Weddings
by Loews Hotels

Your Day, Your Way
Customizable packages for the wedding of your dreams

Eat, Drink & Be Married
Mouth-Watering Catering Menus and Toast-Worthy Beverage Packages

Plus
Memorable touches & add-ons

Loews Ventana Canyon Resort
7000 N. Resort Dr.
Tucson, AZ 85750
520-299-2020
loewshotels.com/ventana
Congratulations on Your Engagement

Loews Ventana Canyon Resort in Tucson is delighted you have considered us to be part of your wedding day. On behalf of the entire team, we look forward to the opportunity of welcoming you and your wedding guests to our stunning sanctuary in the desert.

We offer elegant ceremony and reception locations, ranging from stunning outdoor spaces with magnificent mountain and desert views to luxurious indoor spaces that can be designed and transformed to match your vision, down to the tiniest detail.

Loews Ventana Canyon Resort features “FLAVOR by Loews Hotels,” a culinary experience showcasing hyper-local flavor that captures the essence of Tucson. We partner with local eateries who inspire us and in turn, take our culinary experiences to the next level.

It’s my pleasure to assist you in planning a one-of-a-kind wedding. Please let me know if you have any questions.

Thank you once again for your consideration. We hope to welcome you and your guests to our Desert Sanctuary Icon, reimagined for your special day.

Sincerely,

Naomi Hoisington
Upper Terrace
Setup fee at $1,300 + tax
Overlooking our stunning waterfall with views of the Santa Catalina Mountains, this 3,000-square-foot terrace has multiple levels and twinkle lights. Ideal for receptions and outdoor meals, this is perfect for a ceremony for up to 215 guests.

The Waterfall
Setup fee at $1,000 + tax
Semi-private, gorgeous outdoor ceremony space ideal for up to 35 guests in what feels like an intimate ceremony surrounded by your loved ones at the base of the waterfall.

Kiva Patio
Setup fee at $1,300 + tax
This beautiful patio is the perfect way for your guests to attend ceremony and enjoy cocktails with the stunning sunset. The Kiva Patio is the perfect place for a gathering for up to 400 guests.

The Course
Our Golf Courses overlook the Santa Catalina Mountains and some holes can accommodate up to 350 guests. Setup fees may vary.

Flying V Patio
Our Flying V Patio overlooks the lake and 18th Canyon Course hole and can accommodate up to 40 guests
Setup fee at $750 + tax

All Ceremony Packages include a dedicated (1) hour rehearsal time, standard banquet chairs, water station, gift and guest book table.
<table>
<thead>
<tr>
<th>Wedding Venues</th>
<th>Theater Ceremony</th>
<th>Cocktail Reception</th>
<th>Rounds for Dinner &amp; Dancing 8/10/12</th>
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</thead>
<tbody>
<tr>
<td>Waterfall</td>
<td>35</td>
<td>20</td>
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<tr>
<td>Upper Terrace</td>
<td>215</td>
<td>150</td>
<td>72/90/130</td>
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<tr>
<td>Kiva Patio</td>
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<tr>
<td>Kiva Ballroom</td>
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<tr>
<td>The Course</td>
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<tr>
<td>Flying V</td>
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<tr>
<td>Flying V Patio</td>
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<td>Bill's Grill</td>
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<tr>
<td>Canyon Cafe</td>
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<tr>
<td>Grand Ballroom</td>
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<td>Grand Ballroom Foyer</td>
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<tr>
<td>Catalina Ballroom</td>
<td>280</td>
<td>280</td>
<td>120/150/180</td>
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<tr>
<td>Ventana Dining Room</td>
<td>150</td>
<td>120</td>
<td>72/90/108</td>
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**Wedding Reception Package**

Each of our wedding receptions include the following:

- One (1) hour hosted Catalina bar for cocktail reception
- Two (2) course dinner with custom wedding cake or cupcake tower
- Sparkling wine or cider toast
- Menu tasting for up to four (4) guests for dinner and custom cake*
- Sweetheart table or head table
- Dance floor, DJ table, staging for DJ or band
- Tables, banquet chairs, china, silverware, stemware, glassware
- Selection of hotel linens and napkins
- Three (3) votive candles per dinner table
- Display table for cake, gifts, escort cards and favors
- Total service time of five (5) hours, one (1) hour for cocktail reception, four (4) hours for dinner and dancing, $750 per hour labor fee will be applied for additional hours
- Complimentary honeymoon king room for the Bride and Groom on the night of the wedding*
- Special guest rates available for overnight guestrooms* (minimum block of 10 rooms)
- Special discounted self-parking and valet parking rates for your guests
- 10% Discount at Lakeside Spa for wedding party and attendees
- 10% Discount on golf rates at our Tom Fazio golf courses

