THE CITIZEN HOTEL

CONGRATULATIONS ON YOUR ENGAGEMENT!

The Citizen Hotel, Autograph Collection returns you to a time of lavish style & classic amenities. Offering 20th Century grandeur redefined by 21st Century luxury, this unique combination of historic charm and sleek modern amenities brings a new kind of luxury and elegance to downtown Sacramento.

As you begin your commitment as partners in life and love, The Citizen commits to providing you and your guests with a magical experience highlighted by locally inspired cuisine and attentive service amidst our unique venue with classic architecture and sweeping city views.

We would be honored to assist you with this once in a lifetime celebration, creating a memorable event for you, your family, and friends.

We hope this is the first of many special occasions we can celebrate with you!

Cheers!

WEDDING SPACES & PRICING

PLAZA PARK BALLROOM

The elegant Plaza Park Ballroom, located on the Lobby Level, radiates glamour with its 25-foot ceiling, sparkling crystal chandeliers, and stunning floor-to-ceiling columns. Accommodates up to 140 guests for a ceremony, 180 for cocktail receptions & 100 for a wedding reception.

SCANDAL LOUNGE

Our Scandal Lounge, located on the mezzanine level, with its dimly lit bar and speakeasy feel, is the cocktail hour & after party venue of choice. Accommodates up to 100 guests.

METROPOLITAN TERRACE

Overlooking the city skyline from the 7th Floor, the Metropolitan Terrace is a beautiful enclosed space with an elegantly draped ceiling, boasting large modern chandeliers and exposed brick walls. The expansive windows provide breathtaking views of both the State Capitol and Downtown Sacramento. Accommodates up to 180 for a wedding reception.

CEREMONY & RECEPTION TIMES

Ceremonies have a ½ hour time frame.
All ceremonies include ½ hour rehearsal time the day before.

Receptions have a five hour time frame.
All events are required to end at 10:00pm in our Scandal Lounge and Metropolitan Terrace Sunday through Thursday and at 11:00pm Friday through Saturday.
Events in our Plaza Park Ballroom are required to end at 12:00AM.

CEREMONY & RECEPTION FEES

Venue rental fees vary dependent upon time of year, day of week and which spaces are being used.

WE ALSO OFFER…

Wedding Group Room Block Rates

WEDDING PACKAGES

THE CITIZEN WEDDING PACKAGE $100.00 PER PERSON

INCLUDES:

Professional and Attentive Service Staff
Menu Tasting for Wedding Couple
Two Tray Passed Hors d 'Oeuvres
Two Course Plated Dinner or Buffet Dinner
Cake Cutting & Service – Cake Not Provided
Coffee & Tea Station
Champagne & Sparkling Cider Toast
Dining Tables, Chairs, Stemware, China & Flatware, Table Numbers
Ivory or Black Floor Length Table Linens & Napkins, Votive Candles
Tables for Guest Book, Gifts, Place Cards, and Cake, Easels, & Dance Floor
Upgrade to the Governor's Suite For Your Wedding Night (Based on Availability)

THE CAPITOL WEDDING PACKAGE $155.00 PER PERSON

INCLUDES:

Professional and Attentive Service Staff
Menu Tasting for Wedding Couple
One Hour of Hosted Premium Bar
Choice of One Display or Late Night Station
Three Tray Passed Hors d 'Oeuvres
Two Course Plated Dinner or Buffet Dinner
Cake Cutting & Service – Cake Not Provided
Coffee & Tea Station
Champagne & Sparkling Cider Toast
Dining Tables, Chairs, Stemware, China & Flatware, Table Numbers
Ivory or Black Floor Length Table Linens & Napkins, Votive Candles
Tables for Guest Book, Gifts, Place Cards, and Cake, Easels, & Dance Floor
Upgrade to the Governor's Suite For Your Wedding Night (Based on Availability)

Venue Pricing

	Monday-Thursday	Friday & Sunday	Saturday
January, February, July, November	$1,200	$1,500	$2,000
March, April, August, December	$1,500	$1,700	$2,500
May, June	$1,250	$2,000	$3,500
September, October	$1,750	$2,500	$3,500

Venue Pricing Includes

Ceremony in Plaza Park Ballroom
Reception in Metropolitan Terrace

Additional venue fee applies for use of Scandal Lounge.

Pricing valid for 2025 and 2026 weddings. Pricing subject to change.

