



DAVENPORT
WEDDINGS

EXACTLY LIKE *NOTHING ELSE*

Wedding Event Planning Guide

For more information regarding our wedding event planning program, please contact our Sales & Catering Team

800.899.1482

info@thedavenporthotel.com

111 South Post Street
Spokane, WA 99201

BALLROOM PRICING*

THE HISTORIC DAVENPORT HOTEL

GRAND PENNINGTON

Reception (Fri or Sat) \$4,000
Reception (non) \$2,5000

MARIE ANTOINETTE

Reception (Fri or Sat) \$3,000
Reception (non) \$2,000
Ceremony \$2,000

EARLY BIRD

Reception (Fri or Sat) \$1,000
Reception (non) \$1,000
Ceremony \$1,000

ELIZABETHAN

Reception (Fri or Sat) \$2,000
Reception (non) \$1,000
Ceremony \$1,000

ISABELLA

Reception (Fri or Sat) \$2,000
Reception (non) \$1,500
Ceremony \$2,500

THE DAVENPORT GRAND

GRAND BALLROOM, PER SECTION

Reception (Fri or Sat) \$2,500
Reception (non) \$1,250

CEDAR JUNIOR BALLROOM

Reception (Fri or Sat) \$1,500
Reception \$750
Ceremony \$1,500

BIRCH JUNIOR BALLROOM

Reception (Fri or Sat) \$1,500
Reception (non) \$750
Ceremony \$1,500

MAPLE JUNIOR BALLROOM

Reception (Fri or Sat) \$1,500
Reception (non) \$750
Ceremony \$1,500

TERRACE ROOM EAST

Reception (Fri or Sat) \$1,000
Reception (non) \$750
Ceremony \$1,000

TERRACE ROOM WEST

Reception (Fri or Sat) \$1,000
Reception (non) \$700
Ceremony \$1,000

THE CENTENNIAL

PAVILION

Reception (Fri or Sat) \$800
Reception (non) \$600
Ceremony \$1,000

SKYLINE

Reception (Fri or Sat) \$2,000
Reception (non) \$1,500.00
Ceremony \$2,000

RIVERFRONT BALLROOM A OR B

Reception (Fri or Sat) \$1,000
Reception (non) \$600
Ceremony \$1,000

RIVERFRONT BALLROOM C

Reception (Fri or Sat) \$1,500
Reception (non) \$1,000
Ceremony \$1,500

*For a double set ceremony and reception in the same ballroom – Add \$500

PLANNING YOUR WEDDING & AMENITIES

CONSULTATION

Scheduling a Consultation

Scheduling a consultation with our Wedding Sales Manager is highly recommended. We will review the vision of your dream wedding, confirm available dates and give you a tour of our ballrooms—providing best-fit wedding options for you.

Wedding Agreement

Our Wedding Sales Manager will reserve your space by preparing a wedding agreement based upon availability and confirmation of your wedding date. This agreement details wedding date, ballroom location, time of day and deposit schedule. Your date and ballroom location is secured by a returned signed agreement and a non-refundable deposit.

DETAILED PLANNING

Wedding Vendors

After signing your wedding agreement, you will meet with our Wedding Service Manager, who will outline wedding details and assist in recommending vendors (including but not limited to photographers, videographers, entertainers and officiants).

Wedding Meals and Drink Service

Choose your food and beverage menu selection from our enhanced wedding menu.

Floor plan

Your Wedding Service Manager will create a comfortable and accessible customized floor plan for your special event and will attend to any other plans you may have for this special day.

Wedding Trends

As an addition, your Wedding Service Manager will share the latest wedding trends and assist in designing unique memories for your guests to remember forever.

AMENITIES

Ceremony includes the following:

- Chair set-up and breakdown
- Skirted gift, guest book and unity candle table
- One wireless microphone

Personal Wedding Service Manager to:

- Assist in referring wedding vendors
- Act as a liaison between vendors and the hotel
- Manage setup of the ceremony for hotel provided items

Reception includes the following

Personal Wedding Services manager to:

- Assist in referring wedding vendors
- Design layout of reception room,
- Assist with food and beverage selections,
- Act as liaison between the hotel and vendors

Selection of linens includes the following:

- White underlays, cream brocade or black underlay with white overlay and napkins

Set-up and tear-down includes the following:

- Standard round tables and sweetheart table (upon request)
- Wooden dance floor
- Three votive candles, per guest table
- Silver cake pedestal and silver cake cutter (upon request)
- Skirted place card table
- Gift table, cake table

Preferred room rates includes the following:

- Special room rates for your guests (based upon availability)

The following amenities are included for weddings with \$4,000 or more in food:

- Complimentary overnight suite
- Complimentary valet parking for the couple on their wedding night (no substitutions)
- Ceremony and reception coordination services
- Ceremony rehearsal (if applicable)

For weddings with less than \$4,000 in food:

- Ceremony and reception coordination services.
- Regular rates apply to an overnight suite
- Complimentary valet parking

CATERING GUIDELINES - WEDDING POLICIES AND SERVICES

Amplification Wireless or Wired Microphones may be rented through the hotel at an additional charge of \$75.00 per microphone. All amplification of music must be provided by the group or its outside vendor.

