



Catering Menus

2018



**EMBASSY
SUITES**
by HILTON™

San Francisco Airport - Waterfront

SAN FRANCISCO AIRPORT WATERFRONT

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Banquets and Catering

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Executive Meeting Package

(priced per person)

Full-Day Beverage Package

Starbucks French Roast Coffee, Starbucks Verona Decaffeinated Coffee
An Assortment of Tazo Hot Teas

~Mid-Morning Break~

(30 minute service)

Croissants, Assorted Danish, Muffins

~Specialty Baked Goods Alternate Seasonally~

~ Lunch Buffets~

(Select One)

“Art of the Sandwich”

Taste of Naples

Journey through Mexico

Backyard Barbeque

~ Afternoon Break ~

(30 minute service)

A Variety of Sodas to include Coke, Diet Coke, Sprite

A Variety of Bottled Waters to include San Pellegrino Sparkling, Acqua Panna Still

(Select one)

SWEET

Fresh Baked Cookies

Brownies

Granola Bars

Whole Fresh Fruit

SAVORY

Mixed Nuts

Baja Chips and Salsa

Soft Pretzels

Whole Fresh Fruit

\$102

(\$250 service charge if less than 30 guests)

Beverages Beverage Packages

~Morning~

Starbucks French Roast Coffee, Starbucks Verona Decaffeinated Coffee
An Assortment of Tazo Hot Teas

~Afternoon~

A Variety of Sodas to include Coke, Diet Coke, Sprite
A Variety of Bottled Waters to include San Pellegrino Sparkling, Acqua Panna Still

Full Day (8 hours)	\$32 per person
Half Day (4 hours)	\$17 per person

A La Carte

(priced per gallon)

Starbucks Coffee or Decaffeinated Coffee	\$109
TAZO Hot Tea	\$109
Starbucks Hot Chocolate	\$109
Freshly Brewed TAZO Iced Tea	\$80
Orange or Cranberry Juice	\$80
Lemonade	\$80
Fruit Infused Water	\$80

On Consumption

(priced each)

Premium Bottled Waters	\$7
San Pellegrino Sparkling & Acqua Panna Still	
Assorted Sodas	\$6
Assorted Bottled Iced Teas	\$6
Bottled Juices	\$6
Energy Drinks	\$8
Vitamin Water	\$8
Starbucks Frappuccino	\$8
Starbucks Cold Brew	\$8

A La Carte

New York Style Bagels and Cream Cheese	\$55 per dozen
Regular Croissants, Muffins & Danish	\$55 per dozen
Breakfast Breads	\$55 per dozen
Biscotti	\$55 per dozen
Assorted Donuts	\$48 per dozen
Tangy Lemon Bars	\$52 per dozen
Assorted Tartlets or Cheesecake Bites	\$52 per dozen
Assorted Freshly Baked Cookies	\$49 per dozen
Fudge Brownies	\$49 per dozen
Artisan Chocolate Dipped Strawberries	\$60 per dozen
Yogurt and Berry Parfait	\$9 per guest
Sliced Seasonal Fresh Fruit	\$9 per guest
Fresh Seasonal Whole Fruit	\$5 per guest
Assorted Individual Flavored Yogurts	\$6 per guest
Assorted Premium Ice Cream Bars	\$6 per guest
Assorted Candy Bars	\$5 per guest
Assorted Mixed Nuts	\$7 per guest
Individual Bags of Trail Mix	\$6 per guest
Clif Bars or Power Bars	\$6 per guest
Granola Bars	\$6 per guest
Individual Bags of Chips	\$5 per guest
Individual Bags of Pretzels	\$5 per guest
Warm Jumbo Soft Pretzels, Assorted Mustards	\$49 per dozen

Specialty Theme Breaks

(30 Minute Service-priced per person)

