



The Ballroom at the Comfort Suites

Cicero – Syracuse North

Wedding Planner & Menus



Wedding Packages Include . . .

Complimentary Ballroom Accommodating up to 200 guests

Full Service Staff with a Dedicated Banquet Facilitator on the day of your event

White or Ivory Floor-length Tablecloths with Coordinating Napkins with Napkin Rings and Skirting

Complimentary Mirror Tile and Votive Candles to accent your Centerpieces

Four-Hour Wedding Reception

Farmer's Market and Cheese Display (Plated and Buffet Packages Only)

Champagne Toast for Wedding Party

Sit-Down, Buffet Dinner, and Hors d' Oeuvres Packages to Choose From

Complimentary Cake Cutting Service, Placement of Wedding Favors, and Place Cards

Complimentary King Suite for the Happy Couple on the Night of their Wedding Reception

Exclusive Use of Oasis Room for Bridal Party's Hair & Make-up Room

Complimentary Menu Tasting

Special Pricing for Children 12 and Under and Vendors

Special Hotel Accommodation Rates - (10 Guest Room Minimum and Subject to Availability)

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing service to your event, but is retained by Comfort Suites Cicero -Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change without notice.

5875 Carmenica Drive | Cicero, NY 13039 | 315.715.7410 | www.syracs.com

Diamond Plated Wedding Dinner

THREE HOURS HOUSE BRANDS BAR TO INCLUDE:

Vodka, Gin, Whiskey, Rum, Spiced Rum, Scotch, Bourbon, Tequila, House Wines, Pepsi, Diet Pepsi, Sierra Mist, Juices, Mixers and Domestic Beer Selection – Select One Import and Two Domestic Choices

FARMER'S MARKET AND CHEESE DISPLAY

An Elaborate Display of Garden Fresh Vegetables, Seasonal Fruits, and Imported and Domestic Cheeses Served with An Array of Seasonal Dips, Spreads and Hummus Sliced French Bread, Specialty Crackers and Pita Chips

BUTLER PASSED HORS D' OEUVRES (Choice of 2)

| | |
|---------------------------------|---|
| Crab Stuffed Mushrooms | Crispy Vegetable Egg Rolls, Sweet and Sour Sauce |
| Spinach & Cheese Blossoms | Chipotle Chicken Skewers with Sweet Chili Glaze |
| Beef Skewers with Dipping Sauce | Bruschetta & Black Bean Puree on Toasted Naan Bread |

SALAD COURSE (Please choose one for your guests)

GEM WEDGE SALAD

Wedge of Iceberg Lettuce, Tomatoes, Red Onions, Applewood Smoked Bacon, and Bleu Cheese Dressing

HOUSE SALAD

Mixed Green Salad with Tomatoes, Cucumbers and Carrot Ribbons with House Balsamic Dressing

TRADITIONAL CAESAR SALAD

Chopped Romaine Lettuce, Shredded Parmesan Cheese and Sour Dough Croutons with Traditional Caesar Dressing

ENTREES (Please choose up to three for your guests)

FILET MIGNON

Dry Aged Filet Mignon Topped with Red Wine Pepper Demi Glaze

STUFFED CHICKEN

Parmesan Panko Crusted Chicken Roulades with Fresh Broccoli, Sharp Cheddar Cheese, with Velouté Sauce

CHICKEN FRANCAISE

Lightly Egg Battered Sautéed Boneless Breast of Chicken with White Wine Lemon Sauce

VEGETABLE NAPOLEAN

Roasted Seasonal Vegetables, Elephant Garlic Slices, Olive Oil, Finished with Asiago Cheese and White Modena Balsamic Reduction

PACIFIC RIM SALMON

Pacific Rim Salmon with Asian Infusion of Soy, Brown Sugar, Fresh Ginger and Garlic

BISCAY BAY MAHI MAHI

Oven Baked Mahi Mahi with Sun-Dried Tomatoes, Spinach, Smoked Dulce Paprika, Finished with Fried Garlic Vinaigrette

