



WEDDINGS

HOTEL SARANAC WEDDINGS

Imagine greeting your guests in the elegant Grand Ballroom, the region's most iconic, historic reception venue. Let the unique spaces of Hotel Saranac create a wedding story that is all your own. Your guests will enjoy the vibrant urban downtown location surrounded by rustic Adirondack wilderness.

Your menu will be custom designed using local and seasonal ingredients, cutting edge trends, and of course your personal preferences. Hotel Saranac's sales & catering team and on-site culinary team work closely with you to plan, prepare and execute the details of your event, creating an extraordinary, personalized experience for you and your guests.

~

Food and Beverage Minimums for a Wedding Reception in the Grand Ballroom 25-170 Guests

*Non - Holiday
Monday through Thursday \$5,000
Friday \$10,000
Saturday \$13,000
Sunday \$8,000
Holiday or Special Event Date \$13,000*

This is the minimum a wedding must spend on the food & beverage for their event in the Grand Ballroom, prior to tax, gratuity and administrative fee. All food & beverage chosen for your reception will be applied towards this minimum. Events that do not meet the Food & Beverage minimum established for that day will have the balance invoiced as a Meeting Room Rental Charge.

~

Event Spaces 25-170 Guests

*Grand Ballroom (Includes Oak Room & Great Hall Foyer Area): \$1,000
Half of Terrace: \$500
Ceremony Set Up: \$150
Great Hall Bar & Full Terrace Closed Private For Your Event: \$1,000*
Required With 75 or More Guests



WEDDING RECEPTION PACKAGE



~ 70 Per Person~

5 HOUR PLATED DINNER WEDDING PACKAGE INCLUDES:

Cocktail Hour: Two Stationary Displays and Three Passed Hors D'oeuvres

Dinner Reception: Sparkling Wine Toast, Two Course Plated Dinner, Coffee, Tea & Cocoa Station

Linen napkins and floor length table linens (white or black available)

Round or banquet tables and elegant chairs

Maitre d' sliced and served wedding cake prepared by your preferred bakery

Access to Hotel Saranac preferred vendor list

Special group rates for overnight rooms, based on availability. Group block can be set up 12 months out

Suite upgrade to Bride & Groom (with a room block)

Hilton Honors bonus points on group block and catering to use towards a future vacation

Family Style Service +\$15 additional per person

Reception Stations Style Service available for groups of 200+



Beer & Wine Bar Package
4 Hours
+ \$28 per person

*4 Beer Selections
(2 Domestic & 2 Premium)
4 House Wine Selections
Assorted Sodas*

Select Bar Package
4 Hours
+ \$50 per person

*4 Beer Selections
(2 Domestic & 2 Premium)
4 House Wine Selections
Mixed Drinks with Select Brand
Liquors
Signature Cocktail
Assorted Sodas*

Premium Bar Package
4 Hours
+ \$60 per person

*4 Beer Selections
(2 Domestic & 2 Premium)
House & Premium Wine Selections
Mixed Drinks with Select & Premium
Brand Liquors
Signature Cocktail
Assorted Sodas*

All pricing listed is per guest unless otherwise noted. Minimums apply. All rates are subject to current New York State Sales Tax and 21% Administrative and Service Fees to include 15% disbursed to service team as gratuity; taxable 6% retained by hotel as administrative fees.



Event Guidelines & Frequently Asked Questions

§ No food apart from wedding cakes or specialty cookies, may be brought into, or taken out of your event. Any cakes or cookies brought into the Hotel must come from a licensed baker.

§ No beer, wine or liquor may be brought into, or taken out of your event. In the event a guest attempts to bring outside alcohol to the event, our Event Manager will ask the guest as well as you, the host of the event, to immediately remove the outside beverage so all of your guests can continue to enjoy the event safely and responsibly.

§ We will not serve alcohol to any intoxicated person, minors, OR for a period longer than 5 1/2 hours to any one group of people, per New York State liquor laws. If you would like alcohol to be served longer than 4 hour bar package, sufficient late night snacks must also be purchased for guests to consume and the bar package will change to a host tab on-consumption pricing.

§ No 'shots' served.

§ All displays & décor are subject to approval by Hotel Saranac and must be provided at least 48 hours prior to your event.