*Special restrictions apply, please see your Catering Manager for additional information
Rose Quartz | $90 per person

One Hour Cocktail Reception

Selection of two butler-passed hors d’oeuvres
One-hour Catalina Bar

Plated Dinner

Local Greens Salad
radish, toasted pepitas, blistered tomato,
scallion dressing

Choice of One* Entrée:

Spinach and Feta Chicken Roulade
sundried tomato couscous, roasted tomato,
charred asparagus, lemon chicken jus

Seared Herbed Chicken Breast
jalapeño and cheddar grits, warm tomato relish, shallot jus

Sapphire | $100 per person

One Hour Cocktail Reception

Selection of four butler-passed hors d’oeuvres
One-hour Catalina Bar

Plated Dinner

Choice of One Salad
Lola Rosa Salad
sundried tomato, roasted grapes, manchego,
balsamic vinaigrette

Beet Salad
oven roasted beets, agave goat cheese, micro basil,
arugula, black pepper lemon oil

Choice of Two* Entrées:

Roasted Wild Mushroom & Chevre Chicken Roulade
whipped yukon potato, caramelized cipollini onion,
mushroom ragout

Seared Scallops
celery root puree, sweet potato hash, pickled shallots, pine reduction

Smoked Short Rib
lemon confit risotto, braised radish, wilted greens,
demi-glace

*Additional entrée selections can be added for an additional $8.00 per person

All meals include freshly brewed Seattle’s Best Coffee, decaffeinated coffee, assorted hot tea, sparkling wine toast and wedding cake.
Amethyst | $110 per person

One Hour Cocktail Reception

Selection of four butler-passed hors d’oeuvres
One-hour Catalina Bar

Assorted semi, hard and soft cheeses, berries, grapes, nuts, fried fruits, lavosh

Plated Dinner

Choice of One Salad

Frisée and Herb
shaved asparagus, point reyes blue cheese, crispy pancetta, white balsamic and thyme dressing

Butter Lettuce and Radicchio
poached pear, shaved apple, manchego crumble, champagne vinegar and mustard vinaigrette

Choice of Two Entrées

Apple and Chestnut Chicken Roulade
roasted squash puree, pickled mushrooms, smashed herbed potato, espagnole sauce

Pepper Corn Crusted Filet
caramelized onion gratin, agave and chili dusted, heirloom carrots, cipollini onion, demi-glace

Poached Alaskan Halibut
arugula puree, lobster fritter, confit potato and parsnip, chili oil

*Additional entrée selections can be added for an additional $8.00 per person

All meals include freshly brewed Seattle’s Best Coffee, decaffeinated coffee, assorted hot tea, sparkling wine toast and wedding cake.
**Hors d’Oeuvres**

**Cold**

- Ceviche tostada, cured shrimp, clamato, avocado mousse
- Ahi cucumber, ahi tataki, cilantro, soy ginger glaze
- Pork rillete, fig jam, crostini
- Avocado and crab salad phyllo cup
- Deviled eggs, pickled mustard seeds
- Pear and feta skewers, lemon oil, cracked black pepper

**Hot**

- Black bean empanada, chipotle aioli
- Chorizo empanada, mole, sesame seeds
- Crab cake, ancho remoulade, chive oil
- Mini beef wellington, béarnaise sauce
- Paella croquette, saffron crema, smoked salt
- Citrus-grilled shrimp skewers, carrot citrus cocktail sauce

**Reception Enhancements**

**Imported Cheese**
$567.00++ per display, serves 35

Assorted semi, hard & soft cheeses, fresh berries, breadsticks, grilled baguettes, crackers, lavosh

**Crudités**
$283.00++ per display, serves 35

Heirloom tomato, broccoli & purple cauliflower florets, baby carrots, wilcox cucumbers,

Choice of chipotle ranch, point reyes dip, tepary bean hummus
Kids Meal | $30 per person

- 12 years and under
- Three-course dinner

**Starter**
Fresh Fruit Cup

**Choice Of One Entrée**
Baked Chicken Tenders served with french fries
Cheeseburger served with french fries
Grilled Cheese Sandwich served with french fries
Pepperoni Pizza

