

# WEDDINGS

When it's time to plan your wedding reception, the right caterer is very important. The PAGODA HOTEL has a number of excellent settings for your wedding reception. The surrounding gardens and waterfall offer a beautiful backdrop for your ceremony.

The following is a general outline of arrangements and procedures for wedding receptions

## SET UP

Tables of ten will be set unless otherwise specified.

White tablecloth and napkins in the color of your choice will be set.

A reception table accommodating up to four with tablecloth and skirting, and a gift table will be provided.

The Head Table will be elevated and dressed with white tablecloth, white napkins and white skirting.

Wedding party will be served by our wait staff.

A special parents' table set for a maximum of 10 will also be served by our wait staff.

A podium and microphone will be set up without charge.

A portable dance floor is available at an additional charge.

A waterfall ceremony is available at an additional charge (subject to availability).

## CONFIRMATION AND FEES

A deposit is required to hold the date of your reservation.

Planning should be done one month in advance with the Catering staff. At this time, a fifty percent deposit is due.

One week prior to your reception, the guaranteed guest count is due, any changes must be noted and confirmed by the Catering Office.

Three days prior to your reception, we will require any additions to the guaranteed guest count.

We will also require payment in full based on the final guest count.

## WITH OUR COMPLIMENTS

### **For receptions of 100 - 150 persons:**

A safety deposit box will be assigned upon check-in, please inform the desk if you require one.

Champagne for the Bride & Groom's Head Table.

Table cards for guest listing.

Two parking stalls are reserved for you in the Kanunu Street parking lot.

### **For receptions of 150 - 400 persons:**

*All of the above plus:*

A complimentary guest room in the hotel on the night of your reception, check-in is anytime after 3:00 p.m.

Should you wish to check-in before 3:00 p.m., please contact the FRONT DESK.

A Guest Book.

Use of the waterfall area for picture taking.

*All Menu prices including Alcoholic Beverages are subject to a seventeen percent (17%) Service Charge & Applicable Taxes. The entire Service Charge is distributed to Pagoda Hotel employees as follows: [1] Eighty-two percent (82%) of the Service Charge is distributed to Pagoda Hotel's service employees; and [2] Eighteen percent (18%) of the Service Charge is distributed to Pagoda Hotel's managerial employees involved in providing the banquet service.*

*Menu items subject to change. Restrictions may apply.*



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