



*The Ballroom at the Comfort Suites*

*Cicero-Syracuse North*

*Wedding Planner & Menus*



## *Wedding Packages Include.*

*Ballroom Fee - 2,000 - January to December*

Full Service Staff with a Dedicated Banquet Facilitator on the day of your Wedding

White or Ivory Floor Length Tablecloths with Coordinating Napkins & Table Skirting

Complimentary Mirrored Tiles & Tea Light Candles to Accent your Centerpieces

Four Hour Wedding Reception

Custom Ballroom Set

Farmer's Market and Cheese Display

Champagne Toast for Wedding Party

Buffet Dinner Packages

Complimentary Cake Cutting, Placement of Wedding Favors and Place Cards

Complimentary King Suite for the Happy Couple on the Night of their Wedding Reception

Exclusive Use of Oasis Room for Bridal Party Hair & Make-Up

Complimentary Menu Tasting (Up to 4 Guests)

Special Pricing for Children Under 12 & Vendors

Special Hotel Accommodation Rates ~ (10 Guest Room Minimum and Subject to Availability)

### *Diamond Buffet Package :*

- ~ Farmer's Market & Cheese Display
  - ~ Passed Hors D' Oeuvres (Choice of Two)
  - ~ Signature Wedding Cocktail
  - ~ Salad Course (Choice of One)  
House | Caesar | Seasonal
  - ~ Entrée (Choice of Three)
  - ~ Pasta, Starch & Vegetable (Choice of One Each)
  - ~ Warm Rolls with Butter
- \$ per person*

### *Ruby Buffet Package :*

- ~ Farmer's Market & Cheese Display
  - ~ Passed Hors D' Oeuvres (Choice of Two)
  - ~ Salad Course (Choice of One)  
House **or** Caesar
  - ~ Entrée (Choice of Two)
  - ~ Pasta, Starch & Vegetable (Choice of One Each)
  - ~ Warm Rolls with Butter
- \$ per person*

### *Sapphire Buffet Package :*

- ~ Farmer's Market & Cheese Display
  - ~ Salad Course (Choice of One)  
House **or** Caesar
  - ~ Entrée (Choice of Two)
  - ~ Pasta, Starch & Vegetable (Choice of One Each)
  - ~ Warm Rolls with Butter
- \$ per person*

All Buffets Include a 3-Hour House Brands Open Bar with House Wines & Choice of Three Bottled Beer Selections.

*Fresh Brewed Coffee & Hot Tea Served with Cake*

### HORS D' OEUVERES

- Shrimp Cocktail Shooters
- Bourbon Meatballs
- Asian Vegetable Spring Roll
- Bacon Wrapped Scallops
- Mushroom Caps-Veg., Sausage, Crab
- Bite Size Egg Rolls
- Coconut Fried Shrimp
- Chipotle Chicken Skewers

### ENTREES

- Roasted Top Sirloin
- Pineapple BBQ Roast Pork Loin
- Chicken Francaise \* Chicken Marsala
- Chicken Stuffed with Spinach, Bacon & Brie
- Citrus Herb Salmon \* Lemon Garlic Baked Haddock

### PASTA

- Penne A La Vodka
- Bow Ties with Alfredo (Bonus- Ask for Cajun Style)
- Cavatappi with Pomodoro Sauce
- Cheese Tortellini with Roasted Red Pepper Cream Sauce

### STARCH

- Roasted Fingerling Potatoes
- Regular or Garlic Mashed Potatoes
- Seasoned Rice Pilaf
- Wild Rice with Sundried Cherries

### VEGETABLE

- Seasonal Vegetable Medley
- Bourbon Brown Sugar Carrots
- Garlic Parm Green Beans
- Italian Roasted Vegetables

*\*Gluten Free, Vegan, Vegetarian Options Available*

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing services to your event, but is retained by Comfort Suites Cicero—Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change Without Notice.

**HORS D' OEUVRES**  
**STATIONARY DISPLAYS**

Spinach Dip with Crostini (Serves 100)

\$ each

Baked Brie with Walnuts, Blueberries & Crostini

\$ per person

**SPECIALTY OFFERINGS AND ENHANCEMENTS**

**POTATO BAR**

Yukon Gold Mashed Potatoes, Mini Baked Potatoes, Fire Roasted Corn, Roasted Sun-Dried Tomatoes & Broccoli, Yogurt Dill Sauce, Fresh Chives & Parsley, Applewood Smoked Bacon & Clarified Butter

\$ per person

**TATER TUMBLER BAR**

Crunchy Tater Tumblers, Chili, Bacon, Gravy, Sour Cream, Cheddar Cheese, Fire Roasted Corn & Diced Tomatoes

