

# The Hotel at the University of Maryland

## *Weddings*



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# Package Overview

## All Wedding Packages Include

- Five Hour Event Time Not Including Ceremony
  - Five in a Half Hours Including Ceremony
    - 3 Hours of Set Up
    - 2 Hours of Breakdown
- Five Passed Hors d' Oeuvres for Cocktail Hour
  - Four Hour Preferred Open Bar
  - Sparkling Wine Toast
  - Tableside Dinner Wine Service
  - Three Course Plated Dinner
- Complimentary Cutting & Service of Client-Supplied Wedding Cake
- Chocolate Covered Strawberries Served Tableside
- (1) Complimentary Hospitality Room (reserved one hour prior to Ceremony and until one hour after reception). Hospitality event space to be determined by Hotel
  - Reception Ambassador for Bride & Groom
  - Tableside Coffee & Tea Service
  - Specialty Wedding White Linen
  - White or Black Napkins
  - Votive Candles
  - Charger Plates (4 options total)
  - China, Glassware & Silver Service
  - White or Black Dance Floor
  - Black Riser
- Round, Rectangular, Cocktail & Highboy Tables
- Complimentary Silver Chiavari Chairs for Ceremony & Reception
- Menu Tasting for up to Four Guests
- Complimentary One Bedroom King Suite for Night of the Wedding
  - Discounted Event Parking
- Exclusive List of Preferred Vendors



# *Catering Policy*

-All pricing is per person unless specifically noted otherwise.

– Service charge, currently 25%, is applicable to all costs.

-Sales tax is currently 6% for food and service charge and 9% for alcohol. Both service charge and sales taxes are subject to change.

-All Entree's served to wedding guests must accompany the same starch and vegetable.

-Additional fee of \$10 per person will be added to the wedding package should the couple choose different starches and vegetables for their entrees

– Our culinary team would be delighted to customize menus to meet your specific needs / requests. Please speak to your Catering Manager for further details.

– Please speak to your Catering Manager regarding special dietary restrictions (vegetarian, vegan, gluten free, allergies etc.).

– Package pricing is subject to change. Pricing will be confirmed with a signed contract.

– Menu tastings are complimentary for up to four guests. Tastings are scheduled on weekdays during off-peak hours and are based on availability.

– All food and beverage must be supplied and prepared by The Hotel and consumed in the event space (with the exception of a wedding cake).

-No food or beverage may be removed from the property.

– In accordance with MD State Beverage Licensing, The Hotel is responsible for supplying all products and bar labor for any alcohol related services.

– Self-service bars are not permitted. Any generated cash bar sales are applied towards the Food & Beverage Minimum. Food service is required with all bars.

– Bartenders are required for all service of alcohol and are charged at \$175 per 4 hours. The Hotel requires 1 per 75 guests.

-Six weeks prior to function date, final menu selection will be due to your Catering Manager

# *Catering Policy Continued*

-30 business days prior to the function date, a preliminary diagram and number of attendees will be due to your Catering Manager.

– Five business days prior to the function date, the final guaranteed number of attendees (and a breakdown of entrée counts) must be submitted to The Hotel. If the guarantee is not submitted, the contracted guest count will become the guarantee. After this date, the guarantee may increase based upon availability, but may not decrease.

-Final payment is due two weeks prior to function date. Any remaining balance after final guest count is submitted must be paid 5 business days before the function date.

– All vendors contracted by our clients are required to follow all Hotel guidelines including any state and local guidelines that might be in effect. All requirements will be provided in advance and are subject to change.

– A list of all vendors is due 6 weeks prior to wedding day. All vendors must be approved by your Catering Manager and all vendors will be required to sign a Vendor Agreement as well as provide a certificate of Insurance. The Hotel is not responsible for any items brought onto the premises by outside vendors .

## *Supplemental Details*

Ceremony Fee: A ceremony fee will apply for the ceremony and additional event space not included in the package. The fee is based on the function space required and will be determined by the number of guests in attendance.

