



Four Points Phoenix South Wedding Information

All prices listed are on a per person basis unless otherwise noted. All pricing is subject to applicable service charge and tax, currently 20% and 8.3%

480.850.1604 * fourpoints.com/phoenixsouth
10831 South 51st Street * Phoenix, AZ 85044

Congratulations!

Let us be part of the most memorable day of your life! We want all your dreams and wishes to come true. Whether you are planning a charming family gathering or a gala ballroom reception, the professionals at the Four Points Phoenix South have put together packages to exceed all of your dreams. Your wedding coordinator will guide you through this dream event and help you plan your special day!

Four Points Phoenix South Packages

The Ceremony Package of \$500.00 includes:

- ~Separate Dressing Room for Bride and Groom
- ~Microphone and Speaker System
- ~Beverage Station to include Pitchers of Water and Iced Tea
- ~Gift and Guest Book Tables
- ~Wedding Professional to Coordinate Rehearsal and Day of Event

Facility Room Rental of \$750 includes:

- ~Elegant Floor Length Linen in White or Black with Coordinating Napkins
- ~Votive Candles
- ~Head Table, Gift and Guest Book Table
- ~Champagne Toast
- ~Dance Floor
- ~Wedding Cake
- ~Complimentary Cut and Service of Cake
- ~Seasoned, On-site Wedding Coordinator to assist with event at hotel
- ~Summer and Friday/Sunday Weddings Receive a Discount of \$500 off of the Facility Rental

For your Special Day, choose from the following Packages:

Everlasting

- ~Domestic and Imported Cheese Display
- ~Selection of Two Butler Passed Hors d' Oeuvres
- ~Three Course Plated or Buffet Meal
- ~One Hour Hosted Bar Service
- ~Coffee Station
- ~Champagne Toast
- ~Wedding Cake
- ~Honeymoon Suite for the Evening
- ~Discounted Sleeping room rates for guests

Eternity

- ~Domestic and Imported Cheese Display
- ~Garden Fresh Vegetable Display
- ~Selection of Three Butler Passed Hors d' Oeuvres
- ~Three Hour Hosted Bar Service
- ~Four Course Plated or Buffet Service
- ~Champagne Toast
- ~Wedding Cake
- ~Enhanced Coffee Station
- ~Discounted Sleeping room rates for guests
- ~Honeymoon Suite for the Evening with Turn down Service
- ~In-Room Breakfast for Two

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Plated

Plated Meals are accompanied by your choice of Salad and Served with Warm Rolls and Butter
Regular and Decaf Coffee, Lemonade and Iced Tea.

Salads

(Selection of One)

Traditional Caesar Salad

Hearts of Romaine, Asiago Cheese, Herbed Crouton with Traditional Dressing

Fiesta Tossed Salad

Tossed Greens with Sliced Red Onion, Cucumbers and Tomato with a Cilantro Lime Vinaigrette

Mixed Field Greens Salad

Mixed Field Greens with Tomatoes, Cucumbers and a Variety of Dressings

Entrees

(Selection of One)

Asiago Chicken

Stuffed with Sun-dried Tomato and Basil Crème

Everlasting \$36.00 Eternity \$44.00

Chicken Picatta

Lightly Breaded and Pan-Seared Breast of Chicken
Topped with Capers and Lemon Cream Sauce

