



# Catering Menu

· Breakfast · Breaks · Lunch · Dinner · Hors D'oeuvres · Beverages ·  
· Audio/Visual ·



*Let Us Cater To Your Needs*



EMBASSY SUITES  
HOTEL™

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Indianapolis - Downtown

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[www.embassysuites.com](http://www.embassysuites.com)



# Breakfast

## *Healthy Start Continental*

Assortment of Fresh Fruit Juices  
Sliced Seasonal Melons and Berries  
Assorted Low Fat Yogurts and Granola Bars  
Hot Oatmeal served with Fresh Granola,  
Raisins and Brown Sugar  
Served with Chilled 2% and Skim Milk  
Freshly Brewed Coffee, Decaffeinated Coffee and  
Herbal Teas

*Six (6) Guest Minimum*

## *Embassy Executive Continental*

Assortment of Fresh Fruit Juices  
Sliced Seasonal Melons and Berries  
Sausage and Cheese Biscuits  
Breakfast Breads, Muffins and Danish  
Served with a Variety of Butters and Preserves  
Freshly Brewed Coffee, Decaffeinated Coffee  
and Herbal Teas

*Six (6) Guest Minimum*

## *Good Morning, Indianapolis! Breakfast Buffet*

Assortment of Fresh Fruit Juices,  
Seasonal Sliced Melons and Berries  
Freshly Baked Breakfast Breads  
Variety of Dry Cereals and Chilled Milk  
Country Fresh Scrambled Eggs  
Crisp Applewood Bacon and Sausage Patties  
Traditional Home-Style Fried Potatoes  
Cinnamon Sprinkled French Toast  
Served with Warm Maple Syrup  
Assortment of Butters and Preserves  
Freshly Brewed Coffee, Decaffeinated Coffee and  
Herbal Teas

*Twenty (20) Guest Minimum*

*Priced Per Person*

## *Your Plated Preference—Pick Two*

*Select Your Preferences (select two):*

- Honey Baked Ham
- Sausage Patties
- French Toast
- Buttermilk Pancakes
- Country Fresh Scrambled Eggs

Freshly Squeezed Orange Juice  
Traditional Home-Style Fried Potatoes  
Breakfast Breads, Muffins, and Danish  
Freshly Brewed Coffee, Decaffeinated Coffee  
and Herbal Teas

## *Breakfast Enhancements*

- *Action Stations with Accompanied Chef*
  - *Belgian Waffle Station*  
Chef to prepare Waffles served with Fresh Berries, Whipped Cream, and Maple Syrup
  - *Omelet Station*  
Cooked to Order—Served with Variety of Toppings; Egg Whites and Beaters Available
- *Sausage and Cheese Biscuits*
- *Ham and Cheese Croissants*
- *Biscuits and Gravy*
- *Oatmeal with Raisins, Granola, & Brown Sugar*
- *Hot Grits with Cheddar Cheese, Butter and Milk*
- *Pecan Sticky Buns*
- *Variety of Bagels with Assorted Cream Cheeses*
- *Hardboiled Eggs*
- *Assortment of Low Fat Yogurts*
- *Assortment of Breakfast Breads*

*Priced per Person*

*All food and beverage purchases are subject to local sales tax and 22% service charge.*

*Prices are subject to change without notice.*





# Let's Take A Break

## Themed Breaks

## A La Carte Refreshments

### *The Chocoholic*

Chocolate Chip Cookies, Chocolate Cheesecake Dessert Bars and Chocolate Chunk Brownies, Freshly Brewed Regular and Decaffeinated Coffee, Assorted Soft Drinks and Bottled Waters

### *The Health Nut*

Sliced Fresh Fruit, Assorted Low Fat Yogurts, Granola Bars, Assorted Mixed Nuts, Assorted Bottled Juices and Bottled Waters

### *The Munchies*

Tortilla Chips and Salsa, Kettle Cooked Potato Chips, Freshly Popped Popcorn, Mixed Nuts, Assorted Soft Drinks and Bottled Waters

### *At the Movies*

Fresh Popcorn with Assortment of Flavored Seasoning Salts, Assortment of Candies and Candy Bars, Assorted Soft Drinks and Bottled Waters

### *At the Circus*

Jumbo Soft Pretzels served with Spicy Mustard and Warm Cheese Sauce, Mixed Nuts, and Cracker Jacks Assorted Soft Drinks and Bottled Waters

