



Wyndham Garden Austin & Woodward Conference Center

Congratulations on your engagement!

Thank you for considering the Wyndham Garden Hotel Austin to be a part of your special day. We realize that every couple is unique, and we would be happy to work with you on planning the perfect wedding! In this packet, we have included our standard menu items, but we can create a custom menu for your wedding.

In addition, we offer the following amenities for your wedding:

- No room rental fee for use of ballroom (food and beverage minimum only)
- Five hours of event time for your wedding
- Complimentary menu tasting for the happy couple
- Complimentary parking for wedding guests
- Complimentary standard table linens (black or white)
- Complimentary tables, chairs, centerpieces, dinnerware & glassware
- Complimentary wood dance floor
- Complimentary coffee service with your wedding cake
- Complimentary set-up and tear-down of the ballroom
- Dedicated event manager to assist you in the full planning process
- Complimentary overnight accommodations for the happy couple on the night of the wedding (based on availability)
- Discounted rates on overnight accommodations for your guests (based on availability)

*We look forward to celebrating your special day!!!
Please contact Michelle Gil by phone at 512-744-4829
or via email at mgil@austinwyndham.com
for menu pricing, upgrades and custom menu options.*

All pricing, with the exception of a Cash Bar, is subject to 21% service charge and applicable sales tax
Menus and pricing are subject to change without notice

Updated 7/2017



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Platters & Displays

Seasonal Fresh Fruit - SLICED SEASONAL FRESH FRUIT DISPLAY SERVED WITH YOGURT DIPPING SAUCE.

\$150 SMALL DISPLAY (SERVES 25 GUESTS) / \$275 MEDIUM DISPLAY (SERVES 50 GUESTS) / \$375 LARGE DISPLAY (SERVES 75 GUESTS)

Cheese Board - DISPLAY OF ASSORTED SELECT CHEESES & FRUIT GARNISH SERVED WITH CROSTINI & CRACKERS.

\$175 SMALL DISPLAY (SERVES 25 GUESTS) / \$325 MEDIUM DISPLAY (SERVES 50 GUESTS) \$450 LARGE DISPLAY (SERVES 75 GUESTS)

Antipasto Display - SALAMI, PROSCIUTTO, MARINATED QUEEN OLIVES, KALAMATA OLIVES, PEPPERONCINI, BALSAMIC MARINATED MUSHROOMS, FETA CHEESE & MOZZARELLA CHEESE.

\$150 SMALL DISPLAY (SERVES 25 GUESTS) / \$275 MEDIUM DISPLAY (SERVES 50 GUESTS) / \$375 LARGE DISPLAY (SERVES 75 GUESTS)

Vegetable Crudités - AN ASSORTMENT OF FRESH CARROTS, CELERY, BROCCOLI & MARINATED MUSHROOMS, GARNISHED WITH OLIVES & CHERRY TOMATOES SERVED WITH HUMMUS & RANCH DRESSING SERVED WITH CROSTINI & CRACKERS.

\$125 SMALL DISPLAY (SERVES 25 GUESTS) / \$225 MEDIUM DISPLAY (SERVES 50 GUESTS) / \$300 LARGE DISPLAY (SERVES 75 GUESTS)

Spinach Artichoke Dip - CREAMY SPINACH, ARTICHOKE HEARTS, ROASTED GARLIC, ONIONS, CREAM CHEESE & PARMESAN CHEESE SERVED WARM WITH CRISP PITA CHIPS.

\$175 SMALL DISPLAY (SERVES 25 GUESTS) / \$325 MEDIUM DISPLAY (SERVES 50 GUESTS) / \$450 LARGE DISPLAY (SERVES 75 GUESTS)

Carving Stations

CHEF ATTENDANT REQUIRED @ \$60 PER HOUR (1 ATTENDANT PER 50 GUESTS)

CARVING STATIONS MUST BE ORDERED IN COMBINATION WITH RECEPTION PACKAGE OR PLATED/BUFFET SELECTION
SERVED WITH SILVER DOLLAR ROLLS