Everlasting \$38.00 Eternity \$47.00

Chicken Florentine

Stuffed with Spinach, Mushroom and Pepper Jack
Crème

Everlasting \$34.00 Eternity \$42.00

Roasted Salmon

Stuffed Salmon Filet with Artichoke, Crab Topped with a
Dill Lemon Sauce

Everlasting \$48.00 Eternity \$55.00

Baked Halibut

Baked with Dill Cream Sauce

Everlasting \$45.00 Eternity \$52.00

Roasted Prime Rib

Slow Roasted Prime Rib Served with Au Jus

Everlasting \$47.00 Eternity \$58.00

New York Strip

Chargrilled New York Strip with Mushroom Burgundy
Demi

Everlasting \$53.00 Eternity \$62.00

Grilled Beef Tenderloin

Grilled Beef Tenderloin with Mushroom, Tarragon
demi-glace

Everlasting \$53.00 Eternity \$62.00

Fin and Feather Duet

Grilled Salmon and Sautéed Chicken with Citrus Butter
Sauce

Everlasting \$49.00 Eternity \$54.00

Beef Tenderloin and Shrimp Duet

Grilled Filet Mignon with Shrimp

Everlasting \$60.00 Eternity \$65.00

Accompaniments

(Selection of Two)

Fresh Seasonal Vegetables

Rice Pilaf

Herbed Linguini

Rosemary Garlic Mashed Potatoes

Roasted New Potatoes

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Bridal Buffet

Buffet Meals are Served with Warm Rolls and Butter, Regular and Decaf Coffee, and water on tables.
Minimum of 50 people Required.

Salads

Traditional Caesar Salad
Seasonal Fruit Display
Antipasto Salad

Carved In Room

(Selection of One)

Baked Herb Crusted Pork Loin with BBQ Pineapple Salsa
Smoked Turkey Breast with Marsala Wine Sauce
Slow Roasted Prime Rib of Beef au Jus

Chafar Service

(Selection of One)

Grilled Salmon Florentine
Grilled Breast of Chicken with Champagne Chive Butter Sauce
Roasted Pork Loin with Green Chili Tomatillo Sauce
Chicken Marsala
Tortellini with Pesto Infused Oil
Roasted Chicken Breast with Fresh Basil, Prosciutto and Red Pepper
Southwest Chicken with Green Chiles, Monterey Jack and Cilantro Crème

Accompaniments

(Selection of Two)

Fresh Seasonal Vegetables
Rice Pilaf
Herbed Linguini
Rosemary Garlic Mashed Potatoes
Roasted New Potatoes

Everlasting \$45.00 Eternity \$54.00

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Wedding Brunch

Brunch Buffet Meals are Served with Warm Rolls and Butter, Regular and Decaf Coffee, Assorted Juices and water on tables. Minimum of 50 people Required.

Brunch

Assorted Chilled Juices
Assorted Breakfast Danish, Muffins and Croissants
Fresh Bagels with Cream Cheese, Lox, Diced Red Onions and Capers, Chopped Eggs
with Butter and Preserves
Tossed Field Greens with House Dressing
Marinated Mushrooms with Sweet Onions in Fine Herbed Balsamic Vinaigrette
Antipasto Salad
Fresh Fruit Salad with Toasted Coconut Dressing
Shrimp Salad with Sundried Cilantro Vinaigrette

Chef Attended Omelet Station

Fluffy Scrambled Eggs
Cheese Blintzes with Wild Berry Glaze
Smokehouse Bacon and Country Sausage Links
Homestyle Breakfast Potatoes
Chicken Piccata
Rice Pilaf
Fresh Seasonal Vegetables
Warm Rolls and Butter
Coffee, Decaffeinated Coffee, Assorted Teas and Iced Tea

Sparkling Wine and Sparkling Cider Toast

Everlasting \$45.00 Eternity \$54.00

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Hors D' Oeuvres Reception

Hors D' Oeuvres are based on 3 pieces per person for Cold & Hot Hors D' Oeuvres. Reception is served with Warm Rolls and Butter, Regular and Decaf Coffees and water on tables. Minimum of 50 people Required.

