

beSpoke

By Hilton



Hilton

DES MOINES DOWNTOWN

Congratulations!

your next chapter begins at

Hilton Des Moines Downtown

The team at Hilton Des Moines Downtown is excited you have considered us to be part of your big day!

Hilton Des Moines Downtown is a luxury hotel welcoming wedding gatherings in Des Moines, IA. Celebrating at the Hilton, your party can expect a high level of service and extensive modern facilities that have seen the brand become lauded worldwide. With support from experienced staff and the city of Des Moines at your fingertips, you are only limited by your imagination when planning your event.

To celebrate at the Hilton Des Moines Downtown is to celebrate in style, with a name you can trust. It's our pleasure to assist in planning a moment to remember. Please let us know if you have any questions. Thank you once again for your consideration. We hope to welcome you and your guests to Hilton Des Moines Downtown for your special day.

-Hilton Des Moines Downtown Team



Executive Chef Anthony Nace

Venue

Cloud Ballroom

With a maximum capacity of 450 guests, the Cloud Ballroom is an extremely versatile space that can be partitioned to fit the needs of your party. This also allows you to celebrate different stages of your big day in the same location with ease. The hotel's design is modern and clean-cut throughout, with artistic touches here and there that elevate its spaces. The ballroom features unobtrusive decor, inviting you to decorate as you see fit, finished with eye-catching custom chandeliers.

Guest Rooms

At night's end, your guests will have a wide choice of rooms in which to lay their heads. Each guest room has been designed to be uncluttered and sleek encouraging a comfortable and peaceful rest.



What is included

Ceremony

We are happy to provide the following for that big moment:

- Ceremony chairs
- Ceremony table with white linens
- Ceremony staging, if needed
- Fruit infused water station

\$1,000 Rental fee

Enhance your guests arrival with butler passed pre-ceremony beverages:

- | | |
|--------------------------------------|-------------|
| Butler passed Prosecco | \$12/person |
| Butler passed flavored lemonade | \$7/person |
| • Blueberry, Raspberry or Strawberry | |

Reception

Once you say "I Do" it is time to enjoy the celebration. The following are included in your wedding package.

- Reception tables and chairs
- All china, flatware and stemware
- Coffee & tea service following dinner
- Menu tasting for a total of four guests (restrictions apply)
- White or black 85x85 linen with matching napkins
- Three votive candles per table
- Dance floor and staging for musical entertainment
- Complimentary upgraded sleeping room for wedding couple
- Parking rate of \$10+ per car per day at 5th and Keo garage
- White-glove service available upon request



Something Blue

\$56 per person

Cocktail Reception

A selection of 2 hors d'oeuvres,

Plated Dinner

First Course

Please select ONE of the following options:

- House Salad
- Caesar Salad
- Baby Greens Salad

Second Course

Please select TWO of the following options:

- Charbroiled Petite Tender Steak
- Herb Seared Chicken Breast
- Honey Glazed Salmon
- *Vegetarian/Vegan options available upon request

Please select one starch and one vegetable to accompany both of your selected entrées.

Starch

Please select ONE of the following options:

- Garlic Mashed Potatoes
- Herb Roasted Fingerling Potatoes
- Dauphinoise Potatoes
- Wild Rice
- Mushroom Risotto

Vegetable

Please select ONE of the following options:

- Grilled Asparagus
- Haricot Verts
- Roasted Brussels Sprouts
- Grilled Broccolini
- Roasted Tri-Colored Baby Carrots

Accompanied By:

Chef's selection of assorted freshly baked bread with butter
Coffee & Tea Service

Something Vintage

\$65 per person

Cocktail Reception

A selection of 3 hors d'oeuvres

Plated Dinner

First Course

Please select ONE of the following options:

- Arugula Salad
- Wedge Salad
- Strawberry and Spinach Salad

Second Course

Please select TWO proteins and ONE vegetarian of the following options:

- Braised Beef Short Rib
- Spinach and Artichoke Chicken Roulade
- Red Snapper with Butter and White Wine Sauce
- *Vegetarian/Vegan options available upon request

Please select one starch and one vegetable to accompany both of your selected entrées.