\$ per person

**DESSERT STATION (Minimum Guarantee of 35 Guests)**

Chocolate Covered Strawberries, Mini Cream Puffs and Cannoli, and Assorted Miniature Cheesecakes

\$ per person

***LOVE IS SWEET CANDY BUFFET***

*The Perfect Wedding Favor with your own personal flair! All Candy Buffets Include Candy, Jars and Containers, Tongs, Scoops, Personalized Candy Bags or Boxes and Five to Six Candy Selections*

**EXAMPLE OF CANDY SELECTIONS**

Milk and Dark Chocolates, Assorted Jelly Beans, Hard Stick Candies, Assorted Colors of M&M's, Salt Water Taffy, Hershey's Kisses, Variety of Candies to Coordinate with Your Chosen Color Scheme.

Additional Options are Available Upon Request

\$ per person

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing services to your event, but is retained by Comfort Suites Cicero—Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change Without Notice.

## SIGNATURE WEDDING COCKTAILS

\$ per drink (can be served as a punch, ask for pricing per gallon)

### “HONEY, I DO” HONEYDEW MARTINI

Vodka, Midori & Triple Sec

### SOMETHING BLUE

Vodka, Blue Curacao & Lemonade

### LOVE POTION

Citrus Vodka, Triple Sec, Cranberry & Passion Fruit

## ADDITIONS AND UPGRADES

### Add 4th Hour Open Bar

House: \$ per person | Premium: \$ per person

### Upgrade 3-Hour House Brands Bar

Premium Brands: \$ per person

### Champagne Toast

House Champagne Toast, One Glass Per Person

\$ per person

## CASH BARS

Guests Purchase Their Own Drinks

House Brands.....	\$7.00	Premium Brands.....	\$8.00
Domestic Bottled Beer....	\$6.00	Imported Bottled Beer...	\$7.00
House Wine (glass).....	\$6.00	Soda.....	\$3.00
Juice.....	\$3.00	*8% NYS Sales Tax Included	

***There is a Cash Bar Set-Up Fee of \$300***

## BEER SELECTIONS

PLEASE CHOOSE 2 DOMESTIC BEERS AND 1 IMPORTED BEER

Budweiser, Bud Light, Coors Light, Labatt Blue, Labatt Blue Light, Yuengling,  
Blue Moon, Corona or Dos Equis

*(Craft Beer Selections Available Upon Request and an Additional Fee May be Incurred)*

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing services to your event, but is retained by Comfort Suites Cicero—Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change Without Notice.

5875 Carmenica Drive | Cicero, NY 13039 | 315.752.0150 | [www.syrcicerohotel.com](http://www.syrcicerohotel.com)

## DÉCOR & EVENT ENHANCEMENTS

### **Extra Hour of Reception Time**

\$ per each additional hour

### **Chair Covers**

(White, Ivory or Black)

Starting at \$ per Chair

### **Individual Menus for Each Place Setting**

\$ Each

### **Specialty Overlays for Dining Tables**

Price Varies

### **Specialty Napkins**

Price Varies

### **Chair Ties**

Price Varies

## WEDDING GIFT BAGS

Our Front Desk Staff can hand out gift bags at check-in at no charge. Gift Bags must be delivered to the hotel 24 hours prior to your guests' arrival date. All Gift Bags must be the same and NOT individualized for different guests. Gift Bags must be delivered in a container/ box with the wedding clearly labeled on it. Please include a couple of extra bags for those guests that may book outside your block. All reservations must have the individuals name on them.

## PARKING

Ample complimentary parking is available for all guests and wedding vendors.

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing services to your event, but is retained by Comfort Suites Cicero—Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change Without Notice.

# GENERAL INFORMATION AND POLICIES

## Availability of Reception and Ceremony Time

Daytime Ceremonies/ Wedding Receptions are scheduled between 9:00am and 2:00pm.

Evening Ceremonies/ Wedding Receptions are scheduled between 3:00pm and 11:00pm.

Vendors will not be granted access to the ceremony or reception site any earlier than Two hours prior to the scheduled event start time. If additional set-up time is required it must be coordinated with the Sales Manager and it is subject to availability and may require an additional charge.

## Wedding Ceremonies

On-Site Wedding Ceremonies are available at the Comfort Suites Cicero—Syracuse North for an additional fee of \$300.00. On-Site Wedding Ceremonies are only available to couples who are also hosting their Wedding Reception at the Comfort Suites Cicero.