Presentations

Domestic and Imported Cheese Display
Seasonal Fruit Display
Fresh Vegetable Crudit 

Cold Hors D'oeuvres

(Selection of Two)
Classic Deviled Egg
Southwest Tortilla Pinwheels
Jumbo Shrimp with Cocktail Sauce
Salmon Pinwheel with Caviar
Tri-Color Tortellini Skewers
Southwest Beef with Black Bean Relish and Sour Cream
Sesame Chicken Teriyaki on Ginger Rice Cracker
Salami Cornets with Brie Cheese

Hot Hors D'oeuvres

(Selection of Three)
Swedish Meatballs
Mini Chimichangas with Salsa Fresca
Smoked Chicken Quesadilla with Salsa
Chicken Sate with Peanut Dipping Sauce
Vegetable Spring Roll with Sweet and Sour Sauce
Fried Cheese Ravioli with Marinara Sauce
Crab Rangoon with Hoisin Sweet Sauce
Petit quiche Lorraine

Chef Carved

Top Sirloin of Beef with Horseradish Cr me
Breast of Turkey with Cranberry Chipotle Sauce

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Stations

Salad Station

Choose 3 Salad Selections

~Mixed Field Greens

~Wedge Salad

~Traditional Caesar

~Greek Salad

~Pasta Salad

~Antipasto Salad

~Spinach & Raspberry Salad

\$18.00 per person

Chef Attended Meat Carving Station

~Roasted Turkey Breast with Cranberry-Chipotle Aioli, Warm Rolls and Butter

\$320.00/40 people

~Roasted Strip Loin of Beef, Atomic Horseradish Cream, Served Au Jus

\$350.00/40 people

~Honey Glazed Ham, Sweet Pepper Mustard

\$320.00/40 people

~Roasted Beef Tenderloin, Pepper Crusted, Garlic Cream, Horseradish

\$600.00/40 people

~Herb Crusted Pork Loin, Wild Cherry Demi-Glace

\$350.00/40 people

Chef Attended Pasta Station

Choose from Three Pastas and Three Sauces

Penne Linguine, Cheese Tortellini, Farfalle

Pesto Cream, Bolognese, Garlic-Asiago Cream, Vodka Tomato

Toppings: Tomatoes, Mushrooms, Shrimp, Onions, Olives, Julienne of Summer Squash, Red and Green Peppers,

Asiago Cheese, Spinach and Grilled Chicken

\$20.00 per person

Mashed Potato Martini Bar

Garlic Mashed Potatoes with a selection of Sour Cream, Chives, Sweet Cream Butter, Crumbled Applewood Bacon, Grilled Chicken, Sautéed Shrimp, Shredded Cheeses, Green Chile with Roasted Corn Gravy or Traditional Pan Gravy

\$24.00 per person

Asian Wok Station

Beef, Chicken, Shrimp

Assorted Stir-Fry Vegetables

Cucumber Sesame Salad

Jasmine Rice

\$25.00 per person

*Served Separately from Everlasting and Eternity Packages

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Hors d'Oeuvres Menu

Hot Hors D' Oeuvres – Hot Hors D' Oeuvres are meant to be purchased in conjunction with a dinner or reception package. Available Butler Passed or Stationed. Priced per 100 pieces.

Swedish, Southwest or BBQ Meatballs	\$195.00
Spicy Buffalo Wings with Savory Dip	\$245.00
Mushroom Caps with Feta Cheese & Spinach	\$325.00
Vegetable Spring Rolls with Sweet & Sour Sauce	\$225.00
Mini Chimichangas with Salsa	\$195.00
Grilled Chicken Quesadilla with Salsa	\$225.00
Roasted Vegetable and Jack Cheese Quesadilla	\$225.00
Mini Crab cakes with Remoulade	\$325.00
Crabmeat Stuffed Mushroom Cap	\$325.00
Sea Scallops Wrapped in Bacon	\$350.00
Chicken Sate with Peanut Dipping Sauce	\$275.00
Petite Quiche Lorraine	\$250.00
Beef Sate with Peanut Dipping Sauce	\$325.00
Pork and Vegetable Eggrolls with Thai Sweet Chili Sauce	\$225.00
Fried Cheese Ravioli with Marinara Sauce	\$125.00
Vegetable Potsticker with Soy BBQ Sauce	\$225.00
Spanakopita	\$175.00

Cold Hors D' Oeuvres – Cold Hors D' Oeuvres are meant to be purchased in conjunction with a dinner or reception package. Available Butler Passed or Stationed. Priced per 100 pieces.

