



# *The Art of Tradition*

## *Indian Wedding Package*

*At **The Henry Hotel** we specialize in making memorable moments.*

*We thank you for choosing us to help plan a once in a lifetime event.*

*Our experienced event-planning team will tailor our services to suit all your specific cultural needs.*

*Our preferred catering vendors will work with you to create a custom menu for each event.*

*Whether your wedding will be intimate or large, traditional or modern we have the perfect setting to accommodate any size celebration.*

*We've created an exclusive Indian wedding package that incorporates all of your events.*

*From the Baraat to your departure, our experienced staff will create an event you and your guests will cherish forever.*



### **Sangeet Package**

\*\$70 per guest | 20 and under \$45 per guest

#### Package Includes:

- Setup for buffet style service
- One server per 30 guests
- Two hour Starbucks coffee and assorted herbal tea station
- Four hour hosted signature bar package:  
*Valentine Vodka, Stolichnaya Vodka, Seagram's 7 Whiskey, Captain Morgan Rum, Bacardi Silver Rum, Johnnie Walker Red Scotch, Jose Cuervo Gold Tequila, Beefeater Gin, Jim Beam Bourbon, House Wines, Domestic and Imported Beers*
- Complimentary bartenders – one bartender per 100 guests
- Risers and a wooden parquet dance floor
- Black, white or ivory floor length linens and napkins, four votive candles per table

### **Ceremony**

\$1,500 Fee Applies

#### Includes:

- Set up of ceremony location
- Hotel banquet chairs
- Set up time for vendor to display Mandap two hours prior to ceremony

### **Luncheon Package**

\*\$20 per guest

#### Luncheon Package Includes:

- Setup for buffet style service
- One server per 30 guests
- Two hours of food and beverage service
- Assorted soft drinks, juices, Starbucks coffee and assorted Tazo herbal teas
- Black, white or ivory floor length linens and napkins, four votive candles per table

*\*Pricing per person based on having an evening dinner reception at the hotel. Client to arrange catering from our preferred vendor list only. Food not included in per person package price. Additional Food and Beverage Minimums Apply*



### **Dinner Reception Package**

\*\$75 per guest | 20 and under \$50 per guest

Dinner Reception Package Includes:

- Setup for buffet style service.
- One server per 30 guests
- Two hours of food service
- Two hour Starbucks coffee and assorted herbal tea station
- Four hour hosted signature bar package:  
*Valentine Vodka, Stolichnaya Vodka, Seagram's 7 Whiskey, Captain Morgan Rum, Bacardi Silver Rum, Johnnie Walker Red Scotch, Jose Cuervo Gold Tequila, Beefeater Gin, Jim Beam Bourbon, House Wines, Domestic and Imported Beers*
- Sparkling toast for all guests
- Complimentary bartenders – 1 bartender per 100 guests
- Risers and a wooden parquet dance floor
- Black, white or ivory floor length linens and napkins, four votive candles per table
- Setup for outside dessert station \*\*

*\*Pricing per person based on having ceremony at the hotel. Client to arrange catering from our preferred vendor list only. Food not included in per person package price. Additional Food and Beverage Minimums Apply*

*\*\* Desserts must be pre-approved by The Henry. A \$5 per person fee will apply based on 75% of your guest count for any outside dessert station.*

### **Breakfast Buffet Package**

\*\$23 per guest

Breakfast Buffet Includes:

- Scrambled eggs
- Breakfast bakeries
- Assorted fruit juices
- Bagels and cream cheese
- Sweet butter and preserves
- Seasonal sliced fresh fruits and berries
- Freshly brewed coffee and tea selection
- The Henry signature breakfast potato
- Apple-wood smoked bacon and sausage or waffles
- Black, white or ivory floor length linens and napkins, four votive candles per table

*\*Breakfast/Brunch events must be provided by The Henry. Outside catering vendors are not permitted for this specific event.*



## *Hotel Wedding Policies*

### **Food and Beverage Minimum**

The Henry requires a minimum food & beverage guaranteed amount that will be discussed with your sales manager. This amount varies and is based upon the date, time, and location of your function. If your final estimate of charges falls below the food and beverage minimum, you will be required to purchase additional food and/or beverages, or pay the difference in order to reach the established minimum. The food and beverage minimum does **not** include taxes, service charges or other additional charges.