The Ceremony Fee Includes: Rental, Set Up, Silver Chiavari Chairs, Black Riser for Altar, Gift Table, DJ Table, Water Station for Guests, Cocktail Round for Unity Candle & Two Hotel Easels Upon Request.

Ceremonial Fire: All live flame candles must be contained in a cylinder vase. All candles must be secure and not in the way of guests. Candles must be put out as soon as Ceremony concludes.

Coat Check: Coat check is available at the cost of \$250 per attendant based on a 5- hour event. One attendant per 100 guests is recommended.

Hospitality Room: (1) Hospitality room (reserved one hour prior to Ceremony and until one hour after reception). Hospitality event space to be determined by Hotel. Food and Beverage must be ordered through The Hotel at the University of Maryland. If there is outside food or beverage brought into the Hospitality room, there will be a fine of \$500.00



# Fairytale Wedding

## 3- Course Plated Dinner

\$159 per person++

### To Begin

*Please Select one first course for all guests*

Wild Field Greens | Caramelized Pecans | Dried Cranberries | Goat Cheese Tian | Champagne Vinaigrette

Grilled Romaine Heart | Crisp Pork Belly | Toasted Foccacia | House Made Caesar Dressing

Heirloom Tomatoes | Arugula | Buffalo Mozzarella | Fresh Basil | Aged Balsamic Vinaigrette

Roasted Tomato Bisque | Basil Oil | Vermont Cheddar Toast

### Entrée Selection

*Please Select Two Entrees Total & Your Guests Will Choose One.*

*All final entrée selection counts are due no-less than five business days prior to the event date*

Orange Ginger Glazed Salmon | Vegetable Fried Wild Rice | Roasted Garlic Green Beans

Pan-Seared Chicken Breast | Crispy Fried Smashed Potatos | Terragon Butter Sauce | Seasonal Vegetables

Crispy-Skin Chicken Breast | Buttermilk Whipped Potatoes | Honey Thyme Jus | Seasonal Vegetables

All entree's are required to have the same starch and vegetable. If couple wishes to have different starches and vegetables for each entrée, an additional fee of \$10 per person will be applied.

# Dream Wedding

## 3- Course Plated Dinner

\$174 per person++

## To Begin

*Please Select one first course for all guests*

Spinach | Frisse | Field Greens | Charred Baby Tomato | Toasted Sunflower Seeds | Red Beet Vinaigrette

Roasted Root Vegetable on Citrus Yogurt | Micro Greens

Roasted Tomato Bisque | Basil Oil | Parmesan Crisp

Local Clam Chowder

## Entrée Selection

*Please Select Two Entrees Total & Your Guests Will Choose One.*

*All final entrée selection counts are due no-less than five business days prior to the event date*

Red Snapper | Roasted Fingerling Potatoes | Baby Spinach | Sunburst Squash | Pomegranate Ginger Sauce

Beef Short Rib | Roasted Garlic Mashed Potato | Beef Demi Glaze | Malibu Carrots

Grilled Chicken Breast | Truffle Mashed Potato | Baby Zucchini | | Yellow Patty Pan | Cabernet Demi Glaze

Jumbo Lump Crab Cake | Potato and Corn Hash | Sweet Corn Puree | Broccoli

Pan-Seared Grouper | Herb Couscous | Lemon Beurre Blanc | Seasonal Vegetables

# *The Grand Affair*

## **4- Course Plated Dinner with Premium Open Bar**

\$195 per person++

### **First Course**

*Please Select one first course for all guests*

Arugula | Radicchio | Frisse | Asigo | Grape Tomatoes | Citrus Vinaigrette

Grilled Romaine Heart | Crisp Pork Belly | Parmesan Crisp | House Made Caesar Dressing

Heirloom Tomatoes | Buffalo Mozzarella | Basil | Aged Balsamic Vinaigrette | Micro Greens