### *Off the Trail*

Create and Mix Your Own Trail Mix! Walnuts, Pecans, Peanuts, Cashews, Almonds Raisins, Dates, Dried Cherries, Cranberries, Apricots M&M's, White Chocolate Chips, and Pretzels Assortment of Fresh Whole Fruit Assorted Soft Drinks and Bottled Waters

### *Tropical Getaway*

Fresh Fruit with Honey Lemon Yogurt Dipping Sauce, Lemon Bar Squares, Orange Blossom and Lemon Poppy Seed Muffins, White Chocolate Macadamia Nut Cookies Assorted Bottled Juices and Bottled Waters

*Themed Breaks are Priced per Person*

### *Sweet*

- Assorted Fresh Breakfast Breads
- Assortment of Candy Bars
- Assorted Low Fat Yogurts
- Assorted Cookies
- Chocolate Chunk Brownies
- Assorted Dessert Bars
- Seasonal Sliced Fresh Fruit
- Selection of Whole Fruits

### *Salty*

- Deluxe Mixed Nuts
- Tortilla Chips and Salsa
- Assorted Individual Bags of Chips
- Fresh Vegetables with Ranch Dip
- Jumbo Soft Pretzels

### *Beverages*

- Freshly Brewed Coffee
- Freshly Brewed Decaffeinated Coffee
- Freshly Brewed Iced Tea
- Red Bull
- Assorted Soft Drinks
- Assorted Bottled Juices
- Bottled Water
- Perrier Sparkling Water

*Have a theme of your own?*

*It would be our pleasure to custom tailor a package!*

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# Embassy Meetings

## *The Embassy Package* *A Healthy Start*

Assorted Chilled Fruit Juices, Seasonal Sliced Fresh Melon and Berries  
Individual Low Fat Yogurts and Granola Bars

Hot Oatmeal with Granola, Raisins, and Brown Sugar  
Low Fat and Skim Milk

Freshly Brewed Regular Coffee, Decaffeinated Coffee, and Assorted Herbal Teas

### *Mid Morning Refresh*

Refreshment of Freshly Brewed Regular Coffee, Decaffeinated Coffee, and Assorted Herbal Teas  
Bottled Waters and Assorted Soft Drinks Added

### *Choice of Single Entrée Plated Lunch or Two Entrée Lunch Buffet*

Chef's Choice of Composed Salad, Vegetable, Starch and Dessert  
Served with Freshly Brewed Iced Tea

### *Mid Afternoon Break*

Selection of one of our Themed Breaks

## *The Ambassador Package*

### *Embassy Executive Continental*

Assortment of Fresh Fruit Juices, Sliced Seasonal Melons and Berries  
Sausage and Cheese Biscuits

Breakfast Breads, Muffins and Danish

Served with a Variety of Butters and Preserves

Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

### *Mid Morning Refresh*

Refreshment of Freshly Brewed Regular Coffee, Decaffeinated Coffee, and Assorted Herbal Teas  
Bottled Waters and Assorted Soft Drinks Added

### *Mid Afternoon Tasty Treats*

Assortment of Freshly Baked Cookies and Dessert Bars

Freshly Brewed Regular Coffee, Decaffeinated Coffee and Assorted Herbal Teas  
Bottled Waters and Assorted Soft Drinks

### *Morning Beverage Break*

Freshly Brewed Regular Coffee, Decaffeinated Coffee, and Assorted Herbal Teas

### *Afternoon Beverage Break*

Assorted Soft Drinks and Bottled Waters

### *All Day Beverage Break*

Freshly Brewed Regular Coffee, Decaffeinated Coffee, Assorted Herbal Teas,  
Assorted Soft Drinks, and Bottled Waters

### *All Packages are Priced per Person*

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## Lunch—Plated

### Salad Plates

#### Market Fresh Cobb Salad

Iceberg Lettuce topped with Smoked Turkey, Chopped Egg, Bacon, Bleu Cheese Crumbles, and Tomatoes. Served with Fresh Fruit, Greek Pasta Salad, and Freshly Baked Rolls

#### Classic Caesar Salad

Romaine Lettuce garnished with Freshly Grated Parmesan Cheese, Croutons and Caesar Dressing Served with Fresh Fruit, Greek Pasta Salad and Freshly Baked Rolls

Add Chicken

Add Salmon

### Sandwich Plates

#### That's a Wrap

Your Choice of Sliced Turkey and Swiss, Ham and Cheddar, or Roasted Marinated Vegetables Wrapped in a Soft Whole Wheat Tortilla with Lettuce and Tomato