PORK LOIN CHIMICHURRI

Brined for 24-Hours with Chimichurri Rub and then Slow Roasted to Perfection

CHICKENMARSALA

Boneless Breast of Chicken with Sautéed Mushrooms and Marsala Wine

Includes your choice of Starch and Seasonal Fresh Vegetable
Warm Rolls and Butter, Your Wedding Cake for Dessert, Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Diamond Wedding Package with 3-hour House Brands Bar: *Call for per person Pricing*
Diamond Wedding Package without 3-hour House Brands Bar: *Call for per person Pricing*

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Ruby Plated Wedding Dinner

THREE HOURS HOUSE BRANDS BAR TO INCLUDE:

Vodka, Gin, Whiskey, Rum, Spiced Rum, Scotch, Bourbon, Tequila, House Wines, Pepsi, Diet Pepsi, Sierra Mist, Juices, Mixers and Domestic Beer Selection Select One Import and Two Domestic Choices

FARMER'S MARKET AND CHEESE DISPLAY

An Elaborate Display of Garden Fresh Vegetables, Seasonal Fruits, and Imported and Domestic Cheeses Served with An Array of Seasonal Dips, Spreads and Hummus Sliced French Bread, Specialty Crackers and Pita Chips

SALAD (Please choose one for your guests)

HOUSE SALAD

Mixed Green Salad with Tomatoes, Cucumbers and Carrot Ribbons with House Balsamic Dressing

TRADITIONAL CAESAR SALAD

Chopped Romaine Lettuce, Shredded Parmesan Cheese and Sour Dough Croutons with Traditional Caesar Dressing

GEM WEDGE SALAD

Wedge of Iceberg Lettuce, Tomatoes, Red Onions, Applewood Smoked Bacon, and Bleu Cheese Dressing

ENTREES (Please choose up to two for your guests)

NEW YORK STRIP STEAK

Dry Aged New York Strip Steak, Rosemary Barbeque Jus

MAPLE GLAZED PORK LOIN

Baked Sliced Pork Loin Served with Caramelized Onions and Sweet Peppers Finished with Maple Glaze

CHICKEN BASQUAISE

Boneless Breast of Chicken Pan Seared with Olive Oil, Smoked Dulce Paprika, and Garlic Haricot Verts

VODKA CHICKEN PARMESAN

Hand Breaded Boneless Breast of Chicken Fried Golden Brown, Finished with Vodka Sauce and Mozzarella-Parmesan Blend

BAKED OCEAN WHITE FISH

Ocean White Fish Baked with Fried Garlic Vinaigrette, Spinach, and Meyer Lemon

EGGPLANT ROLLATINI

Breaded Eggplant Filled with Ricotta Cheese and Topped with Pomodoro Sauce

Includes your choice of Starch and Seasonal Fresh Vegetable

Warm Rolls and Butter

Your Wedding Cake for Dessert

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Ruby Wedding Package *with 3-hour House Brands Bar: Call for per person Pricing*
Ruby Wedding Package *without 3-hour House Brands Bar: Call for per person Pricing*

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Sapphire Wedding Buffet Dinner

THREE HOURS HOUSE BRANDS BAR TO INCLUDE:

Vodka, Gin, Whiskey, Rum, Spiced Rum, Scotch, Bourbon, Tequila, House Wines, Pepsi, Diet Pepsi, Sierra Mist, Juices, Mixers and Domestic Beer Selection – Select One Import and Two Domestic Choices

FARMER'S MARKET AND CHEESE DISPLAY

An Elaborate Display of Garden Fresh Vegetables, Seasonal Fruits, and Imported and Domestic Cheeses Served with An Array of Seasonal Dips, Spreads and Hummus Sliced French Bread, Specialty Crackers and Pita Chips

SALAD (Please choose one for your guests)

HOUSE SALAD

Mixed Green Salad with Tomatoes, Cucumbers and Carrot Ribbons with House Balsamic Dressing

TRADITIONAL CAESAR SALAD

Chopped Romaine Lettuce, Shredded Parmesan Cheese and Sour Dough Croutons with Traditional Caesar Dressing

GEM WEDGE SALAD

Wedge of Iceberg Lettuce, Tomatoes, Red Onions, Applewood Smoked Bacon, and Bleu Cheese Dressing