§ It is strongly recommended that all flower arrangements and centerpieces be provided and setup by a florist. Some of the benefits include day of delivery, a designated person to style, setup and care for your arrangements, remove any debris, pick up any rented vases or candles, dismantle special arbors etc. Please see our vendor list for local florists we highly recommend.

§ Setup and breakdown of floral installations must be provided by your insured florist.

§ Taper and votive candles require a glass cylinder at least as tall as the top of the flame. Glitter, confetti and mini flower petals can not be used on the premises.

§ Music (D.J. or Band) must be kept to a reasonable level & end promptly at 11pm. Events booked past 11pm, are subject to hotel approval.

§ You are responsible for coordinating guest entrée selections and providing this list along with your seating chart to the hotel.

§ You are also responsible for preparing place cards in alphabetical order and providing named or numerical table markers at least 48 hours prior to event.

§ Check-in time for guestrooms is 4pm. "Early check-in" is very limited and can not be guaranteed due to the nature of our high demand destination and last minute occupancy changes. Most weekends require a 2-night minimum, allowing your guests to travel in the day before your wedding and get a wonderful night's rest in preparation for the festivities. They can enjoy the morning exploring Saranac Lake and get ready in their guestroom before your ceremony begins in the afternoon or early evening.

§ If you wish to provide your hotel guests with welcome bags, a gift bag distribution is provided by the hotel bellmen at \$3 per bag. Bags must be provided to your Event Manager at least 48 hours prior to your guests' arrival date.

§ While we love animals, pets are not allowed. There are local boarding options we can recommend.

§ A reset fee of \$150.00 will apply if the event set up is changed within a 24-hour period of the start of the event.

§ In order to preserve our historic herringbone-pattern wood floors, any rented chairs must have felt pads on the bottom.

§ Menu prices are subject to change as determined by market price fluctuation, prices will be guaranteed no more than 90 days prior to event.



Event Guidelines

Special Add-Ons:

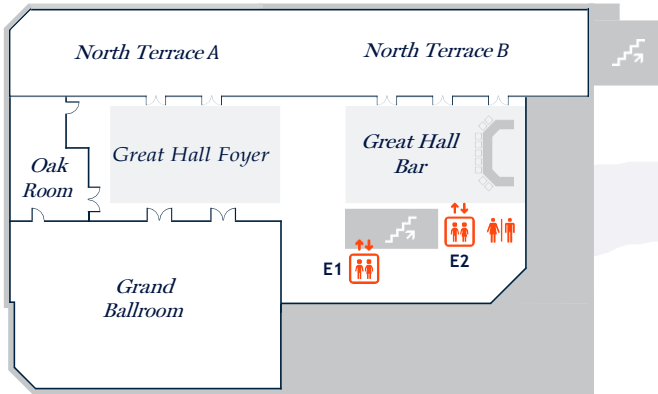
- § Additional courses, stations, special desserts or late-night snacks available, prices vary.
- § Getting ready menus available, prices vary.
- § Reserve The Ember Room for the bridal party to get ready in the morning-of \$150.
- § Rehearsal Dinner, Welcome Reception and Farewell Breakfast Menus available, prices vary. Events are subject to food & beverage minimums and function room rentals separate from wedding reception.
- § Table side wine service, specialty cocktails or other specialty bars available, prices vary.
- § Vendor Meals are \$50 each, (Chef's Choice Entrees). A separate area designated by your Hotel Sales Representative will be set aside for vendors.
- § For children 12 and under, children's menus are available, prices vary. Guests 21 and under, non-alcoholic beverage price will apply.
- § Beautiful up-lighting against the walls of the Grand Ballroom (many assorted colors available) \$150.
- § Projector and screen for a slide-show \$150. House Speakers for an ipod or laptop \$150. Music and management of play-list not provided by the hotel. Emcee services are not provided by the hotel.