AM Breaks include Starbucks Coffee, Decaf and Hot Tazo Teas

PM Breaks include Assorted Sodas and Bottled Waters

The Spa Break

Vegetable Crudités with Hummus & Pita Chips

Individual Yogurt Parfaits

Dried Fruits & Nuts

Flavored Water & Energy Drink

\$28

The Candy Bar

Assorted Candies in Jars w/Individual Bags for a Custom Treat

Twizzlers, M&M's, Lollipops, Salt Water Taffy, Fun Size Candy Bars

\$24

The Cookie Jar

Assorted Freshly Baked Cookies,

Fudge Brownies and Tangy Lemon Bars

Ice Cold Milk

\$23

Build Your Own Break

Choice of Any Three Items

SWEET

Assorted Donuts, Fun Size Candy Bars, Cookies, Brownies,

Lemon Bars, Cupcakes, Blondies

FRESH

Yogurt Parfaits, Seasonal Sliced Fruit and Berries, Fresh Whole Fruit,

Vegetable Crudités, Hummus and Pita Chips

SALTY

Bags of Trail Mix, Granola Bars, Soft Pretzels w/Mustard, Popcorn,

Bags of Potato Chips, Tortilla Chips w/ Salsa and Guacamole

\$29

Prices are subject to a 25% taxable service charge and 9.0% state sales tax.

Embassy Suites San Francisco Airport Waterfront reserves the right to change prices due to current market conditions.

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Continental Breakfasts

(priced per person)

Urbanite

New York Style Bagels with Cream Cheese

Smoked Salmon Platter
Red Onion, Capers, Scallions

Seasonal Fresh Fruit and Berries

Orange and Cranberry Juice
Starbucks French Roast Coffee, Starbucks Verona Decaffeinated Coffee, Assortment of
Tazo Hot Teas

\$40

Healthy Start

Blueberry Scones and Oat Bran Muffins

Yogurt Served with Granola,
Honey and Berries

Orange and Cranberry Juice
Starbucks French Roast Coffee, Starbucks Verona
Decaffeinated Coffee, Assortment of Tazo Hot Teas

\$32

Peninsula Continental

Fresh Baked Muffins, Scones, Danish & Croissants
Sweet Butter and Jam

Seasonal Fresh Fruit
and Berries

Orange and Cranberry Juice
Starbucks French Roast Coffee, Starbucks Verona
Decaffeinated Coffee, Assortment of Tazo Hot Teas

\$30

Breakfast Buffet

(priced per person)

Burlingame Breakfast Buffet

Cubed Seasonal Fresh Fruit and Berries

Fresh Baked Muffins
Danish & Croissants
Sweet Butter and Jams

Scrambled Eggs with Fresh Herbs
Cheddar Cheese and Salsa
Smoked Bacon
Chicken Apple Sausage
Home Fried Potatoes

Orange, Grapefruit and Cranberry Juice
Starbucks French Roast Coffee, Starbucks Verona
Decaffeinated Coffee, Assortment of Tazo Hot Teas

\$42

(Less than 30 people, Burlingame Breakfast will be served plated)

Enhancements *(minimum of 15 per item if ordered a la carte)*

Ham, Egg and Cheese on Croissant	\$8 each
Breakfast Burritos	\$8 each
Chicken and Biscuits	\$8 each
Southern Fried Chicken Filet, Buttermilk Biscuit, Honey Butter	
French Toast	\$7 per person

Gourmet Box Lunches

Trio of Three Sandwiches

(an equal number of each sandwich will be made)

\$5 for each additional choice

(priced per person)

Grilled Chicken Caesar Wrap

Tomato, Romaine, Caesar and Asiago
Tortilla Wrap

Roast Turkey Breast, Bacon, Avocado

Ciabatta

Roast Beef, Provolone, Horseradish

Baguette

Cured Ham, Brie, Fig Jam

Baguette

Grilled Portobello, Zucchini, Roasted Red Peppers, Olive Tapenade

Focaccia

All Box Lunches include:

Tomato, Cucumber, Feta Salad

Seasonal Whole Fruit

Gourmet Potato Chips

Bag of Sweet Treats

Bottled Water or Soda

\$42

Three Course Plated Lunch

**Includes: Choice of One Starter, Choice of Two Entrée Selections
(plus a Vegetarian option) and Choice of One Dessert**

*All Plated Lunches include Locally Baked Bread and Sweet Butter
Freshly Brewed Tazo Iced Tea*

STARTERS

(Choice of One)

