



EMBASSY SUITES®

Portland - Washington Square



2013 Wedding Packages

Dear Bride to Be,

Congratulations on your recent engagement!

*I would like to invite you to the most important event of the year...
Your wedding day!*

We at Embassy Suites Hotel Portland - Washington Square are honored that you are considering us for your wedding. Being host to such an event gives us great pride and an opportunity to do what we do best. We consider every detail, from our culinary creations by our Executive Chef Mark Shifflett, to flawless linens and impeccable service.

These wedding packages have been designed for you as an effortless way to include all of the full service elements you'll need to begin planning your wedding. We start with essentials, and from there we dream. We'd love to let our experienced team create with you an event that is full of memories, and uniquely yours. A custom menu can be designed if preferred to offer reception-style stations or buffets or a specific culinary cuisine. The details come together with lighting, linens and décor designed just for you.

Your experience can be enhanced in any way you can imagine, with a Rehearsal dinner, a Sunday brunch, or Bachelorette/Bachelor Party. Let our experienced team of wedding professionals be of assistance to make all your dreams come true!

*Treasure the moment and Experience a day like no other, at Embassy Suites Hotel
Portland - Washington Square.*

*Warm Regards,
Teresa Bitner*

*Catering Sales Manager
503-746-2009
Teresa.bitner@wcg-hotels.com*



Embassy Suites Hotel Portland - Washington Square

Accommodations

- 9 story atrium with water feature
- 356 spacious two-room suites featuring private bedrooms with one King or two double beds, separate living room with sofa bed and well-lit work area
- Galley kitchens complete with wet bar, refrigerator, microwave, and coffeemaker
- Two televisions with On Demand movies and games, two telephones with voicemail, wireless high-speed Internet access, two dual-line phones, hairdryer and iron with ironing board

Dining & Entertainment

- Complimentary cooked-to-order omelets each morning
- Complimentary Full Buffet Breakfast: pancakes, scrambled eggs, sausage, bacon, fresh fruit, hot and cold cereal, danishes, freshly brewed coffee and a variety of juices,
- Evening Manager's Reception including cocktails, beer, wine and light snacks served daily from 5:30-7:30pm in the hotel's beautiful atrium
- Crossroads, in-house full service restaurant, features Northwest Cuisine Specialties and local produce
- Espressos, coffee, and sundries in The Brass Butterffy

Around the Hotel

- Fitness center featuring leading edge equipment by Precor
- Indoor heated pool and whirlpool
- Complimentary 24/7 Embassy BusinessLink Business Center
- Complimentary USA today, wheelchair accommodations, guest laundry, dry cleaning, room service and EmbassyDirect Kiosk Registration

Around Washington County Guest Activities

- Our Complimentary shuttle travels within 1 mile radius of the hotel and will also shuttle guests to and from the Beaverton Transit Center
- Be sure to check Washington Square Mall, the Premiere Shopping Center located one block from the hotel
- Wine tours & Wine Tasting at local wineries – Cooper Mountain, Oak Knoll Winery, and Ponzi Vineyard
- Brewer Tours & Beer Tasting at local breweries– Raccoon Lodge & Brew Pub, Max's Fanno Creek Brew Pub, and Big Al's
- Golf at Red Tail, The Reserve, or Pumpkin Ridge
- Ask your Catering Manager for a complete activity guide or for information on setting up group tours



All Wedding Reception Packages Include the Following:

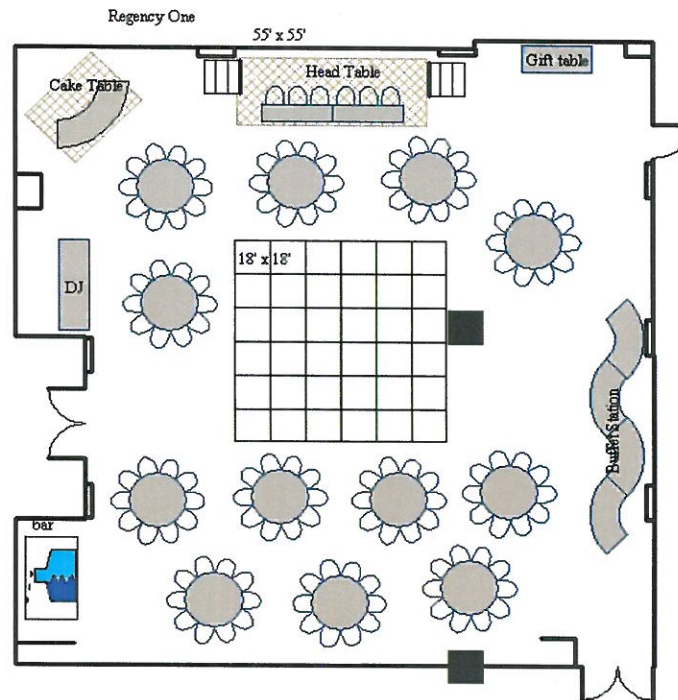
- Wedding expert to help you plan your reception*
- Wedding budget spreadsheet*
- Room set-up, service and clean-up*
- Guest tables and chairs*
- China, silverware and glassware*
- Black, White, or Ivory table linens*
- Napkins in a variety of colors*
- Mirror tile and oil candle or tea light candle centerpieces*
- Stage for your DJ or band*
- Dance floor*
- Full-service catering with custom menus available*
- Chef's Pre-Wedding Tasting*
- Printed Personalized Menus*
- Raised, skirted cake table with under-lighting*
- Use of candelabrum, toasting goblets and cake cutter/server*
- Cake cutting service*
- Tables and linens for guest book, gifts and photos*
- Ficus trees with white twinkle lights*
- Complimentary one night honeymoon suite including Romance package*
- Discounted block of rooms with personalized webpage for your out of town guests*
- Complimentary on-site parking*

Start Building Your Dream Wedding!

Choose the ballroom that is perfect for you!

Regency One Ballroom

Regency One Ballroom is a spacious intimate room, hosting up to 125 guests with dance floor and head table. Please view the diagram below; please work closely with your catering manager to set the room for your perfect wedding.

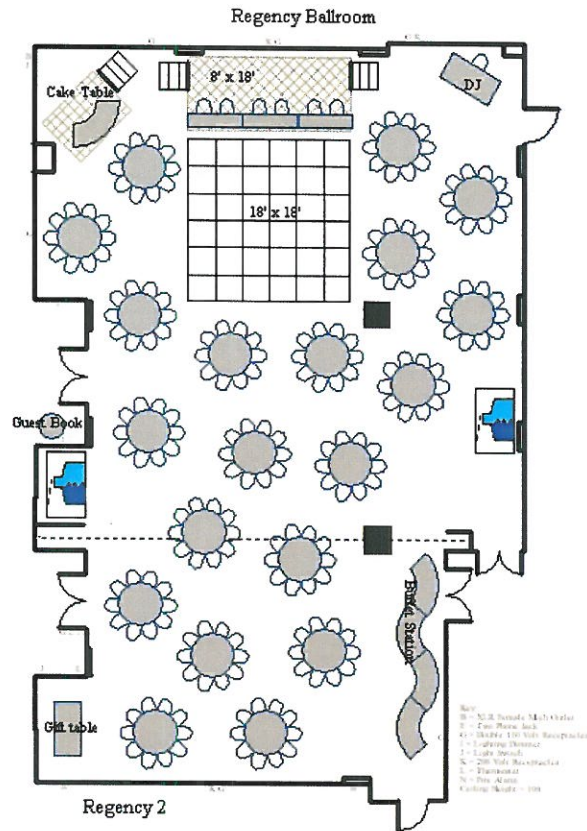


*The Regency One Ballroom
Up to 120 guests
\$500 Setup fee
Food & Beverage Minimum \$3,500*



Regency Ballroom

Regency Ballroom is a spacious intimate room, hosting up to 200 guests with dance floor and head table. Please view the diagram below; please work closely with your catering manager to set the room for your perfect wedding.