#### Gourmet Chicken or Tuna Salad

Roasted Chicken or Tuna with Diced Sweet Onions, Red Grapes, Walnuts, tossed in Tarragon Mayonnaise served on a Bed of Fresh Greens Accompanied with Multi-Grain Bread and Fresh Croissants

### Traditional Club Sandwich

Turkey and Ham topped with American Cheese and Applewood Bacon. Served on Multi-Grain Bread with Lettuce, Tomato and Red Onion

*All Sandwich Plates are served with Fresh Fruit, Kettle Style Potato Chips, Appropriate Condiments, Freshly Brewed Iced Tea, and Iced Water*

Maximum of 25 Guests for Salad and Sandwich Plates

### On the Go—Boxed Lunches

#### Sandwich Selections—

- Shaved Ham and Cheddar
- Sliced Turkey and Swiss
- Shaved Roast Beef and Provolone Cheese
- Roasted Marinated Vegetables

On the Go Sandwiches are served on Multi-Grain Bread with Lettuce, Tomato, and Appropriate Condiments

*Accompanied with Kettle Style Potato Chips, a Whole Fruit, a Freshly Baked Cookie, and Choice of Bottled Water or Bottled Soft Drink*

#### Boxed Lunch Guidelines

Groups of Less Than 10: One Sandwich Selection

Groups over 10: Two Sandwich Selections

### Priced per Person

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# *Lunch—Plated*

## *Entrée Plates*

*Priced per Person*

*All Entrée Plates include Chef's Choice of Salad, Selection of Dessert,  
Freshly Brewed Iced Tea, and Iced Water*

### *Tortellini Primavera*

Tortellini Pasta tossed with Mixed Vegetables in a Creamy Basil White Wine Sauce.  
Served with a Garlic Breadstick  
\$24 Add Chicken—\$4

### *Penne Alfredo with Broccoli*

Penne Pasta topped with Homemade Alfredo Sauce and Steamed Broccoli  
Served with a Garlic Breadstick  
Add Chicken

### *Pesto Chicken*

Grilled Chicken Breast Marinated in Basil, Garlic and Olive Oil  
Accompanied with Fresh Mozzarella and Pesto Sauce  
Chef's Choice of Seasonal Vegetable and Starch

### *Chicken Marsala*

Baked Chicken Breast with Wild Mushroom and Marsala Wine Sauce  
Chef's Choice of Seasonal Vegetable and Starch

### *Beef Stir Fry*

Julienne Steak Strips served in a Ginger Garlic Sauce and Sautéed with Scallions and Peppers  
Served with Jasmine Rice

### *Crown Pork Roast Chop*

Served Bone-In with Apple Chutney  
Chef's Choice of Seasonal Vegetable and Starch

### *Grilled Salmon Filet*

Sautéed with Fresh Spinach in Olive Oil topped with Toasted Pine Nuts  
Chef's Choice of Seasonal Vegetable and Starch

### *New York Strip Steak*

Grilled with Sautéed Onions and Button Mushrooms  
Chef's Choice of Seasonal Vegetable and Starch

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# Lunch—Buffets

## *Deli Express*

Garden Fresh Salad with Two Dressings  
 Seasonal Sliced Fresh Fruit  
 Selection of Turkey Breast, Baked Ham,  
 Roast Beef and Roasted Marinated Vegetables  
 Swiss, Cheddar, and Provolone Cheeses  
 Sliced Tomatoes, Red Onion, Lettuce,  
 Pickle Spears and Appropriate Condiments  
 Kettle Style Potato Chips, Traditional Potato Salad  
 Assorted Desserts

## *That's A Wrap*

Garden Fresh Salad with Two Dressings  
 Seasonal Sliced Fresh Fruit  
 Freshly Prepared Wrap-Sandwiches  
 Sliced Turkey and Swiss, Ham and Cheddar,  
 Roast Beef and Provolone and  
 Roasted Marinated Vegetables  
 Wrapped in a Soft Whole Wheat Tortilla  
 With Lettuce and Tomato  
 Traditional Potato Salad, Kettle Style Potato Chips  
 Assorted Desserts

## *Spuds, Soup and Salad*

Baked Idaho Potatoes with Crispy Bacon Bits,  
 Sour Cream, Chopped Chives and Shredded  
 Cheddar Cheese

### *Choice of Two Soup Selections:*

Chicken Noodle, Minestrone, Cream of Broccoli,  
 Tomato and Basil Bisque, Chicken and Wild Rice