Prosciutto Wrapped Melon	\$295.00
Salami Coronets with Brie Cheese	\$275.00
Classic Deviled Egg	\$150.00
Southwest Tortilla Pinwheels	\$125.00
Iced Jumbo Shrimp with Cocktail Sauce	\$295.00
Smoked Salmon on Sliced Baguettes	\$295.00
Marinated Artichoke Stuffed with Crabmeat	\$275.00
Salmon with Dill Cream Cheese Pinwheel	\$150.00
Salami Coronets Stuffed with Herbed Cream Cheese	\$275.00
Marinated Asparagus Tips wrapped with Prosciutto	\$295.00
Tri-Color Tortellini Skewers	\$125.00
Sesame Chicken Teriyaki on Flat Cracker	\$150.00
Cherry Tomato with Boursin Cheese on Focaccia	\$125.00
Southwest Beef with Black bean Relish on Crostini	\$275.00
Simply Sushi with Pickled Ginger, Wasabi and Soy	\$325.00
Cucumber Rounds with Herb Cheese Mousse	\$250.00
Bruschetta with Kalamata Olives Tapenade	\$300.00

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Displays and Platters

Fresh Fruit Display

Serves 50 People

Chef's Arrangement of Fresh Fruit, including Assorted Melons, Grapes, Citruses and Seasonal Berries. Served with Honey Yogurt Dip

*Some Items are subject to change due to seasons and conditions

\$175.00

Domestic and Imported Cheese Display

Serves 50 People

Assortment of Imported and Domestic Cheeses laces with Dried Fruit, Seasonal Berries and Gourmet Crackers

\$225.00

Fresh Vegetable Crudit 

Serves 50 People

Arrangement of Assorted Seasonal Fresh Vegetables Served with Herbed Ranch, Hummus and Flat Bread

*Some Items are subject to change due to seasons and conditions

\$165.00

Sonoran Basket

Serves 50 Guests

Fresh Tri-Colored Tortilla Chips, Fresh House Salsas, Black Bean Dip and Guacamole

\$150.00

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Beverage Services

Hosted

Four Points Spirits	\$6.00
Premium Spirits	\$7.00
Regular Domestic Beers	\$4.00
Premium Beers	\$6.00
House Wines	\$6.00
Cordials/Liqueurs	\$6.50
Soft Drinks & Bottled Water	\$2.75

Cash

Four Points Spirits	\$6.50
Premium Spirits	\$7.50
Regular Domestic Beers	\$4.50
Premium Beers	\$6.50
House Wines	\$6.50
Cordials/Liqueurs	\$7.00
Soft Drinks & Bottled Water	\$3.00

Hosted Packages

1 st Hour	\$16.00 per person
2 Hours	\$19.00 per person
3 Hours	\$23.00 per person
4 Hours	\$27.00 per person
Each Additional Hour	\$4.00 per person

Premium Bar

\$18.00 per person
\$22.00 per person
\$27.00 per person
\$32.00 per person
\$5.00 per person

Beer and Wine Bar

\$14.00 per person
\$17.00 per person
\$20.00 per person
\$23.00 per person
\$3.00 per person

*Bar Hosted Packages Include Domestic and Imported Beers, House Wines, Soft Drinks and Bottled Water

*All Bars include Soft Drinks and Bottled Water

Four Points Call Brands

Vodka: Smirnoff
Rum: Cruzan
Tequila: Sauza Gold
Bourbon: Jim Beam White Label
Scotch: Dewar's White Label
Gin: Beefeaters Dry Gin
Whiskey: Seagram's 7

