



DOUBLETREE
BY HILTON™

Bellman
Valet

SPECIAL EVENTS



WELCOME

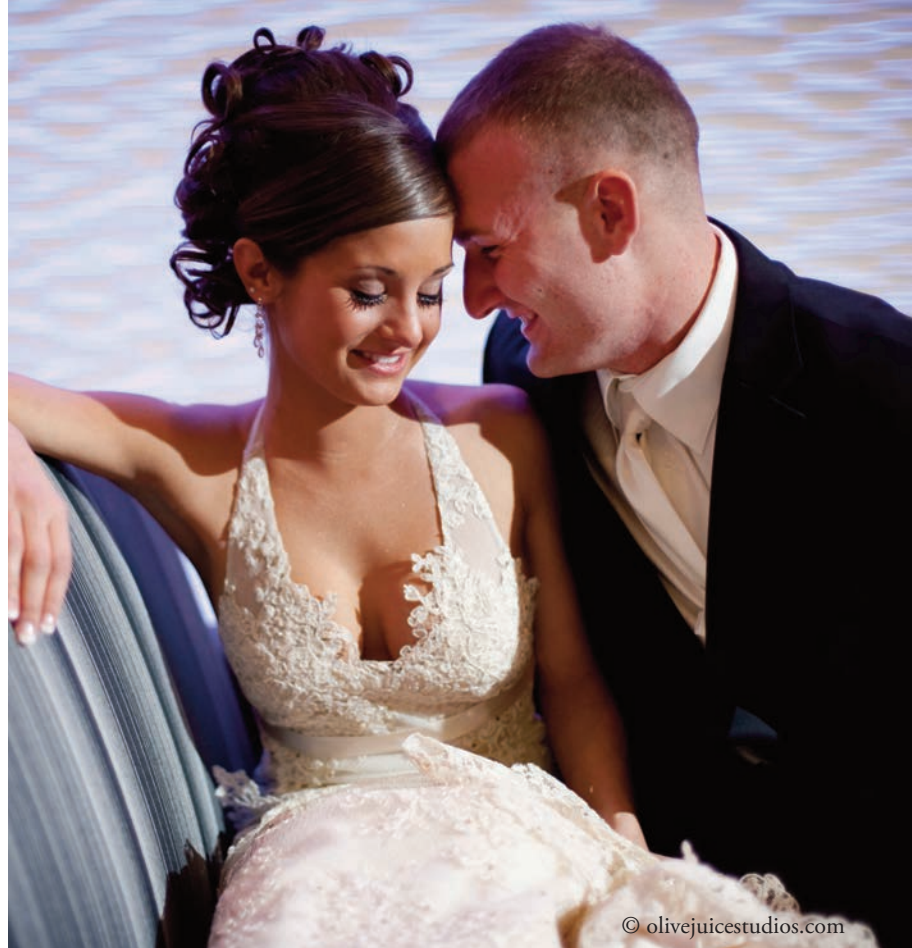
We've Got it Covered

A wedding is something to be celebrated, from the engagement to the farewell brunch and everything in between. At the DoubleTree by Hilton, our talented wedding planners are dedicated to providing you personalized service for each step of your wedding journey.

Comprehensive event planning is the cornerstone of the partnership we create with you to make your wedding wishes come true. We guide you through every aspect of planning from creating spectacular menus to designing bridal processions, recommendations for how to seat your guests to timing for toasts and selecting favors. We are with you every step of the way to assist you in assembling a qualified team of industry professionals in floral design, music and photography to ensure the success of your wedding from beginning to end.



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WHAT YOU WON'T GET ANYWHERE ELSE

"What can we say, other than – you were amazing! Our wedding day was beautiful and the reception was amazing. We were so lucky to be able to work with you and we are telling our friends! Thank you so much for all of your help and guidance to create such a memorable celebration. You were a dream to work with!"

