


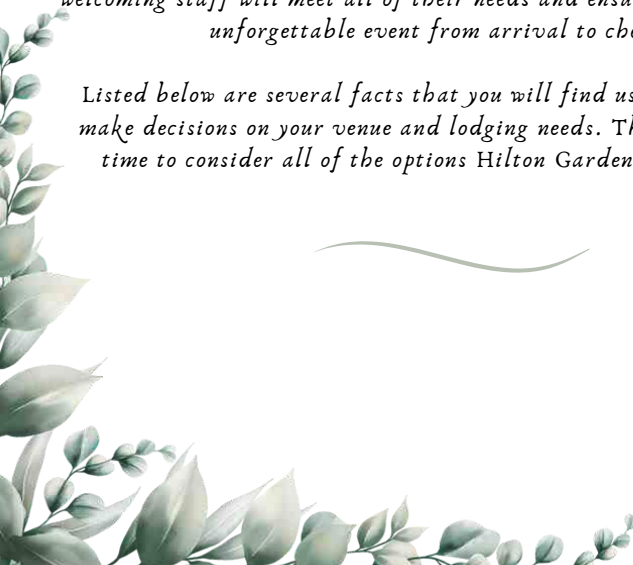


## Congratulations!

*This is such an exciting time for you! Our conveniently located hotel is the ideal location for your reception. We are sincere in our interest of providing an unforgettable experience as you celebrate one of the most important days in your life. Our “One Wedding per Day” policy and intimate function space allows you to be the spotlight. We offer an outstanding cuisine and exceptional service with flexibility that allows you to put those special touches on your reception that you have always dreamed of.*

*For your out of town guests, we offer all of the amenities that they have come to expect from Hilton Garden Inn. Our full service hotel and welcoming staff will meet all of their needs and ensure your wedding is an unforgettable event from arrival to check out.*

*Listed below are several facts that you will find useful as you start to make decisions on your venue and lodging needs. Thank you for taking time to consider all of the options Hilton Garden Inn has to offer.*



*All receptions with outside catering require a Wedding Package Fee of \$3,500.00 with a \$1,000.00 non-refundable deposit due at contract signing.*

*This fee includes the following:*

- \*Room Setup and Breakdown*
- \*Direct Hotel Patio Access*
- \*Foyer Area for additional Space*
- \*Chairs, Tables, and Black linens*
- \*China and Silverware (when applicable)*
- \*House Centerpieces*
- \*Reserve signs and/or table numbers (when applicable)*
- \*Head Table risers*
- \*Cake table*
- \*Cake cutting fee including cake cutting utensils*
- \*Dance Floor and DJ tables*
- \*Projector and Projector Screen*
- \*Bar Fees for three hours of service*
- \*Champagne toast for the Bride and Groom*
- \*Bridal Suite for the evening of the reception*
- \*Breakfast for the Bride and Groom on the morning following the reception*
- \*1 server per 40 guests during designated dinner service (up to 3 hours)*

*Fee Required Package Enhancements:*

- \*Private Patio*
- \*Linen Rental with an abundance of color options*
- \*Champagne Toast for all "of age" guests*
- \*Additional Private Bartender Time*

Required from your Caterer:  
ONLY 1 CATERER PERMITTED

*\*Full Detailed Menu*

*\*Food must be 'prepared and finished' outside of the hotel. Outside Sources are not offered access to our kitchen for preparation or clean up.*

*\*Caterer must provide their own service-ware*

*\*Contact must have a signed Food Waiver on file before reserved date*

*\*There will be an additional charge per hour, or each portion thereof, for dinner service delayed from scheduled dinner time at \$150 per hour (If dinner is served later than what is contracted, the above will apply)*

*\*All buffet food served from self-serve buffet stations. If additional service is required to dish and serve an additional fee will apply.*


*\*Alcoholic beverages served on the hotel premises must be dispensed by the hotel's service staff. Under all circumstances, guests who appear to be intoxicated, or under age, will be denied service.*

Guarantees

*All banquet details must be submitted to the Catering Department at least ten business days prior to your event. Guaranteed attendance numbers will also be required at this time. This number is a guarantee and not subject to reduction. If a guaranteed number is not provided, your agreed contracted amount will be assessed as your guarantee.*

Taxes & Services Charges

*All fees are subject to applicable tax as specified on the contract. Service Charges apply if utilizing food and/or beverage items from hotel menu.*




### Outside Materials

Hilton Garden Inn shall not assume responsibility for damage or loss of personal property brought onto the premises or left in the hotel or banquet area. Please designate someone from your group to remove all personal items at the conclusion of your reception. Confetti and glitter are not permitted in the banquet area under any circumstance. Articles cannot be tacked, taped or fastened to walls, ceilings or fixtures. Please consult your Catering Representative for assistance with displaying your materials.