Prime Rib - SERVED WITH CREAMY HORSERADISH SAUCE & AU JUS

\$360 PER EACH / SERVES 40

Pork Loin - ROASTED PORK LOIN SERVED WITH APPLE CHUTNEY & GRAIN MUSTARD

\$235 PER EACH / SERVES 35

Breast of Turkey - SLOW ROASTED BREAST OF TURKEY SERVED WITH CRANBERRY SAUCE, ROSEMARY AIOLI & TRADITIONAL BROWN GRAVY

\$195 PER EACH / SERVES 30

Brown Sugar Glazed Ham - BROWN SUGAR GLAZED HAM WITH DIJON MUSTARD & ROASTED PINEAPPLE CHUTNEY

\$195 PER EACH / SERVES 30

Roast Tenderloin of Beef - RUBBED WITH GARLIC, BLACK PEPPER AND SALT, SEARED OVER A HOT FLAME THEN SLOW ROASTED TO MEDIUM RARE SERVED WITH DEMI-GLACE & DIJON MUSTARD

\$225 PER EACH / SERVES 15

Barbequed Beef Brisket - SERVED WITH CHIPOTLE BBQ SAUCE & COLESLAW

\$235 PER EACH / SERVES 30

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Hot Hors d'oeuvres (per 50 pieces)

Spanakopita – SPINACH & FETA IN PHYLLO TRIANGLES	\$125
Assorted Empanadas – CHICKEN & BEEF EMPANADAS SERVED WITH HOUSE MADE SALSA	\$175
Spinach Stuffed Mushrooms – SPINACH STUFFED MUSHROOMS	\$135
Assorted Miniature Quiche – SPINACH, SAUSAGE, HAM & CHEESE	\$160
Pot Stickers - SERVED WITH GINGER SOY DIPPING SAUCE	\$125
Coconut Shrimp – SHRIMP COATED IN COCONUT FLAKES & DEEP FRIED	\$175
Sausage Stuffed Mushrooms -SAUSAGE STUFFED MUSHROOMS	\$150
Buffalo Chicken Tenders – SERVED WITH BLUE CHEESE DIP	\$125
Crab Cakes – MINIATURE CRAB CAKES SERVED WITH REMOULADE	\$195
Crab Stuffed Mushrooms – CRAB STUFFED MUSHROOMS	\$185
Jalapeño Poppers – JALAPENOS STUFFED WITH CREAM CHEESE & DEEP FRIED	\$125
Buffalo Wings - SERVED WITH BLUE CHEESE	\$150
Spicy Thai Beef Satay – SWEET CHILI & GARLIC SAUCE	\$150
BBQ Meatballs – MEATBALLS COATED IN BBQ SAUCE	\$125

Cold Hors d'oeuvres (per 50 pieces)

Prosciutto Wrapped Asparagus GRILLED & MARINATED ASPARAGUS WRAPPED IN PROSCIUTTO & HERBED CREAM CHEESE	\$125
Cocktail Shrimp ICED JUMBO SHRIMP & COCKTAIL SAUCE	\$200
Bruschetta TOMATO & MOZZARELLA ATOP A GARLIC CROSTINI DRIZZLED WITH BALSAMIC GLAZE	\$130
Tea Sandwiches TURKEY & BOURSIN, CUCUMBER MINT, TUNA & PICKLED RED ONION	\$130
Boursin Filled Potato ROASTED RED POTATO WITH HERBED BOURSIN & FRIED PROSCIUTTO	\$120
Antipasto Brochette CILIEGINI MOZZARELLA CHERRY TOMATO, KALAMATA OLIVE MARINATED IN BASIL PESTO	\$130
Sesame Seared Ahi Tuna ATOP A CRISPY WONTON TOPPED WITH SEAWEED SALAD & WASABI MAYO	\$150
NY Strip Brochette SKEWERED NY STRIP WITH BELL PEPPERS & ONION	\$175
Peppered Beef Tenderloin PEPPERED SEARED BEEF TENDERLOIN WITH HORSERADISH CREAMED CHEESE ON ROASTED POTATO ROUND TOPPED WITH PICKLED RED ONION	\$200

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Reception Stations

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 50 GUESTS

RECEPTION STATION AND PACKAGES ARE AVAILABLE FOR 1 HOUR OF SERVICE.

