



Catering Menu



WELCOME TO THE GARDEN

Dear Guest,

Welcome to Hilton Garden Inn Hampton Coliseum Central!

Special occasions, big meetings, celebrations—at Hilton Garden Inn we know how important they are, and we know how to make them rewarding and memorable.

Please take a moment to look over our catering menu. You'll find plenty of choices, complemented by our knowledgeable and attentive staff professionals who are committed to creating a successful event for you and your guests. If you have any questions, please do not hesitate to contact me.

Thanks for making us a part of your plans.

Sincerely,

Scot Rose

Director of Sales

Brooke Britt

Sales & Events Coordinator

Hilton Garden Inn

1999 Power Plant Parkway

Hampton, Virginia

757.310.6323



WELCOME TO THE GARDEN

AUDIOVISUAL PRICELIST

Audio visual requirements must be made (3) weeks prior to your function.
Multiple set-ups may require additional labor charge.
Rush delivery charges may apply within 48 hours.

TELEPHONE/INTERNET

Polycom Conference Phone.....	\$75 per day
Wireless Internet.....	Complimentary

DATA PROJECTION

LCD Projector (<i>AV Table & Power Included</i>).....	\$75 per day
6'x6' Projection Screen.....	\$50 per day
8'x8' Projection Screen.....	\$50 per day
40" LCD TV Monitor.....	\$75 per day

THE PRESENTER'S PACKAGE

Screen, LCD Projector and AV Table with Power
Single Screen \$275
Dual Screen \$350

SOUND REINFORCEMENT

Wireless Lapel Microphone.....	\$150 per day
Wireless Hand-held Microphone.....	\$75 per day
Wired Microphone.....	\$50 per day
Powered Speaker.....	\$65 per day
Podium with Microphone & Sound.....	\$100 per day

MEETING SUPPLIES & SERVICES

Power Strip & Extension Cord.....	\$10 per day
Flip Chart with Markers.....	\$60 per day
Whiteboard with Markers.....	\$25 per day
Easel.....	\$25 per day
Technician (<i>4hr Minimum</i>).....	\$50 per Hour

POWER PACKAGE

Power Strips with Extension Cords for Each Participant/Table
\$50 per day

A 22% service charge and applicable state sales tax will be added to all room rental, audiovisual and food & beverage arrangements. Prices subject to change.



WELCOME TO THE GARDEN

Meeting Packages

ALL-DAY EXECUTIVE MEETING PACKAGE\$75 per person

Our all day meetings simplified package includes the following. Minimum of 15 guests

MEETING ROOM RENTAL

AUDIO VISUAL EQUIPMENT

Includes LCD Projector, Projections Screen, Power Strip with Extension Cord, AV Table, One Flip Chart with Markers and Polycom.

RISE & SHINE BREAKFAST

Mini Ham Biscuits, Assorted Muffins and Danish with Sliced Fresh Fruit
Freshly Brewed Coffee, Tea and Decaffeinated Coffee
Assorted Fruit Juices

THE MID-MORNING REFRESHER BREAK

Whole Fruit and Granola Bars Yogurt with Assorted Toppings
Freshly Brewed Coffee, Tea and Decaffeinated Coffee
Assorted sodas

BUFFET LUNCH (Choose One)

The Garden Inn Deli Buffet	Little Italy
South of the Border	The Asian Express
Garden Inn Grill	Baked Potato & Salad Bar

AFTERNOON BREAK (Choose One)

The Sweet Tooth	The Ballpark
Fitness First	Sweet & Salty

ALL-DAY CATERING PACKAGE\$55 per person

Our all day meetings simplified package includes the following. Minimum of 15 guests

RISE & SHINE BREAKFAST

Mini Ham Biscuits, Assorted Muffins and Danish with Sliced Fresh Fruit
Freshly Brewed Coffee, Tea and Decaffeinated Coffee
Assorted Fruit Juices

THE MID-MORNING REFRESHER BREAK

Whole Fruit and Granola Bars Yogurt with Assorted Toppings
Freshly Brewed Coffee, Tea and Decaffeinated Coffee
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BUFFET LUNCH (Choose One)

The Garden Inn Deli Buffet	Little Italy
South of the Border	The Asian Express
Garden Inn Grill	Baked Potato & Salad Bar

AFTERNOON BREAK (Choose One)

The Sweet Tooth	The Ballpark
Fitness First	Sweet & Salty

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WELCOME TO THE GARDEN

Beverage Breaks

Break menus are designed for 60 minutes of service and a minimum of 15 guests.

