

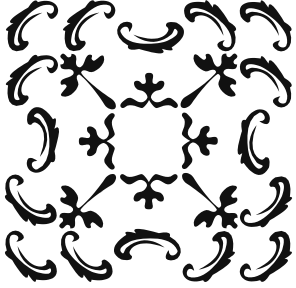
INN AND SPA AT LORETTO

Where the Old Santa Fe Trail ends and discovery begins...



Extraordinary Weddings

EXPERIENCED STAFF & PERSONALIZED SERVICE



WE WOULD LIKE TO INVITE YOU TO EXPERIENCE A VENUE AS UNIQUE AS SANTA FE ITSELF. AS AN ARCHITECTURAL RECREATION OF THE FAMOUS TAOS PUEBLO, THE INN AND SPA AT LORETTO PROVIDES A MAGNIFICENT BACKDROP FOR YOUR EXTRAORDINARY WEDDING.

WHETHER YOU ENVISION UNDERSTATED ELEGANCE, ULTIMATE SOPHISTICATION OR A TRUE NEW MEXICAN FIESTA, OUR TEAM IS COMMITTED TO PERSONALIZING AN EXPERIENCE WITH ATTENTION TO DETAIL AND PERSONALIZED SERVICE.

YOUR WEDDING PACKAGE AT THE ICONIC INN AND SPA AT LORETTO WILL INCLUDE:

- ◆ COMPLIMENTARY WEDDING NIGHT ACCOMMODATIONS FOR THE BRIDE & GROOM, BASED ON AVAILABILITY
- ◆ SPECIAL ROOM RATES FOR YOUR GUESTS TO REST AND REJUVENATE AT OUR HOTEL
- ◆ A PERSONALIZED MENU TASTING FOR UP TO FOUR GUESTS
- ◆ FULL EVENT ROOM SETUP TO INCLUDE RECEPTION TABLES, DINING TABLES, COORDINATING CHAIRS, CAKE TABLE, GIFT TABLE, GUEST BOOK TABLE, ETC.
- ◆ FLOOR LENGTH IVORY LINENS AND IVORY NAPKINS
- ◆ CHINA, SILVER AND GLASSWARE
- ◆ DANCE FLOOR & STAGING FOR YOUR ENTERTAINMENT
- ◆ COMPLIMENTARY VALET PARKING FOR THE BRIDE & GROOM AND A DISCOUNTED PARKING RATE FOR ALL WEDDING GUESTS
- ◆ A 20% DISCOUNT ON TREATMENTS AT THE WORLD CLASS SPA AT LORETTO FOR YOU AND YOUR BRIDAL PARTY
- ◆ DISCOUNTED PACKAGE PRICING AVAILABLE FOR WEDDINGS BOOKED SUNDAY THROUGH FRIDAY

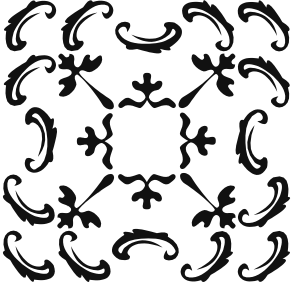
**SOME RESTRICTIONS APPLY. PLEASE CONSULT WITH YOUR CATERING MANAGER*

NESTLED IN THE FOOTHILLS OF THE SANGRE DE CRISTO MOUNTAINS, FRAMED BY AZURE SKIES AND BREATHTAKING LANDSCAPE, THE HISTORIC CITY OF SANTA FE IS UNMATCHED BY ANY PLACE ON EARTH.

AT THE HEART OF IT ALL, ALIVE WITH AUTHENTIC SOUTHWEST WARMTH AND CHARM,

LIES THE ICONIC INN AND SPA AT LORETTO.

GENERAL INFORMATION



THE INN AND SPA AT LORETTO IS PLEASED TO OFFER THE FOLLOWING WEDDING PACKAGES FOR YOUR VERY SPECIAL CELEBRATION. YOU MAY CHOOSE TO FURTHER TAILOR YOUR PACKAGE TO FIT YOUR CULINARY VISION. OUR TEAM IS READY TO ASSIST YOU IN DESIGNING A MENU IN WHICH EVERY DETAIL WILL BE CAREFULLY CRAFTED.

ENCHANTMENT

\$70 PER GUEST



COCKTAIL RECEPTION

YOUR CHOICE OF (3) BUTLER PASSED HORS D 'OEUVRE

TWO-COURSE PLATED DINNER

CHOICE OF SOUP OR SALAD

CHOICE OF (2) ENTREES

BAR

HOUSE CHAMPAGNE TOAST (ONE GLASS PER PERSON)

LUMINARIA

\$85 PER GUEST



COCKTAIL RECEPTION

YOUR CHOICE OF (4) BUTLER PASSED HORS D 'OEUVRE

TWO-COURSE PLATED DINNER

CHOICE OF SOUP OR SALAD

CHOICE OF (2) ENTREES

BAR

HOUSE CHAMPAGNE TOAST (ONE GLASS PER PERSON)