### *Choice of Two Salads:*

Fresh Garden Salad with Two Dressings, Caesar Salad,  
 Greek Pasta Salad, Fresh Fruit Salad and Cole Slaw  
 Assortment of Dinner Rolls and Crackers

Assorted Desserts

## *That's Italian*

Classic Caesar Salad and Fresh Garlic Bread  
 Italian Sausage with Sautéed Onions and Peppers Chick-  
 en Marsala with Mushrooms  
 Cheese Tortellini in Creamy Alfredo Sauce  
 Italian Green Beans  
 Tiramisu and Chocolate Cake

## *South of the Border*

Chips and Salsa  
 Southwestern Tossed Mixed Greens  
 Build Your Own Fajita/Soft Taco Bar—  
 Selection of Beef and Chicken with Grilled  
 Peppers and Onions, Shredded Lettuce, Diced  
 Tomatoes, Grated Cheese, Salsa and Sour Cream  
 Southwest Style Rice and Refried Beans  
 Sopapilla Cheesecake

## *Hoosier Picnic*

Cole Slaw, Traditional Potato Salad  
 Garden Fresh Salad with Two Dressings,  
 Fried Chicken, Hamburgers and Hot Dogs with  
 Appropriate Condiments, Baked Beans,  
 Corn on the Cob, and Kettle Style Potato Chips  
 Apple Pie and Peach Cobbler

## *Build a Lunch Buffet*

### *Select 2 or 3 Entrées:*

- London Broil with Wild Mushroom Sauce
- Roasted Beef Medallions with Sautéed Onions  
and Button Mushrooms
- Beef Stroganoff over Egg Noodles
- Grilled Chicken Breast with Roma Tomatoes,  
Roasted Garlic, and Fresh Mozzarella
- Chicken Piccata in a Lemon, Capers and Butter Sauce
- Roasted Pork Loin with Apple Chutney
- Grilled Salmon Filet with Fresh Spinach Sautéed  
In Olive Oil with Toasted Pine Nuts
- Home Style Lasagna Bolognese
- Vegetarian Lasagna
- Baked Cheese Manicotti

*All Build a Lunch Buffets include Chef's Choice of Salad,  
 Seasonal Vegetable, Starch, Assortment of Desserts,  
 Freshly Brewed Iced Tea, and Iced Water*

All Buffets are a Minimum of 25 Guests.  
 A surcharge will be added for groups under 25 guests.

*Priced per Person*

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# Dinner—Plated

## Plated Entrées

Served with Choice of Salad,  
Freshly Baked Dinner Rolls and Butter, Selection of Dessert,  
Freshly Brewed Iced Tea, and Iced Water

### · *Tortellini Primavera*

Tortellini Pasta Tossed with Mixed Vegetables  
in a Creamy Basil White Wine Sauce. Served with a  
Garlic Breadstick                      Add Chicken

### · *Vegetarian Lasagna*

Layers of Pasta, Roasted Vegetables,  
Ricotta and Parmesan Cheese with Marinara Sauce.  
Served with a Garlic Breadstick

### · *Linguini with Grilled Tiger Prawns*

Shrimp Sautéed with Tri-Color Bell Peppers  
on a bed of Linguini with Choice of Marinara or  
Alfredo Sauce. Served with a Garlic Breadstick

### · *Parmesan Crusted Chicken*

Seared with Parmesan Cheese to Form a Crisp  
Crust. Served with Selection of Seasonal  
Vegetable and Starch

### · *Chicken Marsala*

Baked Chicken Breast with Wild Mushrooms  
and Marsala Wine Sauce. Served with Selection of  
Seasonal Vegetable and Starch

### · *Pesto Chicken*

Grilled Chicken Breast in Basil, Garlic and Olive Oil  
Topped with Fresh Mozzarella and Pesto Sauce.  
Served with Selection of Seasonal Vegetable and  
Starch

### · *Grilled Salmon Filet*

Served with Fresh Spinach Sautéed in Olive Oil  
with Toasted Pine Nuts and Selection of Seasonal  
Vegetable and Starch

### · *Grilled Swordfish Steak*

Served with Mango Salsa and Selection of Seasonal  
Vegetable and Starch

### · *Crown Pork Roast Chop*

Served Bone-In with Apple Chutney with  
Selection of Seasonal Vegetable and Starch

### · *Grilled New York Strip*

Served with Sautéed Onions and Button Mushrooms  
with Selection of Seasonal Vegetable and  
Starch