TRAY PASSED HORS D'OEUVRES

COLD

Spinach Artichoke Puff Pastry

Deviled Eggs

Shrimp and Avocado Mousse

Crostini | Whipped Ricotta, Fig Jam, Prosciutto

Soba Noodle Box | Scallions, Bean Sprouts, Peanut Sauce

Shrimp Cocktail

Tuna Poke | Sesame, Soy Sauce, Cucumber, Wonton

HOT

Vegetable Spring Rolls | Chili Lime Sauce

Crab Cakes | Spiced Remoulade

Spiced Beef Skewer | Chimichurri

Buttermilk Fried Chicken Skewer | Honey Mustard

Stuffed Mushroom | Sausage, Fontina

Tomato Braised Meatballs

Petite Grilled Cheese

PLATED DINNER

Choose One Salad and Two Entrees, not including a Vegetarian Option

FIRST COURSE

Farm Lettuce Salad | Shaved Vegetables, Champagne Vinaigrette

Kale Salad | Roasted Butternut Squash, Pears, Dried Cranberries,

Walnuts, Apple Cider Vinaigrette

Arugula Salad | Carrots, Picked Red Onions, Pepitas, Bleu Cheese,

Apples, Mustard Vinaigrette

Caesar Salad | Romaine, Garlic Croutons, Grana Padano, Caesar Dressing

Beet Salad | Frisée, Fennel, Goat Cheese, Pecans, Lemon Vinaigrette

ENTREES

Mary's Roasted Chicken Breast | Sweet Potato Puree, Braised Collards, Pomegranate Jus

Seared Atlantic Salmon | Lentils, Spinach, Turnips, Charred Onions, Mustard Cream

Alaskan Halibut | Cipollini Onions, Chard, Fregola Sarda, Herb Butter

Grilled Flat Iron Steak | Whipped Potatoes, Creamed Chard, Bordelaise

New York Strip Steak | Roasted Cauliflower, Crispy Smashed Red Potatoes, Salsa Verde

Braised Short Rib | Polenta, Kale, Gremolata, Red Wine Jus

BUFFET DINNER

SALADS (choose two)

Farm Lettuce Salad | Shaved Vegetables, Champagne Vinaigrette

Kale Salad | Roasted Butternut Squash, Pears, Dried Cranberries, Walnuts, Apple Cider Vinaigrette

Arugula Salad | Carrots, Picked Red Onions, Pepitas, Bleu Cheese, Apples, Mustard Vinaigrette

Caesar Salad | Romaine, Garlic Croutons, Grana Padano, Caesar Dressing

Chicory Salad | Radicchio, Oranges, Grana Padano, Escarole, Almonds, Balsamic Vinaigrette

ENTREES (choose two)

Mary's Roasted Chicken Breast | Chicken Jus

Seared Atlantic Salmon | Mustard Cream

Grilled Flat Iron Steak | Bordelaise

Braised Short Rib | Red Wine Jus

Farmstead Pork Loin | Apple Mostarda, Pork Jus

SIDES (choose two)

Herb Roasted Potatoes

Whipped Potatoes | Garlic, Chives

California Wild Rice | Arugula, Dried Cherries, Almonds

Grilled Broccolini | Garlic, Chili

Honey Roasted Baby Rainbow Carrots | Goat Cheese, Walnuts

Brussels Sprouts | Caramelized Onions, Bacon

ENHANCEMENTS

Priced Per Person

DISPLAYED HORS D'OEUVRES

Market Vegetable Crudité | Hummus, House Dill Ranch $14
Grilled & Roasted Vegetables | Olive Oil, Balsamic $16
Local Artisan Cheeses | Baguette, Crackers, Mixed Nuts, Fruit $24
Cured Meats & Charcuterie | Baguette, Mixed Nuts, Pickles $24

LATE NIGHT PIZZA PARTY $24.00 (Choice of two pizzas)

BBQ Chicken | Red Onion, Cheddar Cheese, Mozzarella
Margherita | Garlic Roasted Tomato Sauce, Basil, Buffalo Mozzarella
Mushroom | Truffle, Caramelized Onion, Spinach, Fontina
Italian Sausage | Calabrese, Red Onion, Jalapeño

CITIZEN SLIDER STATION $28.00(Choice of two sliders)

Portobello | Caramelized Onions, Swiss, Herb Aioli
BBQ Pulled Pork | Pepper Jack, Red Onions
Meatball | San Marzano Tomato Sauce, Mozzarella Cheese
Grilled Burger| Cheddar, Pickles Aioli
Potato Chips and Onion Dip

TACO TRUCK STOP $28.00

Carne Asada, Green Chili Chicken, Grilled Vegetables
House-Made Tortilla Chips, House Salsa, Guacamole
Sour Cream, Queso Fresco, Corn Tortillas
Add Lime Tequila Prawns $6