Premium Brands

Vodka: Absolut
Rum: Cruzan Gold
Tequila: Jose Cuero
Bourbon: Jack Daniels Black Label
Scotch: Chivas Regal
Gin: Bombay
Whiskey: Crown Royal

Beer

Domestic
Coors Light
Bud Light
Blue Moon
Kiltlifter
Michelob Ultra
O'Douls (Non Alcoholic)
Imported
Heineken
Corona
Stella Artois
Guinness
Corona Extra

Wine

House Wine
Magnolia Grove Chardonnay, California
Woodbridge Pinot Grigio
Woodbridge White Zinfandel

Premium Wine

Mark West California Pinot Noir
Magnolia Grove Cabernet Sauvignon, California
Raymond "R Collection" California Merlot
Geyser Peak Sonoma Cabernet Sauvignon
Woodbridge Merlot
J Lohr Riesling
Fog head Monterey Sauvignon Blanc
Kendall Jackson Chardonnay

Sparkling Wine

Michelle (Chateau Ste. Michelle)
J Roget Sparkling
Rotari Prosecco (187ml)

Beer: Certain Brands Available by the Keg Wine: Available by the bottle. Please check with Catering Manager

Bartender Fee: \$75.00 Bartender fee applies per every 75 guests *Brands are subject to change without notice

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Specialty Bar:

Mimosa Bar

Freshly Squeezed Orange Juice

Chilled Champagne

Choose From:

*Cranberry

*Passion Fruit

*Orange Cream

\$7 per person

Bloody Mary Bar

Create your own:

Classic Bloody Mary

*Olives

*Pearl Onions

*Celery

*Bacon

*Hot Sauce

*Lime

*Pickles

*Horseradish

\$8 per person

Margarita Bar

Classic

Mango

Strawberry

With a Salt or Sugar Rim

Served Frozen or on the Rocks

\$8 per person

Martini Bar

Classic-tini

Surfer martini

Blue Martini

Sour Apple Martini

\$7 per person

Coffee Bar

Regular & Decaf Coffee

*Bailey's Irish Cream

*Kahlua

*James Irish Whiskey

*Amaretto di Saronno

*Frangelico

*Fresh Whipped Cream

*Chocolate Shavings

Vanilla & Peppermint Syrup

\$9 per person

Cordials Bar

*Amaretto di Saronno

*Bailey's Irish Cream

*Kahlua

*Sambuca

*Frangelico

*Courvoisier VS

\$9 per person

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Enhancements

Wine Service with Meal

Choice of House Chardonnay, Cabernet Sauvignon or Merlot

\$8.00 per person++ or \$34 per bottle

Martini Bar

Serving the Finest selection of Vodka & Gin Martini

Based on Consumption

\$10.00 per Drink++

Continental Coffee Service

Includes Sugar Cubes, Dark Chocolate Shavings, Whipped Cream, Cinnamon Sticks and Orange Zest (Ask for Flavored Coffees)

\$5.00 per person ++

Miniature Sweets Table

Seasonal Fruit Display, Chocolate Dipped Strawberries, Worldly Chocolates & Assorted Petite Pastries, Petit Fours and Coffee Station

\$17.00 per person ++

Linen

Cotton Chair Cover with Sashes

Satin Chair Covers with Sashes

Overlays

Floor Length Table Linen

Napkins

Others

Backdrops

Balloons

Centerpieces

Ice Carvings

Custom Candy Displays

Photo Booth

*Please check with Catering Manager on Pricing and Further Information

*Prices are Subject to Change without Notice

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Preferred Vendors

Ceremony Music

Lisa Pressman Ensemble ~ Lisa Pressman ~ 602-906-4060 ~ www.opusfromus.com/events

Belle Trio ~ www.belletrio.com

DJ Services / Entertainment / Production

Got you Covered Music ~ Eric Cheroske ~ 602.722.5416 ~ www.gotyoucoveredmusic.com

AZ Celebrity DJ ~ Stephanie & Juan Sandoval ~ 480.720.0941 ~ www.azcelebritydj.com