HOUSE RED & WHITE WINE POURED WITH DINNER

**TWO BOTTLES OF WINE PER TABLE MAXIMUM*

NEW BEGINNINGS

\$110 PER GUEST



COCKTAIL RECEPTION

YOUR CHOICE OF (4) BUTLER PASSED HORS D 'OEUVRE

YOUR CHOICE OF (1) DISPLAY HORS D 'OEUVRE STATION

TWO-COURSE PLATED DINNER

CHOICE OF SOUP OR SALAD

CHOICE OF (2) ENTREES

CHOICE OF LATE NIGHT SNACK OR CHOCOLATE FOUNTAIN

BAR

HOUSE CHAMPAGNE TOAST (ONE GLASS PER PERSON)

HOUSE RED & WHITE WINE POURED WITH DINNER

**TWO BOTTLES OF WINE PER TABLE MAXIMUM*

CELEBRATION

\$130 PER GUEST



COCKTAIL RECEPTION

YOUR CHOICE OF (4) BUTLER PASSED HORS D 'OEUVRE

YOUR CHOICE OF (1) DISPLAY HORS D 'OEUVRE STATION

TWO-COURSE PLATED DINNER

CHOICE OF SOUP OR SALAD

INTERMEZZO

CHOICE OF (3) ENTRÉES

CHOICE OF LATE NIGHT SNACK OR CHOCOLATE FOUNTAIN

BAR

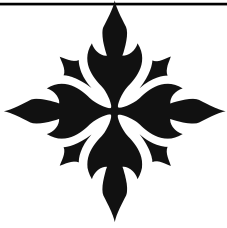
CHAMPAGNE TOAST (ONE GLASS PER PERSON)

SIGNATURE MARGARITA OR SPECIALTY DRINK

DURING COCKTAIL HOUR

HOUSE RED AND WHITE WINE POURED WITH DINNER

**TWO BOTTLES OF WINE PER TABLE MAXIMUM*



'ENCHANTMENT' (\$70) AND 'LUMINARIA' (\$85)

PLATED DINNER OPTIONS

STARTERS

ARTISAN FIELD LETTUCES "VITNER'S STYLE"

GRAPES | BLEU CHEESE | CANDIED WALNUTS | CHAMPAGNE VINAIGRETTE

SANTA FE SALAD

CRISP GREENS | TOMATOES | JACK & CHEDDAR | BLUE CORN TORTILLA STRIPS | CHIPOTLE RANCH

STEAKHOUSE WEDGE SALAD

SMOKED BACON | BLEU CHEESE | GRAPE TOMATOES | BUTTERMILK HERB DRESSING

SMOKED HEIRLOOM TOMATO

BASIL | FRESH MOZZARELLA SALAD | SHAVED FENNEL | BALSAMIC DRIZZLE

LOCAL LORETTO "CAESAR"

PEPPER JACK CHEESE | TOMATO | BROWN BUTTER CROUTONS

SWEETHEART SALAD

BABY SPINACH | GOAT CHEESE | SLICED STRAWBERRIES | JALAPENO VINAIGRETTE

SMOKED TOMATO BISQUE SOUP | SPRING ONION

FOREST MUSHROOM SOUP | SNIPPED CHIVES

LUMINARIA CHICKEN TORTILLA SOUP

ENTRÉE SELECTIONS

ROASTED FREE RANGE AIRLINE CHICKEN BREAST | CHIPOTLE DEMI

TUSCAN-ROASTED BREAST OF CHICKEN | FENNEL SLAW | MARSALA MUSHROOM CREMA

SALMON FILET | PINK PEPPERCORN | GRAIN MUSTARD CREAM

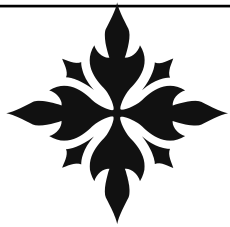
WINDMILL FARMS BONE-IN HERITAGE PORK CHOP | APPLE CIDER SAUCE

FLAT IRON STEAK AU POIVRE

HERB CRUSTED RACK OF LAMB | ROSEMARY JUS

FOREST MUSHROOM RAVIOLI | WILTED SPINACH | SMOKED TOMATO AND BASIL SAUCE

OVEN ROASTED VEGETABLE, TOMATO AND GOAT CHEESE STRUDEL



'NEW BEGINNINGS' (\$110) AND CELEBRATIONS' (\$130)

PLATED DINNER OPTIONS

STARTERS

ARTISAN FIELD LETTUACES "VITNER'S STYLE"

GRAPES | BLEU CHEESE | CANDIED WALNUTS | CHAMPAGNE VINAIGRETTE

SANTA FE SALAD

CRISP GREENS | TOMATOES | JACK & CHEDDAR | BLUE CORN TORTILLA STRIPS | CHIPOTLE RANCH

STEAKHOUSE WEDGE SALAD

SMOKED BACON | BLEU CHEESE | GRAPE TOMATOES | BUTTERMILK HERB DRESSING

SMOKED HEIRLOOM TOMATO

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LOCAL LORETTO "CAESAR"