### Liability

Liability for damages to the premises will be charged accordingly.




### Billing, Deposits, Cancellations and Minimums

An advanced, non-refundable deposit will be required at the time of contract signing.

Please refer to your individual contract for specific payment schedules.

Please refer to your individual contract for the Cancellation Policy. Any exceptions to our Cancellation Policy will be handled on a case by case basis. The Cancellation Policy does not affect any non-refundable deposit that must be paid under the contract.




## Local Vendors

### Photographers

- Katie Creech- Feel Good Creations KC
  - Email- [feelgoodcreationskc@gmail.com](mailto:feelgoodcreationskc@gmail.com)
  - Phone Number- 859-361-6570
  - Website- [feelgoodcreationskc.mypixieset.com](http://feelgoodcreationskc.mypixieset.com)
  - Brief Description- "I am a Central KY documentary style photographer who specializes in portrait & wedding photography. I offer affordable packages for those who want bold, emotional, and artistic photographs."
- Autumn Cox- ALC Imaging
  - Photography and videography
  - Email- [autumncox508@gmail.com](mailto:autumncox508@gmail.com)
  - Website- [alc-imaging.com](http://alc-imaging.com)

### Florists

- Jessica Jones- Blooms n Blossoms
    - By Appointment only
    - Phone Number- 859-421-9915
    - Website- [www.bloomsnblossoms.com](http://www.bloomsnblossoms.com)
    - [instagram.com/bloomsnblossomslc](https://www.instagram.com/bloomsnblossomslc)
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## Local Vendors

### Makeup Artists

- *Ariana Pearlman- AP Makeup Artistry*
  - Phone Number- (732) 841-8578
  - Email- *arianapearls@gmail.com*
  - Website- *arianapearlman.com*
  - Brief Description- "Mobile Freelance Makeup Artist specializing in Bridal, Prom, Fashion Show and Special Occasion Makeup"

### Hairstylists

- *Bethany King- Beheld Beauty*
  - Phone Number- (859) 214-0003
  - Email- *hello@beheldbeauty.co*
  - Website- *beheldbeauty.co*
  - Brief Description- "We are primarily a wedding hairstyling company based in Lexington, Kentucky, serving surrounding areas with stylists positioned in Louisville and Cincinnati."



## Local Vendors

### Event Coordinators

- *Deborah Nells-Porter- Debutante Events*
    - *Phone Number- 440-796-3306*
    - *Email Address- dnporter@debutanteinc.com*
    - *Website- DebutanteEvents.com*
    - *Description- "Special Event Planners & Bridal Consultants, Sola Wood Floral & Decor Designers, Ordained Officiants"*
  - *Bourbon City Events-*
    - *Phone number-(859)-279-1818*
    - *Email-info@bourboncityevents.com*
    - *Website- www.bourboncityevents.com/home*
    - *Brief Description-*
  - *Lori Logsdon- Til Death Weddings*
    - *Phone Number- (606)-748-9164*
    - *Email- untildeathweddings@gmail.com*
    - *Website-tildeathweddingandevents.com*
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## Local Vendors

### DJs and Live Entertainment

- *Billy Wilson- Be Dream Entertainment*
  - *Phone Number: 859-312-2700*
  - *Email: bedream@me.com*
  - *Description: "Live duo, DJ, karaoke, or any combination of these at a reasonable price. We play from 50's to 80's popular music along with country music from 60's to current."*

### Officiants

- *Kendal Butler- Wedding Officiant*
  - *Phone Number- 859-333-7293*
  - *Email- 4kendalb@gmail.com*
  - *Website- <https://www.hbstockfarm.com/weddings>*
  - *Description- "I enjoy making your big day about you. I have over 10 years of experience officiating weddings in Central Kentucky."*

### Bakeries

- *Rebecca Maupin- Desserts by Rebecca*
  - *Address- 130 East Main Street, Georgetown, KY 40324*
  - *Business Hours- Tuesday- Friday 7:30 AM- 7:00 PM*  
*Saturday 7:30 AM- 5:00 PM*
  - *Phone Number- 859-684-5191*
  - *Brief description- "We do everything. Custom cakes, decorated cookies, grazing desserts table. Our shop offers breakfast and lunch menu, and over 75 made from scratch desserts daily."*