Entrees (Please choose up to two for Your Guests)

ROASTED TOP SIRLOIN

Slow Roasted Sliced Top Sirloin Served with Rosemary Barbeque Au Jus

CHICKEN MARSALA

Boneless Breast of Chicken with Sautéed Mushrooms and Marsala Wine

PORK LOIN CHIMICHURRI OR MAPLE GLAZED PORK LOIN

BAKED OCEAN WHITE FISH

Ocean White Fish Bake with Fried Garlic Vinaigrette, Spinach, and Meyer Lemon

SEARED BONELESS BREAST OF CHICKEN

Seared Boneless Breast of Chicken with Herb Roasted Tomatoes and Pan Sauce

Choice of Two

Yukon Gold Mashed Potatoes, Roasted Red Skin Potatoes, Buttered Rice and Saffron, Cavatappi Pasta with Garlic Butter or Pomodoro Sauce, or Baked Seafood Macaroni and Cheese

Seasonal Fresh Vegetable Blend
Warm Rolls and Butter
Your Wedding Cake for Dessert
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

ENHANCEMENTS

BAKED HAM

Sliced Baked Sugar Ham with Pineapple-Orange Glaze
Call For Price

PRIME RIB

Rosemary and Salt Encrusted Prime Rib with Au Jus and Horseradish
Call For Price

ROASTED TURKEY

Herb Crusted Sliced Turkey Breast Served with Cranberry- Orange Chutney
Call For Price

Sapphire Wedding Package *with 3-hour House Brands Bar: Call for per person Pricing*
Sapphire Wedding Package *without 3-hour House Brands Bar: Call for per person Pricing*
To Have Meat Hand Carved to Order Please add -Call For Price

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Amethyst Wedding Hors d' Oeuvres Package

THREE HOURS HOUSE BRANDS BAR TO INCLUDE:

Vodka, Gin, Whiskey, Rum, Spiced Rum, Scotch, Bourbon, Tequila, House Wines, Pepsi, Diet Pepsi, Sierra Mist, Juices, Mixers and Domestic Beer Selection – Select One Import and Two Domestic Choices

Choice of Four

FARMER'S MARKET AND CHEESE DISPLAY

An Elaborate Display of Garden Fresh Vegetables, Seasonal Fruits, and Imported and Domestic Cheeses Served with An Array of Seasonal Dips, Spreads and Hummus Sliced French Bread, Specialty Crackers and Pita Chips

Bourbon Meatballs

Assorted Pinwheels to include: Chicken, Crab, and Vegetarian

Spinach and Cheese Blossoms or Chicken Pesto Purses

Gouda Mac & Cheese Balls

Bacon Wrapped Scallops or Coconut Shrimp with Marmalade Dipping Sauce

Chipotle Chicken Skewers with Sweet Chili Glaze

FLAT BREAD PIZZAS – CHOICE OF TWO

Three-Cheese, Pepperoni & Cheese, Sausage & Mushroom, Vegetarian, or White

Your Wedding Cake for Dessert

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Amethyst Wedding Package *with 3-hour House Brands Bar: Call for per person Pricing*
Amethyst Wedding Package *without 3-hour House Brands Bar: Call for per person Pricing*
Hors d' Oeuvres Package is Based on 90 minutes of Hors d' Oeuvres Service

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**HORS D' OEUVRES
STATIONARY DISPLAYS**

Three Layer Cheese Torta Served with French Bread and Specialty Crackers (Serves 100)

Trio of Crostini to Feature:
Traditional Tomato & Basil and Greek Olives (Serves 100)

Baked Brie with Walnuts, Blueberries and Crostini

Spinach Dip with Crostini (Serves 100)

Antipasto Display to Include:
Mixed Greens with House Vinaigrette, Genoa Salami, Capicola Ham, Provolone Cheese, Roasted Peppers,
Marinated Artichokes, Pepperoncini, Italian Olives, Accompanied by Tomato Bruschetta and Toasted Crostini
(Serves 100)

