

Frequently asked
questions

Let us help you create your perfect day, your specific way. When it comes to planning your wedding you want to have confidence that every detail will be attended to. The Hotel is at your service to help answer some of the most popular questions we are asked.

Do you offer buffet-style meals?

Yes, we do offer buffet service where your guests serve themselves from a display of foods. When a buffet is selected for a wedding reception, the head table may be served by our serving staff, if desired.

What does a plated meal include?

Each plated entrée begins with soup or salad, is served with a complementary starch, fresh seasonal vegetables, rolls, butter, coffee and tea service.

Do we have to purchase our wedding cake through The Hotel?

We have a very talented team of professional pastry chefs in-house who can design and build your perfect wedding cake. However, you are welcome to bring in a wedding cake from another supplier. Cakes, cupcakes or other dessert items from another supplier are subject to a service fee.

How much do your wedding cakes cost?

The cost of your cake will depend on a variety of factors. We recommend you schedule a private consultation with one of our pastry professionals to receive an accurate estimate.

May we provide our own nuts or snack mix for our reception?

Nuts and snack mix must be purchased from The Hotel.

May we provide our own hand-made, molded mints?

Yes, you may supply your own hand-made, molded mints. We will also tray and display them at no charge if your wedding cake is purchased through The Hotel. The Hotel does not have hand-made mints available.

Do you incorporate wedding colors in table linens, napkins, etc?

We offer complimentary linens in white or olive green. However, we have access to table linens in a large variety of table colors that may be rented.

Are there changing rooms for the bridal party?

Yes, based on availability. The room would include a floor length mirror, water and glasses.

Is there a specific location for bars?

We do have bars that are portable, as long as the location works logistically. Your event coordinator will work with you on placement and guest flow.

What is the cancellation policy?

Cancellation of function space on a date less than 10 months prior to the date of event will be subject to a cancellation fee equaling 50 percent of the estimated banquet revenue to The Hotel.

Is there a music or noise restriction?

No, we do ask you to be respectful to our other guests.

Are there decorating restrictions?

Glitter, confetti and open flames are not permitted. You may have candles on the tables as long as the flame is contained and does not extend above the rim of the container (i.e. in a hurricane, votive, etc.). There will be certain limitations in some areas. Allow us to give you ideas and suggestions that have successfully worked in the past.

Do you have rehearsal dinner, or gift opening brunch options?

Yes. Please discuss locations and options with your event coordinator.

May I host my wedding ceremony on-site at The Hotel at Kirkwood Center?

As having a ceremony and reception take place in the same space creates ease for guests and cohesiveness for your event, The Hotel at Kirkwood Center is happy to provide indoor and outdoor ceremony space for those who host their reception on property.

What steps must I take to secure a date and space for my wedding reception?

Once you establish a date, The Hotel at Kirkwood Center will provide you with a formal contract that outlines your event times, location(s) on property and deposit schedules. Your event date will be held tentatively for one week while you review, sign and return the contract along with your initial deposit. When your signed contract and deposit are received, your wedding date will be guaranteed by The Hotel.

Where are ceremony and reception sites located?

There are several spaces on property, which host anywhere from 10 – 450 guests.

- Private Banquet Room
- Open Atrium
- Formal Garden (outdoor)

Can a tasting of the menu be scheduled in advance?

The Hotel at Kirkwood Center offers a group menu tasting each winter for its wedding clients. The tasting is complimentary for the bride and groom and up to four additional guests.

Private menu tastings may be contracted, and scheduled upon request based on the chef's availability. These tastings may only take place during weekdays and must be scheduled no less than three months before your event. There is a fee for a private tasting.

Can I bring in my own wines for the reception or dinner?

With approval of the event coordinator, a corkage fee will be charged for each bottle opened. All alcohol must be dispensed by our staff.

Can I have an open bar at the wedding?

You can elect to have an open bar, a limited selection of wine and beer or a cash bar. Your event coordinator will advise you on the costs and inclusions for each.

How many bartenders do I need for my group?

Rule of thumb is 1 per 100 guests.

How much should I estimate for alcoholic beverages?

There are several variables that will impact your alcohol spend. That said, and very generally, here are some assumptions:

- You can anticipate two drinks per guest per hour. This average will decrease slightly as the evening progresses.
- Women are primarily wine drinkers.

Can you accommodate dietary restrictions?

Yes. It is always best to plan ahead. Contact your event coordinator with dietary restrictions.

How many hors d'oeuvres should be provided per person?

The number of hors d'oeuvres you need often depends on how long the cocktail hour is, the time of day and if a meal will also be served following the cocktail hour.

For a cocktail reception of one hour or less, plan for:

- 3 – 4 bites when served before a full dinner meal

For a cocktail reception lasting longer than one hour, plan for:

- 5 – 7 bites when served before a full dinner meal

How many different kinds of hors d'oeuvres should be served for an hors d'oeuvre-only party?

For 25 guests:

- Plan for 5 – 6 different kinds of hors d'oeuvres

For 25 – 50 guests:

- Plan for 9 – 10 different kinds of hors d'oeuvres

For more than 50 guests:

- Plan for 10 or more different kinds of hors d'oeuvres

If hors d'oeuvres take the place of dinner, include some substantial meal type foods that can be served like hors d'oeuvres, for example a carving or action station.

Remember to provide a variety of foods to please everyone. That means something for the vegetarian as well as the meat eater. Having both hot and cold foods also helps to keep everyone nibbling happily. If hors d'oeuvres take the place of dinner, also include several bites of sweets per person.