Availability Evening events may be scheduled between 4 PM - 11:30 PM. The ceremony location will be reserved for three hours, including photography and actual ceremony time, based upon availability. Receptions may last a maximum of five hours, and end no later than 11:30 PM. Access to the ballrooms prior to the scheduled time is subject to availability and must be pre-approved. Afternoon times are available upon request and based on availability. An additional hour can be requested at the time of contract for \$250.

Bars Bars may stay open a maximum of five hours. The hotel reserves the right to refuse service to anyone who may be, in the hotel's view, impaired or under the legal drinking age. The hotel also reserves the right to close the bar at its discretion.

Booking Wedding ceremonies and receptions can be booked 12 months prior to the event date.

Cakes The hotel provides complimentary cake cutting service for weddings, and will cut and serve the wedding cake on our Davenport china. Cake cutting sets and pedestals are available to use upon request. Wedding Cakes may be brought in from an outside cake designer.

Decorations All candles must be enclosed in a votive holder that stands to the height of the flame. No glitter, confetti, or loose décor (with the exception of silk petals). No taper or tea light candles are permitted without the use of a hurricane or votive holder. Live flower petals are not permitted on ballroom floors. The hotel will not permit the affixing of anything to the walls, floors, or ceiling of rooms. All displays and/or decorations proposed by the group shall be subject to approval of the Wedding Service Manager.

Deposit A non-refundable deposit will be required to reserve a date and will be applied to the final balance. The remaining amount will be due 7 business days prior to your event with a cashier's check or credit card. No personal checks are accepted.

Gift Delivery Transportation and/or relocation of gifts will need to be arranged by a personal friend or family member of the group. The hotel is not responsible for any lost or stolen gifts or personal items brought to the event by the group or invitees.

Meal Guarantees The guaranteed number of attendants must be communicated to the Wedding Service Manager at the Hotel no less than 72 hours (Monday through Friday, excluding holidays), prior to the Event.

Room Attendance Guarantees If your final guaranteed number is higher than the maximum occupancy, the hotel reserves the right to transfer the event to another function room at the rates published on the hotel rental schedule based upon availability.

Labor Charges A labor fee of \$250 will be applied to ballrooms that require a change of set-up during the same day. If rental chairs are brought in from an outside source it is recommended that set up is arranged through the rental company or a labor fee will apply. If the group prearranges to stay one hour beyond the maximum of five hours a \$250 labor fee will apply.

Linen/Chairs* The hotel offers all white linen overlays and napkins as well as cream, white or black floor length underlays based upon availability. If you choose to rent your own chair sashes, the hotel will rent the individual chair cover for \$2 each and charge a labor fee of \$2 per sash to tie if required. Chiavari chairs can be rented through the hotel at \$4 per chair. Chiavari chairs with either a white sash, black sash or maize lamour sash can be rented at \$6 per chair. Chiavari chairs for ceremonies and receptions must be rented separately and are based only upon availability. Specialty linens may be rented through an outside vendor. Please see your Wedding Service Manager for pricing, referrals and/or reserving your hotel chair.

*Chivari chairs available at The Historic Davenport Hotel only.

CATERING GUIDELINES - WEDDING POLICIES AND SERVICES

Menu Planning The hotel does not permit outside food and beverage with the exception of the wedding cake. The menu must be finalized four weeks prior to the event date. If two plated entrees are chosen for guests to select from in advance of the function, the higher priced entree will apply to all meals served. If the Patron requests this option, the group does need to offer the same salad and dessert selection for all guests of the event.

Meal Place Cards must be provided by the group and are required for split entrée dinners to identify each guest's entrée selection to their banquet server. All place cards must be alphabetized and given to the Wedding Service Manager no later than 72 hours in advance. Place cards will be set on a place card table for guests to pick up as they arrive. Please contact your Wedding Service manager for further details and table numbering.