### · *Roast Prime Rib of Beef*

Served with Au Jus and Creamy Horseradish  
Sauce with Selection of Seasonal Vegetable  
and Starch

### · *Petite Filet & Grilled Chicken Breast*

Served with Mushroom Ragout and  
Dark Pan Jus with Selection of Seasonal  
Vegetable and Starch

### · *Oven Roasted Salmon & Grilled Chicken Breast*

With Citrus Salsa & Pinot Noir Jus. Served with  
Selection of Seasonal Vegetable and Starch

### · *New York Strip & Garlic Herb Prawns*

Served in Scampi Butter with Selection of Seasonal  
Vegetable and Starch

· *Vegetable, Starch and Dessert Selections are on the following page* ·

## · *Priced per Person*

Surcharge per person will apply to all groups offering more than one plated entrée to their guests.  
Must have selections when final count is provided.

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# Dinner—Plated

## *Plated Entrées*

Selections of Salad, Vegetables, Starch and Desserts

### *Choice of Salad—Please Select One*

#### *Tossed Garden Greens*

Crisp Iceberg and Romaine Lettuce with Cucumbers, Grape Tomatoes and Croutons  
Served with Ranch Dressing

#### *Classic Caesar Salad*

Romaine Lettuce garnished with Shaved Parmesan Cheese and Croutons  
Served with Caesar Dressing

#### *Strawberry Spinach Salad*

Baby Spinach, Sliced Fresh Strawberries, Crumbled Bleu Cheese and Toasted Almonds  
Dressed with Strawberry Balsamic Vinaigrette

### *Choice of Vegetable—Please Select One*

Italian Green Beans

Grilled Asparagus

Corn on the Cob

Buttered Carrots and Peas

Vegetable Medley

### *Choice of Starch—Please Select One*

Oven Roasted Potatoes

Potatoes Au Gratin

Farfalle Pasta

Baked Potato

Wild and Long Grain Rice

### *Choice of Dessert—Please Select One*

Strawberry Shortcake

Double Chocolate Cake

New York Cheesecake with Berries

White Chocolate Mousse topped with Dark Chocolate Shavings

Caramel Apple Pie

Chocolate Mousse Torte with Raspberry Sauce

Key Lime Pie Cheesecake

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# Dinner—Buffets

## Build a Dinner Buffet

All Build a Dinner Buffets include Choice of Two Salads, Option of Two or Three Entrées, Choice of Seasonal Vegetable, Starch, Dessert, Freshly Baked Dinner Rolls, Freshly Brewed Iced Tea and Iced Water

### Choice of Salad—Please Select Two

· *Tossed Garden Greens*

Crisp Iceberg and Romaine Lettuce with Cucumbers, Grape Tomatoes and Croutons Served with Ranch Dressing

· *Classic Caesar Salad*

Romaine Lettuce garnished with Shaved Parmesan Cheese and Croutons Served with Caesar Dressing

· *Strawberry Spinach Salad*

Baby Spinach, Sliced Fresh Strawberries, Crumbled Bleu Cheese and Toasted Almonds Dressed with Strawberry Balsamic Vinaigrette

· *Traditional Macaroni Salad*

Elbow Pasta tossed in Vinaigrette with Broccoli, Tomatoes, Cucumbers, Olives, Onions, Parmesan Cheese and Herbs

· *Fresh Fruit Salad*

Seasonal Fresh Fruit, Melons, and Berries

### Choice of Entrées - Please Select Two or Three

- London Broil with Wild Mushroom Sauce
- Roasted Beef Medallions with Sautéed Onions and Button Mushrooms
- Beef Stroganoff over Egg Noodles
- Grilled Chicken Breast with Roma Tomatoes, Roasted Garlic, and Fresh Mozzarella
- Roasted Pork Loin with Apple Chutney
- Grilled Salmon Filet with Fresh Spinach Sautéed Olive Oil with Toasted Pine Nuts
- Grilled Swordfish with Mango Salsa
- Parmesan Crusted Chicken
- Tortellini Primavera

### Choice of Vegetable—Please Select One

- Italian Green Beans
- Grilled Asparagus
- Corn on the Cob
- Buttered Carrots and Peas
- Vegetable Medley

### Choice of Starch—Please Select One

- Oven Roasted Potatoes
- Potatoes Au Gratin
- Farfalle Pasta
- Baked Potato
- Wild and Long Grain Rice

### Choice of Dessert—Please Select One

- Strawberry Shortcake
- Double Chocolate Cake
- New York Cheesecake with Fresh Berries
- White Chocolate Mousse with Dark Chocolate Shavings
- Caramel Apple Pie
- Chocolate Mousse Torte with Raspberry Sauce
- Key Lime Pie Cheesecake

Two Entrées    Three Entrées

*Priced per Person*

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A surcharge per person will be added for groups under 25 guests.