CARVING STATIONS Chef's Fee Required $150 (1 per 50 guests)

Served with French Rolls | per 30ppl
Brined & Herb Roasted Turkey Breast | Traditional Gravy $400
Farmstead Pork Loin | Apple Mostarda $500
Glazed Country Ham | Honey Mustard $450
Prime Rib | Horseradish Cream $750

SWEET TREATS & CONFECTIONS $24

Assorted Mini Cupcakes, Lemon Bars, Petit Fours, Assorted Cookies, Fudge Brownies

BAR PRICING

BEER & WINE BAR PACKAGE

(Bar Packages Include Soft Drinks & Bottled Water)

Cocktail Hour $24

Each Additional Hour $14

FULL BAR PACKAGE

	PREMIUM	ULTIMATE	VIP
Cocktail Hour	$26	$30	$34
Each Additional Hour	$16	$20	$24

HOSTED BEVERAGES

Domestic Beer $7
Imported Beer $8
Craft Beer $8
House Wine $40 per bottle
House Sparkling $58 per bottle
Premium Liquor $14
Ultimate Liquor $16
VIP Liquor $18
Soft Drinks $5
Bottled Still Water $5
Bottled Sparkling Water $7

CASH BEVERAGES

Domestic Beer $7
Imported Beer $8
Craft Beer $8
House Wine $10
House Sparkling $12
Premium Liquor $14
Ultimate Liquor $16
VIP Liquor $18
Soft Drinks $5
Bottled Still Water $5
Bottled Sparkling Water $7

SPIRITS

PREMIUM	Wheatley Vodka	Beefeater Gin	Myers' Rum
	Benchmark Bourbon	Pueblo Viejo Tequila	Famous Grouse Scotch
ULTIMATE	Ketel One Vodka	209 Gin	Flor de Cana Rum
	Buffalo Trace Whiskey	Corazon Silver Tequila	Johnnie Walker Black Scotch
VIP	Grey Goose Vodka	Hendricks Gin	Bacardi Rum
	Makers Mark Bourbon	Siete Lueguas Tequila	Glenlivet 12yr Scotch

WINE LIST

WHITE WINE

SAUVIGNON BLANC

Elizabeth Spencer | Mendocino	45
Ziata | Napa Valley	55
Frog's Leap | Rutherford	70
Cakebread | Napa Valley	82

CHARDONNAY

Mer Soleil | Silver Unoaked | Monterey	52
Frank Family | Carneros	64

WHITE VARIETALS

Riesling | Chateau Montelena | Potter Valley	65
Blindfold | Blanc de Noir | California	58

SPARKLING

Brut | JCB No.21 | Bourgogne Valley, France | NV	58
Brut rosé | Schramsberg | Napa Valley	78
Brut | Veuve Clicquot | Riems, France | NV	122
Brut | Dom Perignon | Epernay, France	450

RED WINE

PINOT NOIR

Etude | Carneros	56
Dutton Goldfield | Dutton Ranch | RR	64
Emeritus | Russian River Valley	82

CABERNET SAUVIGNON

Justin | Paso Robles	52
Elizabeth Spencer | Napa Valley	84
Jordan | Alexander Valley	108

ZINFANDEL

Frank Family | Zinfandel | Napa Valley	68

MERLOT

Frogs Leap | Rutherford	78
Freemark Abbey | Napa Valley	62

RED BLEND

Neyer | Sage Canyon | California	52
Grenache | Carignan | Mourvedre | Syrah	
Leviathan | California	82
Cabernet Sauvignon | Merlot |	
Syrah | Cabernet France	

*SUBJECT TO AVAILABILITY

We can accommodate most dietary requirements with advanced notice.
Current Administrative Charge of 24% & Sales Tax of 8.75% will be Applied, and is Subject to Change

THE DETAILS

SERVICES & TAXES

All prices are subject to a 24% Administrative Fee & 8.75% Sales Tax and are subject to change.

OVERNIGHT ACCOMMODATIONS

Should you require guest rooms for 10 or more per night, we can offer a contracted room block for your guests. Please inquire with your Catering Manager should you require accommodations.

PARKING

We offer valet parking for all of your guests at the following rates:

- Daytime Parking - $25
- Overnight Parking - $40

Self-Parking is also available via 2 local parking garages within walking distance of the hotel. Please see the City of Sacramento website for exact pricing if needed.

DEPOSIT

A credit card on file is required for all weddings regardless of deposit and final payment type. The initial deposit of approximately 25% of your food and beverage minimum and rental fee, is due with contract signature. A deposit schedule will be set up for you with regular payments, with your remaining balance due prior to your wedding date. Your final deposit covering your full estimated charges is due ten business days prior to your event.

