



*Banquets, Conferences, & Wedding Receptions*

*... Relax, it's Holiday Inn.*



*Wedding Receptions In Style*  
*Holiday Inn Hotel & Conference Center*  
*Viera, Florida*



# Melbourne-Viera Hotel & Conference Center

## *Banquets, Conferences, & Wedding Receptions*

Congratulations on your forthcoming wedding!

We at the Holiday Inn Melbourne-Viera Hotel wish you the very best for the future.

The team at the Holiday Inn Melbourne-Viera are happy to offer you expert guidance to assist in organizing your Wedding, Reception, or Anniversary so that your day is a truly memorable occasion.

The Holiday Inn Melbourne-Viera Hotel provides the perfect setting for your big day. We also have a great venue for smaller wedding celebrations, rehearsal dinners, luncheons, and parties.

I will be your dedicated wedding location coordinator and will be with you every step of the way, ensuring each detail is taken care of for your special day. I would recommend you make an appointment to view our facilities and you will be able to discuss your requirements in more detail.

Whether you are planning a wedding, reception, or celebrating many years together and renewing your vows, I will make sure you have a great experience that you and your friends and family will remember fondly.

Warmest regards,

Heleen Zachar  
Events Coordinator /Sales Manager





# Melbourne-Viera Hotel & Conference Center

## *Banquets, Conferences, & Wedding Receptions*

### *Suggested Hors d'oeuvres Packages*

*(For Social Hour – Prior to Meal Service)*

*I-Something New*

***Mirror Displays:***

***Domestic & Imported Cheeses***

*With Fancy Crackers & Assorted Breads*

***Fresh Seasonal Fruit***

*Sliced Melons with Yogurt Dip Center*

***Vegetable Crudités***

*With Creamy Dill & Thousand Island Dips*

***Assorted Canapés***

*Variety of Cheese, Meat, & Seafood Combinations*

*II-Something Borrowed*

***Mirror Display:***

***Cheese & Fruit Montage***

*With Fancy Crackers & Yogurt Dip*

***Hot Hors d'oeuvres (chafing dish):***

*Vegetable Spring Rolls with Mustard & Soy Sauces*

*Crab Stuffed Mushroom Caps*

*Coconut Chicken with Orange Sauce*

*III- Something Blue*

***Mirror Display:***

***Cheese & Fruit Montage***

*With Fancy Crackers & Yogurt Dip*

***Hot Hors d'oeuvres (chafing dish):***

*Chicken Saté with Peanut Sauce*

*Swedish Meatballs*

***Hot Hors d'oeuvres (butler passed):***

*Assorted Petit Quiches*

*Bacon-Wrapped Scallops*

***\$10 per person***

***Additional 30 minutes \$3 per person***

*A taxable 22% Service Charge and 6% Sales Tax will be added to the Final Bill*



# Melbourne-Viera Hotel & Conference Center

## *Banquets, Conferences, & Wedding Receptions*

### *Plated Dinner Suggestions*

*(For a minimum of 30 Guests)*

*Select up to Two Entrees:*

#### *Chicken Cordon Bleu*

*Breast of Chicken Breaded & Stuffed with thinly sliced Ham & Swiss Cheese baked Golden & topped with a Light Sauce*

#### *Steak au Poivre*

*Strip Steak char-coal grilled to medium and finished in a Brandy, Cream & Peppercorn Sauce*

#### *Tilapia Oscar*

*Fresh Filet Grilled and topped with a delicious Crab Cake, Steamed Asparagus & Hollandaise Sauce*

#### *Chicken Champagne*

*Breast of Chicken and Artichoke Hearts tossed in a Butter & Champagne Sauce*

#### *Prime Rib au jus*

*A 10oz. cut Slow-Roasted to Perfection in natural juices And served with Creamy Horseradish Sauce*

#### *Baked Salmon*

*Fresh Filet baked and topped with a creamy Dill Sauce*

#### *All Plated Dinners include:*

*House Salad*

*Duchess Potatoes*

*Steamed Vegetable Medley*

*Fresh Baked Rolls & Butter*

*Coffee & Iced Tea*

*\$29.95 per Person*

#### *Additional Items:*

*Three Entrée Options Add \$2.00 per person*

*A taxable 22% Service Charge and 6% Sales Tax will be added to the Final Bill*



# Melbourne-Viera Hotel & Conference Center

## Banquets, Conferences, & Wedding Receptions

### Dinner Buffet Suggestions

(For a Minimum of 50 Guests)