**Choice Of One Dessert**
Ice Cream Sundae
Chocolate Chip Cookie

**Beverages**
Milk | Lemonade | Apple Juice

Vendor Meal | $30 per person

*Choice of Entrée*

Chicken Cobb Salad
All Beef Burger brioche bun, french fries, lettuce, tomatoes, onions, pickles
Baked Chicken Tenders served with french fries

**Beverages**
Freshly brewed regular coffee, decaffeinated coffee, assorted hot teas and iced tea
### The Hosted Bar

*All drinks priced individually and charged on consumption.*

<table>
<thead>
<tr>
<th></th>
<th>Ventana</th>
<th>Catalina</th>
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</thead>
<tbody>
<tr>
<td>Cocktails</td>
<td>$14</td>
<td>$13</td>
</tr>
<tr>
<td>Wines by the Glass</td>
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<tr>
<td>Imported Beer</td>
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<tr>
<td>Domestic Beer</td>
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<tr>
<td>Soft Drinks and Bottle Waters</td>
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### Package Pricing Per Hour Per Person

*Estimate 2 Drinks Per Person Per Hour.*

**Guarantee of Total Attendance at Event is required.**

<table>
<thead>
<tr>
<th></th>
<th>Ventana Collection</th>
<th>Catalina Collection</th>
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<tbody>
<tr>
<td>One hour</td>
<td>$35 per person</td>
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<tr>
<td>Two hours</td>
<td>$48 per person</td>
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<tr>
<td>Three hours</td>
<td>$76 per person</td>
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**LOEWS HOTELS**
**Ventana Collection**

Nicolas Feuillatte Brut Champagne, Miraval Rose, Kim Crawford Sauvignon Blanc, The Calling Chardonnay, Cavièlliere D’Oro Campanille Pinot Grigio, Benziger Merlot, La Crema Pinot Noir, Decoy by Duckhorn Cabernet Sauvignon

Ketel One, Bacardi 8, Hendricks, Patron Silver, Crown Royal, Glenfiddich 12 year, Maker’s Mark

**Catalina Collection**

Lunetta Prosecco, Pink Flamingo Rose, La Crema Chardonnay, Barone Fini Valdadige Pinot Grigio, Benziger Sauvignon Blanc, Mark West Pinot Noir, Tribute by Benziger Cabernet Sauvignon, Bodegas Aruma by Lafite Rothschild Malbec

Absolut, Bombay, Bacardi Superior, Sauza Blue, Jack Daniels, Canadian Club, Dewar’s White Label

**Beer Collection**

Budweiser, Bud Light, Miller Light, Voodoo Ranger IPA, Corona Extra, Stella Artois, Blue Moon Belgian White, Truly, Heineken NA, Truly Hard Seltzer

**Signature Cocktails**

Classic Margaritas
$160 per gallon

Prickly Pear Margaritas
$170 per gallon

Mexican Sangria, Mojitos and Mai Tais
$155 per gallon
Custom Wedding Cakes

The Classics
White Cake
vanilla pastry cream

Devils Food
dark chocolate mousse

Red Velvet
cream cheese filling

Gourmet
Chocolate Cake
hazelnut espresso cream

Vanilla-Orange Cake
earl grey cremeux

Carrot Pecan Cake
bourbon cream cheese buttercream

Champagne Cake with strawberry mouse

Dessert Enhancements

Doughnut Wall
$20.00++ per person
Minimum 40 ppl

Assorted Hand Dipped Mini Donuts

South of the Border Sweets
$20.00++ per person

Churros with Spiced Chocolate Sauce
Mexican Wedding Cookies
Mini Tres Lèches Cakes

Chocolate & Candy Bars
$23.00++ per person

Salted Caramels, Chocolate Bark, Pecan
Brittle, Mini Chocolate Tarts, Chocolate Covered Strawberries

Mini Dessert Bar
$23.00++ per person

Tiramisu, Fudge Brownies, Coconut Almond Blondies, Peanut Butter Cookies,
Butterscotch Pot de Crème

All wedding packages include a custom wedding cake with classic flavors

Gourmet choices available at $2.00++ per person

Custom cakes and fondant cakes can be made with an additional cost based on design

Please inform your catering manager if you would like additional dessert options
Welcome Reception

Priced Per Person Based on Ninety (90) Minutes of Service

$80 per person

Spanish Charcuterie and Cheeses
Spanish serrano ham, sopressata, Calabrese, cabrales, mahon, manchego, goat, Arizona honeycomb, grapes, strawberries, toasted pistachios, Spanish olive oil, focaccia, bread sticks