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# Dinner—Buffets

## Themed Dinner Buffets

*All Themed Buffets are served with Freshly Brewed Iced Tea and Iced Water*

### *That's Italian*

Classic Caesar Salad  
Home Style Lasagna Bolognese  
Chicken Marsala with Mushrooms  
Cheese Tortellini with Creamy Alfredo Sauce  
Italian Green Beans  
Fresh Garlic Bread  
Tiramisu and Chocolate Cake

### *South of the Border*

Chips and Salsa  
Southwestern Tossed Mixed Greens with Crispy Tortilla Strips  
Chicken Enchiladas  
Build Your Own Fajita/Soft Taco Bar  
Selection of Beef and Chicken with  
Grilled Peppers and Onions  
Shredded Lettuce, Diced Tomatoes, Grated Cheese,  
Salsa and Sour Cream  
Southwest Style Rice  
Refried Beans  
Sopapilla Cheesecake

### *Texas Barbeque*

Mixed Greens with Two Dressings  
Fresh Fruit Salad  
Southwestern Chili  
Country Biscuits  
Blackened Chicken Breast  
Barbequed Pulled Pork  
Garlic Roasted Redskin Potatoes  
Corn on the Cob  
Baked Beans  
Fruit Cobbler and Carrot Cake

### *Priced per Person*

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A surcharge per person will be added for groups under 25 guests.

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# Hors D'oeuvres

## Hot Hors D'oeuvres

*Priced Per 100 Pieces*

- Meatballs Bombay
- Chicken Tenders with Honey-Dijon Dipping Sauce
- Smoked Chicken Quesadilla
- Assorted Mini Quiche
- Sesame Shrimp with Teriyaki Sauce
- Crab Cakes
- Sea Scallops wrapped in Bacon
- Boursin Stuffed Mushroom Caps
- Spring Rolls with Sweet Chili Sauce
- Spanakopita
- Mini Chicken Cordon Bleu
- Breaded Chicken Wings—Hot or BBQ

## Cold Hors D'oeuvres

*Priced Per 100 Pieces*

- Maryland Crab Salad Stuffed Cherry Tomatoes
- Chilled Shrimp Cocktail
- Buffalo Mozzarella and Roma Tomato On a Garlic Pesto Crostini
- Spinach and Turkey Dijon Wrap Pinwheels
- Vegetable Tortilla Rollups

## Carving Stations

*Approximately Two (2) Hours of Service*

- Pepper Roast Beef Tenderloin with Merlot Glaze and Horseradish Cream Sauce  
*Serves approximately 25 Guests*
- Round of Steamship Beef with Au Jus and Horseradish Cream Sauce  
*Serves approximately 40 Guests*
- Smoked Virginia Ham with Sweet Mustard Sauce  
*Serves approximately 50 Guests*
- Rosemary Maple Glazed Roasted Pork Loin with Apple Chutney  
*Serves approximately 35 Guests*

## Display Stations

*Approximately One (1) Hour of Service - Priced Per Person*  
Minimum of Twenty (20) Guests

- *Antipasti*  
Imported Italian Meats, Cheeses, Olives, Marinated Artichoke Hearts, Grilled Vegetables, Olive Oil Dipping Sauce. Served with an Assortment of Artisan Breads and Focaccia
- *Gourmet Domestic & Imported Cheeses*  
Domestic and Imported Cheeses. Served with a Variety of Artisan Breads and Crackers
- *Crudités with Gourmet Dipping Sauces*  
A Wide Variety of Seasonal Garden Fresh Vegetables
- *Fresh Fruit and Nuts*  
Variety of Whole and Sliced Seasonal Fresh Fruits, Berries and Nuts. Served with Honey – Lemon Yogurt Dipping Sauce

## Hors D'oeuvres Packages

*Approximately Two (2) Hours of Service*  
*Priced Per Person*

- *The Diplomat*  
Domestic and Imported Cheeses Display, Crudités with Dipping Sauce Display, Fresh Fruit with Honey—Lemon Yogurt Dipping Sauce, Meatballs Bombay and Spanakopita Chicken Tenders with Honey Dijon Dipping Sauce
- *The Prime Minister*  
Domestic and Imported Cheeses Display, Crudités with Dipping Sauce Display, Fresh Fruit with Honey—Lemon Yogurt Dipping Sauce, Boursin Stuffed Mushroom Caps, Sesame Shrimp with Teriyaki Sauce, Mini Chicken Cordon Bleu, and Roast Beef Carving Station

