

# Sheraton Columbus Hotel at Capitol Square



**Sheraton**<sup>®</sup>

COLUMBUS HOTEL  
AT CAPITOL SQUARE



## Wedding Package

# Creating Monumental Moments

Your wedding day can be everything you have always imagined! The Sheraton Columbus Hotel at Capitol Square is ready to make your wedding dreams come true, with sophisticated reception venues and an outstanding downtown location. Whether your idea of the perfect event is an intimate gathering or a more formal affair, our experienced wedding team will be at your side from start to finish, helping to ensure that it is executed flawlessly. Accentuate your reception with delicious, personalized menus and modern audiovisual facilities, and explore our custom wedding packages - designed to exceed your expectations, without exceeding your budget.

Located in the heart of downtown Columbus, Ohio's historical theatre district, our hotel provides an array of unique options for receptions of varying sizes and styles.



# Wedding Packages

## All Reception Packages Include:

- Personal and professional event coordination prior to and on the day of your special event
- One (1) hour cocktail reception
- Five (5) hour wedding reception
- Classic white napkins and floor-length table linens
- All flatware, china and glassware
- White pipe and drape with four (4) canned up lights in the Ballroom
- Votive candle centerpiece enhancements
- Staging for head table or entertainment
- Dance floor
- Placement of one (1) favor
- Display tables for cake, gifts and place cards
- Staff to cut and serve wedding cake
- Complimentary menu sampling for up to four to facilitate reception planning
- Complimentary suite for the bride and groom on the night of the event
- Preferred rates for your guests' overnight accommodations upon availability

## Capitol Package | 68 per person

- Four (4) hour hosted beer and wine bar
- One (1) stationed presentation~ Chef designed display of artisan cheeses, nuts, seeds, dried fruit and local honey
- Two (2) course plated dinner

## Executive Package | 78 per person

- Four (4) hour hosted familiar brands bar
- One (1) stationed presentation~ Chef designed display of artisan cheeses, nuts, seeds, dried fruit and local honey and two (2) butler passed hors d'oeuvres
- Two (2) course plated dinner

## Presidential Package | 98 per person

- Five (5) hour hosted familiar brands bar
- One (1) stationed presentation~ Chef designed display of artisan cheeses, nuts, seeds, dried fruit and local honey and two (2) butler passed hors d'oeuvres
- Two (2) course plated dinner
- Gold /silver Chivari Chairs

# Hors d'oeuvre Selections

## Cold

- Horseradish beef tenderloin
- Minted crab crostini
- Sheraton deviled eggs
- Island chicken salad
- Sweet potato and goat cheese
- Smoked salmon tartar
- Heirloom tomato bruschetta

## Hot

- Coconut chicken tenders with orange ginger dipping sauce
- Boursin stuffed mushrooms
- Whiskey braised short rib, polenta crouton, scallions
- Asiago asparagus in phyllo
- Herb breaded gouda and tomato bisque
- Roasted corn edamame quesadilla
- Candied bacon jam tart
- Honey siracha chicken meatballs

## Enhancements

Jumbo cocktail shrimp 4 per piece

### Mediterranean Spreads

Hummus, spinach dip, olive tapenade, grilled pita and baguettes 7 per person

### Vegetable Crudite Display

Assorted seasonal vegetables, caramelized onion and ranch dips 7 per person

### Sliced Fruit Display

Seasonal fresh sliced fruit 7 per person

### Bruschetta Bonanza

Hummus three ways, mozzarella and tomato relish, mixed olive tapenade, spinach artichoke dip, spicy black bean and cheddar dip, mango chive chutney, smoked salmon pate, baguettes, 7-grain wafers and petite pumpernickel 17 per person



# Salads and Accompaniments

## Salads

### Sheraton House Salad

Arcadian iceberg mix, marinated cherry tomatoes, cucumber, herbed crouton, bleu cheese crumbles and white balsamic vinaigrette

### Caesar Salad

Crisp romaine hearts, shredded Parmesan cheese, herbed cheese crostini, roma tomatoes and traditional Caesar dressing

### Spinach Salad 2 per person

Baby spinach, dried apricot, julienne red onion, shredded smoked Gouda, sliced strawberry, spiced pecans and raspberry vinaigrette