Flying V Ranch
- Flying V guacamole *
- Avocado, tomato, garlic, jalapeño, onion, cilantro, lime
- Tortilla chips
- Sonoran Caesar salad
- Seasonal Arizona tomato, burrata, basil
- Carved prime rib *
- Agave whipped sweet potato
- Rolls and butter

Sonoran Tacos
- Tacos el Pastor
- Achiote marinated pork, pineapple
- Corn tortillas, cilantro, onions, radish, salsa quemada, limes, pickled vegetables

Bacon Wrapped Hot Dogs
- Chili guero, slow cooked frijoles a la charra
- Tomato, onion cilantro, jalapeños
- Gazpacho mayo, lime, warm bilote bread

Sundae Station *
- Skillet cinnamon roll bread pudding
- Spiced apple cobbler, bourbon chocolate pecan pie
- Vanilla, chocolate, strawberry ice cream
- Toppings: salted caramel malted Ibarra chocolate syrup,
- Whipped cream, brandied cherries, toffee nuts

*One culinary attendant required for every 75 guests at $150 per attendant

Rehearsal Dinner

Priced Per Person Based on Ninety (90) Minutes of Service

Buffet Dinner | $70 per person

- Chicken posole with avocado and cilantro crema
- Crisp romaine, roasted peppers, pickled onions, tortilla crisps, chipotle buttermilk
- Baby spinach, avocado, jalapeño, bacon, asadero cheese, orange vinaigrette
- Cucumber salad, jicama, cilantro, watermelon, lime
- Traditional ceviche, shrimp, sea bass, lime
- Shrimp Veracruz
- Beef fajitas, peppers, onions
- Grilled chicken breast, honey vinaigrette
- Calabacitas with tomatillo, Mexican rice, frijoles
- Flour, corn tortillas, cabbage, roasted tomato salsa
- Cheddar cheese, sour cream
- Churros, Mexican wedding cookies, sopapillas with honey, très lèches cake
**Late Night Bites**

*Priced per person based on ninety (90) minutes of service*

- **Hot Dog Stand | $19**
  - South 6th Hot Dog Stand
  - Mini Bacon Wrapped Hot Dogs Chili Guerrito, Slow Cooked Frijoles, Gazpacho Mayo, Lime, Warm Birote Bread

- **Nacho Bar | $16**
  - Warm Corn Tortilla Chips Chile con Queso Ventana “Stop Light” Salsa Bar, Guacamole, Frijoles, jalapeños, Black Olives, Cream Fraiche

- **Sliders | $19**

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**Sunday Brunch**

*Priced per person based on ninety (90) minutes of service. Freshly brewed Seattle’s Best Coffee, decaffeinated coffee and hot tea included.*

- **Lite Brunch* | $45**
  - Freshly squeezed juices
  - Seasonal fruit, berries with lime yogurt sauce
  - Steel cut oatmeal, raisins, brown sugar, blueberries
  - Scrambled eggs
  - Smoked bacon, pork sausage
  - Breakfast potatoes
  - Chef’s Selection domestic cheese and meats
  - Assorted pastries
  - Preserves and butter

- **Farewell Brunch | $65**
  - Fresh sliced fruits & berries
  - Light domestic cheeses
  - Eggs cooked any style
  - Rock shrimp, peppers, onions, mushrooms, plum tomatoes, spinach
  - Chorizo, sausage, bacon, assorted cheeses
  - Mesquite bacon and pork sausage
  - Breakfast potatoes
  - Bagels and cream cheese
  - Assorted breakfast pastries and breads
  - Fruit Preserves and Arizona Honey Butter
  - **Herb-Crusted Beef Tenderloin**
    - creamy horseradish, whole grain mustard, roasted aioli, merlot reduction
  - **Eggs and Omelets to Order**

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*Beef tenderloin can be added for an additional $12.00++ per person
*One culinary attendant required for every 75 guests at $150 per attendant
Preferred Partners