Local Monterey Lettuces

Little Gem, Baby Kale, Arugula, Walnuts, Tomatoes, Bleu
Cheese, Balsamic Vinaigrette

Crisp Romaine

Parmesan Cheese, Croutons
Cherry Tomatoes, Caesar Dressing

Waldorf

Field Greens, Granny Smith Apples,
Gorgonzola, Balsamic Vinaigrette

Chef's Soup of the Day

PLATED DESSERTS

(Choice of One)

New York Cheesecake with Fresh Seasonal Berries

Carrot Cake

Tiramisu

Seasonal Fruit Tart

Strawberry Shortcake

Three Course Plated Lunch

(priced per person)

ENTREES:

Bistro Petit Filet

Red Wine Demi-Glace, Garlic Mashed Potatoes
Seasonal Vegetable
\$59

Seared Salmon

Orange Beurre Blanc
Wild Rice Pilaf
\$50

Grilled Sliced Sirloin Steak

Roasted Red Potatoes, Brandy Mushroom
Seasonal Vegetable
\$48

Herb Crusted Frenched Chicken

Rosemary Jus
Fingerling Potatoes and Sautéed Kale
\$45

Chicken Alfredo

Pan Seared Chicken Breast, Rigatoni
Garlic Alfredo, Parmesan
\$43

Portobello Mushroom Tower

(Vegetarian)
Roasted Vegetables
Farro
\$41

Themed Lunch Buffets

(priced per person)

Art of the Sandwich Lunch Buffet

Seasonal Local Napa Lettuces
Little Gem, Baby Kale, Arugula, Walnuts, Tomatoes,
Bleu Cheese, Balsamic Vinaigrette

Tomato, Cucumber, Feta Salad

Any Trio: Artisan Sandwiches (Pick 3)

Our artisan bread is locally sourced from Acme Bakery, San Francisco, CA

Cured Ham, Brie, Fig Jam
Baguette

Grilled Eggplant and Portobello
Roasted Red Peppers,
Tapenade
Focaccia

Roast Chicken, Celery, Walnuts,
Grapes, Green Onions
Croissant

Roast Turkey Breast
Bacon, Avocado
Ciabatta

Roast Beef, Provolone, Creamy
Horseradish
Baguette

Salami, Provolone,
Sundried Tomato Tapenade
Sourdough

Country Olives and Dill Pickles

Whole Grain, Dijon Mustard and Mayonnaise

Gourmet Potato Chips

Assorted Freshly Baked Cookies

Freshly Brewed Tazo Iced Tea

\$52

(\$250 service charge if less than 30 guests)

Journey through Mexico Lunch Buffet

Little Gem, Roasted Corn, Black Beans, Red Peppers,
Tortilla, Cotija Cheese, Cilantro Lime Dressing

Chipotle Chicken
Carne Asada

Fire-Roasted Corn Salsa
Guacamole, Cotija, Crema, Romaine, Pico de Gallo

Flour/Corn Tortillas
Black Beans
Red Rice
Tortilla Chips with Salsa

Fresh Mango Tarts
Churros

Freshly Brewed Tazo Iced Tea
\$55

Backyard Barbeque Lunch Buffet

Iceberg Chop Salad with Olives, Bacon Crumbles, Peppers, Bleu Cheese and Onions
Arugula Salad with Apples, Celery, Walnuts, Dried Fruit, Balsamic Vinaigrette

Cornbread with Honey Butter

Southern Fried Chicken
Spare Ribs

Baked Beans
Seasonal Grilled Vegetables
Collard Mustard Greens

Peach Tarts

Freshly Brewed Tazo Iced Tea
\$55

Vegetarian Options are Available upon Request

(\$250 service charge if less than 30 guests)

Taste of Naples Lunch Buffet

Caesar

Romaine, Kale, Parmigiano-Reggiano

Caprese Salad

Fresh Mozzarella, Cherry Tomatoes, Fresh Basil, Vinaigrette

Italian Fennel Sausage

Sautéed Onions, Peppers

Chicken Parmigiana

Provolone, Marinara

Ziti Pasta

Olive Oil, Garlic, and Parmigiano-Reggiano

Grilled Vegetables

Asparagus, Zucchini, Eggplant

Focaccia Bread

Tiramisu

Freshly Brewed Tazo Iced Tea

\$53

(\$250 service charge if less than 30 guests)

