



Hilton Garden

Inn

Grand Forks/UND

Wedding Packet

“Everything. Right where you need it.”





Location

Located on the western edge of the University of North Dakota campus, connected via a skywalk to UND Aerospace. On I-29, take the Demers exit (#140). Conveniently located near the Ralph Engelstad Arena and Alerus Center. Easy access to Grand Forks International Airport, the Air Force base, Altru Hospital and the downtown area.

Room Amenities

- ❁ Complimentary high-speed wired and wireless Internet available in each guest room plus public areas.
- ❁ All Guest rooms feature the Garden Sleep System™ by VSS, advanced technology beds that guarantee you the best night's sleep possible.
- ❁ Crisp linens and cozy duvets ensure you'll wake up refreshed and ready to achieve your every goal of the day.
- ❁ Hospitality center includes refrigerator, microwave oven, and Keurig coffee maker in all rooms.
- ❁ Large work desk with convenient desk-level outlets, adjustable lighting, and ergonomic Mirra™ chair by Herman Miller.
- ❁ Speakerphone with voicemail and data port.
- ❁ Hair dryer, iron, and ironing board
- ❁ Electronic door lock
- ❁ Innovative, easy-to-set alarm clock radio with jack for music player.



Facilities/Services

- ❁ 100 well appointed, non-smoking guestrooms including 23 Suites and accessible rooms available
- ❁ The Great American Grill serving hot, made-to-order breakfast daily and dinner available nightly
- ❁ 24-hour Pavilion Pantry convenience mart, featuring a variety of cold beverages, light refreshments, snacks, and frozen microwavable meals. In addition, there is a full array of sundry items for any last minute needs while you are traveling.
- ❁ 24-hour business center complimentary to guests
- ❁ Indoor pool and whirlpool
- ❁ Fitness center and Stay Fit Kits for an in-room workout
- ❁ Valet and self-laundry available



Hilton HHonors

Hilton HHonors is the only guest reward program that lets you earn both hotel points and airline miles for the same stay at more than 3,000 hotels worldwide. With the Hilton HHonors Event Planner program, event planners can earn Points & Miles for qualifying events. Ask your sales person for details.



Hilton Garden Inn Grand Forks/UND
 4301 James Ray Drive Grand Forks, ND 58203
 (701) 775- 6000 www.grandforksund.stayhgi.com



Personalized Group Web Page:

A Special Web Page for Your Special Event Keeping your guest happy goes hand-in-hand with keeping them informed. With a Personalized Group Web Page, this often daunting task has never been easier. Book an event at any Hilton Garden Inn hotel using the booking method of your choice, and you'll be able to create a Web page with a unique Web address for your group. Include the information your guests need to know, such as dates, rates, room types, directions, and even personal touches like a note or photos. Also, from this Web page your guests will be just one click away from booking a room in your group block. Think of it as a one-stop, central site for your attendees, helping to make your event a success.



Visit www.StayHGI.com/GroupPage or contact the Sales Department for set up options.



Event Space

Host your Wedding Weekend Events with us at the Hilton Garden Inn Grand Forks/UND! We offer over 3,000 sq. ft. of function space inside. We are happy to host any of your Wedding Events such as: Bridal Showers, Rehearsal Dinners, Wedding Receptions and Gift Openings. We offer an extensive menu to cater to all your guests while staying within your budget.

<u>Room Name</u>	<u>Dinner</u>	<u>Ushape</u>	<u>Boardroom</u>	<u>Class Room</u>	<u>Theater</u>	<u>Square</u>	<u>Reception</u>
James C. Ray Boardroom	-	-	17	-	-	-	-
James F. Buchli Room	90	50	30	60	130	60	80
Eugene R. Dahl Room	90	50	30	60	130	60	80
Buchli/Dahl Room	200	-	-	160	250	-	200
Pre-Function Hallway	-	-	-	-	-	-	30
Restaurant	50	-	-	-	-	-	-

Actual capacity of rooms is contingent upon the final set for the room. All occupancies are maximum room sets allowable for space, local, and state codes. Occupancies may decrease depending upon additional service items in the rooms, e.g., audio visual equipment, head table, buffet tables, display space, etc.

Restaurant is available only during non-business hours.

Please contact the Sales Department for details on availability.



Wedding Reception Package

\$1,100.00

Ballroom Rental

Dance floor

Cash Bar Set up

Cake Cutting Fee

Punch for your wedding reception

Whirlpool room for Bride and Groom with Romance Package of Champagne and chocolate covered strawberries.