HORS D' OEUVRES - Priced per 100 pieces

Red Ryeben Slider
Thinly Sliced Corn Beef, Swiss,
with Pickled Red Cabbage
Thousand Island on Rye

Chilled Asian Vegetable Spring
Rolls with Dipping Sauce

Chipotle Chicken Skewers with
Sweet Chili Glaze

Bacon Wrapped Scallops

Gouda Mac and Cheese Balls

Shrimp Cocktail Shooters

Beef Skewers with Pineapple
Teriyaki

Assorted Miniature Quiche

Pulled Pork in Salt Potato Cups

Mushroom Caps – Vegetarian,
Sausage or Crab

Spinach & Cheese Blossoms

Assorted Pinwheels to include:
Chicken, Crab, and Vegetarian

Assorted Savory Tartlets

Bruschetta & Black Bean Puree
on Toasted Naan Bread

Chicken & Pesto Purses

Assorted Flat Bread Pizzas

Bourbon Meatballs

Miniature Egg Rolls

Coconut Fried Shrimp with
Orange Marmalade Dipping
Sauce

Brown Ale Shrimp Skewers

Mini Crab Cakes, Lemon Aioli

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SPECIALTY OFFERINGS AND ENHANCEMENTS

Pricing is subject to 22% Administrative Charge and 8% NYS Sales Tax

INTERMEZZO

Raspberry or Lemon

MASHED POTATO BAR

Yukon Gold Mashed Potatoes, Cheddar Cheese, Applewood Smoked Bacon, Gravy, Fire Roasted Corn, Sun-Dried Tomatoes, Barbecue Pork, and Pot Roast

TATER TUMBLER BAR

Crunchy Tater Tumblers, Sweet Potato Tots, Chili, Bacon, Sour Cream, Cheddar Cheese, Broccoli, Tomatoes, and Salsa

PASTA COURSE

Penne with Creamy Alfredo, Penne Marinara, Tri-Color Tortellini with Butter Garlic Sauce
Plated – Choice of One
Add-on to Buffet – All Three included

Love is Sweet Candy Buffet

The Perfect Wedding Favor with your own personal flair! All Candy Buffets Included Candy, Jars and Containers, Tongs, Scoops, Decorative Linen, Personalized Candy Bags or Boxes and Five to Six Candy Selections

EXAMPLE OF CANDY SELECTIONS

Milk and Dark Chocolates, Assorted Jelly Beans, Hard Stick Candies, Assorted Colors of M & M's, Salt Water Taffy, Hersey's Kisses, Variety of Candies to Coordinate with Your Chosen Color Scheme.
Additional Options are Available upon Request

DESSERT STATION (Minimum Guarantee of 35 Guests)

Chocolate Covered Strawberries, Mini Cream Puffs and Cannoli, and Assorted Miniature Cheesecakes

LATE NIGHT SNACK ATTACK

SNACKS – Choice of Three

French Fries with Cheese or Ketchup
Assorted Miniature Pizzas
Franks in Puff Pastry
Smoked Chicken or Veggie Quesadillas
Gouda Mac and Cheese Balls
Fried Ravioli with Marinara Dipping Sauce

TREATS – Choice of Two

Rice Cereal Treats
Chocolate Fudge Brownies
Giant Chocolate Chip Cookies
Chocolate Dipped Jumbo Pretzel Rods
Half Moon Cookies

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BUTLER PASSED SIGNATURE WEDDING COCKTAILS

per drink (can be served as a punch ask for pricing per gallon)

SOMETHING BLUE

Vodka, Blue Curacao, and Lemonade

LOVE POTION

Lemon Vodka, Triple Sec, Cranberry Juice and Passion Fruit Juice

FIRST KISS

Captain Morgan Spiced Rum, Tom Collins Mix, Cranberry Juice and a Lime Wedge

WEDDING CAKE MARTINI

Vanilla Vodka, Malibu Coconut Rum, Pineapple Juice and a Splash of Grenadine

BLUSHING BRIDE

Rum, Pomegranate Liqueur, Lemon Juice and Mint infused Simple Syrup

“HONEY, I DO” HONEYDEW MARTINI

Vodka, Midori, and Triple Sec

SPIRIT SELECTIONS

HOUSE

Vodka
Gin
Scotch
Bourbon
Whiskey
Rum
Spiced Rum
Tequila
Coffee Liqueur
House Wines

