

Congratulations on your Engagement.....

The Sheraton Gunter Hotel is an historic landmark in San Antonio where memories of a lifetime begin. Enclosed you will find information and a sample of various menus from which we will customize your ideal wedding.

Our package includes:

A Romantic Historic Landmark Hotel Located Downtown across the Street From The Majestic Theatre

Elegant Setting for Your Bridal Portrait

A Professional On-Site Bridal Consultant

Beautiful Newly Renovated Function Rooms to Accommodate 20-500

White or Ivory Table Linens

Special Pricing on your Choice of Beautiful Chair Covers/Sash

Hurricane Candle & Mirror Centerpieces

Elegantly Clothed Cake Table & Guest Book Table

Dance Floor

Complimentary Cutting & Service Of Your
Wedding Cake

Special Rates for Overnight Guests

Star Site Customized Website for Guest Reservations

Complimentary Deluxe Accommodations with Champagne for the Bride & Groom
(Minimum of 100 people)

Earn "Star Points" For Airline Miles, Hotels Stays or Gift Certificates

Earn Double "Star Points" Friday, Saturday and Sunday

*Please contact our Catering Department at 210-554-1740 to make an appointment for a site visit
and to answer your questions.*

Visit our website at www.gunterhotel.com



Sheraton Gunter

SAN ANTONIO

EVENT GUIDELINES Food and Beverage Services

All food and beverage must be provided by the Sheraton Gunter Hotel. No other caterer is allowed into the Hotel. All food and beverage served by the Sheraton Gunter Hotel shall remain on property - at no time is food or beverage allowed to be taken off property. We require one menu for all guests at one function. Menu selection and other details should be supplied to the Catering Department at least four weeks prior to the date of your function. Menus and prices provided in sales kits are only for planning purposes and food and beverage selections and their associated prices are subject to change without notice to the client until a signed and dated Banquet Event Order is returned to the Sheraton Gunter Hotel. Since last minute changes in arrangements affect the quality of the food served, food must be served at the time listed on the Banquet Event Order as finalized 72 hours in advance.

Cancellation Policy

Any cancellation of your function must be received in writing and a cancellation fee will apply and be made payable on the date of cancellation. Should it be necessary for you to cancel your function(s) the hotel will be entitled to liquidated damages (agreed not to constitute penalty) based on the following scale: Six (6) months or more prior to function - an amount of equal to 35% of the estimated food, beverage and room rental based on a minimum estimate for the function and spaced booked. Between one hundred and seventy nine (179) days to sixty (60) days prior to function- an amount equal to 50% of the estimated food, beverage and room rental based on the minimum estimate for the function and spaced booked. Fifty-nine (59) days to thirty (30) days prior to function - an amount equal to 75% of the estimated food, beverage and room rental based on the minimum estimate for the function and spaced booked. Less than thirty (30) days prior to function - an amount equal to 100% of the estimated food, beverage and room rental based on the minimum estimate for the function and spaced booked.

Guarantees

For all functions, a specific attendance number is required by 10:00AM, three (3) working days prior to the event. Guarantees for events occurring on Sunday, Monday or Tuesday should be given to the Catering Department on the Thursday prior to the event. The number given will be considered your guarantee and you will be charged for the number given even if fewer attend your function. The Sheraton Gunter Hotel will be prepared to serve 5% above your guarantee number and will set room arrangements for this higher number. If your guarantee number is not received in the catering department 72 hour period prior to the event, the highest number of expected guests indicated on your Banquet Event Order will be considered as your guarantee.

Minimum Attendance

For meal functions of 25 persons or less guaranteed, there will be an additional labor fee of \$75.00. The customary 21% gratuity on service fee will also apply. Buffet meals will not be served for less than the minimum required on the menu.

Room Attendance and Setup

The Sheraton Gunter Hotel reserves the right to move your function to a different room to best accommodate the number of guests attending your function. If the number of guests planning to attend your function exceeds the number listed on the fully-executed contract returned to the Sheraton Gunter Hotel, your Catering Representative will work with you to try to accommodate your function. Your group may be required to use alternative seating configurations to accommodate any and all guests. Our standard meeting room setups consist of Conference style, U-shape, Classroom, Rounds of 6 to 10 or Theatre style. For our served meal functions we accommodate 10 people per round table. Coffee breaks and Continental Breakfast services are setup in the back of the meeting room or registration area. Seating is not provided for Continental Breaks, Plated and served Breakfast, Lunch or Dinner will be provided seating.