Traveling Feast Food Stations

These stations are designed to be enjoyed in combination of 3-5 stations as the centerpiece of your event. They may be added individually to any dinner buffet, lunch buffet, or as a break with the Executive Meeting Package
(priced per person - \$250 Chef Attendant Fee per Station as applicable)

Asian Fusion Station

Pork Pot Stickers
 Vegetable Egg Rolls
 Ahi Poke with Wonton Chips
 Fortune Cookies
\$32

Pub Night Crawl

Assorted Sliders (Burgers or Pulled Pork)
 Chicken Wings
 Pretzel Bites with Assorted Mustards
 Brownie Bites
\$35

Pizza Station

Mediterranean Pizza
 Pepperoni Pizza
 Cheese Pizza
 Italian Sausage Pizza
 Mini Cannoli
\$28

Small Bites Dessert Station

Chocolate Dipped Strawberries
 Assorted Fruit Tarts
 Sweet Mini Verrine
 Double Chocolate Brownies
\$27

Action Stations

(priced per person)

Taco Truck Stop

Carne Asada Tacos
 Fish Tacos
 Grilled Chicken Tacos
 Guacamole, Pico de Gallo, Crema
 Sliced Jalapenos
 Cilantro, Cotija
 Churros
\$36

Tuscan Style

Tortellini, Ziti, Linguini
 Pesto, Alfredo, Marinara
 Locally Baked Focaccia
 Assorted Biscotti
\$28

(\$250 service charge if less than 30 guests)

Tray Passed Hors d'oeuvres

(priced per order of 50 pieces)

New Zealand Lamb Lollipops with Rosemary and Garlic	\$385
Scallops Wrapped in Pancetta with Lemon Balsamic Syrup	\$355
Beef Sliders with Daikon Radish Carrot Slaw, Wasabi Ginger Aioli	\$335
Beef Kabobs with Chimichurri	\$335
Mini Crab Cakes with Balsamic Glaze	\$335
Coconut Shrimp with Thai Chili Sauce	\$335
Sesame Seared Ahi on Wonton Chips	\$295
Mini Quesadillas with Roast Peppers	\$285
Chicken Satay with Peanut Sauce	\$285
Smoked Salmon Crostini's	\$270
Garden Vegetable Spring Rolls	\$270
Pork Pot Stickers with Sweet Thai Chili Sauce	\$270
Spanakopita	\$270
Mushroom Caps Stuffed with Lemon Ricotta	\$260
Prosciutto & Melon	\$250
Bruschetta with Fresh Mozzarella and Garden Tomatoes	\$230
Boursin Stuffed Dates	\$230

Hors d'oeuvres Displays *(priced per person, minimum 25 guests)*

Antipasto	\$18
Grilled Vegetables, Country Olives, Sweet Peppers, Pepperoni Salami, Fresh Mozzarella, Locally Baked Breads and Crackers	
Imported and Domestic Artisan Cheeses, Locally Baked Breads and Crackers	\$18
<i>Add Charcuterie: Prosciutto, Sopresetta, Genoa Salami</i>	
Smoked Salmon Display with Traditional Accompaniments	\$18
Assorted Premium Crackers, Capers, Red Onion English Cucumber, Dill Cream Cheese	
Seasonal Fresh Fruit and Berries	\$12
<i>Add Yogurt Honey Lime Dip</i>	
Baked Brie en Croute with Seasonal Fruit Compote	\$12
Locally Baked Breads and Crackers	
Crudités with Tzatziki and Bleu Cheese Dressing	\$12

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Carving Stations

To be ordered in conjunction with our buffets and hors d'oeuvres stations
(priced per person-\$250 attendant fee required)

Roasted Tenderloin of Beef

Au Jus, Horseradish Cream,
Stone Ground Mustard, Petite Sour Rolls
\$35

Whole Roasted Prime Rib

Au Jus, Horseradish Cream,
Chipotle Aioli, Petite Sour Rolls
\$25

Maple Glazed Ham

Herb Mayonnaise and Honey Mustard,
Petite French Rolls
\$22

Herb Roasted Pork Loin

Brandy Plum Jus, Candied Bacon Mango Relish, Petite Sourdough Rolls
\$22

Lemon Sage Roasted Whole Turkey

Cranberry Chutney, Pesto Mayonnaise, Pan Gravy,
Petite French Rolls
\$19

(\$250 service charge if less than 30 guests)

Wine, Beer and Spirits

We offer Professional Beverage Service from our Fully Stocked Portable Bars.
A Selection of Bottled Wines, Sparkling Wines and Customized Bars are Available.

