

The Art of Tradition Indian Wedding Package



At The Henry Hotel we specialize in making memorable moments.

We thank you for choosing us to help plan a once in a lifetime event.

Our experienced event-planning team will tailor our services to suit all your specific cultural needs. Whether your wedding will be intimate or large, traditional or modern we have the perfect setting to accommodate any size celebration.

We've created an exclusive Indian wedding package that incorporates all of your events. From the Baraat to your departure, our experienced staff will create an event you and your guests will cherish forever.



Sangeet Package – Outside Catering

*\$55 per guest | Age 20 and under \$45 per guest

\$500.00 Kitchen Fee; includes use of our Banquet Kitchen and one hotel chef to supervise event

Package Includes:

- Setup for food stations – up to four food stations including dessert permitted
- One server per 30 guests
- Two-hour Starbucks coffee and assorted Tazo herbal tea station
- Four hour hosted signature bar package:
Tito's Vodka, Seagram's 7 Whiskey, Captain Morgan Rum, Bacardi Silver Rum, Jose Cuervo Gold Tequila, Beefeater Gin, Jim Beam Bourbon, House Wines, Domestic and Imported Beers
Hotel will include 2 upgraded liquors, Grey Goose Vodka and Johnnie Walker Black Scotch, complimentary
- Complimentary bartenders – one bartender per 100 guests
- Risers and a wooden parquet dance floor
- Black, white or ivory floor length linens and napkins, four votive candles per table

Baraat

No fee for Baraat Ceremony

If food and beverage added a fee will apply

Ceremony

\$1,500.00 per ceremony

Includes:

- Set up of ceremony location
- Hotel banquet chairs
- Two hours of vendor set up prior to ceremony

Luncheon Package

\$30 per guest

\$300.00 kitchen fee; includes use of our Banquet Kitchen and one hotel chef to supervise event

Luncheon Package Includes:

- Setup for buffet style service includes six hot menu items, five side items
 - Each Additional menu item: \$2 per person
- One server per 30 guests
- Two hours of food and beverage service
- Assorted soft drinks, Starbucks coffee and assorted Tazo herbal teas
- Black, white or ivory floor length linens and napkins, four votive candles per table
- Caterer may provide chai tea

***Pricing per person based on hosting an evening dinner reception at the hotel. Client to arrange catering from our preferred vendor list only. Food not included in per person package price.**

Additional Food and Beverage Minimums Apply



Dinner Reception Package

\$75 per guest | Age 20 and under \$50 per guest

\$1000.00 Kitchen Fee; includes use of our Banquet Kitchen and one hotel chef to supervise event

Dinner Reception Package Includes:

- Setup for buffet style service; three appetizers (butler passed or displayed); four entrée menu items, naan, rice, three side dishes and salad.
Each additional menu item: \$2 per person
- One server per 30 guests
- Two hours of food service
- Two-hour Starbucks coffee and assorted Tazo herbal tea station
- Four hour hosted signature bar package:
Tito Vodka, Stolichnaya Vodka, Crown Royal, Bacardi Silver Rum, Johnnie Walker Red Scotch, Jose Cuervo Gold Tequila, Beefeater Gin, Jim Beam Bourbon, House Wines, Domestic and Imported Beers
Luxury Tiered liquors available for an additional cost.
- Sparkling wine toast for all guests
- Complimentary bartenders – 1 bartender per 100 guests
- Risers and a wooden parquet dance floor
- Black, white or ivory floor length linens and napkins, four votive candles per table
- Setup for outside dessert station
- Number of minor guests may not to exceed 4% of total guest count guarantee.
- Sweet Tables must be pre-approved by The Henry. A \$5.00 per person fee will apply based on 75% of your guest count for any outside dessert station. Hotel to provide tables, house linen, plates and forks for clients sweet table.



Henry Breakfast Buffet Package

*\$24 per guest

Breakfast Buffet Includes:

- Scrambled eggs
- Breakfast bakeries
- Assorted fruit juices
- Bagels and cream cheese
- Sweet butter and preserves
- Seasonal sliced fresh fruits and berries
- Freshly brewed coffee and tea selection
- The Henry signature breakfast potato
- Apple-wood smoked bacon and sausage or waffles
- Black, white or ivory floor length linens and napkins, four votive candles per table
- Client may provide 1-2 hot items from Indian Caterer to supplement hotel breakfast buffet should buffet be guaranteed for full guest count. Full guest count is defined as Number of Guest rooms x 2 (double occupancy) the night of the Reception. Additional fee will apply should additional outside catered food be added to this buffet.

Outside Catered Breakfast Package

\$15 per guest

\$250.00 Kitchen Fee; includes use of our Banquet Kitchen and one hotel chef to supervise event

Breakfast Package Includes:

- Setup for buffet style service
- One server per 30 guests
- Two hours of food and beverage service
- Starbucks coffee and assorted Tazo herbal teas
- Black, white or ivory floor length linens and napkins, four votive candles per table
- Caterer may provide chai tea
- Breakfast pricing does not include service for food/beverage outside of the two hour breakfast time.

***Pricing per person based on hosting an evening dinner reception at the hotel. Client to arrange catering from our preferred vendor list only. Food not included in per person package price.**

Additional Food and Beverage Minimums Apply



Hotel Wedding Policies

Marriott Rewards

Client eligible for up to 50000 Marriott Reward points based on final dollar value of the event(s). Marriott awards rewards 14 days after the event concludes.