Starch

Please select ONE of the following options:

- Garlic Mashed Potatoes
- Herb Roasted Fingerling Potatoes
- Dauphinoise Potatoes
- Wild Rice
- Mushroom Risotto

Vegetable

Please select ONE of the following options:

- Grilled Asparagus
- Haricot Verts
- Roasted Brussels Sprouts
- Grilled Broccolini
- Roasted Tri-Colored Baby Carrots

Accompanied By:

Chef's selection of assorted freshly baked bread with butter
Coffee & Tea Service

Something New

\$85 per person

Cocktail Reception

A selection of 4 hors d'oeuvres

Plated Dinner

First Course

Please select ONE of the following options:

- Pear Salad
- Roasted Beet Salad
- Blueberry Walnut Salad

Second Course

Please select ONE of the following options:

Dual Entrée

- Charbroiled 4oz Petite Tender Steak & Seared Shrimp
- 4oz Petite Tender Steak & 4oz Herb Seared Chicken Breast
- 4oz Herb Seared Chicken Breast & 4oz Broiled Salmon
- Braised Beef Osso Bucco** **Market Price**
- *Vegetarian/Vegan options available upon request

Please select one starch and one vegetable to accompany both of your selected entrées.

Starch

Please select ONE of the following options:

- Garlic Mashed Potatoes
- Herb Roasted Fingerling Potatoes
- Dauphinoise Potatoes
- Wild Rice
- Mushroom Risotto

Vegetable

Please select ONE of the following options:

- Grilled Asparagus
- Haricot Verts
- Roasted Brussels Sprouts
- Grilled Broccolini
- Roasted Tri-Colored Baby Carrots

Accompanied By:

Chef's selection of assorted freshly baked bread with butter
Coffee & Tea Service

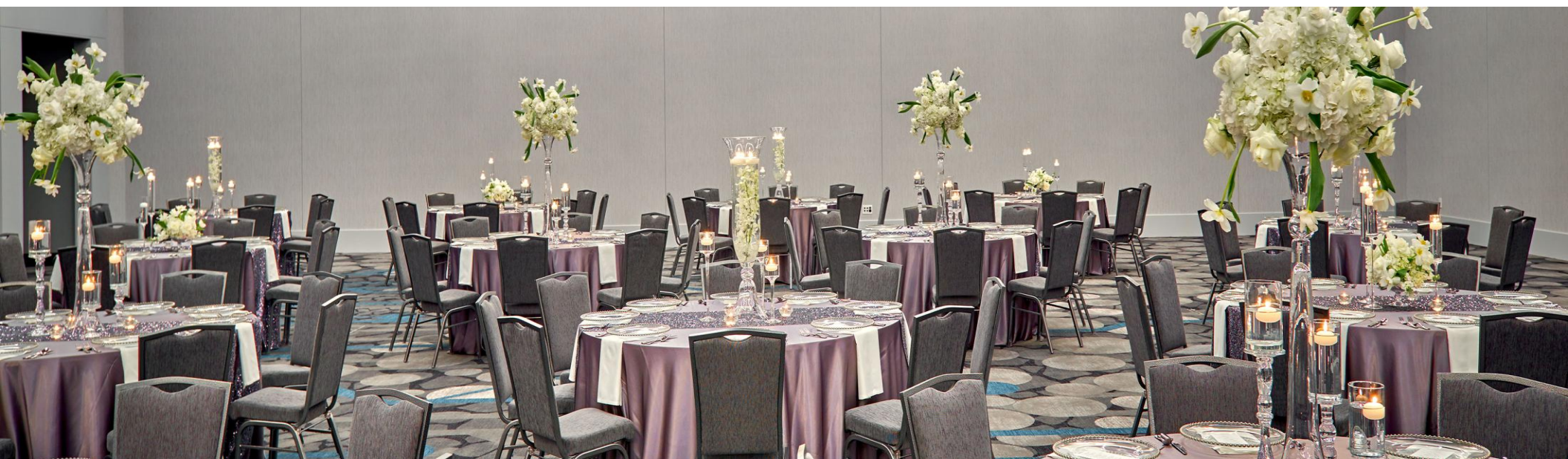
Hors D'Oeuvres

COLD

- Goat Cheese & Beet Crostini
- Classic Deviled Egg
- House Smoked Salmon-Cucumber Canape
- Spicy Tuna Bite
- Rangoon Canapé
- Antipasto Skewer

HOT

- Peppercorn Arancini with Peppadew Vinaigrette
- Vegetarian Spring Roll with Sweet Chili Sauce
- Beef Empanada
- Pork Belly Bao with Pickled Vegetables
- De Burgo Style Mussel
- Chicken Tostada



Displays

Artisan Charcuterie **\$26/person**

- Assorted cured meats, mixed soft and hard cheeses, marinated olives, peppadews, roasted mix nuts, pickled vegetables, toasted artisan breads
- *Add fresh, pickled, and charbroiled seasonal vegetables & spreads \$15/person*