### Southern Bibb Salad 2 per person

Torn organic greens, shredded Swiss cheese, roasted corn, crisp onion straws, marinated cherry tomatoes, avocado and spiced buttermilk ranch

## Accompaniments

### Starch

Cheddar au gratin potatoes  
Creamy garlic Parmesan polenta  
Herb whipped potatoes  
Rosemary lemon risotto  
Roasted redskin potatoes

### Vegetable

Chef's selection of seasonal vegetable

All entrées are served with one (1) starch and one (1) vegetable, semolina bread, black lava salted butter, freshly brewed Starbucks® Coffee, Decaf, Tazo® Hot Tea and water.

Multiple entrée fee 2 per person

Multiple starch and vegetable fee 2 per person



# Entrées

## Poultry

Braised Mushroom Chicken Breast  
Thyme rubbed chicken breast, wild mushroom  
mousse, caraway demi

Tangelwood Farms All Natural Chicken  
Herbs de'Provence rubbed chicken breast,  
thyme veloute

Chicken Cordon Bleu  
Breaded chicken breast, topped with shaved  
prosciutto ham, fresh mozzarella, sage oil

## Beef

Grilled Angus Sirloin\*  
Red wine demi

Filet Au Poivre\*\*  
Bourbon peppercorn cream

## Duet

Grilled Filet and Herb Crusted Chicken\*\*  
Rosemary au jus

Seared Chicken Breast and Roasted Shrimp\*\*  
Herb vin blanc

## Vegetarian

Roasted Vegetable Strudel  
Seven seasonal vegetables, asparagus cream,  
red pepper coulis

Vegetable Napoleon  
Grilled zucchini, yellow squash, portobello  
mushroom, eggplant, red onion with sundried  
tomato pesto, lemon parmesan risotto

Tofu Parmesan  
Provençal sauce

## Pork and Seafood

Pork Tenderloin Medallions  
Tomato chipotle sauce, black bean corn salsa

Lemon Herb Seared Salmon\*  
Lemon herb vin blanc

\*only available with the Executive Package

\*\* only available with the Executive Package or the  
Presidential Package



Lambert Photographs



Lambert Photographs

# Late Night Bite

## French Fries Galore

Shoestring french fries, garlic aioli, truffle oil, ketchup, coarse sea salt, vinegar, chili and shredded cheddar cheese 6 per person

## Flat bread pizza

Margherita 14 per pizza  
Vegetable supreme 14 per pizza  
Meat lovers 16 per pizza

## Wing bar

Traditional or boneless wings  
Barbecue or hot sauce with bleu cheese, ranch and celery 100 per 50 wings

## Pretzel station

Freshly baked pretzel sticks, hot cheese, yellow mustard, honey mustard and cinnamon sugar butter 7 per person

## Nacho bar

Nachos, tortillas, jalapenos, cilantro sour cream, queso dip, iceberg, guacamole and house made salsa 13 per person

## State Fair

Mini corn dogs, funnel cake fries, soft pretzels, freshly squeezed lemonade  
14 per person

## Chef Hammond's Donut Wall

Chef's handpicked wall of donuts, white and chocolate milk  
325 serves 40

## Make Your Own S'more Station

Display of assorted campfire favorites  
13 per person

## Sweet Dreams Station

Chocolate covered strawberries, wedding colored cake pops, mocha brownies, apple tartlets, hazelnut dark chocolate ganache, lemon curd tartlets, wedding colored mini cupcakes, pecan diamonds, fresh fruit tartlets, wedding bell shortbreads  
30 per dozen



Lambert Photographs

# Beverage

## Beer and Wine Package

Bud Light, Budweiser, Miller Lite, Corona and Heineken  
House Red, White and Blush  
Assorted Coca Cola Products

## Familiar Brands

Smirnoff Vodka, Beefeater Gin, Cruzan Rum, Johnny Walker Red Label Scotch, Jim Beam White Label, and Seagram's 7 Whiskey  
Domestic, Local and Imported Beer  
House Wine  
Assorted Coca Cola Products