- *Ballroom rental includes tables, chairs, white or black linen & napkins, set up & tear down.
- *Package pricing varies by date. Prices listed are for peak dates. Off peak dates and Friday nights are discounted \$400.00.
- *Weddings also have a food and beverage minimum of \$2,000 required.
- *Wedding package prices include tax and gratuity. Package as is, no variation will be accepted.
- *Non-Alcoholic Champagne will be substituted for all couples under the legal drinking age.
- *Enhancements are available for additional cost.
- *The package price is also your non-refundable deposit due at the time of your signed contract.



Plated Dinner Entrées

\$20.25 per person

Cheese Ravioli
Pasta Primavera

\$24.00 per person

Chicken Parmesan
Chicken Piccata
Oven Roasted 1/4 Chicken
Teriyaki Glazed Chicken
Chicken Béarnaise
Glazed Brown Sugar Ham
Roast Turkey
Roast Beef

\$26.50 per person

Pork Tenderloin

\$32.95 per person

Prime Rib
Grilled Salmon.

Plated Kids Meal Option

\$11.50 per person

Chicken Strips with French Fries
Spaghetti with Meatballs

*All Prices are inclusive of tax and service charge

*Up to Two Dinner Selections can be chosen



Buffet Options

Salad (Choose One)

House Salad with Two Dressings or Caesar

Vegetable (Choose One)

Green Beans, Honey Glazed Baby Carrots, Broccoli, Corn, Vegetable Medley

Potato (Choose One)

Roasted Rosemary Red Potatoes, Whipped Potatoes & Gravy,
Baked Potato, Garlic Mashed Potatoes, Baked or Mashed Sweet Potato
with Honey Cinnamon Butter

Entrée Choices

Chicken Parmesan, Chicken Piccata, Teriyaki Glazed Chicken,
Roast Turkey, Glazed Brown Sugared Ham, Grilled Seasoned
Pork Loin, Roast Beef in au jus, Cheese Ravioli in Marinara Sauce
And Pasta Primavera

One Entrée Buffet \$22.75 per person

Two Entrée Buffet \$26.50 per person

*pricing is based on 1.5 servings of meat per person.

*All Prices are inclusive of tax and service charge



Dinner Entrée Descriptions

Chicken

Chicken Parmesan

5 oz chicken breast with an Italian bread crumb coating, lightly fried and topped with marinara sauce and provolone cheese.

Chicken Piccata

5 oz chicken breast sautéed & topped with a lemon white wine sauce & capers.

Chicken Béarnaise

5oz lightly seasoned chicken breast that has been roasted and topped with béarnaise sauce.

Oven Roasted 1/4 Chicken

Quarter of a bone in chicken that is seasoned and roasted to a golden brown.

Teriyaki Glazed Chicken

Grilled chicken marinated in teriyaki sauce and grilled to perfection.

Seafood

Grilled Salmon

8 oz grilled salmon topped with a dill sauce



Dinner Entrée Descriptions

Grasslands

Pork Tenderloin

6 oz pork loin with Dijon mustard rub wrapped in bacon.

Glazed Brown Sugar Ham

6 oz baked brown sugar ham topped with a warm apple, raisin compote.

Roast Beef

slow roasted 8 oz Roast Beef

Prime Rib

slow roasted 8 oz sirloin topped with au jus (minimum 30 people)

Vegetarian

Cheese Ravioli

cheese ravioli in a marinara sauce

Pasta Primavera

Fettuccine with a medley of vegetables served in a creamy alfredo sauce



Side Options

.All Dinner options include choice of salad, potato, Chef's Choice of vegetable, dinner rolls with butter and water service.

Salad

(Choose one)

House Salad with two dressings
Classic Caesar

Potato

(Choose one)

Rosemary Roasted Potatoes
Whipped Potatoes & Gravy
Baked Potato
Garlic Mashed Potatoes
Mashed Sweet Potatoes with Honey Cinnamon Butter
Rice Pilaf
Pasta



Cold Hors D'oeuvres

Fruit Tray	\$5 per person
Meat & Cheese Tray	\$8.25 per person
Assorted Cheese Tray	\$5 per person
Fresh vegetable Tray with dip	\$6.75 per person
Chilled Shrimp with Lemon & cocktail sauce	\$7.75 per person
Spinach Dip with entertainment cracker assortment	\$10 per person
Pinwheels (Traditional, Sundried Tomato & Feta)	\$5 per person
Bruschetta on a garlic bread medallion	\$6.75 per person
Cream Puffs (chicken salad or ham salad)	\$6.50 per person
Gourmet Cheese Display	\$13.95 per person