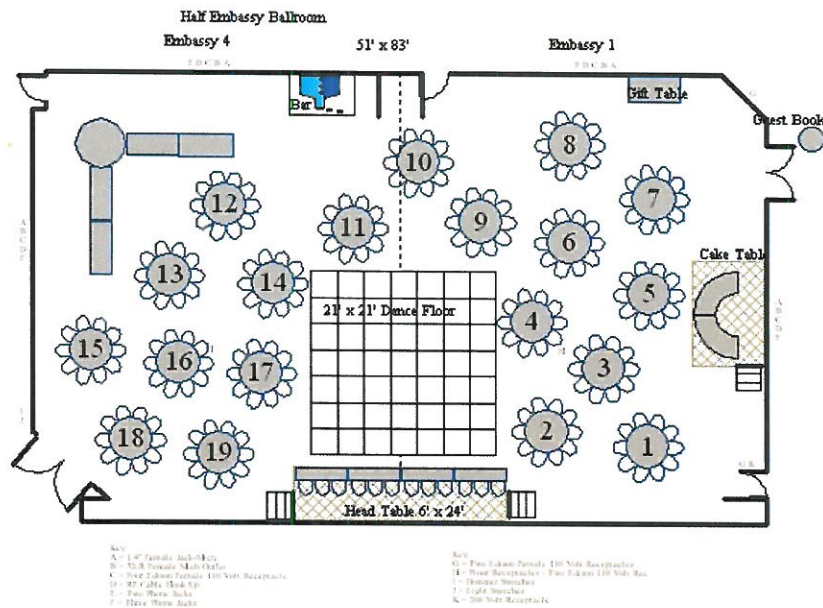


The Regency One Ballroom
Up to 200 guests
\$750 Setup fee
Food & Beverage Minimum \$5,500



Half Embassy Ballroom

Half Embassy Ballroom is a spacious grand ballroom, 15' ceilings with two crystal chandeliers, hosting up to 200 guests with dance floor and head table. Please view the diagram below; please work closely with your catering manager to set the room for your perfect wedding.

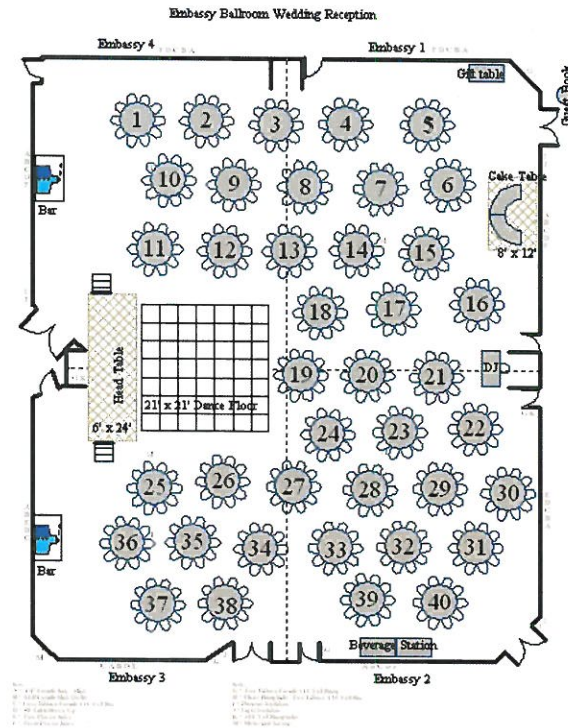


*Half Embassy Ballroom
Up to 200 guests
\$750 Setup fee
Food & Beverage Minimum \$6,500*



Embassy Ballroom

Embassy Ballroom is a spacious grand ballroom, 15' ceilings with four crystal chandeliers, hosting up to 400 guests with dance floor and head table. Please view the diagram below; please work closely with your catering manager to set the room for your perfect wedding.



Embassy Ballroom
Up to 400 guests
\$1500 Setup fee
Food & Beverage Minimum \$12,000



Plated Dinner

Please select one for all of your guests to enjoy.