Menu Tasting The Davenport Hotel offers a complimentary tasting to all booked couples only, on two dates per year, to be announced by your wedding manager. It is the responsibility of the couple to attend one of these events if they wish to taste our menu selections.

Music The hotel does not provide amplification for music or MC services. All ceremony and reception music must be provided by a DJ or live musician and booked by the group. Recommendations are available through your Wedding Department.

Seating The Davenport Hotel and Towers' banquet tables are 72" and seat 10 guests per table for plated or buffet style receptions. Hors d'oeuvre receptions will be set cabaret-style, with seating for up to 50% of guest count.

Parking The Historic Davenport Hotel self-park garage is located on the corner of Post Street, and valet parking is located off Post Street at the main entrance. The Davenport Grand self-park garage is located on the corner of Washington Street, and valet parking is located off Spokane Falls Blvd. at the main entrance. The following prices are subject to change:
Self-Parking: \$5 for hours 1-4 / \$1 each additional hour; \$17 maximum per day • Valet Parking: \$17 event valet, \$22 overnight valet.

Rehearsal Dinners The Davenport Hotel has several private banquet setting and private party rooms in The Palm Court Grill, Safari Room Fresh Grill and Bar and Post Street Ale House to enhance your entire wedding celebration. Please contact your Wedding Sales Manager for further details.

Service Charge and Tax All prices quoted are subject to Washington state sales tax. Service charges and taxes are subject to change.

Sleeping Rooms We are pleased to extend a discount of 15% off our best available rates, based on availability or room block. To set up a room block please contact Wedding Sales Manager

Transportation The hotel can provide transportation service for individual pickup between the hours 5 am and 12 am by appointment. This service will be available to all registered guests, based on availability. Complimentary transportation between Davenport hotels for registered guests based on availability. Airport service is \$50 round trip per room and \$25 one-way per room. These rates are subject to change. For large group arrivals/departures or special transportation to and from locations other than the airport, the associated rental vans are \$150, based on availability with a two-hour minimum and \$75 per each additional hour. These rates are subject to change. Please contact Guest Services: Historic Davenport – Davenport Tower – Hotel Lusso #509-789-7385 and Davenport Grand #509-598-4250.

Vendors Preferred Wedding Vendors are listed inside our wedding brochure. However, you are also welcome to bring in outside vendors, including Photographers, Videographers, Disc Jockeys, Musicians and Cake Designers. Please provide vendor contact information to your Wedding Service Manager and have them contact your Wedding Service Manager one week prior to the event date to discuss policies and approve each vendor's schedule for the Wedding Day. All vendors are held to the standards of The Davenport Hotel and are expected to treat all hotel guests and staff with professional courtesy. Signed third-party agreement will apply.

WEDDING VENDORS

PHOTOGRAPHY

Ifong Chen Photography

509.276.5244

ifongphotography.com

Looyenga Photography

208.651.0443

looyengaphotography.com

Urban Rose Photography

info@urbanrosephoto.com

urbanrosephoto.com

Hannah Victoria Photographer

<http://hannahvictoriaphoto.com/>

Hello@hannahvictoriaphoto.com

Oxana Brik

OxanaBrik.com

509- 720-0545

FLORIST

Rose and Blossom

509.921.7673

roseandblossom.com

Those Girls Events

thosegirlsevents@yahoo.com

509-385-2652

DJ SERVICE

Big Show Mobile Entertainment

509.990.0445

bigshowmobile.com

Entertainment Warehouse

509.468.7070

youeventstore.com

Complete Weddings and Events

509.927.3535

completeweddingspokane.com

CINEMATOGRAPHY

Matt Green Films

509.218.2543

mattgreenfilms.com

Grace Media

509.251.5152

gracemedia.info

MAKE-UP

Shasta Hankins Makeup

208.301.2450

shastahankins.com

WEDDING CAKES

Marsells Cakes and Desserts Bakery

509.448.2512

marsellscakes.com

Just American Desserts

509.927.2253

justamericandesserts.net

Lilac City Bakery

509.315.4958

lilacitybakery.com

PHOTO BOOTH

Funny Booth

208.502.1045

funnybooth.us

Entertainment Warehouse

509.468.7070

youeventstore.com

VIP Production NW

509.747.4804

vipproductionnw.com

TUXEDO AND FORMAL WEAR

Tuxedo Gallery

509.455.8344

tuxedogallery.net

Marcella's Bridal

509.466.5281

marcellasbridal.com

Mr. Tux

509.747.5207

mrtuxspokane.com

RENTALS

Entertainment Warehouse

509.468.7070

youeventstore.com

Event Rents

509.535.4030

event-rents.com