HALF-DAY BEVERAGE STATION\$8 per person

(4 Hours)

Freshly Brewed Coffee & Hot Tea Service

Assorted Sodas

Bottled Water

FULL-DAY BEVERAGE STATION\$12 per person

(Replenished every 2 hours)

Freshly Brewed Coffee & Hot Tea Service

Assorted Sodas

Bottled Water

Hot Beverages

PREMIUM COFFEE\$35 per gallon

DECAFFEINATED COFFEE\$35 per gallon

HOT WATER WITH ASSORTED SPECIALTY TEAS\$25 per gallon

HOT CHOCOLATE\$30 per gallon

Cold Beverages

ICED TEA\$25 per gallon

ICED SWEET TEA\$25 per gallon

OLD FASHIONED LEMONADE\$21 per gallon

GARDEN PARTY PUNCH\$32 per gallon

ASSORTED SODAS (Coke Products)\$2.50 each

BOTTLED WATER\$2.50 each

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WELCOME TO THE GARDEN

A.M. Breaks

Break menus are designed for 60 minutes of service and a minimum of 10 guests.
All breaks served with freshly brewed coffee & hot tea service and assorted fruit juices.

THE MID-MORNING REFRESHER\$11 per person

Assorted Yogurts
Seasonal Berries
Granola
Honey
Whole Fresh Fruit

FITNESS FIRST\$15 per person

Yogurt Parfait with Fresh Berries
Miniature Quiche Lorraine
Whole Fruit
Bottled Water

P.M. Breaks

Break menus are designed for 60 minutes of service and a minimum of 15 guests.
All breaks served with freshly brewed coffee & hot tea service and assorted fruit juices.

GOING GREEN\$15 per person

Basil Pesto Hummus with Pita Chips
Mini Caprese Bites
Fresh Vegetable Crudités with Cucumber-Wasabi Ranch
Lemonade

SWEET & SALTY\$15 per person

Freshly Baked Cookies
Fudge Brownies
Assorted Chips
Assorted Candy Bars

PROTEIN POWER\$18 per person

Domestic and Imported Cheeses
Power Bars
Trail Mix Station
Arnold Palmer Beverage
Energy Drinks

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For those with special dietary requirements or allergies who may wish to know about the food ingredients used, please speak to your Hilton Garden Inn Sales Contact Person.



WELCOME TO THE GARDEN

Served Breakfasts

All breakfast selections served with freshly brewed coffee & hot tea service and assorted fruit juices.

SCRAMBLE BREAKFAST\$10 per person

Scrambled Eggs served with Toast, Fresh Fruit and 2 Slices of Bacon

WAFFLE BREAKFAST\$12 per person

Garden Inn Belgium Waffle served with Fresh Fruit and 2 Slices of Bacon

FRENCH TOAST BREAKFAST\$12 per person

Served with Fresh Fruit and 2 Slices of Bacon

Breakfast Buffets

Buffet menus are designed for 90 minutes of service and a minimum of 15 guests.

For guarantees below 15 guests, modified menus can be provided.

All breakfast selections served with freshly brewed coffee & hot tea service and assorted fruit juices.

THE GARDEN CONTINENTAL\$10 per person

Assorted muffins and Danish

Bagels with Cream Cheese

Sliced Fresh Fruit

Assorted Fruit Yogurts

BREAKFAST SANDWICHES\$13 per person

Assorted Sandwiches

Sliced Fresh Fruit

Granola bars

Assorted Fruit Yogurts

RISE & SHINE\$14 per person

Mini Ham Biscuits

Assorted Muffins and Danish

Sliced Fresh Fruit

Assorted Fruit Yogurts

OLD-FASHIONED BREAKFAST\$18 per person

Scrambled Eggs

French Toast

Bacon

Country Sausage or Ham

Homestyle Breakfast Potatoes

Sliced Fresh Fruit

Bagels, White & Wheat Breads

Served with Cream Cheese, Butter and Preserves

Assorted Fruit Yogurts



WELCOME TO THE GARDEN

Served Lunches

All lunch selections served with Iced Tea and Water.

THE GARDEN EXPRESS LUNCH

(Maximum of 15)

Your attendees will choose from a selection of our made-to-order lunch options that are always freshly-prepared and ready when you are.

Options include Hamburgers, Chicken Sandwiches, Gourmet Deli Sandwiches and Salads. Each lunch includes an Entrée, Side, Drink and Dessert. Selection cards will be provided in the meeting room upon arrival and will be collected 2 hours prior to your scheduled lunch time.