## Favorite Brands

Absolut Vodka, Bombay Sapphire Gin, Bacardi Superior Rum, Johnny Walker Black Label Scotch, Jack Daniels Bourbon, Crown Royal Whiskey  
Domestic, Local and Imported Beer  
House Wine  
Assorted Coca Cola Products

## Enhancements

Tableside wine service 8 per person  
Additional bar time 5 per hour/per person  
Single bottle upgrade 3 per person  
Favorite brands upgrade 8 per person

## Familiar Brands and Favorite Brands Beer and Wine Options

Domestic Beer ~ Select 3  
Bud Light, Budweiser, Miller Lite, Michelob Ultra, Yuengling, Blue Moon, Angry Orchard Hard Cider

Imported/Craft Beer ~ Select 2  
Corona Extra, Heineken, Stella Artois, Heineken Light, Corona Light, Samuel Adams Boston Lager

Local Craft Beers ~ Select 1  
Elevator 3 Frogs IPA, Elevator Bleeding Buckeye, Great Lakes Edmund Fitzgerald Porter, Wolf's Ridge Clear Sky American Cream Ale, Wolf's Ridge Driftwood Session IPA

Non-Alcoholic  
St. Pauli Girl NA

House Wines ~ Select 3  
Century Cellars by BV, Chardonnay  
Century Cellars by BV, Cabernet Sauvignon  
Glass Mountain, Merlot  
Beringer, White Zinfandel  
Beringer, Moscato

Custom menus available for all beverage and wine service.  
All bars include appropriate mixers and garnishes





# Enhancements

## Audio Visual

- Full ballroom canned up lighting 530
- LCD projector and screen 530
- Handheld wired microphone 55
- Handheld wireless microphone 155
- Patch into house sound 100
- Upgraded backdrop 250

## Linens/Chairs\*

- Gold/silver Chivari Chairs 7 each
- Standard chair cover and sash 5 each
- Polyester colored napkin 1 each

Customized linens available

\*pricing does not include delivery fee



# Preferred Vendors

## Cake

Alice's Piece of Cake	740 917 9031
Nothing Bundt Cakes	614 826 8259
Our CupCakery	614 659 1555
Short North Piece of Cake	614 421 0399
Scrumptious Crumbs	614 529 9223

## Décor and Event Design

Dahlia Occasions	614 893 9888
Events 2NV	614 649 1593
Joie de Vivre Events	740 825 0027
Prema Designs	614 747 6224
Vision of Elegance	614 915 6159
Weddings InStyle	513 307 4162

## Florist

Dalay Key Event Design	614 270 1604
Madison House Florist	614 561 0135
Petals & Leaves	614 785 9690
All in Bloom	614 431 8844
Vessel Floral and Events	614 785 9690
Griffins Floral	614 579 0309

## Linen

Connie Duglin	614 795 0936
---------------	--------------

## Music and Entertainment

Buckeye Entertainment	614 707 7671
Night Music DJ	614 529 6777
Columbus Pro DJ	614 224 1945
3 Chords and a Beer	614 736 3633

## Photobooth

Great Photobooth	614 570 5330
Columbus Photobooth Co.	614 961 8648
Fizzy Cat	614 529 6777
ShutterBooth	888 780 8837
VIP Event Management	614 823 8300

## Photographers

614 Wedding Photography	614 636 1531
Lambert Photography	614 329 6123
Jim Sanders Photography	614 530 3022
Sara Elizabeth Photography	614 915 6951

## Hair

Square One Salon	614 365 3333
------------------	--------------

# The Fine Print

## Deposits & Payment Schedule

A \$2,000 non-refundable deposit is due with a signed agreement to confirm the space for the reception. The payment schedule will be included in the contract and all deposits will be charged to the credit card on file unless alternative payment methods have been arranged. The final payment is due ten (10) business days prior to the event and is based upon the guaranteed attendance, set menu and will include all service charges and sales tax. Any additional charges will be settled to the credit card on file following the event. Overpayments will be refunded within three weeks.

## Guarantees

A guaranteed number of attendees is required five (5) business days prior to all food functions. After this time, the guaranteed attendance number may not be reduced. In the event the final count is not received, the minimum guarantee listed on the contract will be used. Should the actual attendance exceed the guaranteed amount on the day of your event, the hotel will provide your guests with meals that are as similar to your selected meal as possible.