Wedding Menus include:

Salad and a Choice of Starch

Chef's Creation of Seasonal Vegetables

Warm Assorted Rolls and Butter

Iced Tea, Coffee, Tea and Decaffeinated Coffee Service

Salad (Choose One of the Following):

Bibb Lettuce with Tomatoes, Julienne Carrots, Apples and Hazelnuts with Champagne Vinaigrette

Caesar Salad with Shredded parmesan and Garlic Croutons

Tossed Greens Topped with Cucumber, Carrots, Olives and Tomatoes with Cracked Peppercorn Ranch

Starch (Choose One of the Following):

Garlic Mashed Potatoes, Orzo Rice Pilaf or Tri-Color Roasted Potatoes

Entrée Selections

Breast of Chicken Topped with Asparagus, Dungeness Crab and Béarnaise Sauce

\$36 Per Person

Roasted Cornish Game Hen with Double Cranberry and Thyme Sauce

\$33 Per Person

Slow Roasted Garlic and Grain Mustard Encrusted Prime Rib

\$36 Per Person

Roasted Breast of Chicken with Fig and Port Wine Sauce, Garnished with Bleu Cheese

\$34 Per Person

Baked Northwest Salmon Topped with Pumpkin Seed Cilantro Pesto

\$34 Per Person

Braised Beef Short Ribs with Roasted Root Vegetables on a Bed of Garlic Mashed Potatoes

\$35 Per Person

Tiger Prawns with Diced Roma Tomatoes and Parmesan

on a Bed of Linguini Pasta in a Feta Cream Sauce

\$35 Per Person

Alaskan Halibut with Artichoke, Pea Puree and Tomato Relish

Market Price Per Person

Vegetarian/Vegan

Butternut Squash Ravioli with a Brown Sage Butter Sauce

Grilled Portabella Marinated in Balsamic Vinegar, Olive Oil and Fresh Garlic, Topped with Sautéed Seasonal Vegetables and Parmesan

Grilled Vegetables in Tomato Marinara Wrapped in a Savory Puff Pastry

*Spinach and Swiss Chard Sautéed in Olive Oil and Garlic with Spaghetti Squash and Steamed Carrots, Cauliflower and Broccoli
(Gluten Free)*

Plated Meals for Children

Under the Age of 12

Macaroni and Cheese

Salad and Fruit Cup

Chicken Strips with BBQ Sauce

French Fries and Fruit Cup

Spaghetti and Meatballs

Salad and Breadsticks

Accompanied by their choice of Milk or Juice

\$10 Per Child

Buffet Dinners

(Minimum of 75 guests)

Southwestern Buffet

Chipotle Shrimp Salad with Corn, Beans and Tomatoes Tossed in Cilantro Lime Vinaigrette
Watermelon Slices with Lime Honey Syrup
Ancho Chile Skirt Steak
Prickly Pear Barbecue Chicken Breast
Frijoles Maneados
Green Rice with Roasted Poblano Rajas
Salsa, Guacamole, Sour Cream, Jalapenos, Lettuce, Onion, and Tomato
Flour Tortillas and White Corn Tortillas
Jalapeno Corn Bread with Butter
Iced Tea, Coffee, Tea and Decaffeinated Coffee Service

\$35 per person



The Italian

Artichoke Caesar Salad with Garlic Croutons
Panzanella Salad
Seasonal Fresh Fruits
Pancetta Wrapped Roast Pork Loin with Apple Riesling Jus
Chicken Parmesan
Orzo Rice Pilaf
Linguini Pasta with Sun Dried Tomatoes, Peas, and Feta
Spaghetti Squash with Toasted Pumpkin Seeds
Rustic Garlic Bread with Butter
Iced Tea, Coffee, Tea and Decaffeinated Coffee Service

\$35 per person

Pacific Northwest Buffet

*Organic Mesclun Greens with Crumbled Blue Cheese, Carrots and Diced Tomato
with Assorted Dressings
Antipasto Salad
Seasonal Fresh Fruits
Sliced London Broil with Oregon Bleu Cheese Sauce
Baked Steelhead with Strawberry Butter
Garlic Roasted Yukon Gold Potatoes
Chef's Selection of Fresh Seasonal Vegetable
Rustic Bread with Butter
Iced Tea, Coffee, Tea and Decaffeinated Coffee Service*