VENDORS & PRE-EVENT SETUP

You and your vendors will have access to the event space two hours prior to your contracted start time. If additional set up time is requested, an additional fee may apply and is approved based on availability. Vendors must load and unload from the rear of the hotel or in a specified loading zone in front of the hotel. We are happy to meet with any vendors directly who have not previously worked at our property. We will not store or take responsibility for any flowers or desserts prior to your event date. All vendors must have a Certificate of Insurance on file with the hotel.

RENTALS

We are happy to assist you in securing rentals and orchestrating delivery, set up, tear down and pick up. Rentals can include, but are not limited to: upgraded linens, pipe & drape, specialty lighting, lounge furniture, sound system, chivari chairs, etc. Any delivery, set up, lose or damage, tear down and pick-up fee will be added to your final bill. Please note, chivari chairs rentals do require same day delivery and pick-up. Please confirm timing and fees with your wedding specialist.

ALCOHOL

For liability purposes, we are responsible for all liquor poured and served and are unable to allow outside beverages.

THE DETAILS

Professional Wedding Coordinator

At The Citizen Hotel, we feel it is imperative for our couples to have day-of service by a Professional Wedding Coordinator, therefore it is a requirement. The following gives examples of what services your Catering Professional will provide versus the Professional Wedding Coordinator.

Your Citizen Hotel Catering Manager Will:

Provide a personalized tour of The Citizen Hotel
Recommend special event professionals to provide wedding coordination, music, flowers, photography, officiant and other wedding services.
Detail your Banquet Event Order outlining all of your events specifics and ensure that it is communicated flawlessly to the Operational Team of The Hotel.
Create an "Estimate of Charges" outlining your financial commitments and deposit schedule.
Create a floor plan of your function space, in order for you to provide seating arrangements.
Establish your guest room block, oversee the details of the Bride and Groom's room reservations. (If Applicable)
Oversee the ceremony and reception set-ups, food preparation and other hotel operations.
Ensure a seamless transition with the Hotel's Banquet Manager
Review your Banquet Checks for accuracy, prior to the completion of the final bill.

A Professional Wedding Coordinator typically will:

Assist with etiquette and protocol for Ceremony and Reception.
Create a "Timeline" for your wedding day, including The Ceremony and Reception.
Work with you to organize and coordinate your Ceremony Rehearsal. Remind bridal party of pertinent "Call Times" and "Don't Forgets" on the day of the wedding.
Confirm call times and details with all vendors several days prior to the day of the wedding.
Be the liaison with Your Family, Bridal Party, Band/DJ, Florist, Photographer and other Vendors to create seamless operation.
Assist You with your gown and any additional needs of the bridal party.
Ensure wedding party members have their corsages and bouquets, etc and assist with the pinning of boutonnieres.
Set-up ceremony programs, place cards, guest favors, guest book, champagne flutes and any other personal items.
Line up and queue the bridal party and musicians at the time of the wedding ceremony.
Collect any personal items you have at the conclusion of the reception.

TERMS & CONDITIONS CONT.

AUDIO VISUAL SERVICES

Our fully equipped Audio/Visual Department is available twenty-four (24) hours a day to assist you. Therefore, the hotel will be the exclusive provider of audio/visual equipment and rental- with the exception of guest owned laptop, projectors and DJ services. In event that an outside Audio Visual provider is permitted, an additional fee will apply and they are required to follow the terms of our outside vendor policy.

Initial_____

FOOD & BEVERAGE

Outside food and beverage is not permitted with the exception of wedding cake. In the event an attendee brings outside food or beverage into the hotel, a fee of $100 per person will be added to the event. In order to maintain quality, buffet service is limited to one and a half (1 ½) hours. Meal function times may be extended at an additional fee of 50% of the menu price, per person, per 30 minutes.

Initial_____

FUNCTION SPACE

The hotel reserves the right to substitute an alternate function space for your event should the original space contracted become unavailable or unacceptable due to unforeseeable circumstances (i.e. flooding, fire, etc.). A minimum charge of $500 will apply for room set-up changes with less than 24 hours' notice or unusual setup requirements. Access to your function room for set-up is available two hours prior to the start time of your event. Additional vendor set-up time may be arranged, however, may result in additional charges.

Initial_____

DÉCOR & SIGNAGE

Glitter, confetti, and open flame candles are not permitted. Events using fresh flower petals are subject to a cleaning fee at the Hotel's discretion. Event signage is limited to contracted event spaces only, during event hours, provided items are in compliance with Hotel policies and do not result in damage to Hotel.