#### Cold Selections

Mixed Greens with Assorted Dressings

Classic Caesar Salad

Crab & Bowtie Pasta Salad

Tomato & Cucumber Vinaigrette

#### Entrées

Chicken Marsala

Prime Rib

#### Carving Station

Roast Top Round of Beef

With Silver Dollar Rolls & Sandwich Spreads

#### Accompaniments

Whipped Potatoes with Butter & Chives

Rice & Orzo Pilaf

Steamed Mixed Vegetables

Green Beans Almandine

Fresh Baked Rolls & Butter

Coffee & Iced Tea

Buffets are replenished for 1.5 Hours

A \$50 Carving Fee will be added to the Final Bill

\$39.95 per Person

#### Additional Items:

Salad or Accompaniment	\$2.00 per person
Entrée	\$3.00 per person
Carved Meat	\$3.00 per person

A taxable 22% Service Charge and 6% Sales Tax will be added to the Final Bill



# Melbourne-Viera Hotel & Conference Center

## Banquets, Conferences, & Wedding Receptions

### House Policies

*Please inquire regarding Flowers, Candles, & Decorations.*

*Except for Special Occasion Cakes supplied by licensed and insured bakers, all food and beverages must be provided by the hotel. Food or Beverages may not be imported or exported from this facility.*

*Function Rooms are assigned based on the number of guests anticipated. The hotel reserves right to reassign function rooms based on the number of guests anticipated at the time of booking.*

*All changes to the original event order must be approved by hotel at the time of such change to ensure availability based on time, number of guests, and space assignment. It is imperative that the hotel be advised of such changes to ensure a successful event.*

*Deposits are non-refundable and are due within ten days of the time of booking to ensure your reservation. Discounted sleeping room rates are available for your group, based on season and occupancy levels.*

*Cancellation of an event more than 30 days prior is subject to 50% of the expected revenue, 29 days to 8 days prior is subject to 75% of the expected revenue, and up to one week prior is subject to 100% of the expected revenue. Expected Revenue is calculated using the minimum number of guests expected as listed on the event order.*

*Any additional menu, bar requirements, and services not on the banquet event order must be requested in writing a minimum of three weeks prior to function date to ensure availability and cost.*

*Call our Catering Department to set-up a consultation and tour of the facility.  
Event Specialist/Sales Manager:*

*Helen Zachar  
321-255-0077 x172*

### Bride's Checklist

#### 6 to 12 Months

- Announce Engagement
- Select Wedding Date
- Discuss Budget With Parents
- Decide On Kind Of Wedding (Formal, Informal)
- Consider Hiring A Bridal Consultant or Director
- Reserve Wedding Site
- Reserve Reception Site
- Meet With Officiant (with your fiance) To Discuss Premarital Counseling & The Ceremony
- Discuss Any Restrictions With The Officiant
- Develop Guest List (Bride & Groom) & Determine Size Of Guest List
- Gather The Guest List Addresses
- Select Your Gown, Veil & Accessories
- Choose Your Attendants And Their Attire
- Select Photographer/Videographer/Florist
- Select Caterer/Musicians
- Pick Gift Registry - China/Silver/Crystal
- Choose Groom's Attire
- Choose Flower Girl & Ring Bearer/Attire
- Discuss Where You Are Going To Live After Marriage

#### 3-5 Months

- Be Sure All Bridal Attire Is Ordered By Now
- Bride's Mother Selects Attire Followed By Groom's Mother
- Order Invitations, Thank You Notes, Napkins, Place Cards & Personal Stationery
- Select Ceremony Music & Meet Organist Soloist
- Select Wedding Rings & Have Engraved
- Plan Honeymoon
- If Traveling Abroad - Passports/Shots
- Shop For Your Trousseau
- Discuss Hair Style Choices & Make-Up w Professionals

#### 2 Months

- Address Invitations & Mail
- Finalize All Details With Photographer/Videographer/Florist/Caterer/Musicians
- Order Wedding Cake/Groom's Cake
- Finalize Ceremony Specifics With Officiant
- Make Arrangements for Rehearsal
- Plan Rehearsal Dinner With Groom's Family
- Check With Local Hotels For Out-Of-Town Guests
- Consider Welcome Baskets
- Finalize Honeymoon Plans
- Make Wedding Night Reservations/ Guarantee Late Arrival
- Make Appointment For Physical Exam

#### 1 Month

- Finalize Wedding Gown Fitting & Attendants' Fittings
- Have Bridal Portrait Taken
- Finalize Transportation For Wedding Day
- Buy Groom's Wedding Gift
- Buy Attendants' Gifts
- Purchase Accessories (Toasting Goblets, Ring Pillow, Garter, Candles, Cake Knife, etc.)
- Purchase Guest Book
- Make Appointment For Make-Up, Manicure, Hair, Massage, Facial, etc.
- Finalize Flowers For Church, Attendants & Reception
- Acknowledge Each Wedding Gift As It Arrives
- Plan Celebration With Attendants (Brunch, Luncheon, Tea, etc.)
- Finalize Living Arrangements