PREMIUM

Absolut Vodka
Tanqueray Gin
Dewers White Label Scotch
Jack Daniels
Canadian Club
Bacardi Rum
Captain Morgan Spiced Rum
Jose Cuervo Tequila
Kahlua
House Wines

ULTRA PREMIUM

Grey Goose
Bombay Gin
Johnnie Walker Black Label
Makers Mark
Seagrams VO
Cruzan Aged Rum
Captain Morgan Spiced Rum
Patron Tequila
Kahlua
House Wines

BEER SELECTIONS – PLEASE CHOOSE 2 DOMESTIC BEERS AND 1 IMPORTED BEER

Budweiser, Budweiser Light, Coors Light, Labatt Blue, Labatt Blue Light, Heineken, or Corona

(Other Selection Available upon Request and an Additional Fee May be Incurred)

ADDITIONS AND UPGRADES

Add 4th Hour Open Bar

House: \$ per person

Premium: \$ per person

Ultra-Premium: \$ per person

Upgrade 3-Hour House Brand Bar

Premium: \$ per person

Ultra-Premium: \$ per person

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BEVERAGE SELECTIONS & COCKTAIL PACKAGES

HOST BARS

Beverage Service on a per Drink Basis

- House Brands.....
- Premium Brands.....
- Ultra-Premium Brands.....
- Domestic Bottled Beer.....
- Imported Bottled Beer.....
- House Wine (glass)
- Soda.....
- Juice

CASH BARS

Guests Purchase Their Own Drinks

- House Brands.....*
- Premium Brands.....*
- Ultra-Premium Brands.....*
- Domestic Bottled Beer.....*
- Imported Bottled Beer.....*
- House Wine (glass)
- Soda.....*
- Juice

*8% NYS Sales Tax Include

There is a Cash Bar Set-up Fee of \$300

OPEN BAR

All Open Bars are stocked with Vodka, Gin, Scotch, Bourbon, Whiskey, Rum, Spiced Rum, Tequila, Beer, Wine, Sodas, Juices and Mixers

HOUSE BAR

\$ per person for the first hour, \$ per person for each additional hour

PREMIUM BAR

\$ per person for the first hour, \$ per person for each additional hour

ULTRA PREMIUM BAR

\$ per person for the first hour, \$ per person for each additional hour

BEER, WINE AND SODA BAR

All Beer, Wine and Soda Bars are stocked with Three Selections of Beer from Your Chosen Category, House Wines, Assorted Sodas and Juices

\$ per person for the first hour, \$ per person for each additional hour

CHAMPAGNE TOAST

House Champagne Toast, One Glass, Per Person

\$ per person

PUNCHES

Approximately 20 Drinks per gallon - Other punch options available...just ask!

Whiskey Sour, Daiquiri and Mai Tai

\$ per gallon

Champagne, Mimosa, Peach Prosecco and

Spiked Punch

\$ per gallon

Fruit Punch

\$ per gallon

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DÉCOR & EVENT ENHANCEMENTS

Extra Hour of Reception Time

\$ per each additional hour

Chair Covers

Starting at \$ per chair

Chair Ties

Starting at \$ per chair

Specialty Napkins

Starting at \$ per dozen

Individual Menus for each place setting

\$ each

Standard Up-Lights

\$ each

Specialty Overlays for Dining Tables

Price Varies

Stage for Head Table

Price Varies

WEDDING GIFT BAGS

Our Front Desk Staff can hand out gift bags at check-in at no charge. Gift bags must be delivered to the hotel 24 hours prior to your guests' arrival date. All gift bags must be the same and NOT individualized for different guests. Gift bags must be delivered in a container/box with the wedding clearly labeled on it. Please include a couple of extra bags for those guests that may book outside your block. All reservations must have the individuals name on them.

PARKING

Ample complimentary parking is available for all guests and wedding vendors.

