

# WEDDING FACT SHEET



## INCLUDED IN YOUR MARK HOPKINS WEDDING

- ◆ Complimentary Menu Tasting for the Couple + Two Guests
- ◆ Dance Floor + Staging
- ◆ Tables - Head or Sweetheart + Cake + Guest Tables + Cocktail Tables
- ◆ Votive Candles
- ◆ Mark Hopkins Silver Charger Plates
- ◆ Floor-Length Champagne Linen + White Napkins
- ◆ Chiavari Chairs
- ◆ Complimentary Suite for the Couple on Wedding night
- ◆ Discounts on sleeping rooms for wedding guests
- ◆ Special discounts on any pre or post wedding related events!

19,000 SQ FT OF FLEXIBLE SPACE  
Including Two Ballrooms

	<u>Max Capacity</u>
Ceremony	350 Seated
Cocktail Reception	600 Standing
Dinner Reception	300 Seated

## ADDITIONAL SERVICES AVAILABLE\*

Station Chefs & Carvers	Sculptured Ice
Coat Check	Security Agents
Bartenders	Wine Corkage
Floral Table Centerpieces	Post-Wedding Brunch
Rehearsal Dinner	<i>*Service/Labor fees apply</i>

## GENERAL INFORMATION

### PARKING & TRANSPORTATION

We offer discounted valet parking during your event for your guests' convenience. Nearby garages also available.

- ◆ Uber/Lyft/Taxis: Designated drop-off/pick-up in front of hotel
- ◆ Shuttle Services: Preferred list of vendors available

### WELCOME GIFT BAGS

We will gladly distribute prepared gift bags at the front desk to your guests upon arrival. For room deliveries a \$3.00/bag fee applies

### SMOKING

We are a 100% non-smoking Hotel. Designated smoking area located outdoors

### RESTROOMS

- ◆ Wheelchair Accessible
- ◆ Baby Changing Table
- ◆ Gender Neutral

### FOOD & BEVERAGE

All food and beverage must be supplied and prepared by the Hotel. Exceptions: Kosher and Halal Meals, Wedding Cake\*  
\*Cake Cutting Fee - \$8.00/person (waived if Hotel's preferred vendor)

### SERVICE CHARGE & TAX

All food and beverage subject to 22% taxable banquet service charge. Food and beverage is subject to applicable California Sales Tax.

### DEPOSIT & PAYMENT

A minimum non-refundable deposit of 30% is required for all functions, with the balance payable no later than 72 business hours prior to event.

### DÉCOR AND ENTERTAINMENT

We have a wide range of preferred vendors for flowers, music, and specialty items. Should you choose to make these arrangements yourself, kindly supply us with the list of your vendors so that we may coordinate deliveries.

**Note:** We do not permit the affixing of anything to the walls, floors, windows or ceiling, nor the use of open flames and confetti throughout the property.

### PRESENTATION SERVICES AUDIO VISUAL

PSAV can provide an extensive range of audio and visual services, including equipment, technical assistance, sound and lighting systems, video production, and multi-image production and programming.