Important Dates:

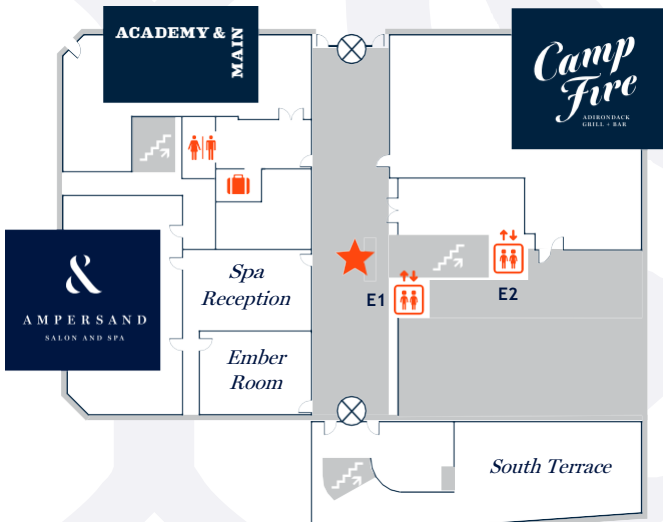
- § A signed contract, committing to the event spaces and minimum food & beverage order and a non-refundable \$1,200 deposit is required to confirm an event date and space.
- § 6 months prior to your event, deposits received must equal at least 25% of your anticipated total. Your Hotel Sales Representative will begin discussing menu options with you.
- § 3 months prior to your event, deposits received must equal at least 50% of your anticipated total.
- § 1 month prior to your event, deposits received must equal 100% of your anticipated total. Your RSVPS and meal counts are also due to your Hotel Sales Representative. A seating arrangement/floorplan and day-of timeline should be in progress.
- § 14 days prior to your event, you will sign off on the banquet event order, provided by the Hotel Sales Representative, including your final setup, menu, timeline, vendors and floorplan. This will be shared with the banquet and culinary team at that time.
- § 7 days prior to your event, any further acquired charges based on your final guest count are due. This is also the last day to make changes to guest count, entree selections and seating arrangement, which must be sent, in a written email to your Hotel Sales Representative.
- § 2-3 days prior to your event, a final meeting will take place with your Hotel Sales Representative to review the final banquet event order, receive any decorations or welcome bags and confirm all final details so you can enjoy the rest of your time with your loved ones.

Hotel Saranac Function Spaces

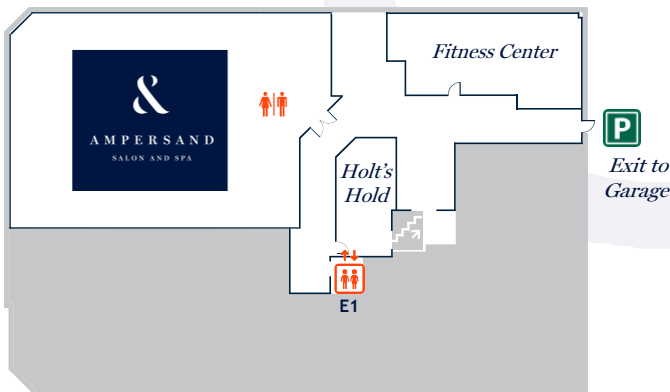
LEVEL TWO



LEVEL ONE



LOWER LEVEL



- Elevator
- Stairs
- Luggage Storage
- Restrooms
- Hotel Reception
- E1 Lower Level - Level 2
- E2 Level 1 - Level 6

ROOM DIMENSIONS & CAPACITY

| Room | Dimensions | Square Footage | Maximum Occupancy |
|----------------|--------------|----------------|-------------------|
| Grand Ballroom | 62'10 x 38'5 | 2362 | 180 |
| Oak Room | 29'8 x 17'8 | 461 | 32 |
| Holt's Hold | 28'6 x 17' | 462 | 12 |
| Ember Room | 19'8 x 25'5 | 485 | 30 |
| North Terrace | 140'8 x 20'2 | 2698 | +/- 150 |
| Great Hall | 93'3 x 29' | 2624 | +/-150 |

LOCATION



TRANSPORTATION

- Adirondack Regional Airport (12 minutes)
- Lake Placid Airport (20 minutes)
- Burlington International Airport (2 hours)
- Albany Airport (2.25 hours)
- Montreal International Airport (2 hours)
- Westport Amtrak Train Station (60 minutes)
- Hertz Rent A Car (12 minutes)