PEPPER JACK CHEESE | TOMATO | BROWN BUTTER CROUTONS

SWEETHEART SALAD

BABY SPINACH | GOAT CHEESE | SLICED STRAWBERRIES | JALAPENO VINAIGRETTE

SMOKED TOMATO BISQUE SOUP | SPRING ONION

FOREST MUSHROOM SOUP | SNIPPED CHIVES

LUMINARIA CHICKEN TORTILLA SOUP

ENTRÉE SELECTIONS

ROASTED FREE RANGE AIRLINE CHICKEN BREAST | CHIPOTLE DEMI

TUSCAN-ROASTED BREAST OF CHICKEN | FENNEL SLAW | MARSALA MUSHROOM CREMA

PAN ROASTED SEA BASS | TEQUILA LIME BEURRE BLANC

SALMON FILET | PINK PEPPERCORN | GRAIN MUSTARD CREAM

WINDMILL FARMS BONE-IN HERITAGE PORK CHOP | APPLE CIDER SAUCE

GRILLED TENDERLOIN OF BEEF | BRANDY MUSHROOM DEMI-GLACE

HERB CRUSTED RACK OF LAMB | ROSEMARY JUS

FOREST MUSHROOM RAVIOLI | WILTED SPINACH | SMOKED TOMATO AND BASIL SAUCE

OVEN ROASTED VEGETABLE, TOMATO AND GOAT CHEESE STRUDEL

BEEF TENDERLOIN | CRISP BREADED GOAT CHEESE | FENNEL SLAW | PINK PEPPERCORN REDUCTION

DUO ENTRÉE SELECTIONS

ADDITIONAL \$9-12 PER PERSON

MESQUITE RUBBED GRILLED BREAST OF CHICKEN & GRILLED SHRIMP

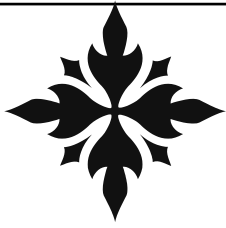
CHIPOTLE DEMI (ADDITIONAL \$9 PER PERSON)

PETIT FILET OF BEEF & CRAB CAKE

PINK PEPPERCORN DEMI (ADDITIONAL \$12 PER PERSON)

LOBSTER TAIL & GRILLED TENDERLOIN

SAUCE BÉARNAISE (ADDITIONAL \$12 PER PERSON)



BUFFETS AND DINNER STATION PACKAGES

BUFFET PACKAGE #1

\$75 PER GUEST

COCKTAIL RECEPTION

YOUR CHOICE OF (3) BUTLER PASSED HORS D 'OEUVRE

DINNER

CHOICE OF BUFFET

BAR

HOUSE CHAMPAGNE TOAST (ONE GLASS PER PERSON)

BUFFET PACKAGE #2

\$120 PER GUEST

COCKTAIL RECEPTION

YOUR CHOICE OF (4) BUTLER PASSED HORS D 'OEUVRE

YOUR CHOICE OF (1) DISPLAY HORS D 'OEUVRES STATION

DINNER

CHOICE OF BUFFET

CHOICE OF LATE NIGHT SNACK OR CHOCOLATE FOUNTAIN

BAR

HOUSE CHAMPAGNE TOAST (ONE GLASS PER PERSON)

HOUSE RED & WHITE WINE POURED WITH DINNER

**TWO BOTTLES OF WINE PER TABLE MAXIMUM*

BUFFET SELECTIONS

NEW MEXICAN



LORETTO "CAESAR"

BLACK BEANS | ROASTED CORN

PEPPER JACK CHEESE | CROUTONS

RED CHILE DRESSING

CHILE RELLENOS

VEGETARIAN ENCHILADAS

NM RED & GREEN CHILE | MELTED CHEESE

STEAK FAJITAS

CAST IRON SEARED FAJITA VEGETABLES

SPANISH STYLE RICE | BORRACHO BEANS

WARM FLOUR TORTILLAS | PICO DE GALLO

SHREDDED CHEDDAR CHEESE | GUACAMOLE

SOUR CREAM | CHAR-GRILLED SALSA

GREEN CHILE CORNBREAD

HONEY BUTTER

TRADITIONAL



PLATTER OF THE SEASON'S BEST VEGETABLES

GRILLED, AND MARINATED

MIXED FIELD LETTUCES

CUCUMBER | TOMATOES | CARROTS

ASSORTED DRESSINGS

CHURRASCO STYLE STEAK

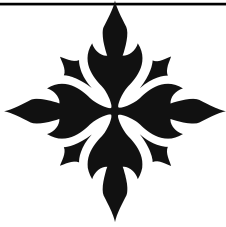
ROASTED PEPPERS | ONIONS AND CHIMICHURRI

CILANTRO LIME PLANK SALMON

OLIVE OIL & SALT ROASTED BABY POTATOES

ADD: LUMINARIA TORTILLA SOUP AND GARNISHES

(ADDITIONAL \$7 per person)