Note that we require a 7-day notice for all bar services.

Hosted (Open) Bar and No-Host (Cash) Bar

Please note that prices on Hosted Bars do not include applicable taxable service charge and sales taxes. \$250 service fee per bartender.

<u>Bar Prices:</u>	Hosted (Open Bar)	No-Host (Cash Bar)
Diamond	\$11	\$13
Absolut Vodka, Tanqueray Gin, Dewar's Scotch Jack Daniels Whiskey, 1800 Silver Tequila, Canadian Club Captain Morgan Spiced Rum, Jameson Irish Whiskey		
Gold	\$10	\$11
Smirnoff Vodka, New Amsterdam Gin, Cutty Sark Scotch Seagrams 7, Jim Beam Bourbon, Myer's Platinum Rum		
Premium Wine by the Glass	\$11	\$13
House Wine by the Glass	\$10	\$11
Imported & Craft Beer	\$8	\$9
Amstel Light, Becks NA, Corona, Heineken, Stella Artois, Blue Moon, Sam Adams Boston Lager, Lagunitas, Sierra Nevada Pale Ale,		
Domestic Beer	\$7	\$8
Bud, Bud Light, Coors Light, Miller Lite		
Soft Drinks, Juices and Mineral Water	\$6	\$7

HOSTED BAR PACKAGES & SIGNATURE COCKTAILS

We are delighted to provide a custom bar and mix the perfect cocktails for your group.

Please let us know if you have a favorite beverage you do not see on our list
or a Signature Cocktail you would like to create for your Event.

Beer and Wine Hosted Bar

Includes domestic, imported and craft beers, house wine, assorted sodas and mineral waters

\$15 per person, per hour (first two hours)

\$10 per person, per hour (second two hours)

Call and Premium Hosted Bar

Includes call and premium liquors drinks, domestic and imported and craft beers,
Premium house wine and assorted sodas and mineral waters

Premium: \$26 per person per hour (first two hours)

\$18 per person, per hour, (second two hours)

Call: \$22 per person, per hour (first two hours)

\$15 per person, per hour (second two hours)

WINERY

Sparkling Wine

Sparkling, Chandon Brut, Napa	50
Prosecco, La Marca, Italy	44

Sauvignon Blanc

St. Supery, Napa Valley	46
Matanzas Creek, Sonoma County	44
Oyster Bay, Marlborough, New Zealand	40

Interesting Whites

King Estate Pinot Gris, Oregon	44
Commanderie Rose, Provence, France	42
Wente Riesling, Monterey	42
Bella Sera Moscato, Italy	40

Chardonnay

Chalk Hill, Sonoma Coast	64
La Crema, Monterey County	55
Wente Vineyards, Livermore Valley	48
Greystone Cellars, Central Coast	42

Pinot Noir

Meiomi, Central Coast	50
Parker Station, Central Coast	45
Sea Glass, Santa Barbara	42

Malbec

Trivento Reserve, Argentina	44
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Merlot

Hall, Napa Valley	72
Markham, Napa Valley	60
St. Francis, Sonoma Valley	54
Red Diamond, Washington	42

Cabernet Sauvignon

Arrowood Cabernet Sauvignon, Sonoma	62
Hess, Lake County	58
Seven Falls, Wahluke Slope, WA	51
Columbia Crest H3, Washington	45
Storypoint Vineyards	42

Red Blend

Motto, Gung Ho Red Blend, CA	47
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Three Course Plated Dinners

**Includes: Choice of One Starter, Two Entrée Selections
(Vegetarian option available) and Choice of One Dessert**

*All Plated Dinners include Locally Baked Bread and Sweet Butter
Starbucks French Roast Coffee, Starbucks Verona Decaffeinated Coffee
An Assortment of Tazo Hot Teas*

