify to receive Starwood Preferred Guest reward points

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OUTSIDE CATERING POLICY

- Outside catering is only allowed on property for Food that the hotel cannot provide. For example; Kosher, Halal, or Indian Cuisine.
- Clients are permitted to use an outside caterer with the approval of the Hotel.
- Caterer must provide a copy of their City issued Business Permit & Certificate of Insurance covering minimum three million dollars in liabilities at least three weeks prior to the event.
- Caterer is responsible for delivery of food and providing all necessary vessels.
- Hotel will provide the chafers, sternos, and utensils for Service.
- Caterer is to provide staff to assist in setting up the buffet, replenishing the food during service, and breakdown and clean-up of the food afterward.
- Caterer is to provide the menu to the hotel at least three weeks in advance. They must also provide the labels for the food items being served.
- Caterer is solely responsible to provide amply quantity of hot and cold food for the event.

*All of our space is based on a minimum spend in revenue (pre-taxed and service charged).
The Minimums vary based on the Ballroom, day of the week and date of the function.*

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HORS D'OEUVRES

Displayed Hors D'oeuvres:

- Domestic & Imported Cheese Display
- Tortilla Chips with Pico de Gallo & Guacamole
- Crudités Display
- Fresh Fruit Display
- Antipasto Display

Hot/Cold Hors D'oeuvres: *(Butler service available upon request, additional fees would apply) based per 50 pieces*

- Artichoke Goat Cheese Beignet
- Boursin Stuffed Mushrooms
- Beef Sate with Teriyaki & Sesame Seed
- Belgian Endive
- California Sushi Roll
- Coconut Shrimp
- Crab Cakes with Chipotle Aioli
- Chicken Sate with Ginger Soy Glaze
- Mini Raspberry Brie en Croute
- Mini Pear Brie en Croute
- Swedish/BBQ Meatballs (per 100 pieces)
- Shrimp Cocktail Shooters
- Smoked Chicken Quesdillas
- Smoked Salmon on Rye Crisp
- Spanikopita
- Stuffed Mushrooms Florentine
- Tomato & Feta Bruschetta
- Vegetable Sushi Roll
- Vegetable Antipasto Skewer
- Vegetarian Spring Rolls

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CARVING STATIONS & RECEPTION TABLES

Based on 1-Hour of Service, () requires a Chef Attendant for every (50) guests - \$100/each*

MASHED POTATO STATION

Served with red-wine morel mushroom sauce, shrimp casino butter, sage béarnaise sauce, plus the classics: butter, sour cream, chives, diced onions, bacon pieces shredded cheddar cheese, salsa, and chili

MEDITERRANEAN STATION

A trio of hummus, baba ghanoush, black olive tapenade, grilled halloumi cheese, grape leaves, assorted marinated olives and artichokes served with grilled Naan bread and toasted pita wedges

***PASTA STATION**

Penne and linguini pastas, (3) sauces, shrimp, chicken, Italian sausage, mushrooms, roasted red peppers, asparagus, artichoke hearts, match-stick vegetables, parmesan and asiago cheese

***Roasted Honey Baked Ham**

Glazed in an orange-pineapple sauce, hand carved and served with freshly baked mini-rolls

***Roasted Loin of Pork**

Slow roasted with citrus mustard dipping sauce, hand carved and served with freshly baked mini-rolls

***Roasted Turkey Breast**

Hand carved and served with freshly baked mini-rolls

***Rosemary & Garlic Roasted Prime Rib**

Slow cooked and rubbed with garlic and rosemary, hand carved, and served with creamy horseradish sauce & au jus, and freshly baked mini-rolls

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LATE NIGHT SNACK OPTIONS

PETIT DESSERT STATION

Mini dessert pastries, mini cheesecake bites, mini cupcakes, and freshly baked cookies

FRIED-FOOD FRENZY

(based on 4 pieces per person) wing-dings, mozzarella sticks, fried ravioli, and French fries

MINI-BURGERS

All-beef sliders topped with cheese, onion, pickles, mustard and ketchup

WALKING TACO BAR

Doritos, Fritos, shredded cheese, lettuce, sour cream, tomatoes, salsa, black olives, and jalapenos with choice of Ground Beef or Grilled Chicken