\$16 per person

HOUSE-MARINATED GRILLED CHICKEN

Marinated Grilled Chicken served with Wild Rice and Seasonal Vegetables.

Served with a House Salad or Fresh Fruit and a Dinner Roll.

\$18 per person

TOP SIRLOIN

Grilled Top Sirloin Steak with Baked Potato and Seasonal Vegetables.

Served with a House Salad or Fresh Fruit and a Dinner Roll.

\$22 per person

GLUTEN-FREE PASTA PRIMAVERA

Gluten-Free pasta tossed with fresh Seasonal Vegetables. Served with a House Salad or Fresh Fruit and Garlic Bread.

\$15 per person

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WELCOME TO THE GARDEN

Lunch Buffets

Buffet menus are designed for 90 minutes of service and a minimum of 15 guests.
For guarantees below 15 guests, modified menus can be provided.
All lunch selections served with Iced Tea and Water.

THE GARDEN INN DELI BUFFET \$18 per person
Display of Sliced Deli Meats and Cheeses
Served with Sliced Tomatoes, Onions, Lettuce and Pickles
Assorted Sliced Bread and Rolls
One Soup Selection
Tossed Green Salad with an Assortment Dressings
Pasta Salad or Potato Salad
Assorted Chips
Chef's Choice of Dessert

BOXED LUNCHES \$15 per person
(Select 3 or our Chef's Assortment)
Turkey & Swiss, Ham & Provolone, Roast Beef & Cheddar, Italian Wrap, Veggie Wrap
Individual Pasta or Potato Salad
Wrapped Dill Pickle Spear
Whole Fresh Fruit
Freshly Baked Cookie
Chips, Drinks and Condiments are Served on the Side for Individual Selection.

BAKED POTATO & SALAD BAR \$16 per person
Baked Potatoes, Chili, Broccoli Cheese Sauce, Butter, Sour Cream and Chives
Fresh Greens, Tomatoes, Onion, Cucumbers, Carrots, Fresh Mushrooms
Hard Boiled Egg, Grated Cheese, Bacon Bits and Croutons
Served with an Assortment of Three Dressings
Dinner Rolls
Chef's Choice of Dessert

AMERICAN GRILL \$22 per person
Grilled Hamburgers & Chicken Breast
Hearty Brioche Buns
Sliced Tomatoes, Onions, Lettuce
Assorted Sliced Cheeses
Mustard and Mayonnaise
Pickle Spears and Assorted Potato Chips
Your Choice of Pasta Salad or Potato Salad
Chef's Choice of Dessert

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WELCOME TO THE GARDEN

Lunch Buffets

Buffet menus are designed for 90 minutes of service and a minimum of 15 guests.

For guarantees below 15 guests, modified menus can be provided.

All lunch selections served with Iced Tea and Water.

LITTLE ITALY \$21 per person
 Caesar Salad or Tossed Garden Salad
 Tortellini Alfredo
 Baked Stuffed Shells
 Grilled Italian Vegetables
 Freshly Baked Garlic Bread
 Chef's Choice of Themed Dessert

SOUTH OF THE BORDER \$20 per person
 Fajita Seasoned Chicken and Beef
 Sautéed Onions & Green Peppers
 Served with Flour Tortillas, Shredded Cheese, Sour Cream, Guacamole, Lettuce and Diced Tomatoes
 Quesadilla's (Cheese or Veggie)
 Tomato Rice
 Seasoned Black Beans
 Tortilla Chips and Salsa
 Chef's Choice of Themed Dessert

THE SOUTHERN TOUCH \$24 per person
 Southern Fried Chicken
 Pulled Pork Barbeque with Brioche Buns
 Southern Style Green Beans
 Sweet Buttered Corn
 Macaroni and Cheese
 Coleslaw
 Dinner Rolls or Corn Bread
 Homemade Apple Cobbler

HEARTY ITALIAN BUFFET \$26 per person
 Classic Caesar Salad
 Tossed Garden Salad
 Chicken Parmesan Served with Spaghetti
 Your Choice Of Meat or Vegetarian Lasagna
 Grilled Italian Vegetables
 Freshly Baked Garlic Bread
 Chef's Choice of Themed Dessert

Upgrade Your Buffet
 Add Soup, Homemade Chicken Salad, Tuna Salad, Tossed Salad or Assorted Sodas \$2 per person