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“Love Letters”

Janelle at the Comfort Suites in Cicero made our day absolutely perfect! Everything turned out absolutely beautiful there! Staff was excellent and always were there when you needed something! Great quality and service at an excellent price! - Alyssa C.

Absolutely fabulous experience from planning to the event! Great staff and Chef! Accommodating and supportive every step of the way. It's a hidden gem. - Angela D.

We hosted our daughter's wedding reception this weekend and we're extremely pleased with the quality of the experience all around. Janelle was patient, flexible, and attended to every detail with precision and care. Christian could not have been more accommodating! The whole team was incredibly friendly and kind. My daughter and son in law were treated like royalty. Thank you for helping us to make her wedding day PERFECT!! ~ Anne C.

They were awesome to work with, customized the menu to match what we wanted, responded quickly to last minute changes, and helped plan the whole thing from start to finish. Most importantly, the day of, Janelle took care of everything. I've been to plenty of weddings where the bride and groom are getting tapped on the shoulder every five minutes it seems like but the only questions the staff asked us at our reception were if we wanted more food or did we need another drink. - John S.

Everything was perfect, I couldn't have asked for a better wedding coordinator than Janelle. She was wonderful and her staff was just as wonderful as she was. The banquet hall, the food (thank you Ken) everything was perfect which made our wedding celebration so magical. Thank you so much for making our wedding celebration so beautiful. - Anna A.

Great place to have any beautiful get together. We loved everything about the Ballroom and the lobby in the hotel. The lobby had so many nice details and we were able to take pictures in there. Janelle was awesome and was so easy to work with. She basically said yes to everything we asked for. It was a great day and we were happy to work with the staff at the hotel. We had an amazing day and the suites were wonderful as well. The suites were a nice touch and well worth the price. It added a nice touch for our special day. - Jessica D.

This venue is absolutely gorgeous! I fell in love as soon as I walked in the door. The staff was amazing and very helpful. I don't have a single complaint. - Patrecka G.

My wedding ceremony and reception were amazing. Everything was so beautiful, and they were able to help me make all of my ideas come to life! It was by far the most inexpensive place we looked at, and by far the best. Everyone was very professional and Janelle was super helpful with everything we needed and wanted. I would do it all over again if I could! - Linda B.

We absolutely loved having our wedding at the comfort suites ballroom! Janelle, Brandi, and all of the staff were wonderful!! Highly recommend this location. ~ Michelle E.

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GENERAL INFORMATION AND POLICIES

Availability of Reception and Ceremony Time

Daytime ceremonies/wedding receptions are scheduled between 11:00 AM and 3:00 PM. Evening ceremonies/wedding receptions are scheduled between 5:00 PM and 12 Midnight. Vendors will not be granted access to the ceremony or reception site any earlier than two hours prior to the scheduled event start time. If additional set-up time is required it must be coordinated with the Sales Manager and it is subject to availability and may require an additional charge.

Wedding Ceremonies

On-site wedding ceremonies are available at the Comfort Suites Cicero for an additional fee of \$250.00. On-site wedding ceremonies are only available to couples who are also hosting their wedding reception at the Comfort Suites Cicero.

The Comfort Suites Cicero Sales Manager Will...

- Answer any questions, provide event suggestions and act as your primary Hotel Contact throughout the planning process
- Act as menu consultant for all food and beverage selections
- Detail your Banquet Event Orders, outlining the event specifications
- Create a cost estimate of charges and your payment schedule for the Comfort Suites Cicero
- Establish contact with a reservation coordinator, who will provide a rooming list for your guestrooms
- Oversee the set-up of the contracted banquet space for the rehearsal, the ceremony and the reception, and any other events at the Comfort Suites Cicero
- Ensure a seamless transition to the Hotel's Banquet Facilitator on the day of your event
- Recommend vendors

Minimum, Deposits and Final Payment

There is a food and beverage minimum of \$2,800.00 not including the 22% Administrative Charge and 8% sales tax in order to book the Ballroom for your wedding reception. If said food and beverage minimum is not met, the difference will be charged as room rental plus 22% Administrative Charge and 8% sales tax.