## The Comfort Suites Cicero Sales Manager Will...

- ◇ Answer any questions, provide event suggestions and act as your primary Hotel Contact throughout the planning process
- ◇ Act as menu consultant for all food and beverage selections
- ◇ Detail your Banquet Event Orders, outlining the event specifications
- ◇ Create a cost estimate of charges and your payment schedule for the Comfort Suites Cicero
- ◇ Establish contact with a reservation coordinator, who will provide a rooming list for your guestrooms
- ◇ Oversee the set-up of the contracted banquet space for the rehearsal, the ceremony and the reception, and any other events at the Comfort Suites Cicero
- ◇ Ensure a seamless transition to the Hotel's Banquet Facilitator on the day of your event

## Minimum, Deposits and Final Payment

*There is a Food and Beverage Minimum of \$2,800.00 not including the 22% Administrative Charge and 8% Sales Tax in order to book the Ballroom for your Wedding Reception.* If said food and beverage minimum is not met, the difference will be charged as room rental plus 22% Administrative Charge and 8% Sales Tax.

*A non-refundable deposit of \$750 is due on or before the contract due date in order to confirm your wedding reception on a definite basis.* Nine months prior to your reception a \$500.00 non-refundable deposit will be due. Six months prior to your wedding reception a \$1,000.00 non-refundable deposit will be due. Three months prior to your wedding reception an additional 50% of anticipated revenue non-refundable deposit will be due. Remaining balance is due two weeks prior to your reception. See your Sales Manager for more specific details on the deposit schedule. Payments may be made via certified check or cashier's check, credit card or cash. This final payment is based on your final guaranteed number and the invoice generated by your Sales Manager. No personal checks will be accepted per hotel policy.

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing services to your event, but is retained by Comfort Suites Cicero—Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change Without Notice.

## Administrative Charge and Sales Tax

In addition to any other charges, the Hotel's standard administrative charge, currently 22%, shall apply to all food and beverage charges, audio visual, meeting room, venue fee-exhibit space rental and all miscellaneous charges. Unless otherwise noted, all prices are quoted exclusive of administrative charge and sales tax.

## Planning Schedule

Menu selections and planning can commence nine months prior to your wedding. All arrangements with your various vendors (i.e. photographers, musicians, etc.) should be finalized no later than three months before your scheduled event. Your Sales Manager will need a list of all vendors complete with point of contact and cell phone number.

## Floor Plans

Your Sales Manager will provide floor plan options. The Comfort Suites Cicero reserves the right to change the setup to best fit the needs of your event.

## Decoration

Decorations cannot be nailed, taped or stapled to the walls, fixtures or furniture. Bubbles, Fog Machines, Confetti and Glitter products are not allowed. All candle centerpieces must have the flame enclosed due to fire code regulations.

## Food and Beverage

Hotel Policy dictates that no food or beverage is allowed to be brought into the Comfort Suites Cicero, with the exception of the Wedding Cake/ Cupcakes and Wedding Cookies from a licensed bakery. For your safety, no food or beverage is to be taken off property. Food and Beverage guarantees are required fourteen (14) business days prior to your event. The Comfort Suites will be prepared to serve the guarantee number plus 5% over. The general account will be billed for the guarantee number or the actual number of attendees, whichever is greater.

## Alcoholic Beverages

The Comfort Suites Cicero, as a licensed premise, is responsible for the sale and service of all alcoholic beverages and compliance with state and city laws/regulations. Because of this, no alcohol may be brought onto the property. **If liquor not purchased through Comfort Suites Cicero - Syracuse North is brought onto the premises, the liquor will be confiscated immediately and a fine of \$100.00 per liquor or wine bottle and \$10.00 per beer bottle or can will be assessed to the final bill. In extreme cases the Comfort Suites Cicero - Syracuse North reserves the right to shut down the event.** As a licensed premise, The Comfort Suites is required to (1) request proper (photo ID) of any person of questionable age and refuse alcoholic beverages to any person under age or who cannot produce proper identification, and; (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears to be intoxicated. Shots and doubles are not served at the Comfort Suites Cicero per Hotel policy.

## Rehearsal Dinners, Bridal Showers, Etc...

Private rooms are available for the many other events associated with hosting a wedding at the Comfort Suites Cicero. From rehearsal dinner, elegant afternoon tea to a farewell brunch, your Sales Manager can assist you in creating special events to accent your wedding celebration. Contact your Sales Manager for further details, availability and pricing.

## Miscellaneous Items

The Comfort Suites Cicero reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property or equipment brought onto premises.

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing services to your event, but is retained by Comfort Suites Cicero—Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change Without Notice.