



## The Inn at Cherry Creek Wedding Policies

### **Accommodations**

Special room rates will be offered for your out-of-town guests (just ask for the weekend rate when making a reservation). Guest room blocks can be made as well. Our staff will also aid in the delivery of any welcome bags you may have for your guests. Guests at the Inn at Cherry Creek will have access to our fitness center and the Weber restaurant and Lounge.

### **Food and Beverage**

Our Executive Chef, Mike Hendricks, has created an exclusive wedding menu for you to choose from. Your catering manager will help you with any questions you may have or if you would like to customize your menu to your taste and liking. A tasting will be offered of up to 3 entrée selections and 3 appetizers. For the safety and well being of our guests; all food and beverage from outside venues will not be permitted on property (except for the wedding cake which must come from an approved pastry chef). The Inn also prohibits the removal of food and beverage from the property.

### **Banquet Bar Policies**

A minimum of \$450.00 in sales, per bar, must be met in order to provided a Complimentary bartender; if not, a bartender fee will be charged. Additional fees will be charged for any additional bartenders (\$50 per hour- four hour minimum).

Special orders can be made by the case and the guest will be allowed to take home any unopened bottles that remain.

No alcoholic beverages may be brought into any hotel meeting or function space from outside vendors. It is required by law that all alcoholic beverages are poured by Inn at Cherry Creek personnel.

Colorado State Law prohibits the sale to or consumption of alcohol by persons under 21 years of age.

## **Seating Capacities (5 ft. Rounds, 8 tops) \***

Baumrucker Room

Plated 64 guests

Buffet 48 guests

Garden Room

Plated 72

Buffet 64

Terrace

Plated 135

\* Each room can accommodate more guests if the client rents 6 ft. Rounds.  
Please contact your catering manager for details.

## **Hotel Equipment Included**

The Inn at Cherry Creek will provide white China, Ivory on Ivory Underlays & Overlays, Silverware, Glassware, Square Beveled Mirrors, Silver Table Number Stands, & Votive Candles. If you desire special order items in addition to what the Inn provides, they can be rented through an outside party. Your catering manager can assist you with the order. The Inn has a permanent dance floor in the Garden Room.

The Wedding Party is responsible for any loss, damage or breakage to the Inn at Cherry Creek's equipment or rental equipment, by any guests attending the function.

## **Wedding Arrangements**

The Wedding Party is responsible for all arrangements with Florists, Decorators, Entertainment as well as any formal seating plan. Your catering manager will be happy to assist you with any recommendations of preferred vendors.

The Wedding Party is responsible to decorate the tables with any take-away gifts, place cards, etc. The Inn's staff will have the place settings done for you.

If Chinese lanterns need to be hung, there is a \$150 fee for the Inn's staff to set them up. Anything that requires a ladder to be set-up, the Inn's staff will have to do it and there will be a fee applied accordingly.

Large candles may not be used in the Baumrucker or Garden Room. Please ask your catering manager for details.

The Inn will not post a Free Parking Sign; it is the Wedding Parties responsibility to inform their guests that are not staying the night at the hotel that the parking is indeed complimentary.

## **Function Time**

Set-up Time can start no sooner than 2pm.

Reception and/or Ceremony can begin as early as 4pm, and run until 11pm. Music will be shut off at 11pm. The Inn's staff will then clean-up the premises after 11pm.

## **Noise Ordinance**

Cherry Creek North has a noise ordinance that does not permit amplified sound after 10pm. The Inn's staff will ask your DJ or Band to turn the music down at 10:30pm.



**THE INN**  
*at Cherry Creek*