A non-refundable deposit of \$500.00 is due on or before the contract due date in order to confirm your wedding reception/room block on a definite basis. Six months prior to your reception a \$500.00 non-refundable deposit will be due. Three months prior to your wedding reception an additional 50 % of anticipated revenue non-refundable deposit will be due. Remaining balance is due two weeks prior to your reception. See your Sales Manager for more specific details on the deposit schedule. Payments may be made via certified or cashiers' check or credit card or cash. This final payment is based on your final guaranteed number and the invoice generated by your Sales Manager. Payments by personal check on the final balance will be accepted up to 30 days prior to your event. No personal checks over \$1,000.00 will be accepted per hotel policy.

Administrative Charge and Sales Tax

In addition to any other charges, the Hotel's standard administrative charge, currently 22%, shall apply to all food and beverage charges, audio visual, meeting room – exhibit space rental and all miscellaneous charges. Unless otherwise noted, all prices are quoted exclusive of administrative charge and sales tax.

Planning Schedule

Menu selections and planning can commence six months prior to your wedding. All arrangements with your various vendors (i.e. photographers, musicians, etc.) should be finalized no later than three months before your event. All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing service to your event, but is retained by Comfort Suites Cicero -Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change without notice.

scheduled event. Your Sales Manager will need a list of all vendors complete with addresses, cell phone numbers and a contact person.

Floor Plans

Your Sales Manager will provide floor plan options. The Comfort Suites Cicero reserves the right to change the setup to best fit the needs of your event.

Decoration

Decorations cannot be nailed, taped or stapled to the walls, fixtures or furniture. Bubbles and confetti products are not allowed. All candle centerpieces must have the flame enclosed due to fire code regulations.

Food and Beverage

Hotel policy dictates that no food or beverage is allowed to be brought into the Comfort Suites Cicero, *with the exception of the wedding cake and wedding cookies from a licensed bakery*. For your safety, no food or beverage is to be taken off property. Food and Beverage guarantees are required seven (7) business days prior to your event. The Comfort Suites will be prepared to serve the guarantee number plus 5% over. The general account will be billed for the guarantee number or the actual number of attendees, whichever is greater. Plated entrée selections are limited up to three depending wedding package. An exact count of the number of each entrée is required with your guarantee of attendance seven (7) business days prior to the event. Place cards are required to designate entrée selections to the banquet staff.

Alcoholic Beverages

The Comfort Suites Cicero, as a licensed premise, is responsible for the sale and service of all alcoholic beverages and compliance with state and city laws/regulations. Because of this, no alcohol may be brought onto the property. **If liquor not purchased through Comfort Suites Cicero - Syracuse North is brought onto the premises, the liquor will be confiscated immediately and a fine of \$100.00 per liquor or wine bottle and \$10.00 per beer bottle or can will be assessed to the final bill. In extreme cases the Comfort Suites Cicero - Syracuse North reserves the right to shut down the event.** As a licensed premise, The Comfort Suites is required to (1) request proper (photo ID) of any person of questionable age and refuse alcoholic beverages to any person under age or who cannot produce proper identification, and; (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears to be intoxicated. Shots and doubles are not served at the Comfort Suites Cicero per Hotel policy.

Room Accommodations

A complimentary suite is provided to the Bride and Groom on the night of their wedding with a wedding reception. This reservation will be made and confirmed by the Sales Manager. A discounted room block (subject to availability) can be secured with your Sales Manager.

Rehearsal Dinners, Bridal Showers, Etc...

Private rooms are available for the many other events associated with hosting a wedding at the Comfort Suites Cicero. From rehearsal dinner, elegant afternoon tea to a farewell brunch, your Sales Manager can assist you in creating special events to accent your wedding celebration. Contact your Sales Manager for further details, availability and pricing.

Miscellaneous Items

The Comfort Suites Cicero reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property or equipment brought onto premises.

All prices subject to a 22% Administrative Charge and Applicable State Sales Tax. Administrative Charge is not a gratuity or tip and will not be distributed to employees providing service to your event, but is retained by Comfort Suites Cicero -Syracuse North for competitive wages & enhanced amenities. Prices Subject to Change without notice.

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