Butternut Squash Soup | Crème Fraîche | Nutmeg

Maine Lobster Bisque | Dry Sherry | Chives

### **Second Course**

*Please Select one first course for all guests*

Skillet Seared Day Scallop | Lemon Butter | Arugula

Saffron Risotto | Baby Bella Mushrooms | Goat Cheese | Pea Shoots

Maryland Crab Cake | Tomato Relish Avocado Mousse | Balsamic Glaze

### **Main Course**

Please Select Two Entrees Total & Your Guests Will Choose One. All final entrée selection counts are due no-less than five business days prior to the event date

Grilled Filet of Beef Tenderloin | Mascarpone Whipped Potatoes | Five Peppercorn Sauce | Asparagus

Garlic-Marinaded New Zealand Lamb Chops | Yukon Gold Chive Mash | Mustard Oil Drizzle | Root Vegetables

Jumbo Lump Crab Cake | Potato and Corn Hash | Sweet Corn Puree | Broccoli

Sea bass with Rock Shrimp | Creamy Polenta | Butternut Squash | White Wine Tarragon Emulsion



# *Butler Passed hors d'Oeuvres*

## **Chilled**

Sesame Crusted Tuna | Wakame Salad | Wasabi Crème Fraîche

Edamame Summer Roll | Spicy Peanut Sauce

Seared Duck BLT

Caprese Skewer | Balsamic Glaze

Smoked Salmon | Dill Cream | Crostini

Tequila Grilled Shrimp | Avocado Salsa

Tenderloin of Beef | Garlic Crouton | Sweet Onion Confit

Stilton Mousse | Pear | Crouton

Seared Sea Scallop | Pickled Ginger\*

Grilled Parma Ham | Asparagus | Lemon Olive Oil

## **Warm**

Miniature Crab Cake | Old Bay Remoulade\*

Chicken Tandoori Brochette | Cucumber Dill Yogurt

Wild Mushroom Profiterole

Spinach & Ricotta Spanakopita | Dill Citrus Sauce

Spicy Chicken Empanada | Chimichurri

Pear & Brie en Croûte

Baby New Zealand Lamb Chops | Mint Drizzle\*

Dragon Shrimp | Caramelized Pineapple & Orange

Pork Belly Brochette | Bourbon Maple Glaze

\*additional \$2 per person

# Beverages

## Preferred Brands Bar

Included with Fairytale & Dream Wedding Packages

Titos Vodka

Beefeater Gin

Captain Morgan

Bacardi Silver

Malibu Coconut Rum

Jim Beam Bourbon

Jack Daniels Whiskey

Seagram's VO Whiskey

Dewar's White Scotch

1800 Blanco Tequila

Courvoisier VS Cognac

Wedding Couple's Signature Drink (*made with Preferred Bar Brand inclusions*)

CK Mondavi Red & White Wines

Castello Del Poggio Sweet Rose'

Hotel Select Sparkling Wines

Domestic & Imported Beers

High Noon Seltzers

Cordials to Include: Bailey's | Kahlua | Amaretto

Assorted Juices, Mixers & Soft Drinks

*The Hotel requires one bartender per 75 guests Bartender Fee is \$175 each for up to four hours of service*

# *Beverages Continued*

## **Premium Brands Bar**

*Included with Grand Affair Wedding Package*

Additional \$20 per person++ for Fairytale & Dream Wedding Packages

Grey Goose Vodka

Tanqueray Gin

Captain Morgan

Myers Rum

Malibu Coconut Rum

Jack Daniels Whiskey

Jameson Whiskey

Maker's Mark Bourbon

Casamigos Silver Tequila

Johnny Walker Black Scotch

Hennessey Cognac

Wedding Couple's Signature Drink (made with Premium Bar Brand inclusions)

Sovereign Red & White Wines

Castello Del Poggio Sweet Rose'

Hotel Select Sparkling Wines

Domestic & Imported Beers

High Noon Seltzers

Cordials to Include: Bailey's | Kahlua | Amaretto

Assorted Juices, Mixers & Soft Drinks

*The Hotel requires one bartender per 75 guests Bartender Fee is \$175 each for up to four hours of service*