### **Deposit**

A **non-refundable** deposit is due with your signed contract and is equal to 25% of the food and beverage minimum for your event. A deposit schedule will be created for you by your sales manager and will be noted in your contract. Your final payment will be due 30 days prior to your scheduled event. All additional charges accrued during your event will be posted to the credit card on file the night of your event. Please see contract for further details

### **Food and Beverage Policies**

The Henry does not permit outside food and beverage on property unless items are provided through The Henry's approved outside catering vendor list. All catering vendors will be responsible for signing and abiding by The Henry's vendor agreement (see outside catering policies). All charges are subject to a taxable service charge of 22% and a MI sales tax of 6%. No food or beverage shall be brought into the hotel by patrons or attendees. The sale and service of alcoholic beverages are regulated by the state of Michigan and city of Dearborn codes. As licensee the hotel is responsible for administrations of these regulations. All guests will be required, by hotel and the state of Michigan, to provide proper identification when consuming alcoholic beverages.

### **Outside Catering Policies**

In order to provide the highest quality of standards The Henry has established a list of preferred caterers for your event. Approved caterers are as follows: Rangoli, Ashoka, Priya, Shalimar, Habibs and Byblos. A maximum of two caterers per booking are permitted. Caterer must provide a confirmed menu and equipment list 30 days prior to event manager for each event. Additional equipment changes made after list has been submitted and leading up to the wedding date are at the responsibility of the caterer. The Henry and your selected caterer must have identical final counts for each event. If final guarantees are not the same the highest count will apply.

### **Outside Vendors**

The Henry allows outside vendors for décor and coordination. Outside vendors must provide The Henry with an up to date copy of their liability insurance. If you should need suggestions on outside vendors your Sales or Event Manager would be happy to provide you with our preferred vendors in the area. All outside vendors are responsible for the delivery, setup and removal of all items rented by the client (i.e. chairs, chargers, floral, décor, centerpieces, rose petals, etc.)

### **Banquet Services**

All packages include floor length white or ivory linen and napkins, skirting, wooden parquet dance floor, risers, tables, hotel banquet chairs, glassware, flatware & china and all required food service equipment. Family style service is available for an additional fee- *see sales manager for details*. A cleaning fee of \$500 will apply to any event that leaves behind debris, décor, or other refuse including items left by any vendors. Ballrooms will be made available two hours prior to the scheduled start time for your vendor setup. Vendors and host are responsible for picking up any event items one hour after event concludes. A \$250 per day storage fee will apply for any additional items left behind.



### **Ceremony**

The Henry Hotel would be delighted to host your Ceremony! Should you wish to host your Ceremony onsite a \$1,500.00 ceremony fee will apply. This fee includes set-up of chairs, rehearsal time and meeting room based on availability. The Henry also offers outdoor ceremonies. Ask your Sales Manager for details.

### **Planning Arrangements**

Once your Sales Manager has received your contract and deposit, your event will be assigned to an experienced event manager at The Henry within 30 days of receiving your signed contract. The Event Manager will assist you with finalizing all aspects of your wedding. The event manager will serve as your main contact at the hotel. Should you need a personal wedding planner/coordinator, your Event Manager can provide you with a list of preferred wedding professionals.

### **General Arrangements**

All final details should be discussed with your event manager two months prior to your scheduled event. Your event manager will schedule an appointment to review all final details. You will also be provided with a check-list for items that will be discussed at your finalization meeting.

### **Guarantee**

The final guaranteed guest count for each event is required three business days prior to your scheduled event. The final count is the minimum number of guests that will attend. Guest counts can only increase up to 24 hours before your event. If a final guarantee is not submitted, the original expected number on your signed contract to be the guarantee. Your event manager will also provide you with a room diagram of your ballroom. Detailed seating arrangements must also be submitted to your event manager three business days prior to your scheduled event.

### **Overnight Guest Room Accommodations**

An ambassador of our group sales team can assist you with setting up a room block between 10 and 100 rooms. A discounted wedding group rate will be established based on the number of rooms and time of year. Rooms will be available up to three weeks prior to your wedding.

### **Hospitality**

The Henry will reserve the Delegate **or** Director's room for a hospitality room. The Henry will provide tables, hotel banquet chairs, floor length linen, and napkins. A \$500 per fee will apply. **Client may bring in traditional Indian teas, dry snacks and any paper products only.** Client is responsible for setup and clean-up of room. If service is required, a fee of \$50 per hour/per server with a minimum of four hours will apply.

### **Suites**

The Bride and Groom will receive a complimentary executive suite on their wedding night. The Henry will provide two additional suites at a special rate established by your group sales manager.

### **Acceptance**

By signing below you agree that you have read, understand and accept The Henry Hotel's Outside Catering Wedding Polices listed above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_