Soup Selections
 Hearty Chicken Noodle, Tomato Basil Bisque, Fire Roasted Vegetable Soup (V)(GF)

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WELCOME TO THE GARDEN

Served Dinners

ENTRÈES:

CHICKEN PICATTA.....	\$24 per person
GRILLED CHICKEN WITH CREAMY MUSHROOM SAUCE.....	\$26 per person
SAUTÉED SEAFOOD ALFREDO WITH SHRIMP & CRAB.....	\$28 per person
EGGPLANT PARMESAN.....	\$30 per person
TERIYAKI PORK TENDERLOIN WITH PINEAPPLE CHUTNEY.....	\$32 per person
BAKED SALMON WITH LEMON DILL SAUCE.....	\$28 per person
CHEF'S SPECIAL CRAB CAKES.....	Market Price
SLICED BEEF TENDERLOIN WITH RED WINE DEMI-GLACE.....	\$38 per person
GRILLED CHICKEN OR VEGETABLE ALFREDO.....	\$26 per person

EACH ENTRÉE IS SERVED WITH:

Choice of Soup du Jour or Salad

Chef's Selection of Starch and Market Fresh Vegetable

Fresh Baked Rolls and Sweet Cream Butter

Dessert

Freshly Brewed Coffee and Iced Tea

(Pasta dishes are served with salad and freshly baked garlic bread)

SALADS (Choose One) OR SOUP DU JOUR

Garden Salad with Balsamic and Ranch Dressing

Traditional Caesar Salad

Spinach with Walnuts and Feta with Raspberry Vinaigrette

Hearty Chicken Noodle

Tomato Basil Bisque

Fire Roasted Vegetable Soup (V)(GF)

SIDES (Choose Two)

Roasted Red Potatoes with Garlic & Herbs

Garlic Whipped Potatoes

Fingerling Potatoes

Wild Rice

Steamed Green Beans

Broccolini

Grilled Vegetable Medley

Steamed Asparagus with Lemon Butter

Roasted Root Baby Carrots

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WELCOME TO THE GARDEN

Dinner Buffets

Buffet menus are designed for 90 minutes of service and a minimum of 15 guests.

All dinner selections served with Fresh Baked Rolls and Sweet Cream Butter, Chef's Selection of Dessert and Freshly Brewed Coffee and Iced Tea

TWO ENTRÉES.....\$38 per person

THREE ENTRÉES.....\$45 per person

ENTRÉES

- Chicken Picatta
- Grilled Chicken Breast with Creamy Mushroom Sauce
- Sliced Beef Tenderloin with Red Wine Demi-glace
- Teriyaki Pork Tenderloin with Pineapple Chutney
- Grilled Chicken Alfredo
- Southern Fried Chicken
- Salmon with White Wine & Caper or Lemon Dill Sauce

EACH ENTRÉE IS SERVED WITH:

- Choice of Soup du Jour or Salad
 - One Selection of Starch
 - Two Selections of Market Fresh Vegetable
- (Pasta dishes are served with salad and freshly baked garlic bread)*

SALADS (Choose One) OR SOUP DU JOUR

- Garden Salad with Balsamic and Ranch Dressing
- Traditional Caesar Salad
- Spinach with Walnuts and Feta with Raspberry Vinaigrette
- Hearty Chicken Noodle
- Tomato Basil Bisque
- Fire Roasted Vegetable Soup (V)(GF)

SIDES (Choose Three)

- Wild Rice Pilaf
- Roasted Red Potatoes with Garlic & Herbs
- Garlic Whipped Potatoes
- Fingerling Potatoes
- Steamed Green Beans
- Broccolini
- Grilled Vegetable Medley
- Steamed Asparagus with Lemon Butter
- Roasted Root Baby Carrots

UPGRADE YOUR DESSERT

Carrot Cake, Chocolate Decadence Cake, Red Velvet Cake,
Lemon Coconut Cake, Bourbon Street Pecan Pie,
Strawberry Topped Cheesecake, Mountain Berry Tart, Raspberry Cheesecake,
Chocolate Soufflé or Key Lime Pie
\$4 per person (each)

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WELCOME TO THE GARDEN

Hot Hors d'Oeuvres

HOT DIPPERS *Serves 50*

SPINACH & ARTICHOKE DIP \$150
Served with French Bread, Crackers and Tortilla Chips