Love, Courtney and Paul

Patrick and I would like to thank you for the fabulous tasting appointment that we had with you last week. Everything was absolutely perfect. The food was wonderful and your attention to detail is unbelievable. It was more than we could have ever expected. I left the DoubleTree feeling like someone had lifted a huge weight. Thank you again. We are very excited our wedding reception – tropical luau style – in February.

Aloha, Traci and Patrick

Thank you for all your help in making our day perfect. We definitely needed your help after the morning we had. Every last touch was perfect from the dinner choice to the lighting. We still get comments on how fabulous the DoubleTree was! We were also told we had the best dinner for any wedding that people have gone to! We truly owe the success of the our wedding reception to you! Thank you.

Love, Keri and Dan

PARTIES

Bridal showers, rehearsal dinners, farewell brunches... DoubleTree is here for you through it all. Let our event team help you plan and celebrate all of the milestones of your wedding.

BRIDAL SHOWERS

Your bridal shower signals the beginning of all your wedding dreams and festivities. Allow your hostess(es) the opportunity to make sure it's perfect by gathering your closest friends and family at a casual brunch or an intimate luncheon at the DoubleTree.

REHEARSAL DINNER

Complimentary space has already been reserved for you to welcome your friends and unite your families at an elegant, relaxed celebration. Indulge them with delicious butler-passed hors d'oeuvres or treat them to a romantic three-course dinner perfectly matched to the occasion. With the DoubleTree by Hilton you can sit back and enjoy every single moment leading up to your special day. Whether you're planning a casual barbeque, a sophisticated cocktail reception or an elegant plated dinner, the DoubleTree will create a memorable event that reflects your own personal style.

FAREWELL BRUNCH

Say farewell to your treasured guests and family with a final toast and a vivid, lively alfresco menu. With DoubleTree's quality and unparalleled service, you and your guests will be pampered. Each celebration of your wedding will receive meticulous attention, while you relax and celebrate with your friends and family.

GREAT TASTES

DoubleTree by Hilton Rochester can cater to any taste, whether you opt for traditional sit down service or a casual cocktail party. Our professional catering team will work with you to plan a delicious rehearsal dinner menu for you and your guests.





RECEPTIONS

From the linens, menu and seating chart, down to the flowers and other personal touches, DoubleTree is here to help you coordinate the details of your wedding reception. Our modern, yet warm design creates a perfect backdrop for friends and family to have an unforgettable time.

SIMPLE CONVENIENCE

When you're planning a wedding, chances are that you have a million and one things on your mind. Our helpful resources and event planning team make it easy to coordinate the details – so you can focus on enjoying your celebration.

EAT WELL

Before you hit the dance floor, please raise your glass and enjoy a delicious reception dinner with your friends and loved ones. Hors d'oeuvres, late night snacks, signature drinks, our catering team will work with you to create a customized menu to compliment your style.

CREATE YOUR OWN STYLE

What inspires you? Whether your vision is vintage elegance or contemporary fashion, our team of dedicated event designers will use your inspirations as building blocks to create a personalized and memorable event.

WEDDING RECEPTION TIPS

A little variety on the reception menu goes a long way. Consider adding an innovative late night snack or a signature cocktail for your guests.

And did you know that you could save some money by booking a wedding during off-peak times? Check out our special rate insert for off-season rates.

CEREMONIES

Expect your wedding ceremony to go exactly as planned – and look great at the same time – thanks to the attentive service and stylish settings at the DoubleTree by Hilton.

CARING SERVICE

Our talented Wedding Planner and attentive staff are dedicated to providing an exceptional level of personalized service to make your wedding day everything you want it to be.

YOUR PARTICIPANTS

It's your day. When you plan your vows, we invite you to honor your cultural heritage, observe religious practices or create something all your own. And please do bring your favorite musicians and honored officiant(s). Or if you'd like, our Wedding Planner would be happy to suggest vendors in the area.