DINNER STATIONS

VOWS - DINNER STATIONS

\$95 PER GUEST

COCKTAIL RECEPTION

YOUR CHOICE OF (3) BUTLER PASSED HORS D'OEUVRE

DINNER STATIONS

CHEF CARVED PEPPER CRUSTED PRIME RIB | ASSORTED MINIATURE ROLLS AND SANDWICH ACCOUTREMENTS

GARDEN STATION

SELECT TWO OPTIONS: MIXED GREENS | SHAVED VEGETABLES AND LEMON HERB VINAIGRETTE | **CAESAR SALAD**
ROMAINE HEARTS, BAGUETTE CROUTONS, SHAVED PARMESAN, TRADITIONAL CAESAR DRESSING | **BABY SPINACH**
GRANNY SMITH APPLES, LOCAL BACON, CANDIED WALNUTS AND BLEU CHEESE DRESSING | **ROMAINE**, RED ONION,
CUCUMBER, OLIVES, FETA CHEESE, TOMATO | OREGANO VINAIGRETTE | **ASPARAGUS, CHERRY TOMATOES**, SWEET
PEPPERS, YELLOW SQUASH AND ZUCCHINI, SUN-DRIED TOMATO VINAIGRETTE | **SOBA NOODLES**, BROCCOLI, PEAPODS,
BEAN SPROUTS, CARROTS, ZUCCHINI, MUSHROOMS, AND SOY SESAME VINAIGRETTE

MASHED POTATO AND MAC & CHEESE STATION

BUTTER WHIPPED YUKON POTATOES | AGED CHEDDAR | CAVATAPPI PASTA | GREEN CHILE | CHOPPED APPLEWOOD
SMOKED BACON | CHEDDAR CHEESE | GREEN ONIONS | SOUR CREAM CRUMBLLED BLEU CHEESE | GRILLED CHICKEN
"OLD BAY" SPICED SHRIMP | ROASTED MUSHROOMS

CHOCOLATE FOUNTAIN

MILK CHOCOLATE | STRAWBERRIES | MINI RICE KRISPY TREATS | POUND CAKE SQUARES | MARSHMALLOWS
BANANAS | PINEAPPLE

BAR

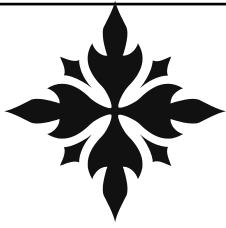
CHAMPAGNE TOAST (ONE GLASS PER PERSON)

**REQUIRES A CHEF ATTENDANT FEE OF \$150 PER CHEF ATTENDANT*

DETAILS...

MENU DETAILS

- ✦ ALL MENUS SERVED WITH HOUSE BAKED ROLLS & BUTTER | FRESHLY BREWED COFFEE | DECAFFEINATED COFFEE
ASSORTED HERBAL TEAS | ICED TEA
- ✦ FOR PLATED DINNER PACKAGES, VEGETARIAN ENTRÉES ARE AVAILABLE UPON REQUEST
- ✦ THE FIRST COURSE AND MAIN ENTRÉE SELECTIONS ARE TO BE CHOSEN AT YOUR TASTING OR A MINIMUM
OF THREE (3) WEEKS PRIOR TO YOUR WEDDING
- ✦ YOUR GUESTS ENTRÉE SELECTIONS ARE REQUIRED FIVE (5) WORKING DAYS PRIOR TO YOUR EVENT.
PLEASE PROVIDE PLACE CARDS INDICATING EACH GUESTS ENTRÉE SELECTION
- ✦ SALES TAX AND A TAXABLE 22% SERVICE CHARGE WILL BE ADDED TO ALL FOOD AND BEVERAGE CHARGES



OPTIONS FOR YOUR COCKTAIL HOUR

PASSED HORS D'OEUVRE SELECTIONS



THAI SPRING ROLL | CHILE PLUM SAUCE

CROSTINI | BRIE AND MANDARIN

SPINACH | CHEESE STUFFED MUSHROOM

SPANAKOPITA | SPINACH AND FETA IN PHYLLO

NEW MEXICO RED CHILE COCKTAIL MEATBALL

PORK POTSTICKER "XO" CHILE DIP

MINIATURE BEEF WELLINGTONS | JALAPEÑO CREAM

BEEF EMPANADA | ANCHO MOLE

BROWN SUGAR BACON WRAPPED CHICKEN BITES

ROASTED BEEF TENDERLOIN | GOAT CHEESE | FRIED ROSEMARY | ROASTED GARLIC | CROSTINI

CHIPOTLE GRILLED SHRIMP | TEQUILA SPIKED COCKTAIL DIP

RED CHILE BACON WRAPPED SCALLOP | SWEET CORN SAUCE

SPICY AHI TUNA ON CRISP WONTON

SMOKED SALMON AND GREEN CHILE CREAM CHEESE ON ENGLISH CUCUMBER

ASSORTED SUSHI ROLLS & NIGIRI | 50 PIECE MINIMUM ORDER



DISPLAY HORS D'OEUVRE SELECTIONS

GRILLED VEGETABLE ANTIPASTO

FIRE ROASTED VEGETABLES OF PORTOBELLO MUSHROOMS | ASPARAGUS | SWEET BELL PEPPERS | CAULIFLOWER
ZUCCHINI | YELLOW SQUASH | MEXICAN JICAMA | MARINATED ARTICHOKE HEARTS | OLIVES | LEMON PEPPER AÏOLI