DETROIT CONEY STATION

Hot Dogs, buns, chili, cheese sauce, onions, mustard, ketchup and relish

ASSORTED PIZZA - per 8-slice pizza

ICE CREAM SUNDAE BAR

Vanilla & Chocolate Ice Cream | Sprinkles | M&M's | Chocolate Chips | Maraschino Cherries | Chopped Nuts | Whipped Cream | Caramel Sauce | Hot Fudge Sauce |

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BAR PACKAGES

Familiar Brand Package

Smirnoff Vodka, Beefeater Gin, Cruzan Rum, Canadian Club, Johnnie Walker Red Label Scotch, Jim Beam White Label Bourbon, Paul Masson Amber, Cinzano, Zauza Gold Tequilla

Domestic Bottle Beer to include Bud Light, Budweiser, & Miller Lite

House Wines to include Chardonnay, Pinot Grigio, White Zin, Cabernet, & Merlot

Fountain Soda & Juice

Appreciated Brand Package

Absolut Vodka, Tanqueray Gin, Bacardi, Captain Morgan, Jack Daniels, Crown Royal, Johnnie Walker Black Label Scotch, Makers Mark, Hennessy VS, Cinzano, Sauza Blue Silver Tequilla

Assorted Domestic, Premium, & Bell's Assorted Bottle Beers

House Wines to include Chardonnay, Pinot Grigio, White Zin, Cabernet, & Merlot

Fountain Soda & Juice

Hosted Beverages; based on consumption

- Familiar Brand Liquors
- Premium Brand Liquors
- Cordials
- Domestic Bottle Beer
- Premium Bottle Beer
- Specialty Brews
- Domestic Draft Beer
- Familiar Wines
- Appreciated Wines
- Soda/Juice

Additional Upgrades:

Assorted Bottle Beer: Premium & Bell's Assorted Brands

Champagne (or Sparkling Cider) Toast

Minor Package: (Under the age of 21)

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CONTINUE THE CELEBRATION

Exclusive offers available with purchase of our Wedding Packages for your Wedding related events including:

- Wedding Shower
- Rehearsal Dinner
- Post Wedding Breakfast or Brunch



Receive 10% off the Food and Beverage when you host 20 or more adults
(Only valid on Catering Events and is not available for Restaurant Functions/Breakfast Buffet)

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WEDDING BLOCKS

WEDDING BLOCK OPTIONS:

Option 1: Courtesy Block -

With this option, you are allowed to place a minimum and maximum of **ten** rooms in the block per night. There are no commitments on your part nor is there a commitment on the Hotel's part. After the first **ten** are reserved, it is the Hotel's option if additional rooms are added to the block, based on availability.

Option 2: Guarantee Group Block -

With this option, you are allowed to have as many rooms in the block as you believe that you need. (Dependent on availability at the time of the contract signing) The Hotel will add additional rooms to the block as requested, if the rooms are available.

- A credit card is required to establish this block and to guarantee the rooms
- It is the responsibility of the client requesting the rooms to utilize 80% of the number of rooms requested

GUESTROOMS:

What is a cutoff date?

The date your group rate expires. Your guests have until this date, usually four weeks prior to your wedding, to reserve a guest room at your group rate.

Will my guests all be blocked together or near each other?

Not necessarily, guestrooms become available as people check out. Rooms on the same floor are not always available at the same time when your guests are checking in.

Who should I contact if I need to block rooms for my upcoming wedding?

Connect with our Sales Admin, Adriana Bond. She can be reached by phone at 734-929-3402 or email adrianabond@sheratonannarbor.com. She will find the best suited Sales Manager for your needs.

Who should I contact if my guests run into any issues with reservations?

Your Convention Services Manager, Jennifer Leleniewski, She can be reached by phone or 734-929-3403 or email jenniferleleniewski@sheratonannarbor.com

TRANSPORTATION:

Who should I contact for transportation needs?

Please contact our Convention Services Manager, Jennifer Leleniewski for discounted information. She can be reached by phone at 734-929-3403 or by email at jenniferleleniewski@sheratonannarbor.com

AMENITY GIFT BAGS:

Is there a charge for providing gift bags to my out of town guests?

Generic gift bags (up to 25) are complimentary distributed to guests at check in.

Additional bags billed at \$1.00 each

Personalized gift bags (up to 25) distributed at check in are billed at \$1 per bag.