**Event Planners**
Crain & Co Events
Meagan Crain
520-307-6914

Atelier De Lafleur
Colleen LaFleur
520-548-1338

Peace Of Mind Event Design
& Wait Staff
Mollee Fitzgerald
520-395-6768

**Event Decors/Rentals**
Frostings Event Design
Paloma Rodarte
520-591-4964

Red Diamond Rentals
Jay Jessup
520-954-4454

Celebrations By Silvia
Silvia Diaz
520-971-9838

Arizona Party Rentals
Leah Morin
520-327-6678

**Ceremony Officiants**
Wendy Kotch
437-2497

Cherisse Belusi
520-237-5211

Jean Cooper
Interfaith Minister
520-529-4861

**Ceremony Musicians**
Harp
Christine Vivona
520-256-1655

Classical and Spanish Guitar
Tom Patterson
520-977-6020

**Duo Vibrato**
Guitar And Violin
Josh Rhoads
602-315-6104

**Bag Pipes**
William Don Carlos
520-907-4460

**Arianna String Quartet**
Carlie Rigg
520-584-0608

**Tucson Symphony**
520-792-9155

**Bands**
Lucky Devils Band
786-901-7422

George Howard Band
520-906-7394

Misbehavin’
520-861-8131

Jeff Lewis And Friends
520-885-4933

**DJ Services**
Raza Entertainment DJs
520-762-7337

Satyr Entertainment
Luke Bishop
520-572-4900

Fantastic Five Entertainment
Phil Montes
520-240-0305

LOEWS HOTELS
### Preferred Partners

#### Florists
- **Atelier De Lafleur**
  - Colleen Lafleur
  - 520-548-1338
- **Alexis Grace Floral Designs**
  - Alexis Florals
  - 520-240-2609
- **Celebrations By Silvia**
  - Alexis Florals
  - 520-971-9838
- **Posh Petals**
  - Katie Treat
  - 520-408-0101
- **In Full Bloom**
  - Tanya Kratz
  - 520-498-0505

#### Photography
- **Flip Book Memories**
  - Amy Wahl
  - 520-490-1255
- **Tare Leinen Photography**
  - Tara Leinen
  - 520-343-2385
- **Pure In Art Photography**
  - Tina Kraemer
  - 913-486-3929
- **Laura K Moore Photography**
  - Laura K Moore
  - 951-756-2960
- **Amber Lea Photography**
  - Amber Lea Russell
  - 520-991-0108

#### Video Booths
- **Flashbulb Memory Photo Booth**
  - Matthew Bernier
  - 520-477-7493
- **Photo Fun Booth**
  - Jackie Shope
  - 520-275-1742

#### Video Booths
- **Soltero Video Productions**
  - Bobby Soltero
  - 520-349-7753
- **Blacksheep Video**
  - Stepheny Keith
  - 520-760-0023

#### Hair & Makeup
- **Flips Book Memories**
  - Amy Wahl
  - 520-490-1255
- **Tare Leinen Photography**
  - Tara Leinen
  - 520-343-2385
- **Pure In Art Photography**
  - Tina Kraemer
  - 913-486-3929
- **Laura K Moore Photography**
  - Laura K Moore
  - 951-756-2960
- **Amber Lea Photography**
  - Amber Lea Russell
  - 520-991-0108

#### Invitations
- **True Bliss**
  - Cheryl Crawford
  - 520-241-7436
Frequently Asked Questions

Is there a deposit due?
A 25% deposit of the agreed upon food and beverage minimum. A payment sliding scale will be discussed in your agreement.

What can I expect for taxes and gratuity with food and beverage orders?
All prices are subject to a 25% service fee and prevailing current tax rates. Prices are subject to change without prior notice.

Does the Hotel offer special group rates or discounted guest room for my guests?
Yes, please inquire with your Catering Manager.

When is the menu tasting?
Menu tastings may be schedule from 3-6 months from your event date. They include passed items salads, entrees and your cake. Menu to be chosen 30 days in advance of tasting.

Am I allowed to bring in outside food and beverage?
Outside Food may be brought into the hotel for menu items of ethnic origin that we are not able to replicate at the resort. Please ask your Catering Manager for a list of approved vendors.

Will someone be there to assist during my wedding day?
Your designated Catering Manager will be available on the day of your wedding, but since weddings are very detailed and intricate, a Day of Wedding Coordinator is recommended.

Can my guests receive a welcome bag?
To ensure that the guest check in is handled in a timely manner, the Resort requires that any Welcome Gifts, Gift Bags, Letters etc. are delivered to the guest rooms after check in. A $4.00 per room delivery fee will apply. Please notify your Catering Manager in advance of any deliveries.

Do you offer lunch for the bridal party?
We can have a lunch catered to both the bridesmaids and groomsmen the day of the wedding.
Event Guidelines

Audio-Visual Services
The Hotel’s technology partner, PSAV, is available to assist you with any audio, video, electrical and internet needs. Please contact your Conference or Catering Manager for additional information and requests.