MIDDLE EASTERN PLATTER

HUMMUS | BABA-GHANOUSH | CRISP PITA CHIPS | TABBOULEH | CHILLED COUSCOUS SALAD
MARINATED OLIVES | FETA CHEESE

ARTISAN CHEESE

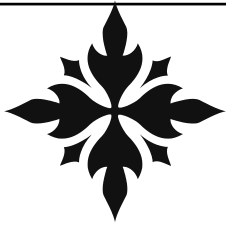
ASSORTED LOCAL AND IMPORTED CHEESES DISPLAYED | DRIED FRUITS | TOASTED NUTS | BASKET OF BREADS AND
CRACKERS

WHOLE BAKED BRIE EN CROUTE

BROWN SUGAR | CRANBERRIES | WALNUTS | SERVED WITH APPLE SLICES | SLICED BAGUETTES

CHILLED SEAFOOD DISPLAY

POACHED NORTHWEST CRAB CLAWS | JUMBO PRAWNS | FRESH LEMONS | COCKTAIL SAUCE | HORSERADISH



EARLY & LATER

'GET READY' REFRESHMENTS FOR THE BRIDAL PARTY

CHIPS & DIPS **\$14 PER PERSON**

SPICED YELLOW AND BLUE CORN TORTILLA CHIPS | FRESH GUACAMOLE | SPICY BLACK BEAN DIP | SALSA FRESCA

MIDDLE EASTERN PLATTER **\$18 PER PERSON**

HUMMUS | BABA-GHANOUSH | CRISP PITA CHIPS | TABBOULEH | CHILLED COUSCOUS SALAD | MARINATED OLIVES
FETA CHEESE

ARTISAN CHEESE **\$16 PER PERSON**

ASSORTED LOCAL AND IMPORTED CHEESES DISPLAYED WITH DRIED FRUITS | TOASTED NUTS | BASKET OF BREADS
AND CRACKERS

SEASONAL FRUIT DISPLAY **\$14 PER PERSON**

CHILLED SEASONAL FRESH FRUITS OF GOLDEN PINEAPPLE | CANTALOUPE | SEEDLESS GRAPES | AND THE SEASON'S
FRESHEST BERRIES SERVED WITH YOGURT DIP

BEVERAGES

BOTTLED WATER	\$3 EACH
SAN PELLEGRINO SPARKLING MINERAL WATER	\$3 EACH
RED BULL REGULAR & SUGAR FREE	\$5 EACH
ASSORTED COCA COLA BRAND SOFT DRINKS	\$3 EACH
FRESH BREWED ICED TEA	\$39 PER GALLON
LEMONADE	\$39 PER GALLON

LATE NIGHT SNACK SELECTIONS

FIESTA **\$17 PER PERSON**

BLUE CORN TORTILLA CHIPS | FRESH SALSA | GUACAMOLE | QUESO | RED CHILE CHICKEN TAQUITOS | BLACK BEAN DIP
CAJETA SPIKED CHURROS

GOURMET POPCORN **\$16 PER PERSON**

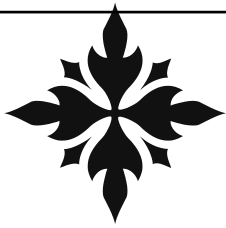
BAG-YOUR-OWN POPCORN: NEW MEXICO CHILE SPICED & BUTTERED SEA SALT | POPCORN ENHANCERS: JUNIOR MINTS
MILK DUDS | RAISINS

GRILLED VEGETABLE ANTIPASTO **\$17 PER PERSON**

FIRE ROASTED VEGETABLE OF PORTOBELLO MUSHROOMS | ASPARAGUS | SWEET BELL PEPPERS | CAULIFLOWER
ZUCCHINI | YELLOW SQUASH | MEXICAN JICAMA | MARINATED ARTICHOKE HEARTS | OLIVES | LEMON PEPPER AIOLI

7TH INNING STRETCH **\$18 PER PERSON**

JUMBO PRETZELS WITH CHEESE SAUCE AND MUSTARD | MINI CORNDOGS | MUSTARD AND KETCHUP | POPCORN
CRACKER JACKS | SALTED PEANUTS