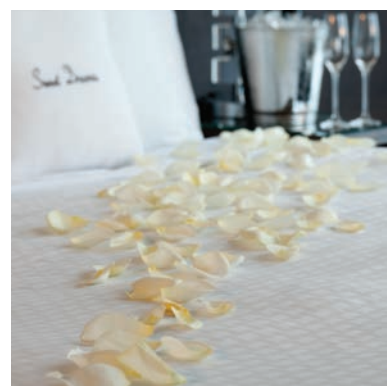
CEREMONY PACKAGES

We will gladly help you discover the right layout to profess your love. The DoubleTree by Hilton Wedding Planner is experienced at transforming the University Hall Ballroom into a gorgeous, vow-perfect setting. Your guests chairs can be positioned to create an aisle for you to walk up to meet your groom, ensuring you make the perfect entrance.

Ceremony Packages Include:

- Wedding Planner for Rehearsal and Ceremony
- Indoor Wedding Site
- Ceremony Staging
- Modern Cushioned Ceremony Seating
- Rehearsal Room for the Day Prior
- Changing Rooms
- Bottled Water Station
- Portable Sound System & Lavalier Microphone

Inquire with our Wedding Planner for pricing. Our Wedding Planner can also help coordinate the rehearsal dinner and group lodging rates.





Luxurious wedding night accommodations for the bride and groom.

SLEEP WELL

Staying on site for your event is convenient and restorative – there's no need to rush from place to place. We're here to help you feel at ease throughout your stay.

A warm chocolate chip cookie upon arrival is just the beginning of the treats we have in store. We invite you to settle into one of our stylish, comfortable guest rooms or Honeymoon Suites. Our Sweet Dreams Sleep Experience features high-thread count linens, cozy down bedding, elegant bedcovers and a custom plush-top mattress for total relaxation. You'll also find in-room HD flat screen televisions and Citron by Crabtree & Evelyn toiletries. We hope you'll find that each room is your private retreat.

“Thanks for organizing our beautiful wedding. You did such a great job ensuring everything was done in the manner we wished. The serving staff did a great job and we received many compliments on the food and presentation of everything. Thanks for helping our wedding dream come true!”

Sincerely, Laura and Craig

DOUBLETREE HOTEL
ROCHESTER MAYO CLINIC AREA

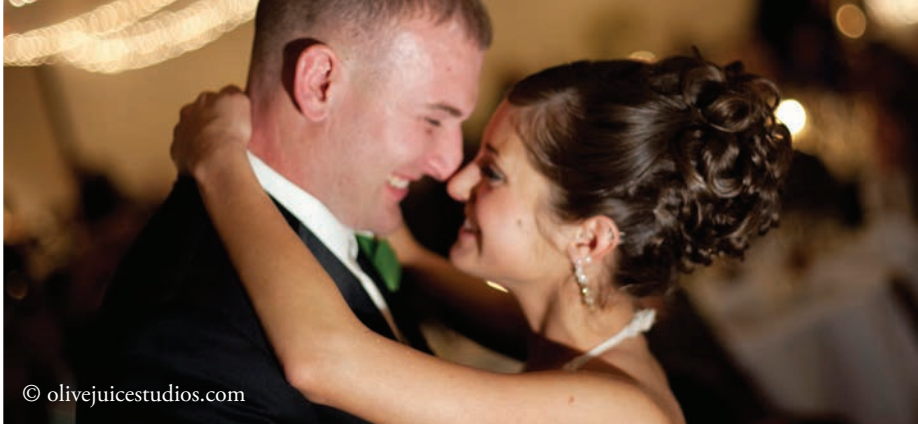
507-281-8000

150 South Broadway Rochester, MN 55904

www.rochesterdowntown.doubletree.com



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AMENITIES

When it comes to making your wedding special, DoubleTree by Hilton is committed to making every moment memorable by offering the following complimentary services and amenities:

- On-Site Wedding Planner
- Exclusive Event Designer
- Blu H2O Bridal Package
- Luxurious Wedding Night Accommodations for the Bride and Groom
- Exclusive Guestroom Rates for Friends and Family
- Private Room for Rehearsal Dinner
- Hand Laid Maple Dance Floor
- Wedding Cake Cutting and Serving
- Mirrored Centerpiece Enhancers
- Votive Candles
- White or Ivory Table Linens
- Napkins (15 Color Choices)
- Modern Reception Seating
- Contemporary Stemware, Silverware and China
- Customized Head Tables
- Champagne Toast for the Head Table
- Guest Book, Gift, Cake, and Place Card Tables
- Staging Area for Band or DJ
- Attached Covered Parking Ramp

RATES

MONTH	FRIDAY		SATURDAY		SUNDAY	
	Rent	Food	Rent	Food	Rent	Food
January	\$500	\$2000	\$750	\$4000	\$250	\$2000
February	\$500	\$2000	\$750	\$4000	\$250	\$2000
March	\$500	\$2000	\$750	\$5000	\$250	\$2000
April	\$500	\$2000	\$750	\$6000	\$250	\$2000
May	\$500	\$5000	\$750	\$7000	\$250	\$3000
June	\$500	\$5000	\$750	\$7000	\$250	\$3000
July	\$500	\$5000	\$750	\$7000	\$250	\$3000
August	\$500	\$5000	\$750	\$7000	\$250	\$3000
September	\$500	\$5000	\$750	\$7000	\$250	\$3000
October	\$500	\$5000	\$750	\$7000	\$250	\$3000
November	\$500	\$2000	\$750	\$6000	\$250	\$2000
December	\$500	\$2000	\$750	\$5000	\$250	\$2000

FAQS

Are there food and beverage minimums?

Yes, see reverse side.

Is there a rental fee for the ballroom?

Yes, see reverse side.

Are there other charges?

All food and beverage prices are subject to the customary service charge of 19% and sales tax of 7.375% (liquor sales tax of 9.875%). Tax exempt status will require submission of a copy of the tax exemption certificate or federal ID number seven days prior to the function for verification.

When do we have use of the ballroom?

You have use of the ballroom from 1pm to 12am.

What is the seating capacity?

University Hall Ballroom can accommodate up to 350 people for a seated dinner.

How many people fit at a table?

Depending on your final guest count, we suggest 8-10 people per table.

Will there be another party going on during our reception?

No. We will reserve the entire ballroom for your reception.

Can I have my wedding ceremony there?

Yes, you can have your wedding ceremony in the same ballroom as your wedding reception.

Is there parking available?

Yes, we have extensive parking in the First Street Ramp located on the east side of the DoubleTree Hotel. Connected via skyway, this lot offers complimentary parking from 5pm to 2am on weekdays and Saturdays/Sundays between 9am to 2 am.

How do I book my wedding reception date?

We will grant a 48 hour hold, complimentary, after you have toured our facility. Thereafter, a \$750 deposit and a signed contract are required to reserve your reception date.

What forms of payment are accepted for my reception?

We accept Visa, MasterCard, Discover, money order, cash, and certified or personal check. The payment schedule is as follows: \$750 to reserve the date. Fixed expenses are due seven days prior to the date of the reception. Final balance is due within two weeks following the conclusion of the reception.

Who is the caterer?

Doubletree by Hilton provides the catering in-house.

Do you have complimentary food tastings?

Yes, complimentary tastings for up to six people are provided with an appointment.

Can we bring in outside food and/or beverages?

With the exception of wedding cake, all food and beverages are to be provided by the DoubleTree Hotel catering team.

Can we deviate from the menu?

Yes, the menu is only a guideline. Our catering team can create almost any type of cuisine.

What about decorations?

You may provide your own decorations; however, our dedicated event designers are available to meet with you to discuss décor options as well.

Are there any hidden charges?

No, our philosophy at the DoubleTree by Hilton is to have our fees be as transparent as possible. There is no set up, tear down, clean up, security, insurance, or other miscellaneous fees.

What about hotel guest rooms?

Specially discounted guest room rates are available for friends and family at both the DoubleTree by Hilton and Hilton Garden Inn.

Are there any discounts for choosing an off-peak date?