Linen Selections

The Sheraton Gunter Hotel provides white or ivory tablecloths and white napkins. Skirting for draped tables is coordinated with room decor, specialty linen colors for dinner tables available. Please consult with you Catering Representative

Decorations

Your Catering Representative will be happy to assist in your decorating needs. The Sheraton Gunter Hotel will not permit the affixing of any items to the walls, floor or ceiling with nails, staples, tape or any other substance. Table decorations provided by guests should consist of enclosed glass around candle if candles are desired. No confetti or glitter permitted in function space. Special decorations must be approved by Catering or Convention Services Representative in order to meet fire code standards.

Method of Payment

Payment of the estimated contract price is to be made three (3) days prior to the event. A credit card guarantee is required for all events. Any additional charges are payable upon completion of the event unless proper credit has been established with our Accounting Department at least four (4) weeks prior to the event. To insure proper credit to your account, all banquet checks should be signed by the guest upon conclusion of your function. If your corporation wishes to be billed for its functions (minimum \$5,000.00 for Direct Billing), a Direct Billing Application can be completed and submitted for approval to the Accounting Department of the Sheraton Gunter Hotel at least thirty (30) days prior to your function. In order to be Tax Exempt, you must be registered in the State of Texas to claim sales Tax Exemption. If your organization is not registered in the State of Texas you may call 1-800-252-5555 to apply for exemption. Texas does not recognize Tax Exemption Certificates from any State other than Texas. Please notify your Catering or Convention Service Representative four weeks prior to the date of your function(s) if your organization is Tax Exempt in the State of Texas. We will provide you with the appropriate forms to be completed and returned to the Sheraton Gunter Hotel.

Audio-Visual Equipment

Audio-Visual equipment is provided by SWANK Audio-Visual. Please contact them directly at 210-554-1787. The current price list has been enclosed for your convenience. Audio visual equipment may be ordered through the Hotel with at least seventy-two (72) hours prior notice. Reasonable efforts will be made to accommodate last minute requests. If the group elects to use an audio visual company other than SWANK Audio Visual and the comparable services are available through the Hotel, the Group shall pay the Sheraton Gunter Hotel a charge equivalent to 20% of total charges by SWANK Audio Visual. Please contact your Catering Representative for more information.

Signs and Displays

All meeting room doors have a 4" x10" frame, to which the hotel will provide a sign with your company or meeting name. Any other type of professional signs or displays have to be previewed and approved by your Catering or Convention Services Representative prior to being permitted in the public areas of the Sheraton Gunter Hotel. Please contact your Convention Services or Catering Representative to arrange the hanging of your additional signage and additional fees for this service.

Security

The Sheraton Gunter Hotel does not assume responsibility for any articles left on the premises prior to, during, or following an event or conference. Arrangements for security for exhibits, merchandise, or articles set-up for display prior to an event can be made with your Catering Representative and or Convention Services Representative. Additional security is required for all School Sponsored events involving minors. Consult your Catering Representative for more information.

Shipping and Deliveries

All incoming packages should be addressed to your attention, in care of your Catering or Convention Service Manager and marked with the name and date of your meeting. Because there is limited storage space, boxes can be accepted no more than 5 working days prior to your meeting. Boxes left on premises for longer than 3 weeks after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company; your Hotel Contact can assist you with these arrangements. We are not equipped to receive pallet deliveries. Should your boxes arrive on a pallet; a \$150 breakdown labor fee will be applied to your group master account. A handling fee of \$5.00 per box weighing up to 25lbs will be applied to your master account for any boxes delivered to your meeting or guest room. Higher fees will apply to boxes weighing 26lbs and over, contact Convention Services for more information at 210-554-1718 or 210-554-1736.

Parking

Valet parking, for a fee, is available to registered guests of the Sheraton Gunter Hotel. There are many parking lots within a short walking distance of the Sheraton Gunter Hotel. Please feel free to discuss the parking needs of your function with your Catering Representative.

Contact Information

The staff of the Sheraton Gunter Hotel looks forward to serving you and your guests. To contact the Catering Department directly, call the Sheraton Gunter Hotel at 210-554-1740.