RECEPTION STATIONS ARE DESIGNED TO BE PAIRED WITH A RECEPTION PACKAGE & HOT OR COLD HORS D'OEUVRES

CHEF ATTENDANT REQUIRED @ \$60 PER HOUR (1 ATTENDANT PER 50 GUESTS)

Mashed Potato Martini Bar - BUTTERMILK MASHED POTATOES SERVED WITH THE FOLLOWING TOPPINGS:
THICK CUT BACON BITS, OVEN-DRIED TOMATOES, SCALLIONS, SOUR CREAM, CHEDDAR CHEESE, BLUE CHEESE CRUMBLES. PICKLED RED ONION, PESTO SAUCE, COUNTRY GRAVY & SRIRACHA SAUCE.

\$10 PER PERSON / SUGGESTED PAIRING: THE EXECUTIVE RECEPTION PACKAGE

Avocado Station - FRESH AVOCADO QUARTERS SERVED WITH THE FOLLOWING TOPPINGS:
SEAFOOD SALAD, CHICKEN SALAD, HOUSE MADE SALSA, SOUR CREAM, SHREDDED CHEDDAR & JACK CHEESES,
THICK CUT BACON BITS, GREEN ONIONS & PICO DE GALLO

\$11 PER PERSON / SUGGESTED PAIRING: SOUTH OF THE BORDER RECEPTION PACKAGE

Pasta Station - BOWTIE, PENNE OR FETTUCCHINI PASTA SAUTÉED TO ORDER WITH MARINARA & ALFREDO SAUCE
SERVED WITH THE FOLLOWING INGREDIENTS: SLICED MUSHROOMS, MINCED GARLIC, DICED ONIONS, GRILLED CHICKEN,
BLACK OLIVES, SPINACH, SUN-DRIED TOMATOES, PARMESAN CHEESE & CRUSHED RED PEPPER FLAKES

\$12 PER PERSON / SUGGESTED PAIRING: THE TASTE OF ITALY RECEPTION PACKAGE

Reception Packages

South of the Border - HOUSE MADE SALSA, GUACAMOLE & CHILI CON QUESO WITH TRI-COLORED TORTILLA CHIPS, BEEF,
ROASTED BELL PEPPER & REFRIED BLACK BEAN TOSTADAS, CHEESE QUESADILLAS AND STUFFED JALAPENOS.

\$18 PER PERSON

The Tailgater - WARM PRETZEL BITES WITH DELI MUSTARD, BUILD YOUR OWN NACHO BAR, BUFFALO WINGS WITH BLUE CHEESE,
CELERY & CARROTS, MINI BURGERS TOPPED WITH OVEN-DRIED TOMATO & CARAMELIZED ONION.

\$19 PER PERSON

The Asian - POT STICKERS, AHI TUNA ON A FRIED WONTON WITH WASABI MAYO, CHICKEN SATAY WITH PEANUT DIPPING SAUCE,
EGG ROLLS WITH SWEET CHILI SAUCE.

\$20 PER PERSON

The Taste of Italy - ANTIPASTO PLATTER, BRUSCHETTA, RICOTTA & SPINACH FRITTERS WITH MARINARA, MINI MUFFALETTAS.

\$20 PER PERSON

The Austinite - SMOKED BLACK BEAN HUMMUS WITH PITA CHIPS, TEXAS SHRIMP COCKTAIL SHOOTERS, BROWN SUGAR GLAZED
BACON, TOPPED WITH PEPPERED GOAT CHEESE, SLOW ROASTED PULLED PORK ON HERB CRUSTED CROSTINI TOPPED WITH PICKLED
RED ONION.

\$22 PER PERSON

The Executive - CHEESE DISPLAY WITH CROSTINI'S, SHRIMP COCKTAIL, CRAB CAKES WITH REMOULADE, SPINACH STUFFED
MUSHROOMS.

\$23 PER PERSON

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Plated Dinner Selections

SERVED WITH ASSORTED ROLLS & BUTTER, ICED TEA

FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE SERVED DURING CAKE CUTTING SERVICE

Almond Lemon Herb Salmon

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES WITH RANCH & WHITE BALSAMIC DRESSINGS. **ROASTED SALMON** WITH AN ALMOND LEMON HERB CRUST, SERVED WITH CREAMED SPINACH & ROASTED FINGERLING POTATOES.