STARTERS

(Choice of One)

Local Monterey Lettuces

Little Gem, Baby Kale, Arugula, Walnuts, Tomatoes, Bleu Cheese, Balsamic Vinaigrette

Crisp Romaine

Parmesan Cheese, Croutons
Cherry Tomatoes, Caesar Dressing

Waldorf

Field Greens, Granny Smith Apples,
Gorgonzola, Balsamic Vinaigrette

Chef's Soup of the Day

Plated Desserts

(Choice of One)

New York Cheesecake with Fresh Seasonal Berries

Carrot Cake

Tiramisu

Seasonal Fruit Tart

Strawberry Shortcake

ENTREES

*Served With Chefs Choice of Seasonal Accompaniments
(priced per person)*

Mixed Grill Duo

*Choice of two entrees:
(same selection for the entire party)
\$79*

Land

Herb Crusted Chicken
Filet Mignon

Sea

Shrimp Scampi
Grilled Salmon
Halibut
Seared Scallops

Filet Mignon
Red Wine Demi-Glace
\$75

Roasted Sliced Sirloin Steak
Brandy Mushroom Sauce
\$70

Halibut
Mango-Pineapple Salsa
\$65

Seared Salmon
Thai Chili Glaze
\$65

Herb Crusted Frenched Chicken
Sage Cream
Rosemary Potatoes and Kale
\$60

Chicken Florentine
Spinach, Mushrooms, Prosciutto
Provolone & Lemon Butter
\$60

Vegetable Napoleon
(Vegetarian)
Portobello Mushroom, Eggplant
Zucchini, Roast Peppers
Melted Provolone
\$55

Buffet Dinners

*All Buffet Dinners include Locally Baked Bread and Sweet Butter
Starbucks French Roast Coffee, Starbucks Verona Decaffeinated Coffee
An Assortment of Tazo Hot Teas
(priced per person)*

California Coast Dinner Buffet

Monterey Seasonal Greens

Dried Cranberries, Walnuts, Feta Cheese, Balsamic Vinaigrette

Crisp Romaine

Parmesan Cheese, Croutons, Cherry Tomatoes, Caesar Dressing

Flatiron Steak

Chimichurri Sauce

Herb Crusted Chicken

Rosemary and Sea Salt

Seared Salmon

Thai Chili Glaze

Rosemary Roasted Fingerling Potatoes

Seasonal Vegetables

Seasonal Fruit Tarts

\$75

(\$250 service charge if less than 30 guests)

Custom Dinner Buffet

Choice of Two Salads:

Field Greens, Caramelized Pears, Gorgonzola, Raspberry Vinaigrette
Tomato, Cucumber, Red Onion, Lemon Vinaigrette
Classic Caesar with Croutons, Asiago and Cherry Tomatoes
Spinach, Sundried Tomato, Almonds, Shaved Reggiano, Red Wine Vinaigrette

Choice of Three Entrees:

Sliced Sirloin Steak with Red Wine Demi-Glace
Roasted Herb Crusted Frenched Chicken Breast
Stuffed Chicken Florentine
Roasted Salmon with Dill Cream Sauce
Mahi Mahi with Lemon Caper Butter

Choice of Two Accompaniments:

Rosemary Roasted Fingerling Potatoes
Garlic Mashed Potatoes
Ziti Alfredo or Marinara
Jasmine Rice or Rice Pilaf
Grilled Seasonal Vegetables, Balsamic Glaze

\$73

Backyard Barbeque Dinner Buffet

Iceberg Chop Salad with Olives, Bacon Crumbles, Peppers, Bleu Cheese and Onions
Tomato, Cucumber, Feta Salad
Cornbread with Honey Butter

BBQ Spare Ribs
Grilled Sausages
BBQ Chicken

Baked Beans
Seasonal Vegetables
Strawberry Shortcake

\$70

*Vegetarian Options are Available upon Request
(\$250 service charge if less than 30 guests)*