Starz Entertainment ~ Jimmy Davenport ~ 480.830.1308 ~ www.starzentertainment.net

Ray the DJ ~ Ray Grace ~ 602-921-9665 ~ www.raythedj.com

Photography

Jasmine Amber Photography ~ 480.600.4018 ~ www.jasmineamberblog.com

Life through a Lens Photography ~ Alli Mandowske ~ 480.294.3731 www.lifethroughalensphotography.com

Light Rain Images ~ Lilet & Glenn Hamp ~ 480.699.5731 ~ www.lightrainimages.com

Florist

Wild Child Floral Design ~ Patty Eastwood ~ 480.968.2619 ~ wildchildfd@cox.net

Lux Wedding Florist ~ Katie Easley ~ 602.618.9284 x:119 ~ www.luxweddingflorist.com

Bloom Events ~ Kristen Mandly ~ 480.654.0998 ~ www.idoaz.com

Officials

AZ Ministers ~ Phillip & Gwen Waring ~ 480.502.0707

Pastor Randy Williams ~ 602.421.1345

Reverend Paul Michael ~ 480.970.1020

Candy Station / Design

Debbie Kennedy Events & Design ~ Debbie Kennedy ~ 602.228.3639 ~ www.debbiekennedyevents.com

Invitations/Calligraphy

Event Essentials ~ Kim McDowell ~ 602.330.9505 ~ www.theeventessentials.com

PaperCrazy ~ 602-234-0184 ~ www.papercrazy.com

Green Screen Entertainment

Barb ~ 602-541-1615 ~ www.greenscreenaz.com

Wedding / Event Planners

J.Starr Stylized Weddings & Events ~ Jennifer Starr ~ 480.980.6916 ~ www.jstarrweddings.com

BTS Event Management ~ Trista Guzman ~ 602.740.8844 ~ www.btsevenmanagement.com

Laurie Strickland

Bakery

Roberts Catering ~ Wendy ~ 480.963.4040 ~ www.robertscatering.net

Honeymoon Sweets ~ Alisa ~ 480.517.9520 ~ www.honeymoonsweets.com

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Policy Statement for Banquet Events

Banquet Menus

Menu selections, room arrangements and other details pertinent to your function should be submitted to the Catering Department at least 1 month prior to your function date. Our menus are designed to suit all of your needs. Our team of culinary experts strives to provide your guests with the finest and freshest – local and international – products available.

Guarantee

The Catering office should be notified of your guaranteed attendance by no later than seven business days prior to your function. If no final guarantee is received, we will consider the number indicated on the original arrangements to be correct or the actual attendance, whichever is greater. The guarantee is not subject to reduction after this three day deadline.

Special Catering Services

Arrangements may be made through the Catering Office for the purchase of fresh floral arrangement, ice carvings linen upgrades and centerpieces. We would also be pleased to assist you with special theme decorations, entertainment and valet parking. If gift bags are provided to guests checking into hotel a \$2.00 delivery fee per bag will be assessed for package delivery through our in-house bell staff.

Decorations

Decorations or displays brought into the hotel by the guest must be approved prior to arrival. Banners or display items may not be affixed to any stationary wall, floor, windows or ceiling with nails, staples tape or any other substance in order to prevent damage to the fine fixtures and furnishings. Clean up fees will apply for certain decorations. The client agrees to be responsible for any damages done to the function room or any other part of the hotel by the client, their guests, employees, independent contractors or others under their control.

Audio Visual Equipment and Services

We will be pleased to arrange for any audio visual requirements for your function, using state-of-the-art equipment from our in-house audio visual company. Charges will apply if any outside audio visual equipment is brought into your meeting space through our company or an outside company. Audio visual equipment contracted outside of the hotel must be removed immediately following the conclusion of the event. The hotel and contracted company by hotel assume no responsibility for services contracted outside of the hotel. An electrical fee will be applied to the usage of any electrical outlets used during the entirety of the contracted space rental. In house technical services rendered for outside audio visual equipment will incur an additional fee.