Beverage Service
The Hotel’s mixology and sommelier teams are available to suggest a wide range of beverage selections to complement your event. The Hotel kindly requests that all beverages are served by the Hotel’s personnel only. In addition, the Hotel’s alcoholic beverage license requires the Hotel to request proper identification of any person of questionable age. The Hotel may opt to refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced as well as to any person, who, in the Hotel’s judgment, appears intoxicated.

Outside Vendors
To guarantee a flawless Hotel arrival experience for all guests, we kindly request that all outside vendors please load-in through the designated service entrances of the Hotel and check-in with Security. For load-in, outside vendors must be completely self-contained and be prepared to transport their own materials, packages and equipment.

Insurance
A certificate of insurance evidencing general liability coverage is required from the outside vendors. The client agrees to protect, indemnify, and hold harmless the Hotel, its owners, management and employees from any and all claims arising out of the client’s use of an outside vendor. The certificate of insurance, in form and substance satisfactory to Hotel and evidencing the required coverages, shall be provided to the Hotel prior to the commencement of services. Each vendor shall, at its own cost and expense, obtain and maintain and cause any sub-contracted party to obtain and maintain insurance.

The Hotel requests that all shipping needs be provided by the exhibitor’s show decorator or primary point of contact. However, should shipping by processed by the Hotel, the Hotel will charge shipping and handling fees in advance prior to the Hotel’s shipping and receiving agent releasing items. Please note that the Hotel’s operating departments are not staffed nor prepared to handle exhibitor demands.
Food Preparation
Our Culinary team is able to satisfy all your dietary restrictions, allergies and personal preferences. Please kindly communicate any details to your Conference or Catering Manager in advance of your function(s). Please be advised that consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness, especially if you have certain medical conditions.

To ensure the quality and safe handling of products serviced by the Hotel, we request that no food and beverage may be transferred or re-plated. In addition, food may not be removed from any function by the client or any of the invitees.

Food Service
Based on your selections, all menu items are priced per person and are served for the following durations (additional cost may be incurred for any service time extensions):

Breakfast: [1] Hour
Brunch: [1.5] Hours
Morning and afternoon breaks: [0.5] Hour
Lunch: [1] Hours
Dinner: [1.5] Hours
Stationary receptions: [1.5] Hour
Package receptions (tray pass and stationary): [1.5] Hours

Due to costs associated with preparation, additional charges per person will apply for buffet or plated service of [25] guests or less. For any menu supplements or à la carte additions, selections must be for [100%] of the event guarantee. For an elevated experience, table-side choice service is available at [150%] times the menu price. The Hotel will assist in sourcing any of your special food and beverage needs, however please note that [100%] of the cost of the product will be charged. Labor fees will apply for all services where additional personnel are required or requested.

Kosher Meals
Should you require kosher meals, the Hotel can accommodate upon advance notice of seven [7] business days from your event. Meal types and components are subject to change based on the vendor’s availability. The Hotel will source all kosher meals from a preferred vendor with pricing relative to the current Banquet menu.
Restaurant Meal Vouchers
For the convenience of your group, meal vouchers are available for the Hotel’s primary restaurant. Vouchers may be purchased for a pre-determined value (inclusive of service charge and city/state sales tax) and charges will be assessed for the number of vouchers issued.

Security
Please kindly advise your attendees that they are responsible for the safekeeping of their personal property as the Hotel does not provide security in the meeting and function spaces. You may elect to retain security at your own expense to safeguard personal property in the meeting and function space or request lock changes to secure your meeting rooms. In addition, depending upon the nature of your event, the Hotel reserves the right based on its reasonable judgment to require the group to retain security personnel in order to safeguard guests or property in the Hotel. The Hotel’s prior approval is required for all outside licensed security companies and must meet the minimum standards established by the Hotel, including insurance and indemnification requirements. Security personnel are not authorized to carry firearms without advance Hotel approval.

Signage, Displays and Damages
The Hotel kindly requests that all signage be professionally printed (nothing hand-written), conform to city/state fire code regulations and placed only in registration areas or immediately outside function/meeting rooms. The Hotel requests that any additional locations requesting signage or displays—including the Hotel’s lobby—be approved in advance by your Conference or Catering Manager. To protect the Hotel from damage and repair costs to the group, the Hotel cannot allow the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, push pins, tape or any adhesive substance. Should you require assistance, banners that need to be hung on the wall may be done by the Hotel Engineering Department (fees may apply). Please be advised that the Hotel is not responsible for the retention or removal of any signs, banners, decorations, audio-visual or other equipment used on site.

