



Catering Department General Information

We want to thank you for considering the Buffalo Niagara Marriott as the site for your upcoming event. Our hotel offers both elegant surroundings as well as a sincere friendly staff with the desire to help make your event as pleasant to plan as it is to attend. As in the case with any successful business, we find certain guidelines and procedures are required for us to insure you will be totally satisfied with your function. We have included the following for your information and ask you contact one of our Certified Wedding Specialists if you feel special arrangements need to be made.

Deposits/Payment:

To show good faith, we may require a deposit be made to secure your date as definite. This deposit will be applied towards your final bill at full value. Specific cancellation clauses will be detailed in your contract. **Payment in full is required before** all events. All Banquet Checks must be signed by the person in charge or a designated representative at the completion of each function. Any discrepancies in counts or charges should be identified and resolved at that time.

Guarantees:

In order to be properly prepared to host your function, it is essential we be informed as to your guaranteed attendance at least (4) business days prior to the function. Once this number is received, reductions cannot be made in the number. The number guaranteed will be **charged in full even if fewer guests attend**. In the event no guarantee is given, the expected number as listed on the Banquet Event Order will be used.



General Information (Continued)



Food and Beverage:

All food and beverage served in banquet/meeting rooms of the Buffalo Niagara Marriott must be purchased from, prepared and served by the staff of the Hotel. No food or beverage will be permitted to be brought into or removed from banquet/meeting facilities by any patron or patron's guests. In accordance with rules and regulations set aside by the State of New York, the Buffalo Niagara Marriott cannot sell or condone the sales of alcoholic beverages to any person under 21 years of age. Due to local and state health ordinances, **unused food or beverage cannot be removed from the Hotel.**

Menus:

Our menus include some of our more popular items. Should you prefer to design a menu you feel better suits your particular occasion, our staff of Certified Wedding Specialists and Executive Chef will work with you. They are also prepared to offer recommendations for possible theme parties and/or packages that may be appropriate for your affair. All prices listed are subject to change. Prices may be guaranteed, but not more than 90 days prior to the date of your function.

A customary 21% service charge and applicable sales tax will automatically be added on all banquet functions.

Banquet Rooms:

As other groups may be utilizing the same room as you, prior to or following your function, please follow the agreed time schedule. Should your needs change, contact your Wedding Specialist and every effort will be made to accommodate you. The Hotel reserves the right to move functions to other banquet rooms other than those appearing on the catering contract/banquet event order based on final numbers

The Hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tape or any other substance unless prior approval has been arranged through the Sales & Catering Office.





General Information (Continued)

Hospitality Bags – In order for your Hospitality Bags to be properly Distributed, please follow the guidelines listed below:

Provide a typed, alphabetical list of all guests staying at the hotel who are to receive a bag. Please do not include names on the list who are not staying at the hotel. Have the group name on the list, i.e. Smith/Jones Wedding, date of the event and identify a brief description of bag. Give this list to the Front Desk Clerk when you drop off the bags. The hospitality bags will be handed to your guests upon check-in.

It would be our pleasure to deliver your hospitality bags to each guestroom, after the guest has checked in for an additional delivery fee of \$2.00 per bag.

If a guest has two or more rooms, please indicate how many bags each room is to receive on your alphabetized list.

All bags should be generic, do not list the guest's name on the bag. Please list the group name on each bag.

If an outside vendor is making the bags and delivering them to the hotel, please have an accurate list for the vendor and be sure the hotel received a copy.

DO NOT include perishable items, i.e. fruit, homemade cookies, boxed raisins.

Remaining gift bags must be picked up within **THREE** days after the event. The hotel will not contact you of unclaimed bags.

Bring your hospitality bags to our Front Desk **ONE** day prior to guest's arrival. If extra bags are sent, please note this on your alphabetized list.





General Information (Continued)

Physical Property:

356 newly refurbished guest rooms: 181 Double Bedded Rooms, 169 King Bedded Rooms, 6 Executive Suites

Accommodations:

Revive Bedding in all guest rooms, include 330-thread-count sheets, down comforters and custom sheeted duvet covers

In-room Movies

Coffee Maker

Hair Dryer

Iron & Ironing Board

Workstations with High-Speed Internet

Personal Care Products by Bath and Body Works in all rooms

Hotel Features:

Concierge Floor with Club Lounge

Car Rental Desk

Complimentary Parking

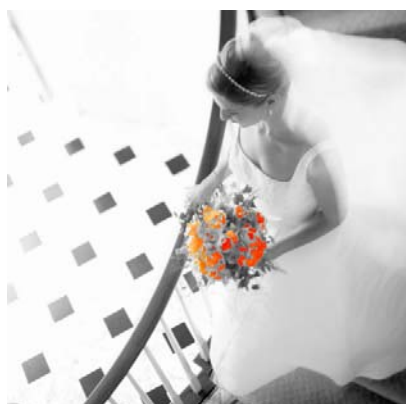
Expanded Gift Shop

24-hour Fitness Center

Wireless High-Speed Internet Access in all common areas

Indoor / Outdoor Heated Pool with Hot Tub

Starbuck's Coffee



Buffalo Niagara Marriott | 1340 Millersport Highway, Amherst NY 14221 | 716.689.6900

rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



General Information (Continued)

Area Interests:

Niagara Falls
Seneca Niagara Casino
Darien Lake Theme Park
Ralph Wilson Stadium
HSBC Arena
Frank Lloyd Wright's Darwin Martin House
University at Buffalo

Area Restaurants:

Houlihan's
Black & Blue Steak and Crab
Dave & Buster's
Calvaneso's Cosmopolitan Grill
Anchor Bar (Home of Buffalo Chicken Wings)
Buffalo Brew Pub

Shopping:

Walden Galleria Mall
Boulevard Shopping Mall
Eastern Hills Mall