Initial_____

CONDUCT

For the safety and enjoyment of all guests, Hotel reserves the right to remove any disruptive persons from the function or Hotel premises. Hotel also reserves the right to direct the conduct of all bands, musicians, performers, entertainers, DJs, etc., performing at the Hotel, even if hired by the Group. Function must be confined to the function space rented during scheduled times. Hotel quiet hours are strictly enforced.

Initial_____

WEDDING PLANNER OR COORDINATOR

Required; not provided by property.

Initial_____

TERMS & CONDITIONS CONT.

AMPLIFIED SOUND

For the enjoyment of all guests, amplified sound is permitted for events booked on the Metropolitan Terrace as follows:

Sunday - Thursday: 8am - 10pm
Friday – Saturday: 8am – 11pm

The maximum decibel level for events on the Metropolitan Terrace is 90 decibels. Should a vendor not comply with the hotel's designated quiet hours or decibel levels, vendor will be asked to end their service and the group will be charged a minimum fee of $500.

Initial_____

LICENSE FEES & PERMITS

Music/Audio Visual – Licensing fees required for recorded music, live music and movie or television program presentations are the responsibility of the group. Group shall be responsible for obtaining all and any necessary permits or licenses as required by the state, city and county in which the Hotel is located.

Initial_____

GUARANTEES

In arranging for private functions, the final attendance must be communicated to the hotel by 12:00pm a minimum of three (3) business days prior to the event. This number will be considered the guarantee and is not subject to reduction. If a guarantee is not given to the hotel by 12:00pm on the date it is due, the expected number indicated on the banquet event order or contract will become the guarantee. In instances the guarantee increases after the due date, the hotel will make every effort to provide identical service; however, the hotel cannot be responsible for more than 3 percent over the guarantee.

Initial_____

MENU SELECTIONS

Our creative staff will assist you with accommodating dietary requests. We do ask that your final menu selection be submitted at least twenty-one (21) days prior to the event.

Initial_____

BARS

Our wine list changes regularly. If you would like to see the wines we offer, please inquire with your catering manager for a list of current vintages and pricing. Cash bar prices include applicable sales tax and service charge. Any individual under the legal drinking age witnessed consuming an alcoholic beverage will be asked to leave the property. Anyone giving an alcoholic beverage to an underage individual will also be required to leave the property. If any outside alcohol is found at the event, it will be confiscated and a warning will be given that the bar will close if it continues.

Initial_____

PREFERRED VENDORS LIST

PLANNERS & COORDINATORS

Events by Nicki	eventsbynicki.com	650-465-9641
Perfect Plan Weddings	perfectplanweddings.com	

PHOTOGRAPHY

Capture Photography	wecapturelife.com	916-727-1552
Dee & Kris Photography	deeandkrisphotography.com	916-494-2734
Ryan Greenleaf Photography	ryangreenleaf.com	530-220-2112

PHOTO BOOTHS

Perfect Pixel Photo Booth	perfectpixelphotobooth.com	916-572-7495
Rocket Photo Booths	rocketbooths.com	916-760-1499

FLORISTS

Accents by Sage	accentsbysage.com	916-799-6242
Bloem Décor	bloemdecor.com	916-447-200
G Rossi Florist	grossiflorist.com	916-448-8244

OFFICIANTS

Reverends Jennifer and Rick Tan	reverendtan.com	530-601-0914
Reverend Jeri Murphy	jerimurphy.com	916-973-8522

BAKERIES

Cake Castle	cakecastlebakery.com	916-394-4040
Freeport Bakery	freeportbakery.com	916-708-7170
Rick's Dessert Diner	ricksdessertdiner.com	916-444-0969

DJ'S

Beat Fleet DJ's	beatfleetdjs.com	916-213-1408
Creative Memories	creativememoriesdj.com	916-344-7000
Elegant Events Media	eleganteventsmedia.com	916-716-8127

HAIR & MAKE-UP

All Dolled Up	alldolleduphairandmakeup.com	530-888-1562
Luxe Hair Lounge & Day Spa	luxe-midtown.com	916-443-1400
MM Beauty	morganmerrillbeauty.com	916-520-9310

EVENT RENTALS

Celebrations Party Rentals	celebrationspartyrentals.com	916-773-2133
Sacramento Event Co.	Sacramentoeventco.com	916-837-3684

TRANSPORTATION

Limitless Limos	LL916.com	916-259-0159
Neumann Transportation	neumannlimo.com	916-922-5466
Sterling Transportation	sterlingride.com	916-905-3995