\$35 PER PERSON

Signature Grilled Chicken

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES WITH RANCH & WHITE BALSAMIC DRESSINGS. **HERB GRILLED CHICKEN BREAST** ATOP MUSHROOM RICE PILAF, SERVED WITH ROASTED VEGETABLE MEDLEY & TOPPED WITH LEMON CAPER CREAM SAUCE.

\$33 PER PERSON

Stuffed Chicken

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES WITH RANCH & WHITE BALSAMIC DRESSINGS. AN **8 OZ. CHICKEN BREAST** STUFFED WITH APPLE, GOAT CHEESE & DRIZZLED WITH HONEY CITRUS GASTRIQUE AND SERVED WITH ROASTED VEGETABLES & WILD RICE.

\$36 PER PERSON

Texas Rib Eye

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES WITH RANCH & WHITE BALSAMIC DRESSINGS. **10 OZ. RIB EYE** (COOKED MEDIUM) SERVED WITH A TWICE BAKED POTATO & BROCCOLINI WITH CARAMELIZED ONION DEMI-GLACE.

\$40 PER PERSON

Filet

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES WITH RANCH & WHITE BALSAMIC DRESSINGS. **8 OZ. FILET** GRILLED BEEF TENDERLOIN WITH MUSHROOM DEMI-GLACE, SERVED WITH POTATO GALETTE & ASPARAGUS.

\$42 PER PERSON

New York Strip

HOUSE SALAD ICEBERG LETTUCE, TOMATO WEDGES, CUCUMBERS & CARROTS SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS **10 OZ. GRILLED NEW YORK STRIP STEAK** TOPPED WITH FRIED ONIONS WITH A PEPPER DEMI-GLACE, SERVED WITH ROASTED FINGERLING POTATOES & BROWN SUGAR ROASTED BABY CARROTS

\$38 PER PERSON

Filet & Shrimp

CAESAR SALAD ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS SERVED WITH CREAMY CAESAR DRESSING **FILET & SHRIMP** 6 OZ. PEPPER CRUSTED FILET SERVED WITH 3 JUMBO SHRIMP, TWICE-BAKED POTATO, CHARRED ASPARAGUS & RED WINE DEMI-GLACE .

\$47 PER PERSON

Ask your Sales or Catering Manager about our Vegetarian and Gluten Free options.

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Buffet Dinner Selections

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 25 GUESTS.
FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE SERVED DURING CAKE CUTTING SERVICE
BUFFET DINNERS ARE AVAILABLE FOR 1 HOUR SERVICE.

The Honky-Tonk

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS.

CHOICE OF 2 ENTREES -HOUSE MADE MEATLOAF WITH BROWN GRAVY, HOME FRIED CHICKEN, SOUTHERN GRILLED PORK CHOPS INCLUDING COUNTRY MACARONI & CHEESE, CREAMY MASHED POTATOES, GREEN BEANS. SERVED WITH A BASKET OF ASSORTED ROLLS & BUTTER AND ICED TEA.

\$37 PER PERSON FOR 2 ENTREES / \$39 PER PERSON FOR 3 ENTREES

Capitol Buffet

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES SERVED WITH RANCH & WHITE BALSAMIC DRESSINGS.

CHOICE OF 2 ENTREES -PEPPER SEARED MEDALLIONS OF BEEF TENDERLOIN IN RED WINE DEMI-GLACE, ROASTED CHICKEN BREAST WITH THYME-DUSTED MUSHROOM CREAM, LEMON HERB CRUSTED SALMON WITH LEMON CREAM SAUCE. INCLUDING WILD RICE PILAF, GARLIC MASHED POTATOES, SEASONAL FRESH VEGETABLES. SERVED WITH A BASKET OF ASSORTED ROLLS & BUTTER AND ICED TEA.

\$42 PER PERSON FOR 2 ENTREES / \$45 PER PERSON FOR 3 ENTREES

Pasta Buffet

CAESAR SALAD ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS SERVED WITH CREAMY CAESAR DRESSING

CHOICE OF 2 PASTAS: PENNE, BOWTIE OR FETTUCCINI AND A **CHOICE OF 2 SAUCES:** BOLOGNESE, MARINARA OR ALFREDO INCLUDES MARINATED GRILLED CHICKEN BREASTS, ITALIAN SAUSAGE & SEASONAL FRESH VEGETABLES. SERVED WITH BASKET OF GARLIC BREAD STICKS AND ICED TEA.