HOT & SPICY CRAB DIP Market Price
Served with French Bread and Crackers

HOT HORS D'OEUVRES BY THE PIECE *Priced per 50 pieces*

MINI BEEF WELLINGTONS \$200

MEATBALLS (BBQ, Swedish, Sweet & Sour) \$100

CHICKEN SKEWERS (BBQ, Teriyaki) \$150

SPICY BUFFALO WINGS \$125

CHICKEN TENDERS \$100

SOUTHWEST CHICKEN ROLLS \$125

CHICKEN QUESADILLAS \$125

MINI CRAB CAKES \$175

COCONUT SHRIMP \$175

BACON WRAPPED SCALLOPS \$200

VEGETABLE QUESADILLAS \$100

MINI EGG ROLLS (Chicken, Shrimp, Pork) \$125

VEGGIE SPRING ROLLS \$125

MINI QUICHE \$125

CRAB STUFFED MUSHROOMS \$175

Stations

All Stations serve 50 people. Requires a Chef Attendant at \$50.

CARVING STATIONS

All Carving Stations are Served with French Bread

ROAST TURKEY \$200

MAPLE & BROWN SUGAR GLAZED HAM \$224

STEAMSHIP ROUND \$350

PRIME RIB \$300

PASTA STATION \$225

Choice of Pasta: Spaghetti, Linguini, Rotini or Penne
Marinara and Alfredo

Mix In Options Include: Chicken, Baby Shrimp, Sun-dried Tomatoes

STIR FRY STATION \$225

Chicken, Shrimp, Fresh Vegetables
Fried Rice

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WELCOME TO THE GARDEN

Cold Hors d'Oeuvres

Priced per 50 pieces

CAPRESE SKEWERS	\$125
ANTIPASTO SKEWERS.....	\$125
TORTELLINI SKEWERS WITH PESTO.....	\$125
JUMBO SHRIMP COCKTAIL SHOOTERS.....	\$150
CAESAR SALAD BITES.....	\$100
ASSORTED TEA SANDWICHES.....	\$125
(Chicken Salad, Tuna Salad, Ham Salad)	

Displays

Serves 50

ASSORTED CHEESES	\$175
Cheddar, Swiss and Pepper Jack Cheese, Garlic Herb Cheese Spread Served with Assorted Crackers	
AUTHENTIC ANTIPASTO	\$220
Garden Greens, Genoa Salami, Prosciutto, Roma Tomatoes, Fresh Basil, Buffalo Mozzarella, Provolone, Roasted Red Peppers, Grilled Eggplant, Artichokes and Marinated Mushrooms Served with Virgin Olive Oil and Red Wine Vinegar	
BAKED BRIE	\$175
Baked en Croute Toasted Almonds, Brown Sugar and Apricot Jam Served with an Assortment of Savory Crackers	
VEGETABLE CRUDITES	\$175
Assorted Seasonal Bite Size Vegetables Served with Dips	
SEASONAL FRESH FRUIT	\$175
Served with Honey Yogurt Dip	
PETIT FOURS	\$175
Assorted Petit Fours, Mini Cheesecakes and Brownies	
PIES & TARTS	\$200
Miniature Assorted Pies and Tarts	

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WELCOME TO THE GARDEN

Cocktail Reception

Buffet menus are designed for 60 minutes of service and a minimum of 20 guests.

HORS D'OEUVRES RECEPTION\$50 per person

INCLUDES

- Fresh Fruit Display
- Assorted Cheese Display
- Vegetable Crudités Display
- Miniature Dessert Display

PRE-CARVED STATION (Choose one)

Served with dinner rolls

- Honey Baked Ham
- Bourbon Apple Pork Tenderloin
- Roasted Turkey Steamship Round

HORS D' OEUVRES (Choose three)

- Caesar Salad Bites
- Antipasto Skewer
- Caprese Skewer
- Tortellini Skewer with Pesto Sauce
- Meatballs (BBQ, Swedish, Sweet & Sour)
- Southwest Chicken Rolls
- Mini Quiche
- Vegetable Spring Rolls
- Mini Egg Rolls (Chicken, Shrimp, Pork)

DELUXE HORS D' OEUVRES (Choose one)

- Jumbo Shrimp Cocktail Shooters
- Bacon Wrapped Scallops
- Stuffed Mushrooms
- Miniature Crab Cakes
- Miniature Beef Wellington

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WELCOME TO THE GARDEN

Alcoholic Beverages

The Hilton Garden Inn is the only licensed authority to sell and serve liquor for consumption on the premises.
Alcoholic beverages are not permitted to be brought into the hotel.