Cheese & Crackers **\$18/person**

- Cubed domestic cheese display, seasonal fruit, assorted crackers

Jumbo Shrimp Cocktail **\$18/person**

- Served with house made cocktail sauce & lemon wedges

Mediterranean Market **\$18/person**

- *Classic hummus, ranch dip, pita bread, marinated olives, grilled seasonal vegetables*

Fresh Fruit Display **\$12/person**

- *Sliced fresh seasonal fruit*



DIAMOND

GOLD

BEER & WINE

LIQUOR

Tito's & Grey Goose
Hendrick's & Tanqueray
Ron Zacapa & Bacardi Ocho
Casamigos Blanco & Don Juilo Reposado
Knob Creek & Angel's Envy
Jameson Irish Whiskey
Glenmorangie 12yr & Macallan 12yr
DeKuyper Cordials

Absolut Vodka
Tanqueray Gin
Bacardi Superior Rum
1800 Silver Tequila
Jack Daniel's Whiskey
Bulleit Bourbon
Dewar's 12 Yr Scotch
DeKuyper Cordials

WINES

Chardonnay, Wente Estate Grown, CA
Sauvignon Blanc, Wairau River, Marlborough, New Zealand
Cabernet, Wente Southern Hills, CA
Pinot Noir, Ponzi Vineyards Tavola, Willamette Valley, OR
Rosé, Fleur de Mer, Provence, France
Sparkling, Chandon Brut Classic, CA

Chardonnay, Columbia Crest, WA
Cabernet Sauvignon, Columbia Crest, WA
Riondo, Prosecco Spumante DOC, Italy

Chardonnay, Columbia Crest, WA
Cabernet Sauvignon, Columbia Crest, WA
Riondo, Prosecco Spumante DOC, Italy

DOMESTIC BEERS

Bud Light, Miller Lite, Busch Lite, Michelob Ultra

Bud Light, Miller Lite, Busch Lite,
Michelob Ultra

Bud Light, Miller Lite, Busch Lite,
Michelob Ultra

PREMIUM BEERS

Blue Moon, Stella Artois, Modelo Especial

Blue Moon, Stella Artois, Modelo Especial

Blue Moon, Stella Artois, Modelo Especial

SELTZER

High Noon - Pineapple, & Black Cherry

High Noon - Pineapple, & Black Cherry

High Noon - Pineapple, & Black Cherry

IOWA CRAFT BEER

Exile GG, Dark Lager, Easy Eddy IPA

NA BEVERAGES

Bottled Water, Sparkling Water,
Coke products, Heineken 0.0

Bottled Water, Sparkling Water,
Coke products, Heineken 0.0

Bottled Water, Sparkling Water,
Coke products, Heineken 0.0

PACKAGES BY HOUR

**\$500 minimum spend on
cash bars-
the difference will be
charged as room rental**

One Hour: \$28/person
Two Hours: \$42/person
Three Hours: \$48/person
Additional Hour: \$11/person

One Hour: \$22/person
Two Hours: \$34/person
Three Hours: \$44/person
Additional Hour: \$9/person

One Hour: \$21/person
Two Hours: \$33/person
Three Hours: \$43/person
Additional Hour: \$8/person

Bartender fee-
\$175/bartender

Up to 2 hours

\$75 for each additional
hour per bartender.

Barback fee-
\$75/barback
required for every
100 people.

ON CONSUMPTION

Diamond Liquor Drinks: \$14/each
Diamond Wine: \$14/each
Domestic Beer: \$7/each
Premium Beer: \$8/each
Iowa Craft Beer: \$9/each
Seltzer: \$12/each
Sparkling Water: \$7
Soda & Water: \$5

Gold Liquor Drinks: \$10/each
Gold Wine: \$10/each
Domestic Beer: \$7/each
Premium Beer: \$8/each
Seltzer: \$12/each
Sparkling Water: \$7
Soda & Water: \$5

Gold Wine: \$10/each
Domestic Beer: \$7/each
Premium Beer: \$8/each
Seltzer: \$12/each
Sparkling Water: \$7
Soda & Water: \$5

Red & White Wine

SPARKLING & CHAMPAGNE

Freixenet Alcohol Removed Sparkling White, Spain	\$55
Riondo Prosecco Spumante DOC, Italy Chandon Brut, CA	\$65 \$85
Moët & Chandon Imperial Brut, France	\$225
Veuve Clicquot Yellow Label, France	\$300
Fleur de Mer Rose, France	\$95
Dom Pérignon, France	\$475

PINOT GRIGIO

Terlato Family, Italy	\$67
Castello Banfi, Italy	\$79

SAUVIGNON BLANC

Proverb, CA	\$42
Wente Louis Mel, CA	\$50
Wairau River, New Zealand	\$65
Patient Cottat "Le Grand Caillou", France	\$80