Hot Hors D'oeuvres

Cocktail Meatballs BBQ or Swedish Sauce	\$3.75 per person
Hot Artichoke Dip with Garlic Bread Medallions	\$7.50 per person
Gorgonzola Stuffed Mushroom Caps	\$5 per person
Chicken Strips with Honey Mustard or BBQ Sauce	\$5 per person
Cocktail Dogs in Sweet Baby Rays BBQ	\$3.75 per person



Wedding Enhancements

Reception

Colored Napkins ~ \$0.35 per napkin

Butler Passed Hors d'oeuvres ~ \$15 per server/ hour

Champagne Toast ~ \$32.75 per bottle

Slide Show Package ~ \$135

*includes LCD Projector, Screen and DVD Player

Gift Opening and Bridal Shower

Beverages

Assorted Bottles of Juice ~ \$3.75 per bottle

Bottled White or Chocolate Milk ~ \$5 per bottle

Ala Carte

Assorted Muffins ~ \$13.95 per Dozen

Assorted Danishes ~ \$13.95 per Half Dozen

Bagels & Cream Cheese ~ \$16.50 per Half Dozen

Bowl of Cut Fruit ~ \$5 per person

Freshly Baked Caramel or Cinnamon Rolls ~ \$12.75 per Half Dozen

Executive Continental Buffet

\$11.50 per person

Fresh Danish and Coffee Cake, Orange Juice and Coffee. (15 person minimum)

Sunrise Buffet

\$ 15.25 per person

Fresh Muffins, Scones, Seasonal Fruit Tray, Fluffy Scrambled Eggs, Crisp Bacon or Sausage, Breakfast Potatoes or Hash browns, Orange Juice and Coffee. (15 person Minimum)

Breakfast Croissant

\$ 11.50 per person

With Scrambled Egg and cheese with choice of ham, bacon or sausage, on a fresh croissant served with Orange Juice and Coffee.



Cocktail Package Plan

**all tax and service charges are included in listed price*

BAR SET-UP & LABOR INCLUDES:

Portable cash bar, ice, drink fruit, napkins, plastic glasses, stir sticks & picks.

Bartender fees and Bar-Set up charges are included in the wedding packages.

Cash Bars

All drinks will be charged to the guests on a per drink basis.

Host Bars

All drinks will be charged to the host on a per drink basis.

Drink Tickets

All drinks will be charged to the host on a per ticket basis.

Drinks included: House Wine, Domestic / Import Bottled Beer and Single shot Well Liquor

Special Order Wines, Champagne and Beer Kegs are available,

Pricing will vary



ROOM RENTAL POLICIES:

- A non-refundable deposit, as indicated in your quote, is due upon confirmation of the reception date/signing of the contract. This deposit covers the wedding package charges. Deposits can be made in the form of credit card, cash or check.
- Wedding receptions are required to have a \$2,000 food and beverage minimum purchase.
- All events must end at 12:00am. DJ and Band services must be completely shut down at this time also. No exceptions.

DECORATIONS:

- Please check with the sales staff for hours available for decorating one week prior to the day of your event.
- Guests are required to remove all decorations/personal belongings immediately (by 1AM) following reception unless arrangements have been made with the Sales Office prior to the start of the event.
- Guests can supply their own decorations; however, all decorations must be approved by Hilton Garden Inn Grand Forks / UND management before they are displayed in the banquet facilities.
- Any candles used for the reception must be completely enclosed in glass to prohibit the wax from getting on the banquet linens. Open flames are not allowed also.
- The hotel does not permit the affixing of anything to the walls, floor or ceilings of the banquet rooms, with nails, staples, and tape or any other substance unless approval has been established prior to the function.
- Centerpieces can be provided at no additional charge. They consist of a small selection of candle vases, battery-operated votive candle, and a 12 x 12 table top mirror.
- Confetti, glow sticks, tiny rocks and such are not allowed.
- Fog machines are not allowed.

DAMAGES:

- Patron agrees to be responsible for any damage to the premises or equipment by members, guests, and invitees or outside groups contracted by the patron during the period of time the function is held at the hotel.
- We do not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during, or following the function. Security arrangements should be made for all items left unattended for any length of time.
- Patron agrees to be responsible for any theft of items from the hotel during the time the function is held at the facility or their guests are in house.
- The Hilton Garden Inn reserves the right to cancel or stop the function at any time due to unruly guests, noise complaints, or if the function is deemed out of control by the Manager on Duty.

GUARANTEES/DEADLINES:

- Food, beverage and setup requirements are due to the Sales Office **30 days prior** to your event.
- A final guest/meal count is due to the Sales Office **5 business days prior** to your event. This count will be taken as your guaranteed attendance, and food will be prepared based on this number. This guarantee cannot be reduced; but can be increased up to 24 hours prior to your event. Full payment for event will be due by this time.