Shipping and Receiving
For your convenience, parcel shipping and handling services are available at the Hotel. For additional information regarding package shipping instructions, please contact your Conference or Catering Manager.

Smoking Policy
We kindly ask that smoking not occur in any areas of the Hotel to include guest rooms, suites, public areas, restaurants and meeting/function rooms. Otherwise, a cleaning fee may be assessed.
Outside Catering
Should your event require the product and services of a third-party food and beverage provider, we kindly request the following:

I. A copy of the catering company’s current business license, insurance coverage—indemnifying the Hotel—and a signed copy of this agreement must be on file with the Catering Department no later than (30) days prior to the event.

II. A site inspection of the Hotel’s facilities must be conducted with the Hotel Catering Manager and Culinary Management two (90) days prior to the date of the function. The Caterer must notify the Hotel Catering Manager at time of contracting if they will be needing use of a specified kitchen area. The Caterer is to use only the designated areas of the kitchen/back-of-the-house, which has been pre-assigned by the Executive Chef. Availability of designated kitchen space is subject to change and contingent on Hotel business needs at all times.

III. List of all equipment requests must be submitted to the Hotel Catering Manager no less than (60) days prior to the event. The Hotel will then issue only those items requested and are subject to a rental fee. This list should include disposable place settings and/or the type of china requested. The Hotel will then issue only those items requested based on business needs and availability. The Hotel will notify the Caterer at least (30) days prior to the event if any of their requested equipment items cannot be provided. Anything above and beyond the Hotels means must be obtained by the Caterer. The Caterer is responsible for providing adequate amounts of equipment to service the needs of the event. Post event, the Caterer is responsible for collecting all equipment and loading out of the Hotel.

IV. The Caterer is responsible for bringing his/her own equipment such as rags, cooking oils, heating elements, props, etc. The Hotel will not provide any food or condiments to the Caterer to include paper, plastic, foil items. The Caterer is required to produce food to cover (3%) above the guaranteed number of attendees for the function. The Hotel is not responsible if there is not enough food for service.

V. All employees of the Caterer must check in with the Security office upon arrival and receive a guest name badge which must be worn at all times while in the Hotel. If an employee is seen without a name badge they will be escorted out of the building until they can provide proof of identification through the owner/manager of the catering company.

VI. Unloading is to take place at a specified loading dock and will be subject to parking and traffic laws. At no time are the Caterers allowed to use the front guest entrance and must access the function space through back of house means and/or loading dock. No overnight storage of food whether day before or day of will be allowed. If items are left after the event end time the Hotel has the right to dispose of them. This includes, but is not limited to rental items, props, décor and florals. With respect to any rental companies, the Caterer is responsible for coordinating the load-in and removal of all equipment within two (2) hours of the function end time. In the event, items are requested to be left at the Hotel, storage fees may apply.
VII. The Caterer will not utilize the Hotel’s staff for any purpose other than servicing the scope of the event. Additional labor resources are available for specifics fees—established by the Hotel—depending upon the scope of the work being performed. The Caterer is responsible for providing adequate staff to execute the needs of the event.

VIII. Before the contracting of any outside Caterer, an appropriate business vetting and approval process must be followed. This includes the input of, but not limited to the Director of Sales and Marketing, Director of Food and Beverage and the Executive Chef.
IX. The Caterer and his/her team must conduct themselves in an appropriate manner at all times.
X. Damages to event/function room walls, lighting fixtures, artwork, furnishings and any other structural damage are the responsibility of the Caterer.

Outside Audio-Visual and Production
PSAV is the Hotel’s primary technology partner and provider of audio-visual services. Should you elect to partner with an alternate vendor we kindly request the following:

Business License
By selecting to utilize another audio-visual company, please be advised that there are guidelines to be followed to conduct business within the Hotel. As such, the outside production company is expected to adhere to all mandatory guidelines required of our in-house provider, PSAV. All audio-visual companies doing business in the Hotel must provide a license to do business in the city that the Hotel is located in [30] days prior to the event.

Damage Deposits
All exhibit, production and audio-visual companies will have a pre/post set-up/tear-down walk-through of all locations occupied by the show/event. The walk-through will be conducted with a PSAV liaison and/or Hotel representative. A damage deposit may be required. The return of this deposit will be based on the exhibit, production, drayage and audio-visual company’s adherence to the policies as outlined as well as a satisfactory walk-through inspection at the end of the function. The client is responsible for any damage charges caused by the exhibit, production, drayage and audio-visual company.