# Additions

## Four-Diamond Care

Scented Cold Oshiburi Towel

*Please Select One Scent for All Guests to be Served After Ceremony or Conclusion of Cocktail Hour*

Cucumber | Lavender | Eucalyptus | Citrus  
\$12 per person++

## Late Night Bites

### CHICKEN WINGS

Selection of Dipping Sauces: Southern-Style BBQ | Korean BBQ | Jerk Seasoned  
Spicy Honey Carrot & Cabbage Slaw  
Siracha Aioli Blue Cheese & Ranch Sauces  
\$28 per person++

### SLIDER BAR

Philly Cheesesteak | Shaved Ribeye | Caramelized Onions & Shaved Cooper Sharp Cheese  
Chicken Cutlet | Broccoli Rabe & Lemon Aioli Vegetable Slider  
Portobello Mushroom | Roasted Pepper & Spinach on a Brioche  
\$29 per person++

### FINGER & TOT BOX

Crispy Chicken Tenders | Tater Tots | Spicy Ketchup | Whole Grain Mustard & Honey Dipping Sauce  
\$25 per person++

### CHICKEN & WAFFLES

Red Velvet Waffles | Southern Fried Boneless Chicken | Bourbon Maple Syrup  
\$20 per person++



# Testimonials

Couple Married on 01/14/2023

## **Beyond expectations!**

*We had our wedding reception in January 2023 in The Hotel's penthouse suite. From the beginning, The Hotel at UMD was amazing! They were flexible with my crazy work schedule when it came to scheduling tours or tastings. Every detail that I imagined was brought to life. We worked very closely with Kelsey Lepore who was incredible! She is extremely organized, professional, and took time to make sure that our day was more than perfect- I could go on and on about how wonderful she is! I would HIGHLY recommend this venue to anyone. Our wedding couldn't have been as perfect as it was with out them!*

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Couple Married on 09/22/2023

*A BIG thank you to Kelsey Lepore for your hard work in making our wedding day special. Thank you for working with us and being so patient with us. You're truly amazing and a professional in your role. Your attention to detail and professionalism is unmatched. You ensured that both Bernard and I's needs were met that day and continuously checked in on us. When issues arise, you handled it with poise without us knowing. Kelsey we love you and I will miss working with you. The hotel was beautiful and the staff were pleasant.*

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Couple Married on 10/20/2023

## **Excellent Wedding Experience - Kelsey Lepore & Hotel UMD**

I am writing to thank and commend Kelsey Lepore at Hotel UMD in College Park, Maryland. My wife and I were married at Hotel UMD on October 20, 2023 and it was a dream come true. Everything from the venue to the food and most importantly, the customer service was excellent and top tier. During our wedding and immediately after, I asked my wife about the day. She expressed pure joy and specifically mentioned Kelsey's leadership and customer service. As an example, as my wife was about to enter the room for her grand entrance, she realized that she was missing her bridal bouquet. Kelsey immediately ran up stairs, found the bouquet and gave it to my wife in time for her entrance. This really speaks to Kelsey's work ethic and stellar customer service over the entire planning process. She was very responsive, went above and beyond, and made our day a moment of a lifetime. We are so grateful for an excellent experience and would highly recommend Kelsey and Hotel UMD!!!

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Couple Married on 10/29/2023

## **Absolutely Exceptional!**

*My husband and I recently had the pleasure of hosting our wedding at The Hotel, and I can't express enough how fantastic they were! We worked with Kelsey from the start and she truly went above and beyond to make our special day truly magical. She was so responsive, professional. The venue itself is nothing short of spectacular. The ballroom was so elegant and had lots of sentimental meaning to us as TERP alumni.*

*All our guests raved about the delicious food served during the reception and cocktail hour too. The hotel accommodations were equally impressive, providing a comfortable and luxurious stay for us and our guests. The rooms were well-appointed, and the staff went out of their way to ensure everyone felt at home. Although our check in was a bit messy with the bookings and room blocks, Kelsey helped save a lot of these problems from escalating! Would highly recommend having your wedding here. Seriously was a DREAM!*