



# Sheraton®

ANN ARBOR HOTEL



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 12' x 8' x 6-inch
- 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

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

\*All prices are subject to prevailing service charge and applicable sales taxes\*

\* 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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# WEDDING PACKAGES

## PACKAGES FIT FOR YOU

### Standard Package Includes:

- Five Hour Familiar Bar Package
- Menu Tasting for up to Four Guests
- Complete reception set-up to include placement of your items: favors, escort cards, etc.
- Elegant hurricane and mirror centerpieces with taper candle in white
- Linen-less Tables & House napkins (choice of white, ivory, black, blue or gold)
- Standard Chair Cover with Colored Sash
- Champagne toast (or sparkling cider) for all of your guests
- Cake cutting service
- Starbucks® Coffee and Tazo® Tea station all evening
- (2) hors d'oeuvres for Cocktail Hour (Choice of (1) Displayed & (1) Hot/Cold Option)
- Complimentary guest room for the two of you on your wedding night
- Professional service and experienced staff

### Included in Package Pricing

### Deluxe Package Includes:

- Five Hour Familiar Bar Package
- Menu Tasting for up to Four Guests
- Complete reception set-up to include placement of your items: favors, escort cards, etc.
- Elegant hurricane and mirror centerpieces with taper candle in white
- Linen-less Tables
- Standard Chair Cover with Colored Sash
- Upgraded Napkin in your choice of color
- Champagne toast (or sparkling cider) for all of your guests
- Cake cutting service
- Gourmet Starbucks® Coffee and Tazo® Tea station all evening
- (4) hors d'oeuvres for Cocktail Hour (Choice of (1) Displayed & (3) Hot/Cold Option)
- Wine Pour with Dinner
- Snack Mix located at the Bars
- Complimentary guest room for the two of you on your wedding night
- Professional service and experienced staff

### \$10.00 Upcharge per person

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## COCKTAIL HOUR

### Displayed Hors D'oeuvres:

- Local & Imported Cheese Display with Crackers and Artisan Breads
- Fresh Crudités with Herb Dip or Hummus
- Antipasto Display with cured Italian meats, cheeses and marinated grilled vegetables

### Hot/Cold Hors D'oeuvres:

- Artichoke Goat Cheese Beignet
- Boursin Stuffed Mushrooms
- Bacon Wrapped Scallops
- Beef Sate with Teriyaki & Sesame Seed
- Crab Cakes with Chipotle Aioli
- Chicken Sate with Ginger Soy Glaze
- Mini Raspberry Brie en Croute
- Mini Pear Brie en Croute
- Mini BLT's
- Swedish Meatballs
- Shrimp Cocktail Shooters
- Spanakopita
- Stuffed Mushrooms Florentine
- Tomato & Feta Bruschetta
- Vegetable Antipasto Skewer
- Vegetarian Spring Rolls

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## PLATED DINNER INCLUDES

### **STARTERS: Choice of one**

- Michigan Salad– mixed baby greens, dried cherries, candied pecans, sliced red onion, grape tomatoes, and bleu cheese served with house made Red Wine vinaigrette
- Mixed Baby Green Salad– mixed baby greens, tomatoes, cucumbers, carrots, boiled eggs, and Michigan white cheddar cheese served with house made Buttermilk Ranch dressing
- Traditional Caesar Salad– crisp romaine, shredded parmesan cheese, and croutons served with house made Caesar dressing
- Kale Salad– kale, beets, orange segments, cherry tomatoes, and feta cheese served with house made Citrus vinaigrette
- Baked Potato Soup
- Tomato Basil Soup

Warm dinner rolls and butter

### **STARCH: Choice of one**

- Roasted Garlic Mashed Redskin Potatoes
- Rosemary Roasted Fingerling Potatoes
- Yukon Chive Whipped Potatoes
- Sea Salt Roasted Redskin Potatoes
- Mushroom Herb Wild Rice Pilaf
- Brown Rice

### **FRESH VEGETABLE: Choice of one**

- Green Bean Almandine
- Grilled Asparagus
- Honey Glazed Baby Carrots
- Steamed Broccolini
- California Blend
- Balsamic Roasted Vegetables

Your Sliced Wedding Cake with Fresh Fruit Display

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# PLATED DINNER ENTRÉE SELECTIONS

Choice of two entrées (additional entrée choice \$2.00 per person)

## BEEF ENTRÉES:

8oz Filet Mignon perfectly seasoned with red wine demi  
Top Sirloin with creamy mushroom sauce

## CHICKEN ENTRÉES:

Herb Roasted Chicken with lemon rosemary au jus  
Florentine Stuffed Chicken Breast with spinach, mushrooms,  
parmesan cheese, & roasted garlic beurre blanc sauce

## SEAFOOD ENTRÉES:

Herb Salmon with lemon caper butter  
Grilled Mahi Mahi with mango pineapple salsa

## DUET ENTRÉES:

Top Sirloin with a crab cake topped with a red pepper hollandaise sauce  
Petit Filet with red wine demi and  
Herb Roasted Chicken with lemon rosemary au jus

## VEGETARIAN ENTRÉES:

Pasta Primavera  
Portabella Mushroom Stack (Vegan Available upon request)  
\*Vegetarian options are priced at lowest plated dinner selection\*