Function Rooms

Function rooms are assigned by the guaranteed minimum number of people anticipated. Room rental fees are applicable at the time of booking. We reserve the right to assign groups to a room suitable for the function if the attendance increases or decreases.

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Beverage Service

We offer a complete selection of beverages to complement your function. Please note that alcoholic beverage sales for service are regulated by the Arizona State Liquor Commission. The hotel, as a licensee, is responsible for the administration of these regulations. It is our policy, that no alcoholic beverage may be brought into the hotel. The hotel reserves the right to change from a host or cash bar to a cocktail server if the count falls below 25 people.

Four Points by Sheraton Phoenix South provides the following styles of bar services:

*Hosted bars – Guests order the drinks of their choice. Hosted bars can be arranged as a package with an hourly per-person charge (paid in advance by the host) or based on consumption. If a consumption bar is chosen, the final bill plus service charge and tax is the responsibility of the event host.

*Cash bars – Guests purchase their drinks individually at the bar. Prices include tax and gratuity.

The hotel staffs one bartender for every 75 guests. A bartending fee of \$75 per bartender will apply for hosted and cash bars.

Four Points by Sheraton Phoenix South is responsible for the quality and freshness of the food served to our guests. Due to State and City health regulations, all food served at Four Points by Sheraton Phoenix South must be prepared by our culinary staff. Food prepared by the hotel, which is not consumed by attendees, may not be taken out of the hotel after the function. The only exception is wedding cake tops. Hors D' Oeuvres reception and buffet food service is limited to 1-hour. In the unlikely event that items are brought into the hotel, additional service charges, cutting fees, display charges or corkage fees will apply. In the event we allow the group to bring food or beverage items (charitable events), the hotel does not assume responsibility for the quality, timeliness, or price of food and beverage items brought in to the hotel. Service staff levels are at the discretion of the hotel and may incur additional service charges if deemed necessary. General service levels include 1 serve per 25-30 guests for breakfast and lunch service and 1 server per 20-25 guests at dinner service. Any additional service staff will incur a \$95.00 + gratuity per server fee.

Shipping and Receiving

Packages for meetings and conventions may be delivered to the hotel no more than four working days prior to the date of the meeting and the hotel must have prior notification of any packages being delivered. There will be additional storage fees assessed for any packages that arrive to the hotel's property prior to the four day allowance. The following information should be included on all packages:

*Conference or Function Name

*Hotel Contact

*Client's Name

*Date of Function

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Any alternative arrangements are to be approved by the hotel. Guests/exhibitors are responsible for return shipping costs and methods for all packages. Pricing is subject to change based on individual packaging needs.

Security

The hotel does not assume responsibility for damage or loss of any merchandise, food and beverage, and personal articles brought into the hotel, items left unattended or left behind at the conclusion of the function. With adequate notice, we will be pleased to provide additional security for equipment or merchandise. You will be responsible for any damages done to the facilities during your event. It is client's responsibility to secure all gifts and cards received prior to dinner. At the hotels discretion parties may be subject to additional security needs at client's expense.

Billing

Full payment prior is required no later than 3 business days prior to the function. Direct bill is offered to corporate groups spending a minimum of \$5,000 in food, beverage and room rental in (1) one calendar year. Direct bill must be established 30 days prior to your arrival.

Prices

There will be an applicable service charge of 20% and a sales tax of 8.3% on all food and beverage items, and exclusive of any hosted food and beverage minimum. Prices are subject to change with guaranteed pricing 90 days prior to the date of the event. Additional labor fees may be applied if you do not meet the required number of people for your function. We will serve a buffet below the minimum number; however, an additional fee per person below the minimum will be applied.

Parking

Parking for your guests is complimentary. Please ask if you should wish to arrange valet parking. Additional fees will apply.

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