BAR AND BEVERAGE SERVICE

**ONE BAR RECOMMENDED FOR EVERY 75 GUESTS*

**BARTENDER FEE \$150 PER BAR*

HOSTED COCKTAIL SERVICE

HOSTED BEVERAGES

TOP SHELF MIXED DRINKS	\$12.00	PER DRINK
PREMIUM MIXED DRINKS	\$10.00	PER DRINK
DELUXE MIXED DRINKS	\$9.00	PER DRINK
HOUSE WINES	\$36.00	PER BOTTLE
NEW MEXICO, HAND CRAFTED AND IMPORTED BEERS	\$6.00	PER BOTTLE
TRADITIONAL DOMESTIC BEERS	\$5.00	PER BOTTLE
SPARKLING AND STILL WATER	\$3.00	EACH
ASSORTED SOFT DRINKS	\$3.00	EACH

SIGNATURE DRINKS

STRAWBERRY JALAPENO MARGARITA	\$12.00	EACH
PRICKLY PEAR MARGARITA	\$10.00	EACH

HOSTED BEVERAGE ADDITIONS

MARGARITAS	\$120.00	PER GALLON
STRAWBERRY JALAPENO MARGARITA	\$150.00	PER GALLON
SANGRIA, WHITE OR RED	\$100.00	PER GALLON

CASH BAR SERVICE

CASH BAR BEVERAGES

TOP SHELF MIXED DRINKS	\$12.00	PER DRINK
PREMIUM MIXED DRINKS	\$10.00	PER DRINK
DELUXE MIXED DRINKS	\$9.00	PER DRINK
HOUSE WINES	\$9.00	PER DRINK
NEW MEXICO, HAND CRAFTED AND IMPORTED BEERS	\$6.00	PER BOTTLE
TRADITIONAL DOMESTIC BEERS	\$4.50	PER BOTTLE
SPARKLING AND STILL WATER	\$3.00	EACH
ASSORTED SOFT DRINKS	\$3.00	EACH

CASH BAR ADDITIONS

MARTINIS	\$11.00	PER DRINK, AND UP
CORDIALS	\$10.00	PER DRINK, AND UP

BEVERAGE SELECTIONS:

TOP SHELF MIXED DRINKS

GREY GOOSE VODKA | BOMBAY SAPPHIRE GIN | ZAYA RUM | PATRON SILVER | WOODFORD RESERVE
JOHNNIE WALKER BLACK | KNOB CREEK SINGLE BARREL

PREMIUM MIXED DRINKS

TITO'S VODKA | TANQUERAY 10 GIN | BACARDI SUPERIOR RUM | BLUE NECTAR SILVER TEQUILA | MAKERS MARK
CHIVAS REGAL | CROWN ROYAL

DELUXE MIXED DRINKS

SVEDKA VODKA | NEW AMSTERDAM GIN | CRUZAN RUM | EXOTICO TEQUILA | JACK DANIEL'S | SEAGRAM'S 7 | DEWAR'S

GENERAL INFORMATION

MENU PRICING: THOUGH IT WILL NOT AFFECT THE MINIMUM ANTICIPATED FOOD & BEVERAGE REVENUE AMOUNT SET FORTH IN YOUR CONTRACT, THE HOTEL WILL CONFIRM SPECIFIC MENU ITEM PRICES 90 DAYS PRIOR TO YOUR FUNCTION, AND ANY PRICES QUOTED PRIOR ARE SUBJECT TO CHANGE. IN THE EVENT OF INCREASED COSTS OF MENU ITEMS, THE HOTEL MAY, AT ITS DISCRETION, MAKE REASONABLE SUBSTITUTIONS IN MENU ITEMS OR INCREASE THE MENU PRICE ACCORDINGLY.

FOOD AND BEVERAGE: THE HOTEL PROHIBITS ANY FOOD OR BEVERAGE INCLUDING ALCOHOLIC BEVERAGES OF ANY KIND TO BE BROUGHT INTO THE HOTEL BY THE PATRON OR ANY OF THE PATRON'S GUESTS OR INVITEES.

ALCOHOL: AS PER LAW, SERVICE OF ALCOHOL IS LIMITED TO PERSONS TWENTY-ONE YEARS OF AGE OR OLDER. WE RESERVE THE RIGHT TO REQUEST PROOF OF AGE AND TO REFUSE SERVICE TO ANYONE WITHOUT PROOF OF AGE AND TO REFUSE SERVICE TO ANYONE WHOM, IN OUR SOLE DETERMINATION, APPEARS TO BE INTOXICATED OR OTHERWISE IMPAIRED. DONATED ALCOHOL IS NOT PERMITTED EXCEPT FOR EVENTS HOSTED BY CHARITABLE ASSOCIATIONS WHERE SPECIAL ADVANCE ARRANGEMENTS ARE MADE. CORKAGE FEES AND BARTENDER FEES WILL APPLY.

FINAL GUARANTEE NUMBERS: FINAL NUMBERS ARE **DUE FIVE (5) BUSINESS DAYS** PRIOR TO THE EVENT DATE. THIS NUMBER WILL BE CONSIDERED THE GUARANTEE. THE HOTEL WILL NOT SET THE ROOM, NOR BE RESPONSIBLE FOR, SERVICE OF MORE THAN THREE (3) PERCENT OVER THE GUARANTEE NUMBER.