Fire Watch
The Hotel may require a fire watch for certain productions that can activate the Hotel fire alarm system. A fire watch must be ordered for all rehearsals and actual productions of these events.

House Sound
To protect the quality and integrity of our in-house systems, outside audio-visual companies are not permitted to patch into our house sound systems. The client must contract separate microphones, amplifiers, speakers and mixers from the outside audio-visual company for all meeting rooms requiring audio support.

Internet and Wireless Networking
PSAV is responsible for coordinating all HSIA requirements and billing for all arrangements. All outside wireless networking equipment (routers, hot spots etc.) must be reported to Loews IT/PSAV prior to being setup onsite. Due to the limited number of wireless channels available, arrangements must be made to reserve wireless channels to limit interference with existing Hotel wireless networking. All wireless networking equipment must be configured in a secure fashion (WPA/2 or similar). All wireless broadcast SSID’s must be cleared with IT/PSAV prior to being turned on. Wireless networking equipment that does not meet these standards will be subject to port termination.

Insurance
A certificate of insurance evidencing general liability coverage is required from the outside vendor company. The client agrees to protect, indemnify, and hold harmless the Hotel, it’s owners, management and employees from any and all claims arising out of the client’s use of an outside audiovisual company. The certificate of insurance, in form and substance satisfactory to Hotel and evidencing the required coverages, shall be provided to the Hotel prior to the commencement of services. Each vendor shall, at its own cost and expense, obtain and maintain and cause any sub-contracted party to obtain and maintain insurance.
Load In and Out
PSAV will provide an audio-visual liaison to supervise the load in, set up, tear down and load out phases for your event. Labor for this service will be charged at prevailing rates and posted to the master account. PSAV will be provided complete production requirements to include labor calls, equipment requirements, and any related audio-visual services. These requirements must be provided [21] days prior to the scheduled load-in.

Under no circumstances will the Hotel or PSAV be held liable for lost, damaged, stolen or misused equipment obtained from outside audio-visual and/or production companies.

Access to the loading dock must all be prearranged through PSAV and your Conference or Catering Manager. Off-hour load ins/outs will require additional Hotel security and will be billed to the client at the prevailing rate (minimum of three [3] hours).

The exhibit/production company must provide the Hotel (five [5] days in advance) of who will be the key contact during the load in/out. They will be required to sign in with the Hotel’s Security desk and will be given the appropriate identification which must be worn at all times. They will also supply Security with a cell phone number while on-site.

Visquine or similar material must be in place over all carpeted areas where equipment or crates will be rolled.

Forklifts are not permitted in the ballroom areas. Due to insurance regulations, the Hotel cannot provide scissor lifts, flatbed carts or forklifts—exhibit and production companies must provide their own. None of this equipment can be stored in the back of house areas or loading dock.

No items should be placed against any of the walls or columns in the Hotel.

Truck and trailer parking is not permitted on the loading docks and all vehicles must be removed immediately after load in/out. Your PSAV liaison and/or Conference or Catering Manager can supply you with off-site parking alternatives.

Exhibit and production personnel must conduct themselves in an appropriate manner and be properly attired at all times.

No exhibit or production company personnel can smoke or take breaks in any of the Hotel’s service hallways or public areas—including the Hotel employee cafeteria.

The Hotel reserves the right to curtail or cease entirely operations at any time if, in the Hotels reasonable estimation, actions are placing the Hotel’s property, employees or guests at risk.

Power
The Hotel Engineering Department is responsible for coordinating all power requirements and billing for all power arrangements. All Power utilized will be billed at the prevailing rates to the master account.

Rigging
To maintain quality and to protect the Hotel, its clients and guests, outside audio-visual companies are not permitted to hang any equipment from the in-house fly points or other structural supports built into the facility. For liability considerations, PSAV will qualify and perform all rigging and related services to include motors, trussing and labor calls.

Other
Storage space for outside audio-visual and production equipment is the sole responsibility of the outside audio-visual or production company. Due to fire codes, storage of any equipment in back hallways is strictly prohibited. The Hotel may have limited storage space available, but is under no obligation to provide such space. If space is available, a fee will apply. Due to the fact that this space may be available for rental and food and beverage sales for other functions if PSAV was utilized, the rental price for any storage space may be increased beyond the list price of the room.

PSAV services break-out rooms and has opportunity to quote the entire event. All audio-visual equipment and labor required for break-outs, supplemental meetings and indoor/outdoor food and beverage functions are to be handled by PSAV. A customized order will be provided for approval.