\$35 per person



Personalize Your Wedding Buffet

*Artichoke Caesar Salad with Parmesan and Garlic Croutons
Field Greens and Spinach Topped with Chopped Egg, Bacon, and Red Onion
In a Grain Mustard and Red Wine Vinaigrette
Seasonal Fresh Fruits
Chef's Selection of Seasonal Vegetables
Warm Assorted Rolls and Butter
Iced Tea, Coffee, Tea and Decaffeinated Coffee Service*

Starches (Choose Two Selections):

*Yukon Gold Potatoes with Chive Butter
Garlic Mashed Potatoes
Pasta Primavera with Seasonal Vegetables
Creamy Fettuccine Alfredo
Linguini Pasta with Sundried Tomatoes
Roasted New Potatoes with Onions and Garlic
Orzo Rice Pilaf*

Entrees:

*Grilled Wild Northwest Salmon with Hazelnut Butter
Chicken Florentine with Garlic Rosemary Parmesan Cream
Roasted Wild Salmon with Dill Caper Cream Sauce
Grilled Chicken with Wild Mushroom Marsala Sauce
Grilled Tri-Tip Steak with Red Onion Mojo
Shrimp and Andouille Bourbon Street Pasta
Garlic Prime Rib of Beef with Horseradish and Au Jus*

Two Entrée Selection \$39 per person

Three Entrée Selection \$44 per person

*Additional \$5.00 per person for Minimum 50 guests
Additional \$150 Buffet Setup fee for Minimum 25 guests*

Beverage List

Whites

Gnarly Head Chardonnay	CA \$30
Kendall Jackson Chardonnay	CA \$44
Cooper Mountain Pinot Gris	OR \$32
Loredona Pinot Grigio	CA \$27
Chateau Ste. Michelle Riesling	WA \$26

Reds

181 Merlot	CA \$38
Underwood Pinot Noir	OR \$29
14 Hands Cabernet Sauvignon	WA \$30
Foris Pinot Noir	OR \$40
Cooper Mountain Pinot Noir	OR \$50

Sparkling and Champagne

Martinelli's Sparking Cider	\$10 per bottle
J. Roget Brut (House Champagne)	CA \$23
Domaine Ste. Michelle	CA \$32

Kegs

Domestic (Budweiser, Bud Light, Coors or Coors Light)	\$350 each
Micro-Brew & Imported (Heineken, Corona, Fat Tire, Hefeweizen, Rogue, Sam Adams)	\$475 each
(If you don't see your beer listed, ask your catering manager)	

Hosted and Cash Bars

Price per drink
\$125 per bartender
\$125 per cocktail server

House Brand Cocktails

Jim Beam Whiskey, Seagram's 7 Whiskey, Johnnie Walker Red, Smirnoff Vodka, Tanqueray Gin, Bacardi Rum,
Cuervo Gold Tequila, Triple Sec
\$6.25

Premium Brand Cocktails

Jack Daniel's, Bombay Sapphire, Crown Royal, Captain Morgan, Absolut Vodka, Maker's Mark
\$6.75

Wines

Domino
\$6 per glass
\$23 per bottle

Domestic Beers

Budweiser, Bud Light
\$4.50

Imported & Microbrew

Corona, Mirror Pond
\$5

Soft Drinks

Pepsi, Diet Pepsi, Sierra Mist
\$3

Fruit Juice

Orange, Pineapple, Cranberry
\$3

Finishing Touches & Enhancements

Specialty Linens

Colored Napkins	\$2 each
Chair Covers (White, Black, Ivory)	\$4 each
Sashes (*50 sash colors)	\$2 each
Overlay	\$20 each
Specialty Colored Linen	\$20 each
Linen Floor Length	\$45 each