## Alcohol

The Hotel requires proper identification of any person that appears to be under age and will refuse alcohol service if the person is under legal drinking age or unable to present proper identification. The Hotel reserves the right to refuse service to any person who in the Bartender or Manager's judgment appears to be intoxicated and to remove any alcoholic beverages brought into the Hotel's banquet facilities. Shots are not permitted at any banquet bar function. A bartender fee may be assessed for alcohol sales less than \$500.

## Food and Beverage

It is the policy of the Sheraton Columbus Hotel at Capitol Square that all food and beverage must be purchased through our facility in compliance with the State of Ohio liquor laws and the Ohio Board of Health requirements. We are unable to allow groups or individuals to bring food and beverage into any public space, with exception of a wedding cake (must be purchased through a licensed baker) and any cultural traditions we are unable to provide with our own kitchen. Additionally, we are unable to allow any non-consumed food and/or beverage item(s) to be taken from the facility. The enclosed menu prices are subject to applicable 22% service charge and 7.5% tax. Due to the seasonality of several items on our Banquet Menus, the Hotel reserves the right to substitute items or increase menu prices as needed to cover our costs. Substitutions may be made for guests with special dietary needs or religious restrictions at no additional charge; however, these must be communicated at the time of guarantee. If information is not provided at the time of guarantee, the Hotel cannot promise that these needs can be met at the time of event.

## Audio Visual

The Sheraton Columbus Hotel at Capitol Square is proud to have PSAV as our full service, in house audio visual company. PSAV can handle all your audio visual, staging, computer and lighting needs. Should you decide to bring in an outside staging/audio visual company certain fees and policies may apply.

## Parking

Sheraton Columbus Hotel at Capitol Square offers valet parking at standard prevailing rates.

## Banquet Rooms

Function rooms are assigned according to anticipated guarantee number of guests at the time the event is contracted. Banquet rooms will be set according to banquet event order specifications. Significant changes in the room setup within 24 hours of the event may result in additional labor charges. The Hotel reserves the right to charge a service fee for extraordinary room setup requirements or clean up. Receptions are based on a five (5) hour rental time. The Hotel adheres to strict Fire Code guidelines. Exits may not be blocked and room diagrams must be approved.

## Decorations

All decorations and signage must have prior approval by your Catering Manager. The Hotel does not allow anything to be affixed to any walls, floors, ceilings, or room furnishings with nails, tape, staples or other substances. The host assumes responsibility and will be billed for any and all damages to or loss of property from the function room or other areas of the Hotel caused by the guests, invitees, independent contractors or any others affiliated with the sponsored function. No fireworks, fire hazards, glitter, rice, birdseed, or confetti are allowed on the Hotel premises at any time.

## Room Block Information

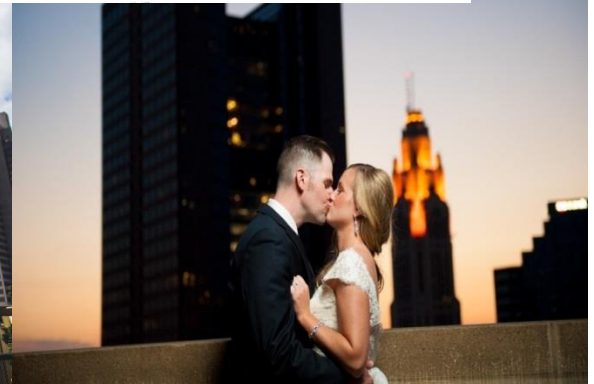
A room block will be created based on availability for all guest rooms should wedding attendees wish to stay overnight. This will have a set number of rooms dedicated to the wedding with a link for guests to make reservations.

# The only thing we overlook is the city...



**Sheraton**

COLUMBUS HOTEL  
AT CAPITOL SQUARE



## Wedding Package

75 East State Street Columbus, OH 43215 T 614 365 4500  
[sheratoncolumbuscapitolsquare.com](http://sheratoncolumbuscapitolsquare.com)