BANQUET CHECK APPROVAL: ALL ITEMIZED FOOD AND BEVERAGE CHECKS MUST BE SIGNED AT THE CONCLUSION OF THE EVENT. IF THE BANQUET CHECK IS NOT SIGNED, THE CLIENT IS AGREEING TO PAY ALL CHARGES POSTED TO THE ACCOUNT IN FULL.

SERVICE CHARGE: ALL FOOD, BEVERAGE AND INCIDENTAL CHARGES ARE SUBJECT TO 22% SERVICE CHARGE AND 8.3125% SALES TAX.

OUTDOOR FUNCTIONS: THE HOTEL RESERVES THE RIGHT TO MAKE FINAL DECISIONS REGARDING OUTDOOR FUNCTIONS. THE DECISION TO MOVE A FUNCTION TO AN INDOOR LOCATION, BASED ON AVAILABILITY, WILL BE MADE NO LESS THAN FOUR (4) HOURS PRIOR TO THE EVENT BASED ON PREVAILING WEATHER CONDITIONS, AND THE LOCAL FORECAST.

WE ARE CONSIDERATE OF OUR NEIGHBORS AS WELL AS OTHER HOTEL GUESTS WHEN IT COMES TO SOUND OVERFLOW. AMPLIFIED ENTERTAINMENT IS NOT PERMITTED IN ANY OF OUR OUTDOOR LOCATIONS AND ACOUSTIC ENTERTAINMENT IS SUGGESTED FOR ALL OUTDOOR SPACES. ALL OUTDOOR ENTERTAINMENT MUST BE CONCLUDED BY 9:00PM.

TENTS | SPECIAL EQUIPMENT: IF A TENT IS REQUIRED FOR AN OUTDOOR EVENT, IT IS THE CLIENT'S RESPONSIBILITY FOR PAYMENT. THE HOTEL WILL ASSIST WITH CONTRACTING FOR SUCH EQUIPMENT AND WILL ADD ANY ASSOCIATED CHARGES TO THE CLIENTS MASTER ACCOUNT. RENTAL OF ANY EQUIPMENT, INCLUDING TENTS MUST BE APPROVED OF IN ADVANCE BY THE HOTEL.

OUTSIDE VENDORS: ALL OUTSIDE VENDORS ARE REQUIRED TO COORDINATE AND REVIEW THEIR PROGRAM WITH YOUR CATERING MANAGER IN ORDER TO COMPLY WITH INN AND SPA AT LORETO'S GUIDELINES. THE GROUP AND/OR OUTSIDE CONTRACTORS MUST PROVIDE PROOF OF WORKER'S COMPENSATION INSURANCE FOR EMPLOYEES WHO WILL WORK ON HOTEL PREMISES AND PROOF OF ADEQUATE GENERAL LIABILITY COVERAGE FOR THE GROUP AND/OR OUTSIDE CONTRACTORS' ACTIVITIES WHILE ON HOTEL'S PREMISES.

SIGNS: SIGNS AND BANNERS ARE NOT ALLOWED IN PUBLIC AREAS; SIGNS IN MEETING SPACE MUST BE PROFESSIONALLY PRINTED AND PLACEMENT AND POSTING APPROVED BY HOTEL; NOTHING MAY BE POSTED, ATTACHED OR STUCK TO WALLS WITHOUT PERMISSION. GUMMED STICKERS OR LABELS ARE STRICTLY PROHIBITED.

DECORATIONS: GLITTER, CONFETTI, SILK ROSE PETALS, RICE, BIRD SEED, AND OTHER NON-BIODEGRADABLE ITEMS ARE NOT PERMITTED IN THE GARDEN OR BALLROOMS. SPARKLERS AT THE HOTEL ENTRANCE/EXIT MAY BE PERMITTED WITH PRIOR APPROVAL FROM YOUR CATERING MANAGER. CANDLES IN THE APPROPRIATE HOLDERS/BASES ARE ALLOWED IN THE GARDEN AND IN THE BALLROOMS.

OUR CATERING AND CONFERENCE SERVICE DEPARTMENT WILL BE HAPPY TO ASSIST YOU WITH YOUR FLORAL, DECORATING AND ENTERTAINMENT NEEDS. IF YOU SELECT YOUR OWN DÉCOR COMPANY, APPROVAL MUST BE OBTAINED PRIOR TO AFFIXING ANYTHING TO WALLS, FLOORS, AND/OR CEILINGS.

DÉCOR REMOVAL | CLEANING: EXTREME CLEANING REQUIREMENTS, CLEANING OF GLITTER, CONFETTI OR STREAMERS AND REMOVAL OF EXCESSIVE DECORATIONS/DÉCOR: \$300-\$500, AT THE DISCRETION OF THE HOTEL.

