

# Ethnic Weddings

*At the Hilton Columbus/Polaris*



## *Congratulations on your Engagement!*

*Thank you for considering the Hilton Columbus/Polaris for your special day! We understand how important tradition and culture are to you! Our professionally trained staff complimented with our excellent service will ensure that every detail is attended to, giving you and stress-free, unforgettable day. We promise to continually work toward providing you the most authentic and personalized wedding experience possible. Our mission is to make your vision for the wedding weekend come to life!*



**Hilton**

**COLUMBUS / POLARIS**

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# We Welcome Outside Catering!

*All food must be provided by a licensed and insured caterer.*

**Lunch:** \$25 per person + tax and service charge

**Dinner:** \$35 per person + tax and service charge

*This includes the set-up and tear-down of elegantly decorated buffet tables, chafing dishes, wait staff for clearing and attending to your guests, as well as water, iced tea, coffee and hot teas for one hour of service during the event.*

## Our Approved Caterers Specializing in Indian Cuisine:



### **Cumin**

(614) 854-0775

[www.cuminindianrestaurant.com](http://www.cuminindianrestaurant.com)

### **Amar India Restaurant**

(937) 439-9005

[www.amarindiadayton.com/catering](http://www.amarindiadayton.com/catering)

### **Saffron Patch**

(330) 836-7777

[www.saffronpatch.com](http://www.saffronpatch.com)



*The Hilton Columbus/Polaris is the only licensed authority to sell and serve alcoholic beverages for consumption on the premises. Therefore, liquor is not permitted to be brought into the hotel.*

## Our Beverage Selections

### *Quality Liquor Brands*

Vodka: New Amsterdam  
Gin: Gordon's  
Scotch: J&B  
Bourbon: Jim Beam  
Whiskey: Canadian Club  
Rum: Bacardi Superior  
Tequila: Suaza Gold

### *Premium Quality Liquor Brands*

Vodka: SKYY  
Gin: Beefeater  
Scotch: Dewar's White Label  
Bourbon: Jack Daniel's Black Label  
Whiskey: Crown Royal  
Rum: Bacardi Select  
Tequila: Cuervo Gold

### *Beer Brands*

#### Domestic:

Miller Lite  
Coors Light  
Budweiser  
Bud Light  
Michelob Ultra

#### Import:

Corona Extra  
Heineken Lager  
Amstel Light

*If there is a brand you do not see, please ask your Catering Manager about placing a special request.  
Any special requests require a two week advanced notice.*

# Wedding Guidelines

## Deposits

*A \$1,000 deposit is required with a signed contract to confirm the space for your wedding reception. Six (6) months prior to your event (or equal to half the time between signing of contract and date of your event) 50% of your total estimated charges are due. Thirty (30) days prior to your event the remainder of your estimated total (including tax and service charge) will be due. Final payment is due one 72 business hours prior to your event and is based on the guaranteed attendance for your reception and estimated beverage charges.*

## Menu Selection

*Menus may be selected at any time during the planning process, although your Catering Manager does require that all details be completed sixty (60) days prior to your event. A \$75 bartender fee will apply per banquet bar. All pricing is subject to change due to unforeseen market changes, in accordance with the Ohio Revised Code for the State of Ohio.*

## Guarantees

*A final confirmation or "guarantee" of your anticipated number of guests must be communicated to your Wedding Professional no later than three (3) business days prior to your scheduled event. These numbers represent the minimum guarantee for the function and may not be lowered. If no guarantee is received, your original estimate or actual number of guests, whichever is greater, will be used for billing.*

## Service Charge

*All food, beverage, room rental and audio visual are subject to a 22% service charge and applicable state sales tax, currently 7.5%. All rates are subject to change.*

## Labor Charge

*A labor fee may apply in instances where there is excessive cleanup or damage to the property. If an event exceeds the agreed upon time, additional fees may apply. The hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tape or any other substance without prior approval from you Wedding Professional. The Hilton Columbus/Polaris engineering staff must install all signs and banners. A labor charge will apply for all sign/banner hanging (depending on size) and if additional electrical power is needed.*

## Security

*The Hilton Columbus/Polaris is not responsible for any lost items or damages to property belonging to you or your guests. Security services are available through your Wedding Professional for an additional fee.*

## Cancellation

*Required deposits are non-refundable. In the event of a cancellation, a penalty fee may be applicable. The exact cancellation terms will be outlined in your contractual agreement.*

### Vendor Insurance

*All vendors must provide proof of liability insurance.*

### Event Teardown

*All items brought in for your event must be removed at the conclusion of your event. The hotel is not held liable for any items left in your function room or items provided by outside vendors.*

### Guest Room Blocks

*The Hilton Columbus/Polaris will provide your guests with the highest level of service and accommodations. A discounted room rate may be negotiated for a block of guest rooms to assist your out of town guests. The rate is discounted from the rack rate available through the reservations department.*

### Online Website Reservations

*We will create a personalized group reservation page specifically for your wedding at no additional cost. Your guests can book online at the negotiated group rate 24 hours a day and 7 days a week.*

### Event Timelines

*Setup times will be blocked one (1) hour prior to the opening of the ballroom doors to allow your vendors time to setup equipment and décor. If additional setup time is required, additional fees will apply.*

## Wedding Specialists and Vendors

*We continue to partner with vendors that extend the Hilton standard of hospitality and integrity for which take pride. Below are just some of the wedding specialists and vendors that have created one-of-a-kind events at the Hilton Columbus/Polaris:*

#### ***Dahlia Occasions***

(614) 893-9888

[www.dahliaoccasions.com](http://www.dahliaoccasions.com)

#### ***Prema Designs***

(614) 747-6224

[www.prema-designs.com](http://www.prema-designs.com)

#### ***Weddings InStyle***

(513) 307-4162

[www.weddingsinstyle.info/](http://www.weddingsinstyle.info/)

#### ***Events2NV***

(614) 390-6555

[www.events2nv.com](http://www.events2nv.com)

#### ***DJ Khan***

(614) 273-0522

[www.djkhan.com](http://www.djkhan.com)

#### ***Variations***

(614) 745-5555

[www.variations.net](http://www.variations.net)

#### ***Connie Duglin Linen***

(614) 846-1277

[www.cdlinen.com](http://www.cdlinen.com)

#### ***Event Source***

(614) 431-3000

[www.EventSource.net](http://www.EventSource.net)