CHARDONNAY

Decoy by Duckhorn, CA	\$60
Sonoma-Cutrer, CA	\$75
Iconoclast, CA	\$130
Sanford, CA	\$140
J Vineyards, CA	\$150

CABERNET SAUVIGNON

Columbia Crest H3, WA	\$55
DAOU, CA	\$85
St Hubert's "The Stag", CA	\$76
Iconoclast, CA	\$125

MERLOT

Wente Sandstone, CA	\$60
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PINOT NOIR

Meiomi, CA	\$75
Ponzi Tavola, OR	\$120
Davis Bynum, CA	\$100

RED BLEND

Marietta Cellars Old Vine Red, CA	\$65
The Prisoner, CA	\$220

KEG OF SANGRIA

Red or White (approx. 80 glasses)	\$600/each
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KEG OF DOMESTIC BEER

(approx. 160 12oz glasses)	\$600/each
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CORKAGE FEE

\$15

*all prices per bottle

*see your catering manager for special requests

Add-Ons

All Pastor Stuffed Pepper \$56/person
Vegetarian/Vegan Option

Children's Meal \$25/person
Chicken tenders and fries OR Cheese flatbread

Butler Passed Wine with Dinner \$14/each
House red and white wine

Champagne Toast \$5/person

Signature Drinks Price will be based off of your selected cocktail

Steeple Ridge Bourbon Bar \$14/cocktail
Iowa craft cocktails, prepared with Hilton Des Moines barrel pick bourbon

- Steeple Old Fashion
- Steeple Rye Manhattan
- Steeple Iowa Buck

Margarita Bar \$14/cocktail
Flavored on the rocks margaritas, prepared with Casamigos Blanco Tequila

- Peach
- Mango
- Strawberry



Sweet Ending

Couples are welcome to bring in their wedding cake from their preferred bakery. The bakery must be a licensed bakery. We highly recommend Crème for all wedding cake and cupcakes.

A cake cutting service fee of \$1 per person will apply to all desserts not provided from Hilton Des Moines Downtown.

Embellishments to your plated wedding cake*

Chocolate Covered Strawberry
French Macaroon
Fresh Berries
Sauce Décor
Truffle

\$5 per item per plate

Wedding cake not included

Dessert Display

Select THREE of the following:

Cake Pops
Fruit Tart
Candy Apples
Macaroons
Truffles
Chocolate Covered Strawberries

\$25/person

Sweet Tooth Station

Skittles, M&M's, sour candies, assorted cookies & assorted chocolates

\$18/person



Late Night Snack

Minimum of 50 pieces/people

Iowa Slider \$6/each
Crispy Pork Tenderloin, House Mustard and Pickles

Buffalo Chicken Slider \$7/each
With Cheddar Cheese & Ranch

Mini Mac Sliders \$7/each
Cheeseburger, Special Sauce, Pickles, Onion

Pork Belly Bahn Mi \$6/each
Pickled Vegetables, Kimchi Mayo

Assorted Flatbreads

**Each flatbread is 6 pieces*

Margherita \$14/flatbread

Buffalo Chicken \$14/flatbread

Pepperoni \$14/flatbread

Warm Soft Pretzels \$5/person

Stadium Mustard

Chips & Salsa \$16/person

House made salsa, melted queso and an assortment of crisp tortilla chips

Add guacamole \$8/person

Street Tacos \$18/person

Carne Asada, Roasted Pork, Diced Onion, Cilantro, Jalapenos, Street Corn, Corn Tortillas, Chef's Homemade Salsa's

Add Queso \$8/person

16in Carlino's Pizza

Cheese \$25/pizza

Pepperoni \$26/pizza

Meat Lovers \$28/pizza

Veggie \$25/pizza

Rental Items

Champagne Wall	\$300
'Cheers to Love' Neon Sign	\$150
White Spandex Chair Covers	\$2/each
White Floor Length Linens	\$15/each
Custom up lighting (10 lights)	\$670 (includes service charge and tax)
30FT of White Tergalet Drape	\$800 (includes service charge and tax)
30FT of White Tergalet Drape with Lights	\$1,280 (includes service charge and tax)
Grey or black Drape	Additional \$200

Send-Off Brunch

\$60 per person (for up to 90 minutes of service)

Fresh Fruit Display

Assorted Pastries

Smoothie Shooters

Individual Yogurt Parfaits

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Farm Fresh Scrambled Eggs

Applewood Smoked Crisp Bacon

Iowa Pork Hash

fingerling potato | caramelized onion | herbs

Quiche

ham | bacon | cheddar | onion | gruyere

Crispy Breakfast Potatoes

sea salt | parsley | parmesan

Rustic French Toast

seasonal berry compote | Tahitian vanilla cream

Sliced Beef Medallions

roasted pearl onions | herb butter

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Juices

Coffee & Tea

Bottomless Mimosas



Important

Things to Know

Deposit Schedule

An initial nonrefundable deposit of twenty five percent (25%) of estimated charges is required to confirm your date along with a signed contract. A second deposit of fifty percent (50%) of the estimated final charges is due ninety (90) days prior to the event. Your final balance is due (10) days prior to your wedding.