Additional bags billed at \$2.00 each

*Personalized gift bags, **delivered** to the guestroom prior to check in are billed at \$3 per bag*

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DREAMS DO COME TRUE

Say "I DO" at the Sheraton Ann Arbor

Allow your wedding to help pay for your Honeymoon



Enjoy special touches and share most memorable moments with friends and family at the Sheraton. When you host your wedding with us, you can earn Starpoints to help pay for your honeymoon.

- Earn one Starpoint for every \$1 of your wedding contracted revenue, up to 100,000 Starpoints.
- In Addition, earn one Starpoint for every \$1 of your actualized revenue, up to 100,000 Starpoints over the contracted revenue.

Enjoy extra rewards when your guests stay with us, too!

- Bridal couple earns Double Starpoints for total revenue of Wedding Guestroom Block. (1 Point per every 2 Dollars spent)

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GENERAL INFO & POLICIES

MINIMUMS & ROOM RENTAL

The Wedding Reception Package is available for parties of 50 adults or more. The Sheraton Ann Arbor Hotel requires a minimum food and beverage purchase for the use of all ballrooms. Minimums vary based on the day of the week, date, ballroom assignment and guest room availability. Service charge and sales tax are added to all event charges. Minimum requirements are met based on food and beverages purchased by the host. Other purchases if applicable (i.e. equipment rental) do not go toward meeting the minimum.

DEPOSITS

A non-refundable deposit, credit card, and signed contract are required to confirm your function on a definite status. Twenty-five percent of the contracted revenue is the initial deposit amount with another twenty-five percent due 90 days prior to the Wedding. Final payment of the total estimated bill will be due (4) business days prior to the Functions first date by 12pm by credit card.

Guarantees

A guaranteed number of attendees is required (4) business days prior to all functions by 12pm and is not subject to reduction. In the event that we do not receive your final count, the minimum guarantee listed on the contract will be used.

Food & Beverage

It is the policy of the Sheraton Ann Arbor Hotel that all food and beverage must be purchased through our facility in compliance with the State of Michigan liquor laws and the Michigan Board of Health requirements. We are unable to allow groups or individuals to bring in food and beverage into any public space (with the exception of the wedding cake, which must be made by a licensed baker). Additionally, we are unable to allow any non-consumed food and/or beverage item(s) to be taken from the facility. The enclosed menu prices are subject to a 24% service charge and 6% food and beverage tax.

Multiple Entrée Selections & Substitutions

The event host will select up to two plated entrée to be served to all guests. If more than two entrée selections are ordered, an additional charge will be assessed. Substitutions may be made for guests with special dietary needs or religious restrictions at no additional charge, however, these must be communicated at the time of guarantee; if not the Hotel cannot promise that these needs can be met at the time of the event.

Banquet Rooms

Banquet rooms will be set according to banquet event order specifications. Significant changes in room setup within 24 hours of the event may result in additional labor charges. The Hotel reserves the right to charge a service fee for extraordinary room setup requirements or clean up. The Hotel adheres to strict Fire Code guidelines. Exits may not be blocked and room diagrams must be approved. All Wedding Receptions are based on a six hour rental; additional hours may be added at an additional cost.

Banquet Rooms

The Hotel requires proper identification of any person of questionable age and will refuse alcohol service if the person is under age or unable to present proper identification. The Hotel reserves the right to refuse service to any person who in the Bartender or Manager's judgment appears to be intoxicated. A bartender fee will be charged for all Cash Bars.

Decorations

All decorations and signage must have prior approval by your Sales or Catering Representative. The Hotel does not allow anything to be affixed to any walls, floors, ceilings, or room furnishings with nails, tape, staples, or any other substance. The host assumes responsibility and will be billed for any and all damages or loss of property from the function room or other areas of the Hotel caused by the guests, invitees, staff, independent contractors or any others affiliated with the sponsored function. No fireworks, open flame candles, fire hazards, glitter, rice, birdseed, or confetti are allowed on the Hotel premises at any time.

Audio Visual

The Sheraton Ann Arbor Hotel can be rented at an additional cost. Should you decide to bring in an outside staging/audio - visual company, certain fees and policies will apply. Please obtain a copy of the guidelines from your Sales or Catering Manager.

Parking

The Sheraton Ann Arbor has complimentary self-parking on-site around the Hotel for your guests.

Personal Property

The Hotel does not have space available to store personal property, equipment or supplies belonging to or rented by the event host before or after scheduled event. As such items must be removed from the Hotel immediately following the function unless other arrangements have been made with the staff. The Sheraton will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left in the Hotel prior to, during, or following any function.

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