

# Skyroom

## WEDDING CELEBRATIONS

(BREAKFASTS, LUNCHESES, DINNERS, RECEPTIONS - NO CEREMONIES)

### FEES

- **BOOKING FEE:** \$100.00 non-refundable booking fee ensures room reservation. Booking fee is due at time of reservation. Room reservations can be made up to 6 months in advance.
- **FACILITY FEES:** These include our wedding consultant services (see contact information below) set up/take down of equipment, tables, chairs, basic linens, and basic decorations. One in-person wedding consultation is included. Additional consultations/planning meetings may incur additional costs. Consultations generally last approximately 45 minutes.  
Wedding Luncheon = \$300.00      Wedding Dinner = \$450.00  
Wedding Reception = \$750.00      Wedding Reception + Dinner/Lunch = \$900
- **FINAL PAYMENT:** Final payment is due the day of the event. You may pay one day prior, if desired. Invoice total does not include gratuity for the student servers. Gratuity is left to your discretion. Industry standard is currently 18-20%.

### DEADLINES

- **CANCELLATIONS:** Must be made three business days prior to your event. Cancellations made after this time are subject to all costs incurred for food, labor and services. The booking fee is non-refundable.
- **FINAL MENU:** Due 2 weeks prior to your event. Additional meals added 3 days or less before event will incur a late fee.
- **FINAL GUEST COUNT:** Is due one week prior to your event. We will make and charge you for food for exactly the number of guests that you give us, so if you feel you need to "pad" your numbers at all, please include that in your final count.

### FOOD

- **MINIMUM PLATE PRICES:** \$9.00 per person for Receptions    \$10.50 per person for Breakfasts, Lunches & Dinners.
- Food charges are in addition to the booking and facility fees.
- **CHILDREN:** Children 11 years of age or older are charged full price for a meal. Children 3-11 years old will be charged half the cost of a meal, and receive half portions. There is no charge for children under 3 years old, but they are restricted to eating with a parent. Please ask your consultant if you are interested in menu options for a "Kid's Meal", for \$7.00/child.
- **FOOD POLICIES:** Due to Board of Health restrictions, no outside food or beverages are permitted in the Skyroom. Leftover food purchased from BYU Catering for your event may be taken off premises after the event, however, you assume all responsibility for proper handling and temperature control. BYU and BYU Catering will not be responsible for food removed from the premises and improperly handled or kept within a food safe temperature range.
- **WEDDING CAKES:** You may bring in a wedding cake only from a baker operating out of a county-licensed and inspected commercial kitchen. "Wedding Cakes" do not include sheet cakes, which should be ordered through BYU Catering. Having your cake cut & served can be difficult if you've never cut one before. Keep your cake looking beautiful from the beginning to the end, by serving professionally sliced cake to your guests. Instead of charging per slice, as most places do, we have a flat **\$25** service fee, which also covers the cost on the necessary plates, forks, & napkins, and as a bonus, we will box up the top tier if desired.
- **KITCHEN:** Customers or their guests are not allowed in the kitchen.

### ROOM SET UP

- **BUFFET:** The Skyroom buffet island is permanent and cannot be moved.
- **PIANO:** Moving the piano is not allowed. Any moving of it will incur a \$200.00 fee. No items may be placed on the piano.
- **MOVING TABLES AND CHAIRS:** Guest tables and chairs can be re-arranged by the Catering staff, but must stay in the Skyroom.
- **DANCING:** This is limited, as we do not have enough room for a large dance party or DJ in the Skyroom. Please speak to your consultant about your options.

## LINENS

- Basic table linens and linen napkins are included in the facility fee. We have a selection of table runners which we can rent to you for \$2 each. Please check with our Wedding Coordinator to see available colors and styles.
- Standard fabrics/colors are included in your facility fee. Additional colors of tablecloths, napkins and runners are available to RENT. Specialty fabrics are also available, and costs vary.
- Colored linen to cover the cake table (tall bistro) is \$14 (we have white and cream at no charge). Table runners are \$7.00 each, and Chair Ties (can also be used as a narrow table runner) are \$2.00 each.
- For buffet receptions, we typically have paper napkins available on the buffet. We are happy to use colors to coordinate with your color scheme. Colors are available for \$2.50 per 50 napkins.

## DECORATIONS

- DÉCOR SET UP: Catering staff will set up BASIC decorations. Any pictures, centerpieces that customer wishes to be set out may be dropped off for the Wedding Coordinator one to two days prior to event. Any decorations brought in by you for our staff to put out must be pre-assembled. You are responsible to clean up and remove any décor that you bring in.
- BASIC CENTERPIECES: We have a variety of basic centerpiece elements. Please speak with the Wedding Coordinator about different options.
- EXTRA DECORATIONS: Labor charges will be added for decorating beyond the basic centerpieces & linens. You may allow a few friends/family to come and help decorate no more than 1 hour prior to your event.
- CANDLES: Candles are available to rent for \$2.00 per floating candle, \$1.50 per tall candle, or \$1 per 5 votive candles. All candles must be contained in an enclosed vase/container.
- WINDOWS: White lights or Fairy Lights and tulle can be placed in the windowsills for an additional fee of \$100.
- FLORAL: Campus Floral is the preferred floral provider in the Skyroom. Campus Floral can be contacted by calling 801-422-2840. You may use any florist of your choice. Please be aware that there is no floral workspace available in the Skyroom. All floral (and other centerpieces) should be pre-assembled before arriving in the Skyroom.

## EQUIPMENT

- BASIC EQUIPMENT AVAILABLE:  
Microphone (2) – Additional microphones available for a charge, including a wireless microphone.  
Podiums, Easels (multiple table easels and 3 floor easels)  
Gift, Favor and Display Tables
- ELECTRONIC EQUIPMENT: \$50  
Projector & Screen, or TV/DVD, and/or Crab Box – to connect your laptop to our sound system for slide shows.  
You can bring a custom playlist for background music on an iPod, phone, CD's or laptop, which we can connect to our sound system for no extra charge, or we have commercial-free Pandora stations that we can play for you.
- CAKE KNIFE & SERVER: We have several nice cake knives and servers, which you may use at no charge.

## RESOURCES

- BYU Catering Website, Weddings Page can be found at: <http://dining.byu.edu/skyroomweddings/>
- BYU Skyroom Pinterest Account can be found at: <http://www.pinterest.com/byuskyroom/>
- We have several very talented student pianists that are available to play for your event. The cost is \$50/hr. We also have harpists that we can recommend. Prices vary.

**CONDUCT: Guests must abide by the Skyroom Fire Code, BYU Honor Code and Campus Parking rules. Please do not allow small children to run around the venue, or to put their feet on the furniture. No food is allowed in the Skyroom foyer.**

**Please be aware that bridal party and guest attire must be in coherence with the BYU Honor Code. Please contact BYU Catering (801) 422-5001 with further questions and to reserve the Skyroom for your special day.**

**You may also contact our Wedding Coordinator, Janna Williams at: [janna\\_williams@byu.edu](mailto:janna_williams@byu.edu)  
or our Skyroom Supervisor, James Guymon at: [james\\_guymon@byu.edu](mailto:james_guymon@byu.edu)**