Food and Beverage Minimum

The Henry requires a minimum food & beverage guaranteed amount that will be discussed with your sales manager. This amount varies and is based upon the date, time, and location of your function. If your final estimate of charges falls below the food and beverage minimum, you will be required to purchase additional food and/or beverages, or pay the difference in order to reach the established minimum. The food and beverage minimum does **not** include taxes, service charges or other additional charges.

Deposit

A **non-refundable** deposit is due with your signed contract and is equal to 25% of the food and beverage minimum for your event. A deposit schedule will be created for you by your sales manager and will be noted in your contract. Your final payment will be due 30 days prior to your scheduled event. All additional charges accrued during your event will be posted to the credit card on file the night of your event. Please see contract for further details

Food and Beverage Policies

The Henry does not permit outside food and beverage on property unless items are provided through The Henry's approved outside catering vendor list. All catering vendors will be responsible for signing and abiding by The Henry's vendor agreement (see outside catering policies). All charges are subject to a taxable service charge of 22% and a MI sales tax of 6%. No food or beverage shall be brought into the hotel by patrons or attendees. The sale and service of alcoholic beverages are regulated by the state of Michigan and city of Dearborn codes. As licensee the hotel is responsible for administrations of these regulations. All guests will be required, by hotel and the state of Michigan, to provide proper identification when consuming alcoholic beverages.

Outside Catering Policies

In order to provide the highest quality of standards The Henry has established a list of preferred caterers for your event. Approved caterers are as follows: Krishna, Rangoli, Ashoka, Priya, Shalimar and Aroma. A maximum of two caterers per booking are permitted. Caterer must provide a confirmed menu and equipment list 15 days prior to event start date. Should list not be provided hotel will charge equipment rental cost to the master account. Additional equipment changes made after list has been submitted and leading up to the wedding date are at the responsibility of the caterer and subject to additional costs by the hotel. The Henry and your selected caterer must have identical final counts for each event. If final guarantees are not the same the highest count will apply.

Delay of Service

A delay of service fee applies to food and beverage events that extend past their Event Order service time. The following labor fees are as follows:

30-45 minute delay- fee of \$4.00 per guest

46 minute or more delay- fee of \$8.00 per guest

Outside Vendors

The Henry allows outside vendors for décor and coordination. Outside vendors must provide The Henry with an up to date copy of their liability insurance. If you should need suggestions on outside vendors your Sales or Event Manager would be happy to provide you with our preferred vendors in the area. All outside vendors are responsible for the delivery, setup and removal of all items rented by the client (i.e. chairs, chargers, floral, décor, centerpieces, rose petals, etc.).



Reset Fee

A reset fee will may applied if changes are made to a room that has been set.

Client agrees that on-site room fees will be charged as follows:

Group Size- 0-100 ~~~ Fee For Re-Set-\$75.00

Group Size- 101-200 ~~~ Fee For Re-Set-\$125.00

Group Size- 200-500 ~~~ Fee For Re-Set-\$300.00

Banquet Services

All packages include floor length white or ivory linen and napkins, skirting, wooden parquet dance floor, risers, tables, hotel banquet chairs, glassware, flatware & china and all required food service equipment. Family style service is available for an additional fee- *see sales manager for details*. A minimum cleaning fee of \$500 will apply to any event that leaves behind debris, décor, or other refuse including items left by any vendors (includes floral). Ballrooms will be made available two hours prior to the scheduled start time for your vendor setup. Vendors and host are responsible for picking up any event items. A \$250 per day storage fee will apply for any additional items left behind.

Ceremony

The Henry Hotel would be delighted to host your Ceremony! Should you wish to host your Ceremony onsite a \$1,500.00 ceremony fee per ceremony will apply; exclusive of 22% service charge and 6% sales tax. This fee includes set-up of chairs, rehearsal time and meeting room based on availability. The Henry also offers outdoor ceremonies. Ask your Sales Manager for details.

Planning Arrangements

Once your Sales Manager has received your contract and deposit, your event will be assigned to an experienced event manager at The Henry within 30 days of receiving your signed contract. The Event Manager will assist you with finalizing all aspects of your wedding. The event manager will serve as your main contact at the hotel. Should you need a personal wedding planner/coordinator, your Event Manager can provide you with a list of preferred wedding professionals.

General Arrangements

All final details should be discussed with your event manager two months prior to your scheduled event. Your event manager will schedule an appointment to review all final details. Your will also be provided with a check-list for items that will be discussed at your finalization meeting.

Guarantee

The final guaranteed guest count for each event is required three business days prior to your scheduled event. The final count is the minimum number of guests that will attend. Guest counts can only increase up to 24 hours before your event. If a final guarantee is not submitted, the original expected number on your signed contract to be the guarantee. Your event manager will also provide you with a room diagram of your ballroom. Detailed seating arrangements must also be submitted to your event manager three business days prior to your scheduled event. Final guarantee must match caterers guarantee of the higher number will apply.

Overnight Guest Room Accommodations

An ambassador of our group sales team can assist you with setting up a room block between 10 and 100 rooms. A discounted wedding group rate will be established based on the number of rooms and time of year. Rooms will be available up to three weeks prior to your wedding.

Hospitality

The Henry will reserve a private room a hospitality room. The Henry will provide tables, hotel banquet chairs, floor length linen, and napkins. A \$500 per fee will apply. **Client may bring in dry snacks and any paper products only.** Client is responsible for setup and clean-up of room. If service is required, a fee of \$50 per hour/per server with a minimum of four hours will apply.

Suites



The Bride and Groom will receive a complimentary Executive Suite the night of their wedding

Acceptance

By signing below you agree that you have read, understand and accept The Henry Hotel's Indian Wedding Package and it's Polices listed above.

Signature: _____ **Date:** _____

Title: _____