\$33 PER PERSON

Spanish Fiesta

CORN & BLACK BEAN SALAD, GRILLED BEEF & CHICKEN FAJITAS WITH PEPPERS & ONIONS, CHEESE ENCHILADAS, SPANISH RICE & BORRACHO BEANS, WARM FLOUR TORTILLAS, SHREDDED CHEDDAR CHEESE, SOUR CREAM, PICO DE GALLO, HOUSE MADE SALSA, GUACAMOLE & CHILI CON QUESO WITH TRI-COLORED TORTILLA CHIPS AND SERVED WITH ICED TEA.

\$34 PER PERSON

Texas Barbecue

MIXED FIELD GREEN SALAD MIXED BABY GREENS WITH SHAVED CARROTS, CUCUMBER, JULIENNE RED ONION & CHERRY TOMATOES SERVED WITH RANCH & ITALIAN DRESSINGS.

CHOICE OF 2 MEATS OR 3 MEATS: BARBECUE CHICKEN, BEEF BRISKET, SMOKED SAUSAGE OR SMOKED PORK RIBS CREAMED CORN, BARBECUE BAKED BEANS, TRADITIONAL COLESLAW & MUSTARD POTATO SALAD AND SERVED WITH A BASKET OF FRESHLY BAKED JALAPENO CORNBREAD MUFFINS & HONEY BUTTER AND ICED TEA.

\$35 PER PERSON FOR 2 ENTREES / \$37 PER PERSON FOR 3 ENTREES

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Custom Dinner Buffet

A \$35 CHARGE WILL BE ASSESSED ON MEALS SERVED FOR LESS THAN 25 GUESTS
SELECT SALAD, TWO ENTREES, THREE SIDES & ONE DESSERT TO COMPLETE YOUR CUSTOM DINNER BUFFET
SERVED WITH ASSORTED ROLLS & BUTTER WITH ICED TEA
FRESHLY BREWED REGULAR & DECAFFEINATED COFFEE SERVED DURING CAKE CUTTING SERVICE
BUFFET DINNERS ARE AVAILABLE FOR 1 HOUR SERVICE.

Salad Options

HOUSE SALAD MIXED FIELD GREENS, CHERRY TOMATOES, CUCUMBERS & CARROTS WITH RANCH & WHITE BALSAMIC DRESSINGS
CAESAR SALAD ROMAINE LETTUCE, PARMESAN CHEESE & CROUTONS WITH CREAMY CAESAR DRESSING
TOMATO MOZZARELLA SALAD SLICED TOMATO, BUFFALO MOZZARELLA & BABY GREENS DRIZZLED WITH BALSAMIC SYRUP

Entrée Options

HONEY GLAZED PORK CHOP
BLACKENED TILAPIA WITH CREOLE TOMATO SAUCE
PAN SEARED SALMON WITH LEMON CAPER CREAM
GRILLED CHICKEN WITH CHICKEN AU JUS
BROWN SUGAR GLAZED CHICKEN QUARTERS
HOUSE MADE MEATLOAF WITH BROWN GRAVY
BRISKET WITH BBQ SAUCE

Side Options

STEAMED BROCCOLI & OVEN-ROASTED TOMATO
GRILLED VEGETABLE MEDLEY
CREAMED CORN
GREEN BEAN ALMANDINE
RICE PILAF
WILD RICE
BAKED BEANS
ROASTED POTATOES
GARLIC MASHED POTATOES
BAKED POTATOES
COUNTRY MACARONI & CHEESE

\$39 PER PERSON

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Beverage Service

Beer & Wine Package HOUSE WINE, DOMESTIC, PREMIUM & IMPORTED BEER, ASSORTED SOFT DRINKS
FIRST HOUR \$10 PER PERSON
EACH ADDITIONAL HOUR \$5.50 PER PERSON PER HOUR

Select Package SELECT LIQUOR, HOUSE WINE, DOMESTIC, PREMIUM & IMPORTED BEER, ASSORTED SOFT DRINKS
FIRST HOUR \$12 PER PERSON
EACH ADDITIONAL HOUR \$6 PER PERSON PER HOUR

Premium Package PREMIUM LIQUOR, HOUSE WINE, DOMESTIC, PREMIUM & IMPORTED BEER, ASSORTED SOFT DRINKS
FIRST HOUR \$15 PER PERSON
EACH ADDITIONAL HOUR \$6.50 PER PERSON PER HOUR