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# Beverages

## *Host Sponsored Cocktail Hour Bar*

*Priced per Person per Hour*

*Host Sponsored Cocktail Hour Bar includes*

*Call or Premium Brand Liquors, Domestic Beer, Imported Beer, House Wine, Assorted Soft Drinks,*

*Mineral Water, Appropriate Mixers and Garnishes*

*Choice of Call Brands or Premium Brands*

## *Host Sponsored Beer/Wine/Soft Drinks Bar*

*Priced per Person per Hour*

*Host Sponsored Beer/Wine/Soft Drinks Bar includes*

*Domestic Beer, Imported Beer, House Wine, and Assorted Soft Drinks*

## *Host Sponsored Cocktail Hour Bar*

*Priced per Drink*

*Host Sponsored Cocktail Hour Bar—Priced per Drink—includes*

*Appropriate Mixers and Garnishes*

- Call Brand Cocktails
- Premium Brand Cocktails
- Domestic Beers
- Imported Beers
- House Wine
- Soft Drinks
- Mineral Water
- Cordials

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# Beverages

## *Cash Bar*

*Priced per Drink*

*Cash Bar includes Appropriate Mixers and Garnishes*

- Call Brand Cocktails
- Premium Brand Cocktails
- Domestic Beers
- Imported Beers
- House Wine
- Soft Drinks
- Mineral Water
- Cordials

## *House Wine*

*Canyon Road, California 2010*

Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel  
Priced per Bottle (Each Bottle is 1.5 Liters)

*Please ask your Catering Sales Manager for Premium Wine Selections*

## *Beer (Kegs)*

1/2 Barrel Domestic Beer

1/2 Barrel of Import/Premium Domestic

## *Other Beverages*

*Priced per Gallon*

Rum Punch

Champagne Punch

Margaritas

Mimosas

## *Labor Charges*

Bartender Fee - Additional charge per Bartender (up to 3 hours)

One Bartender Required per 75 Guests

Each Additional Hour is charged per Hour per Bartender

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# Audio/Visual

## Meeting Room Packages

### Data Projection Package

XGA Data Projector (2200-3000 lumens), 25' VGA Extension Cable, Tripod Screen, Projection Cart with Skirts, (2) A/C Extension Cords/Power Strips

### Projector Screen Package

25' VGA Extension Cable, Tripod Screen, Projection Cart with Skirts, A/C Extension Cords/Power Strips

*Technical Assistance to Set up Your Equipment—is charged per Call Maximum 30 minutes; Hourly Rates will apply after first 30 minutes.*

## Projection

- XGA Data Projector (1600-3000 lumens) —
- PowerPoint Remote (Wireless)

## Video Equipment

- VHS Industrial Player/Recorder
- DVD Player
- 32" LCD Flat Screen
- Additional Plasma/LCD Monitor (Available upon Request)
- High End Cameras (Available upon Request)

## Audio Equipment

- Shure SM-48 Microphone
- UHF Wireless Microphone System
- 4—Channel Mackie Audio Mixer
- Mackie 808S 600-Watt Amplifier
- CD Player (Single or Multi Disc)
- Marantz CD Recorder
- Computer Audio Patch
- Polycom Conference Speaker Phone

## Miscellaneous

- 30" or 40" Cart with Skirt
- 4' x 6' Corkboard with Stand
- 4' x 6' Whiteboard with Marker, Eraser, and Stand
- Flipchart Set with Stand, Pad and (2) Markers
- Flipchart Stand
- Sign Easel-A Frame
- Post-It Brand and Paper Flipchart Set with Paper and (2) Markers
- 25' AC Extension Cord or Power Strip
- 25' VGA Cable/BNC Snake

## Computers and Printers

- HP Mobile Workstation Laptop
- Call for Additional Consultation*

## Sale Items

- Flipchart Pad
- Post-It Brand Flipchart Pad (without Stand)
- Multi-Color Flipchart Marker (Black, Blue, Red or Green)

## Lighting and Drape

- Chauvet Slimpar LED Up Light
- 9'-16' Velour Drape (Black, Blue and Gray) —priced per foot
- Additional Intelligent/Robotic Lighting Systems and Special
- Effects Lighting Systems (Available upon Request)

