

Wedding FAQs

The Booking

How do I confirm my booking?

In order to convert your booking to a definite agreement, the hotel requires a non-refundable deposit along with a signed catering contract.

How much is my catering deposit?

Deposit amounts vary from event to event. Please see your Sales Manager for amounts.

May I make partial payments?

Yes, payment arrangements can be made in advance.

When is my final payment due?

Final payments are due 72 hours prior to your event.

What are acceptable forms of payment?

We accept credit card, checks, certified checks, wire transfer and cash payments.

Do you allow outside caterers?

The Sheraton Erie Bayfront is the exclusive caterer for the hotel.

Is gratuity included in the price? If not, what is the percentage of the service charge?

Gratuity is not included in the price. We have a 24% service charge that is applied to all food, beverage and set up items.

What is the tax percentage?

All food, beverage, and set up items are taxed 6%.

Is there a set-up and clean-up fee?

There are no additional fees for set-up or clean-up.

What is the capacity of your venue?

Our Ballroom can accommodate up to 220 people with a dance floor and DJ inside the room.

What is an "Event Minimum" and what can an "Event Minimum" be used towards?

This is the contracted minimum needed to spend on the event before taxes and service charge. Anything can count towards the minimum from the food and beverage menus.

Do I get discounted overnight rooms for my guests?

Every wedding event contract can also include a discounted room block for your overnight guests. Discuss the dates and amount of rooms with your Sales Manager to see what rate you qualify for.

Do you offer transportation to and from the hotel to the airport or ceremony locations?

The hotel does not provide any transport shuttles but has easy access to public transportation. This includes local buses and taxi cabs.

Can your venue accommodate ceremonies?

The hotel can accommodate any kind of wedding ceremony in Safe Harbor room for up to 130 people. Booking a ceremony also comes with a ceremony rehearsal, please schedule with your event manager upon time of contract.

What are check-in and check-out times for overnight rooms?

Guest check-in is 3:00 PM and check-out is 12:00 PM.

Are linens, china, glassware, silverware and serving accessories included in the price?

Yes – basic linen options (white tablecloth, white and navy napkins) are provided complimentary and upgraded options are available for a fee.

Are there any time restrictions to my event?

Most functions can be contracted 11PM, however, if additional hours are needed, exceptions can typically be made to accommodate your function based on availability.

The Event**Do you have Vendors that you recommend?**

We do have a Suggested Vendors list of companies that have worked events at our hotel successfully in the past, ask you event manager for a current list

Is there a dance floor available?

Yes – the hotel offers dance floors of varying sizes and they come with your booking.

Where do my guests park – is there a charge for parking?

There is plenty of available parking in the adjacent parking garage. There is no charge for parking if catering is purchased. Otherwise, parking is \$12 overnight.

Is valet available?

The hotel does not provide a valet.

Do you provide cake cutting/serving services?

Cake cutting and serving is included in our wedding packages. If you do not choose a package, there is a \$4 per person fee.

Are there restrictions on photography or videotaping?

There are no restrictions.

Can my DJ/Band set up equipment prior to the reception?

Yes, they should be able to set up any time during the day of the function based on availability. You will schedule exact timing one week prior with your event manager.

Can we use an outside decorator?

Yes you can use any outside source for decorations.

Will the hotel assist with my event decorations?

The hotel will assist with basic set up of items such as a guest book, place cards, card box and basic hotel centerpieces but will not assist with any custom centerpieces, stage set ups or craft work.

Are chair covers and sashes included?

We do not include chair covers or sashes. Outside covers and sashes can be purchased.

Who will be in charge the day of my event?

One of our experienced banquet managers and captains will be available during your event to attend to every need.

Do you allow candles to be lit in the reception room?

Yes, as long as they are contained in glass and there is nothing hanging above them.

Is there a limit to how we can decorate the venue?

You are free to decorate the venue space within the confines of the law. We only ask that nothing defaces the walls, ceilings or floors and that any adhesive is of the "damage-free" variety.

Is there a place for guests to have an after-party once the reception concludes?

The hotel has the Bayfront Grille on site restaurant which is often the site of wedding after parties. You can also rent out a private meeting space. Restrictions on timing due to PA Liquor Laws, apply.

When is my final headcount due?

An exact count of guests to be served is required two (2) weeks prior to your function. Once received, the guarantee may not be lowered.