Expected Attendance and Final Guarantees

A final guarantee is due by 11am, 3 business days prior to your event. Once received, this number may not be reduced. If you are opting to select more than one entrée, a final guarantee with counts for each entree is due by 11AM ten (10) business days prior to the wedding date.

Welcome Gift Bags

The following prices apply to any gifts delivered to your guests' guestrooms. One generic item passed out at the front desk is \$3 per bag. Any gift bags delivered to the hotel rooms are subject to a \$8.00 per bag charge.

Guest Accommodations

A room block may be set up for guests attending your event at Hilton Des Moines Downtown. Check in time is 3:00pm and check out time is 12:00pm.

Linens

We have white or black napkins and 85x85 table linen. Specialty fabrics, linens, and chiavari chairs are available upon request at an additional charge.

Food & Beverage

No food or beverage may be brought into the hotel by the guests or person attending the function.

All prices are subject to a 7% Iowa sales tax and a taxable 25% service charge. Pricing and menus are subject to change.

Buffets and station service is provided for a maximum of two (2) hours. Please consult your catering manager to discuss extended hours and pricing.

Outside Vendors

All outside vendors must provide the hotel with a completed Hilton Hold Harmless form, (provided by your catering manager) as well as a certificate of general liability insurance (\$2,000,000). The completed forms are required two weeks prior to the event. This includes all vendors including but not limited to outside caterers, DJs, Photographers, Bands, Videographers, Bakery etc..

Hilton Honors Points

Planning your honeymoon is easier than ever with our free, customizable registry. Simply plan your dream trip, invite your friends to contribute, then relax and enjoy the luxurious amenities at stunning hotels and resorts around the world. We also award Hilton Honors points for every dollar you spend on your food and beverage for your special day.

Transportation

We provide complimentary shuttle service to and from the Des Moines Airport. Shuttle service is available on a first come first serve basis with pilots and flight crew being the first priority. Additionally, if the schedule allows we are able to offer shuttle service within a 2 mile radius of the hotel. However, we do not preschedule trips around town as airport runs do take priority.

What to Expect

Venue Planning Timeline

- Menu tasting and detail meetings are scheduled approximately 6 months prior to your wedding
- Estimated guest count is due (10) business days prior to the event. If you are opting to select more than one entrée, a final guarantee with counts for each entrée as well.
- A final guarantee is due by 11am, 3 business days prior to your event. Once received, this number may not be reduced.

Venue Expectations

- Event Manager present at ceremony rehearsal, if ceremony is on-site. (Max 1 hour).
- Lining up and guiding wedding party for processional, if ceremony is on-site
- Set out wedding items for reception (e.g., table numbers, menu cards, favors, cake knife, toasting flutes, guest book, card box)
- Confirm that event space is set to your specifications
- Execute your determined wedding timeline
- Store your non-refrigerated items (e.g., table numbers, menu cards, favors, cake knife, toasting flutes, guest book, card box) no more than 3 days prior to your wedding

Couple Expectations

- Provide place cards with entrée selection code, with codes clearly visible on the front of place cards for our banquet staff to identify
- Additionally, place cards should be sorted alphabetically, pre-folded and the head table place cards separated
- Label the order of the bridal party on the head table on the diagram given to you so place cards are set correctly
- Preassemble all centerpieces, if florist is not providing. Remember to remove all stickers/tags and clean any vases, picture frames, etc.
- Open all packages prior to drop off to ensure condition and quantity
- Provide us with a diagram with numbered tables and number of guests at each table
- Hilton staff does not box up your items after your event concludes. Designate someone to pack up card box, gifts and anything of sentimental value the night of the wedding. We do not recommend leaving anything overnight in the event space
- Please provide any accessories needed throughout the day. (eg., pens for guest book, lighters for unity ceremony, batteries, vases for bridesmaid's bouquets)
- Designate someone to be your day of runner. This can be an off site planner or family member/bridal party member. Hilton employees are not able to leave the property