## Screens, Dress Kits, and Drape

- 6' or 7' Tripod
- 6' x 8' Frame Screen (Front or Rear Surface)
- 6' x 8' Dress Kit

## Labor

- Projector/Spotlight Operators—per Hour
- Audio/Visual/Lighting Technician—per Hour
- Technical Directors—per Hour (3hr Min)
- Monday—Friday Hours
  - 6am to 6pm—Regular Time
  - 6pm to 12am—Time and a Half
  - 12am to 6am—Double Time
- Weekend Hours—Time and a Half
- Holiday Hours—Double Time

*Meal Breaks are Required. Technicians must have one (30) minute meal break before the first eight hours of their shift.*

## Terms

- Equipment rates reflect a daily charge
- Basic equipment will be set one time each day at no charge.
- If equipment needs to be struck and reset the same day, it will be subject to the above labor charges
- Tap Fee—For customers not using Markey's Audio Visual for use of the Hotel sound system, a \$75 fee will be charged per room per day
- Technical labor is required for specialty setups and high-end operation
- The renter is responsible for the equipment during the rental duration. Any damage or loss to the equipment is the full responsibility of the person or persons renting the equipment.
- Cancellation of equipment or services after the scheduled meeting has begun is subject to full price charges.
- Prices subject to change unless previously contracted.

*Audio Visual Provided By Markey's Rental and Staging*



**MARKEY'S**  
RENTAL & STAGING



# General Information

## *Food and Beverage*

No food, beverage or alcoholic beverage product or service may be brought into the hotel by patrons attending a function or banquet without special written permission of the Hotel. The Hotel reserves the right to levy a surcharge of such services.

In order to ensure we provide the highest quality of all food, beverage and services, Continental Breakfasts, Full Breakfast Buffets, Luncheon Buffets and Mid-Afternoon Breaks will be replenished for one hour and Dinner Buffets for 1 1/2 hours from the start of service.

## *Alcoholic Beverage Service*

If alcoholic beverages are to be served on the Hotel premises, the Hotel will require that beverages be dispensed only by Hotel servers and bartenders. The Hotel's alcoholic beverage license requires the Hotel to: (1) request proper identification or photo ID of any persons of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced and (2) refuse alcohol service to any person who, in the Hotel's judgment, appears intoxicated.

## *Banquet and Meeting Rooms*

Our meeting rooms are assigned according to the anticipated number of guests attending. If attendance changes the Hotel reserves the right to change the meeting rooms accordingly. In the unlikely event the Hotel is unable to provide the contracted function space, the Hotel will provide a comparable alternative arrangement. Determination of a "comparable alternative arrangement" is within the Hotel's sole discretion. If the customer does not approve of the comparable arrangement, the Hotel can terminate the contract without penalty and the Hotel is released from any liability associated with the function, program or event.

## *Guarantees*

We require a final guarantee, not subject to reduction, of attendance no later than 72 hours prior to the start of your function. If no guarantee is received, the Hotel will prepare and charge for the number of persons estimated on the contract, or the actual number of attendees, whichever is greater. The Hotel will be prepared to serve 5% above the guaranteed number specified but reserves the option to substitute meals of equal or greater value should the actual meal count exceed 5% overage. Hotel reserves the right to change room assignments should attendance drop or increase, without prior notification.

## *Cancellation Policy*

Should it become necessary to cancel or substantially reduce your contracted function the Hotel will be entitled to liquidated damages based on the scale provided in your contract.

## *Billing and Credit*

If paying with cash or check, the payment for total estimated amount is due no later than seven (7) days prior to the event. If paying with credit card, an authorization form must be received no later than seven (7) days prior to the event. The card will be authorized for the full estimated amount no later than seven (7) days prior to the start of the event.

## *Function Availability*

Charges for damage to the premises by any guest, invitee or other persons attending a function will be charged to the persons responsible for hosting the event. The Hotel does not assume liability or responsibility for damage or loss of personal property left in the event room prior, during or after the event. Management will not permit any items to be affixed to the walls, floors, or ceilings without prior approval.

## *Security*

The Hotel may require a Security Officer for certain events. Only Hotel approved Security companies may be used. Upon request, a Hold Harmless Agreement and Certificate of Insurance may be required to be on file with your Catering Manager, to be received no later than seven (7) days in advance of your event.

*All food and beverage purchases are subject to local sales tax and 22% service charge.*

*Prices are subject to change without notice.*