Dinner Wine Service HOUSE WINE TABLE SERVICE FOR GUESTS BEGINNING WITH FIRST COURSE THROUGH ENTRÉE COURSE
\$7.75 PER PERSON

Hosted or Cash Bar

PREMIUM LIQUOR	\$7 PER DRINK	IMPORTED/PREMIUM BEER	\$6.00 PER BOTTLE
SELECT LIQUOR	\$6 PER DRINK	DOMESTIC BEER	\$5.00 PER BOTTLE
HOUSE WINE	\$6 PER GLASS	SOFT DRINKS	\$2.75 EACH

Additional Beverages

HOUSE WINE OR CHAMPAGNE BY THE BOTTLE	\$24 PER BOTTLE
MARGARITAS ON THE ROCKS	\$400 FOR 100 MARGARITAS (100 DRINK MINIMUM)
KEG OF DOMESTIC BEER	\$325 PER KEG
KEG OF IMPORTED/PREMIUM BEER /CRAFT BEER	\$375 PER KEG
NON-ALCOHOLIC FRUIT PUNCH OR LEMONADE	\$32 PER GALLON
CHAMPAGNE OR SPARKLING CIDER TOAST	\$3 PER PERSON

PREMIUM LIQUOR: CROWN WHISKEY, CAPTAIN MORGAN RUM, 1800 REPOSADO TEQUILA, CHIVAS SCOTCH, BOMBAY SAFIRE GIN, GREY GOOSE VODKA, TITO'S VODKA

SELECT LIQUOR: JACK DANIELS WHISKEY, CRUZAN SILVER RUM, SAUZA GOLD TEQUILA, JOHNNY WALKER RED LABEL SCOTCH, BEEFEATER GIN, SMIRNOFF VODKA

IMPORTED/PREMIUM BEER: CORONA, DOS XX, SHINER BOCK, AUSTIN EAST CIDER

DOMESTIC BEER: BUD LIGHT, MILLER LITE, COORS LIGHT, LONE STAR

HOUSE WINE: SYCAMORE LANE CABERNET, SYCAMORE LANE CHARDONNAY, SYCAMORE LANE WHITE ZINFANDEL

SODAS: COKE, DIET COKE, SPRITE, SPRITE ZERO, DR. PEPPER, DIET DR. PEPPER

A BARTENDER FEE OF \$100 PER BARTENDER (5 HOUR BAR SERVICE) APPLIES TO ALL BARS

FOR OPTIMAL SERVICE, ONE BARTENDER/CASHIER PER 100 GUESTS IS RECOMMENDED

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Woodward Conference Center

Policies & Procedures

Food & Beverage Minimum

For purpose of calculation of food & beverage minimum revenue and amounts achieved, taxes, fees & labor paid are not included. If the food & beverage minimum is met, the room rental fee will be waived.

Security

For events with 150 people or more in attendance, security is required. Any security personnel retained by you or required by hotel must be at your own expense and from a licensed security company that meets the minimum standards established by the hotel.

Deposit

There is a non-refundable deposit due at the time the contract is signed. For Lady Bird Lake (junior ballroom), the deposit is \$500. For Highland Lakes (grand ballroom), the deposit is \$750. The deposit will go toward your final balance.

Room Rental

For special events, the standard rental time is 5 hours. Each additional hour of event time is a \$250 room rental fee per hour. We guarantee 2 hours prior to the event start time for set-up. If no other events are scheduled in the ballroom that day, additional set-up hours may be arranged (to be determined 1 week prior to event).

Outside Catering

Due to licensing requirements and quality control issues, all food and beverage to be served on Hotel property (except in sleeping rooms) must be supplied and prepared by Hotel and may not be removed from Hotel property. You are allowed to bring in a wedding cake.

Final Guarantee

A (10) day guarantee is required with no reduction in number allowed after this date. If the number of guests served is less than the guarantee, you are responsible for the number guaranteed. If the number of guests served is greater than the guarantee, you are responsible for the total number of guests served. If your guaranteed attendance increases less than 10 days prior to your event, Hotel reserves the right to charge a 15% surcharge on menu prices due to increased costs incurred.