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## DINNER TABLE INCLUDES

### **STARTERS: Choice of two**

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- Mixed Baby Green Salad– mixed baby greens, tomatoes, cucumbers, carrots, boiled eggs, and Michigan white cheddar cheese served with house made Buttermilk Ranch dressing
- Traditional Caesar Salad– crisp romaine, shredded parmesan cheese, and croutons served with house made Caesar dressing
- Tuscan Quinoa Salad– quinoa, artichokes, grape tomatoes, kalamata olives, and green onion served with Balsamic vinaigrette
- Pasta Salad– cavatappi pasta, zucchini, tomatoes, peppers, and red onion served with Italian dressing

Warm dinner rolls and butter

### **STARCH: Choice of one**

- Roasted Garlic Mashed Redskin Potatoes
- Rosemary Roasted Fingerling Potatoes
- Yukon Chive Whipped Potatoes
- Sea Salt Roasted Redskin Potatoes
- Mushroom Herb Wild Rice Pilaf
- Brown Rice

### **FRESH VEGETABLE: Choice of one**

- Green Bean Almandine
- Grilled Asparagus
- Honey Glazed Baby Carrots
- Steamed Broccolini
- California Blend
- Balsamic Roasted Vegetables

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## DINNER TABLE ENTRÉE SELECTIONS

### **BEEF ENTRÉES:**

Sliced Sirloin with wild mushroom caramelized onion broth

Flank Steak Santorini with tomato, red onion, basil, feta, and extra virgin olive oil

Prime Rib Carving Stating with au jus (Upgrade \$4.00 per person)

Chef Attendant Fee \$100 per Station\*

### **CHICKEN ENTRÉES:**

Herb Roasted Chicken with lemon rosemary au jus

Roasted Chicken Breast with sundried tomato cream sauce

### **SEAFOOD ENTRÉES:**

Herb Salmon with lemon caper butter

Grilled Mahi Mahi with mango pineapple salsa

### **PORK ENTRÉES:**

Oven Roasted Pork Loin with stone ground mustard sauce

### **VEGETARIAN ENTRÉES:**

Vegetarian Lasagna with white wine cream sauce

Six Cheese Ravioli with pomodoro sauce and fresh basil

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## STROLLING DINNER INCLUDES

### **SALAD BAR — (choice of one)**

Deluxe Salad Bar with assorted toppings and dressing

Michigan Salad Bar with assorted toppings and dressing

### **ACTION STATIONS— (choice of one)**

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

**Mac & Cheese Station -** Served with diced tomatoes, chopped bacon, parmesan cheese, feta cheese, sautéed spinach, sautéed onion, green onion and cheddar/jack cheese blend

**Stir Fry Station\*\* -** Served with rice & noodles, plus mushrooms, scallions, tri-color peppers, julienne onion, Bok Choy, minced garlic, summer squash, water chestnuts, zucchini, chili lime sauce, teriyaki sauce, & soy sauce

Add Chicken for \$3.00/person

Add Shrimp for \$5.00/person

Add Beef for \$5.00/person

**Fajita Station-** Served with Chicken, Shrimp, and beef fajitas with sautéed onions, bell peppers, pepper jack cheese, shredded lettuce, sour cream, Pico de Gallo, warm flour tortillas and guacamole

**Taco Bar-** Served with seasoned shredded pork, beef, and chicken. Served with lettuce, tomatoes, onions, refried beans, olives, jalapeno, cheese, guacamole, Pico de Gallo, sour cream, corn & flour tortillas

**Slider Bar-** Beef Sliders served with Swiss and American cheeses, bacon, chopped onion, pickles, tomato, green olive tapenade, mustard, ketchup, and mayo

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**PASTA STATION— (choice of two)**

- Baked Vegetable Ziti
- Angel Hair Pasta with House Made Marinara
- Baked Four Cheese Macaroni
- Alfredo with Creamy Parmigianino
- Vegetable Lasagna

**CARVING STATION— (choice of two)**

**Served with Warm Rolls & Sweet Butter**

- \* Roasted Honey Baked Ham glazed in orange-pineapple sauce
- \* Roasted Loin of Pork with citrus mustard dipping sauce
- \* Roasted Turkey breast
- \* Rosemary & Garlic Roasted Prime Rib with au jus (Additional \$6.50 per person)
- \* Roasted Beef Tenderloin with au jus (Additional \$7.50 per person)

Your Sliced Wedding Cake with Fresh Fruit Display

\*\*Requires a Chef Attendant Fee, see Wedding Coordinator for more details

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## MISCELLANEOUS

### SPECIAL PRICING:

#### **Vendors (for your DJ, Band, Photographer, etc.):**

Plated: Chef's choice of Entrée or Buffet: Eat from the Buffet Line

#### **Children's Package**

Ages 2-10 years old; Children eat from the Buffet, when a Buffet is ordered or when a Plated Meal is chosen a special Chicken Tenders meal is served

#### **Minor Package:** \$20.00 less than the package price

Ages 11-20 years old; they order an Adult Meal

### PACKAGE ENHANCEMENTS:

#### **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 - 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:**

Included in 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

### **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

### **Bottle Beer Upgrade:**

Assorted Bottle Beer: Premium & Bell's Assorted Brands

### **Additional Hours of Bar Service:**

Familiar Brand Package

Appreciated Brand Package

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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](mailto: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](mailto: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](mailto: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 require (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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