Yes, see reverse side.

If you have further questions, please contact our Wedding Planner at 507-280-8888

CHECKLIST

14-16 months

- Start a wedding Folder/Binder
- Select a tentative date and an alternate date
- Start your preliminary guest list
- Book your reception date at the Doubletree
- Reserve your ceremony location
- Research photographers and DJ's
- "Like" the DoubleTree Hotel's Facebook page
- Choose your wedding party
- Start researching wedding dresses

12-14 months

- Hire a photographer/videographer
- Book the reception entertainment
- Reserve your block of rooms at the DoubleTree and Hilton Garden Inn Hotels
- Publish engagement announcement

10-12 months

- Choose officiant
- Schedule your appointment with the DoubleTree Wedding Planner
- Send out save-the-date cards/email
- Book the florist
- Purchase a wedding dress
- Start researching honeymoon destinations
- Create a gift registry

8-10 months

- Shop for bridesmaids dresses
- Schedule your appointment with Blu H2O style consultant
- Select and order a wedding cake
- Make arrangements for wedding day transportation
- Purchase/reserve grooms and groomsmen attire
- Meet the officiant
- Give shower hostess(es) guest list(s)
- Begin thank-you notes for showers and early gifts
- Book honeymoon destination

6-8 months

- Meet with DoubleTree Wedding Planner to discuss Rehearsal dinner time/menu
- Purchase wedding bands
- Choose ceremony music
- Purchase accessories (shoes, purse, veil, jewelry)
- Place order for invitations
- Consider signing up for a dance class

4-6 months

- Write your wedding vows
- Choose readings for the ceremony
- Meet with DoubleTree Wedding Planner to discuss reception details/menu ideas
- Purchase attendant gifts
- Send out invitations

3 months

- Finalize ceremony details (music, readings, solos, etc.)
- Determine a reception agenda
- Purchase wedding favors
- Send out reservation deadline reminder to guests who haven't booked
- Consider providing "welcome" bags

2 months

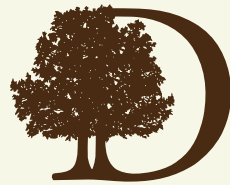
- Apply for marriage license
- Prepare name change documents
- Finalize reception details with DoubleTree Wedding Planner

1 month

- Publish wedding announcement
- Have final dress fitting with accessories
- Create a wedding day itinerary
- Break-in wedding shoes
- Write toasts for rehearsal dinner and reception
- Determine seating arrangements and prepare place cards
- Make plans for pets, plants, mail, etc.
- Reconfirm travel plans

Week of the wedding

- Practice bustling your dress
- Finalize seating plan
- Notify DoubleTree Wedding Planner of guest/meal counts
- Pick-up dress
- Have manicure/pedicure
- Pack for honeymoon
- Assemble and distribute welcome bags



DOUBLETREE
BY HILTON™

With Your Wedding Guestroom Package You Receive:

Discounted room blocks for all of your guests

Discounted Bridal Suite at the DoubleTree

Complimentary standard room at the DoubleTree or Hilton Garden Inn with
10 or more rooms reserved on the night of the wedding

Complimentary four hour shuttle to and from your reception with
20 room nights reserved on the night of the wedding

Complimentary webpage for your guests and online reservations

Complimentary meeting space for rehearsal dinner, based on availability

Preferred Caterer for These Locations:

Mayowood Stone Barn • Rochester Art Center • Mayo Civic Center

150 South Broadway • Rochester, Minnesota 55904 • 507.281.8000



Hilton
Garden Inn[®]
Rochester Downtown



Located one block from DoubleTree by Hilton
(connected by downtown skyway system)

Lobby Bar

Hot tub and swimming pool - indoor

24-hour front desk

Hot breakfast buffet available

Cribs/infant beds available

Fitness facilities

Room service (limited hours)

Secure parking

Valet parking available

100% Smoke-free property

225 South Broadway • Rochester, Minnesota 55904 • 507.285.1234