ITEMS HANDED OUT AT CHECK-IN | ROOM DELIVERIES

- HANDED OUT AT CHECK-IN, \$3.00 EACH
- DELIVERED TO A GUEST ROOM, \$5.00 EACH
- MULTIPLE ITEMS, BOXED GIFTS, PLACEMENT REQUESTS, OR ESCORT SERVICE, \$8.00 PER GUEST, PER ROOM

ALL ROOM DELIVERIES ARE SCHEDULED AFTER 4PM. THE HOTEL WILL NOT MAKE DELIVERIES TO A GUEST THAT HAS NOT CHECKED IN. IF YOU REQUIRE A ROOM DELIVERY PRIOR TO 4PM OR BEFORE A GUEST HAS CHECKED IN, ARRANGEMENTS WILL NEED TO BE MADE IN ADVANCE WITH YOUR CATERING MANAGER.

GENERAL INFORMATION

DAY OF COORDINATOR | WEDDING PLANNER: WE STRONGLY SUGGEST THAT YOU ENGAGE THE SERVICES OF A DAY-OF COORDINATOR OR WEDDING PLANNER TO ASSIST WITH YOUR CEREMONY AND CELEBRATION AT THE INN AND SPA AT LORETTO.

YOUR CATERING MANAGER AT THE INN AND SPA AT LORETTO WILL NOT COORDINATE OR DIRECT YOUR EVENT, CEREMONY OR REHEARSAL. THE INN AND SPA AT LORETTO IS RESPONSIBLE FOR THE SET UP/TEAR DOWN OF YOUR VENUE, COORDINATION WITH YOUR FOOD AND BEVERAGE TEAM ON TIMING AND DETAILS, COMMUNICATES DETAILS OF YOUR FUNCTION TO ALL DEPARTMENTS IN THE HOTEL AND WILL ASSIST YOUR VENDORS WITH DELIVERIES AND TIMELINE. WE STRONGLY URGE YOU TO WORK WITH OUR LIST OF PREFERRED WEDDING VENDORS IN ORDER TO HAVE THE MOST SEAMLESS EXPERIENCE POSSIBLE. PLEASE SPEAK WITH YOUR CATERING MANAGER FOR RECOMMENDATIONS OF LOCAL COORDINATORS AND PLANNERS.

ON THE DAY OF YOUR EVENT, YOUR CATERING MANAGER WILL INTRODUCE YOU TO THE BANQUET MANAGER THAT HAS BEEN ASSIGNED TO YOUR EVENT. THIS BANQUET MANAGER WILL BE YOUR MAIN CONTACT ON THE DAY OF YOUR EVENT AND WILL BE YOUR POINT PERSON UNTIL THE EVENT HAS CONCLUDED. ALL QUESTIONS OR INQUIRES DAY OF YOUR EVENT SHOULD BE DIRECTED TO THE BANQUET MANAGER

COAT CHECK: COAT CHECK SERVICES ARE AVAILABLE WITH A FEE OF \$150.00 PER ATTENDANT. PLEASE CONTACT THE CATERING AND CONFERENCE SERVICE DEPARTMENT FOR MORE INFORMATION.

PARKING: VALET PARKING IS AVAILABLE TO YOUR GUESTS AT A REDUCED RATE FOR OUR WEDDING CLIENTS OF \$10 PER VEHICLE.

DAMAGE: DAMAGE TO THE HOTEL PREMISES BY THE GROUP OR APPOINTED CONTRACTORS WILL BE THE GROUP'S RESPONSIBILITY. GROUP WILL ACCEPT FULL RESPONSIBILITY FOR ANY DAMAGES RESULTING FROM ANY ACTION OR OMISSION OF THEIR INDIVIDUAL ATTENDEES IN CONJUNCTION WITH ORGANIZED GROUP ACTIVITIES. THE HOTEL IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE NO MATTER HOW CAUSED, TO ANY SAMPLES, DISPLAYS, PROPERTIES, OR PERSONAL EFFECTS BROUGHT INTO THE HOTEL, AND/OR FOR THE LOSS OF EQUIPMENT, EXHIBITS OR OTHER MATERIALS LEFT IN MEETING ROOMS.

LOST ITEMS: INN AND SPA AT LORETTO WILL NOT ASSUME OR ACCEPT ANY RESPONSIBILITY FOR DAMAGE TO OR LOSS OF ANY MERCHANDISE BROUGHT INTO OR ARTICLES LEFT IN THE HOTEL PRIOR TO, DURING OR FOLLOWING A CLIENT FUNCTION.

IF ITEMS OF VALUE, FINANCIAL OR SENTIMENTAL, ARE BROUGHT TO THE HOTEL TO USE DURING YOUR EVENT, PLEASE ASK A FRIEND OR FAMILY MEMBER TO BE RESPONSIBLE FOR THESE ITEMS AT THE CONCLUSION OF YOUR EVENT. HOTEL STAFF WILL NOT STORE ANY ITEMS LEFT FOLLOWING THE FUNCTION.



UNMATCHED BY ANY PLACE ON EARTH

211 OLD SANTA FE TRAIL, SANTA FE, NM 87501 | 505.988.5531 WWW.HOTELLORETTO.COM | #LOVELORETTOWEDDINGS