Requires a bartender at \$100 each
(One bartender per 75 guests)

HOST BAR

All packages have a two-hour minimum and include, domestic beer, imported wine and soft drinks.
Priced per person

HOUSE

Two hour package.....\$20
Each additional hour.....\$8

Vodka
Gin
Rum
Tequila
Scotch
Whiskey

TOP SHELF

Two hour package.....\$24
Each additional hour.....\$10

Absolute Vodka
Bombay Gin
Cruzan Spiced Rum
Sauza Gold Tequila
Jack Daniels
Dewars

PREMIUM

Two hour package.....\$30
Each additional hour.....\$12

Grey Goose Vodka
Bombay Sapphire Gin
Glenlivet Scotch
Jameson
Crown Royal
Maker's Mark
Hornitos Resposado

BEER & WINE

Two hour package.....\$15
Each additional hour.....\$6

Domestic beer
Imported wine

CASH BAR

DOMESTIC BEERS.....	\$4 per bottle
HOUSE COCKTAILS.....	\$6 each
HOUSE WINES.....	\$6 per glass
PREMIUM BEERS.....	\$5 per bottle
PREMIUM COCKTAILS.....	\$8 each
PREMIUM WINES.....	\$8 per glass

MISCELLANEOUS

CHAMPAGNE PUNCH.....	\$50 per gallon
SANGRIA PUNCH (White or Red).....	\$50 per gallon
HOUSE CHAMPAGNE.....	\$24 per bottle
CHAMPAGNE TOAST (House.....)	\$3 per person
SOFT DRINKS.....	\$2 each
BOTTLED WATER.....	\$2 each

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WELCOME TO THE GARDEN

General Information

These menu selections are just a sampling of what we can offer. Our culinary staff can and will customize a menu to fit your needs. Whether your plans call for a small reception or a gourmet dinner we will work with you every step of the way to exceed your expectations.

Food and beverage items may not be brought in from outside of the Hotel. All food prepared by the Hilton Garden Inn may not be taken from the premises after it has been prepared and served. Specialty menus prepared and priced upon request. The only exception to this policy is for Wedding Cakes.

GUARANTEES

The final number of guests to be in attendance for all banquet functions must be given five (5) Business days prior to the event. Once given, this number is then not subject to reduction. The hotel will be prepared to serve 5% above the guaranteed number specified but will not be held responsible for service greater than the guaranteed number of the guests provided. If the guarantee is not provided within this time frame the hotel will utilize the latest expected number as the minimum number of guests guaranteed and billed.

CENTERPIECES, LINENS AND CHINA

The hotel will provide basic centerpieces, table linens and standard place settings for all events. Upgraded options are available at additional costs.

OUTSIDE FOOD & BEVERAGE

Food and beverage items may not be brought in from outside of the Hotel. All food prepared by the Hilton Garden Inn may not be taken from the premises after it has been prepared and served. Specialty menus prepared and priced upon request. The only exception to this policy is for Wedding Cakes.

ALCOHOLIC BEVERAGE SERVICE

The Hilton Garden Inn is the only licensed authority to sell and serve liquor for consumption on the premises. Alcoholic beverages are not permitted to be brought into the hotel. Bar Set-up fee is \$100 per bartender. One (1) Bartender required per 75 guests.

PAYMENT PROCEDURES

Based upon the dollar amount of your potential business, there may be a credit limit imposed. The balance due as shown on the Banquet Event Order will be charged to the authorized form of payment five (5) business days in advance. If paying by check, full prepayment of the estimated master account charges must be received no later than ten (10) business days prior to the arrival date in the form of cash, bank check or cashier's check. Any additional charges incurred will be charged to the authorized form of payment at the end of the event.

AUDIOVISUAL REQUIREMENTS AND FEES

Audio Visual requirements must be made (3) weeks prior to your function. We will provide, at no charge, a reasonable amount of meeting equipment (tables, chairs, cloth, podiums and audio visual table. This complimentary arrangement does not include special set-ups or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs. All audio visual prices are subject to a twenty (22%) Service Charge and Supplemental (7.5%) Virginia Sales Tax.

GRATUITY & TAX

All room rental, food and beverage and audiovisual charges are subject to 6% state tax and 22% service charge. All food and beverage charges are also subject to % Henrico County meals tax.

SPECIAL DIETARY REQUIREMENTS

For those with special dietary requirements or allergies who may wish to know about the food ingredients used, please speak to your Hilton Garden Inn Director of Sales or contact person.