

**The Honor of  
arranging your  
Wedding  
Is Requested by  
Radisson Hotel**

I am delighted you are considering the Radisson Hotel Dublin to host your wedding and reception. A wedding is such a special event – one that should reflect the desires of the bride and groom. We here at the Radisson Hotel want to help you create memories that will last a lifetime!

We can design a wedding package exclusively for you! We can customize a menu that fits your every dream as well as offer assistance in selecting special amenities and vendors for your most special day.

### **General Information**

The Radisson Hotel can comfortably accommodate 50 – 300 seated guests. Events are a maximum time of seven hours events may be scheduled at any time of the day with Midnight being the latest departure.

### **Grand Salon Ballroom Includes:**

- Dining Tables, rounds of 8 or 10
- 120" White Table Cloths with your choice of Overlay & Napkin Color
- Banquet Chairs
- All China, Glassware and Silverware
- Staffing of Servers & all Accent Tables
- Designated Dance Floor, 20'x20'
- Hurricane Candle Centerpieces with 14" Round Beveled Mirrors and 12" White Tapered Candles
- Cut & Serve your Wedding Cake
- Food Tasting
- A Catering Sales Manager/Supervisor will also be there on your wedding day to ensure that everything goes as planned
- Set-up & Clean-up

### **Beverage Planning**

Cocktails, beer, wine and non-alcoholic beverages are available through the Radisson. We have a superb wine list for you to choose from. You may bring in your own wine or champagne at a corkage fee of \$10.00 per bottle.

### **Deposits & Payments**

In order to book your event definite we require a signed contract, a credit card for final payment and a deposit of 25% of total balance due day of signed contract.

### **Cancellations**

Radisson reserves the right to not refund deposits prior to thirty days. Events cancelled less than thirty days prior to event date will forfeit their entire deposit.

### **Music & Entertainment**

Music is permitted. All music must conclude by midnight and must be kept at a reasonable volume level

### **Food Tasting**

Once your event has been booked definite and menu choices have been decided upon, a food tasting will be offered to the bride and groom at no cost.

### **Slipcovers**

We do have white slipcovers with white organza sashes to rent, please ask me about prices and availability.

**Guarantee**

A Final count on the total number of people attending your function must be specified and guaranteed three business days prior to event date. This will be considered your minimum guarantee, not subject to reduction, for which you will be charged should less attend? This figure must reach your contracted minimum, or the difference will be posted to your final bill. The hotel will be prepared to serve 5% over this guarantee, unless otherwise stated.

**Decorations**

All decorations are permitted within the hotel. The hotel will not permit the affixing of anything to the walls or ceiling without prior approval from the catering department.

**Sales Tax & Service Charge**

The host shall a pay a California Sales Tax of 8.75% and a 19% Service Charge on all prices.

## **Frequently asked questions:**

### **What is the food and beverage requirement?**

It is the minimum amount of money you are required to spend on food (plated dinner, buffet, hors d'oeuvres) and beverage (alcoholic and non-alcoholic). The total of these two combined, before tax and service charge, must meet or exceed this amount.

### **What centerpieces does the hotel provide?**

Our standard centerpieces are white 12" tapered white candles within a glass hurricane, atop of a mirror. You can accent our centerpieces to match the décor of your wedding.

### **What Linens does the hotel provide?**

Our hotel has eighteen different colors of table cloths (over white overlay's) or napkins, you can have your choice of one color.

### **How many people can be seated at each table?**

Our dining tables can accommodate up to ten people per table.

### **What is the size of the dance floor?**

Our standard dance floor is 20'x20'.

### **When can I start setting up for my wedding?**

Approximately three hours prior to the wedding and/or wedding reception given that there is not a prior function.

### **Is there a tasting of the selected menu items provided by the hotel?**

Once you have selected your menu items, our Executive Chef, Tim, will be more than happy to prepare a tasting for you and the groom.

### **How late can my Wedding Reception last**

All events must end by midnight.

**When can I have my Rehearsal?**

Rehearsals may be scheduled for one hour limited time. I will determined the best time, location and date that bets suits both parties.

**Will I be there for your wedding?**

Yes, I will be there for your wedding.

**Do we need to bring our own toasting flutes and cake servers?**

You may bring in your own, but the hotel does have standard champagne flutes and cake servers.