Accessories

Columns, with choice of color banding	\$80 each
Chargers	\$3 each
Place Cards	\$2 each
Disposable Cameras	\$5 each
Bride Ready Room	\$150
Groom Ready Room	\$150
Microphone, Screen and Projector	\$450
Pipe & White Drape with color up lighting	Begins at \$500

Enhancements

Carving Station	\$75 each
Butler Service	\$175 per hour
Custom Ice Carvings	Begins at \$425
One Hour Beer/Wine Pre-Reception	\$18 per person
Fountain Fruit Punch throughout reception	\$3 per person
Coffee/Tea Service throughout reception	\$3 per person
One Hour Pre-Reception	\$12 per person
(Includes Your Choice of Two Cold and Two Hot Hors d'oeuvres)	

Wedding Guidelines

Ballroom Space / Time Frame: The Hotel has 2 ballrooms that can accommodate groups from 50 to 600 guests. Receptions are available for up to 6 hours and end by midnight.

Attendance Guarantee: In arranging wedding receptions, the guaranteed attendance must be confirmed four business days prior to the first day of the function. Once the guarantee has been confirmed it may be increased but not reduced.

Food Service: We offer a variety of meal options for your receptions. We are delighted to accommodate any special menu requests; however, they must be made in advance. According to Oregon State Law, you may not bring in outside food or alcoholic beverages, with an exception of a wedding cake from a licensed bakery. State Law prohibits any food and beverage from being removed from the premises, with the exception of wedding cake.

Alcoholic Beverage Service: Oregon State Law requires that all alcoholic beverages be dispensed by Hotel Employees only. They are required to request proper photo identification of anyone appearing under 21 years of age. The Hotel reserves the right to refuse service to anyone who does not have proper photo identification or who appears intoxicated.

Loss or Damage: The Hotel is not responsible for any loss or damage to your property. Music must be kept to an acceptable level as determined by Hotel management and must end by 11:30pm. Please consult your Event Manager for other times.

Decorations / Outside Vendors: All centerpieces and decorations must meet Hotel and Fire Code regulations. Candles must be enclosed in glass or other approved containers. The hotel will not permit affixing anything to the walls, floors, or ceiling with nails, staples, carpet tape, or other substance. Please consult your Event Manager for assistance in displaying materials. Damage to hotel facilities will result in financial penalties to cover the cost of materials and labor.

Preferred Vendor List

***Partners with Embassy Suites Portland - Washington Square

Decorations

***West Coast Event Productions (503) 345-5437
www.wcep.com

Events Etc. (503) 826-1300
www.eventsetcnw.com

The Party Pros (503) 844-9798
www.thepartypros.com

Wedding Cakes

***Pizazz Sweets (503) 691-8937
www.pizazzsweets.com

Beaverton Bakery (503) 646-7136
www.beavertonbakery.com

Dream Cakes (503) 329-9744
www.judyreesedreamcakes.com

Photographers/Videographers

***Wedding Video & Photography (541) 231-2137
www.Weddings.byrayleigh.com

Falcusan Photography (503) 380-5131
www.falcusanphotography.com

Camera Art Photography (503) 648-0851
www.cameraartphoto.com

Entertainment

ASoundChoice Entertainment (503) 557-8554
www.ASoundChoiceEntertainment.com

Mobile Music Entertainment (503) 638-0624
www.mobilemusicentertainment.com

Event Team Entertainment (503) 380-9479
www.eventteament.com

Florists

Beaverton Florists (503) 644-0129
www.beavertonflorists.com

Flowers by Donna (503) 639-6717
www.flowersbydonna.com

DK Floral (503) 317-1061
www.thebridalplace.net

Limousines & Shuttle Service

***Northwest Town Car (503) 702-5999
www.northwesttowncar.com

DC Limousines (503) 399-7900
www.dc-limorides.com

JMI Limousines (503) 643-6404
www.limoserviceportland.com

Coordinators

***Crystalized Events (503) 869-7689
www.crystalizedevents.com

Event Technology Specialists

***D3 Productions (503) 537-8569
www.dthreeproductions.com