Taste of Naples Dinner Buffet

Caesar

Romaine, Kale, Parmigiano-Reggiano

Minestrone Soup

Italian Sausage

Sautéed Onions, Peppers

Herb Grilled Chicken

Lemon Caper Sauce

Fettuccini Alfredo and Ziti with Choice of Alfredo or Marinara

Parmigiano-Reggiano

Grilled Seasonal Vegetables

Focaccia Bread

Tiramisu

Seasonal Berries with Whipped Cream

\$70

Journey through Mexico Dinner Buffet

Roasted Corn, Red Peppers,
Tortilla, Black Beans, Cotija, Tequila Lime Dressing

Pork Loin Salsa Verde

Chipotle Chicken

Carne Asada

Fire-Roasted Corn Salsa
Guacamole, Cotija, Crema, Romaine, Pico de Gallo
Flour & Corn Tortillas

Black Beans and Red Rice
Corn Tortilla Chips with Salsa

Mango Tarts

Cinnamon Sugar Dusted Churros

\$70

(\$250 service charge if less than 30 guests)

Catering Policies

ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE: Please contact the Hotel at least one month before your event to review and confirm the details for your event, including menus, decorations, entertainment and beverage service. Upon review of your event requirements, Banquet Event Orders (“BEO”) will be sent to you to confirm all final arrangements and prices. These BEO’s must be signed and returned prior to the event and will serve as a part of this agreement. The Hotel reserves the right to assign another room for your function in the event that room originally designated for such function shall become unavailable or inappropriate in the hotel’s sole opinion. You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations.

GUARANTEE OF ANTICIPATED REVENUE: At least 72 hours (three business days) before your event, you must inform us, in writing, of the exact number of people who will attend your event. This number will not be subject to any further reduction after the guarantee has been given. If the event is held, but the Hotel does not realize the total revenue anticipated from your event, you agree to pay performance damages. The damages owed will be the amount necessary for the Hotel to receive no less than 80% of the total anticipated revenue from your event. You will be charged based on the event guarantee that you give us or the anticipated revenue indicated at the time you signed this agreement, whichever is greater. We will not undertake to serve more than 3% more than this guaranteed minimum.

Gratuity and Service Charge: The combined gratuity and service charge that is in effect on the day of your Event will be added to your account. Currently, the combined charge is equal to **25%** of the food and beverage, plus any applicable state and/or local taxes. A portion of this combined charge (currently **72.0%**) is a **gratuity** and will be fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the Event. The remainder of the combined charge (currently **28.0%**) is a **service charge** that is not a gratuity and is the property of Hotel to cover discretionary and administrative costs of your Event. We will endeavor to notify you in advance of your Event of any increases to the combined charge should different gratuity and/or service charge amounts are in effect on the day of your Event. We will endeavor to notify you in advance of your Event of any increases to the gratuity and/or service charge should different amounts be in effect on the day of your Event.

MENU SELECTION: When planning your menu we suggest selecting a common main course, however, you may offer a choice of main course options if the following guidelines have been met: A maximum of two main courses options, plus a vegetarian alternative, may be offered. The catering department must be provided with an exact breakdown of the two main courses selected no later than ten (10) days prior to the event. The higher-priced main course will prevail for both meal selections. All additional courses (appetizers, salad, and dessert) must be pre-selected. Entrée selections must be indicated to us at each place setting with a pre-set place card provided by you that includes a symbol indicating the main course. For groups of less than 15 persons, a limited menu will be provided.

All food and beverage purchased from the hotel must be consumed during the function and may not be taken from the premise by the client or invited guests. Exception to this policy must be made in writing to the hotel 14 days prior to event. Handling charges may apply.

OVERTIME: You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees and other persons vacate the designated event space at the end time indicated on the final Event Order. You further agree to reimburse us for any overtime wage payments or other expense incurred by us because of your failure to comply with these regulations.

PRICE INCREASES: Prices on the enclosed menus are subject to change, but will be confirmed ninety (90) days prior to your event. There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.

SET UP CHARGES. The Embassy Suites San Francisco Airport-Waterfront will provide executive set (note pads, pens, pitchers of ice water, glasses and hard candy) in all meeting rooms. Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover Hotel costs and additional labor. If equipment is necessary that exceeds Hotel’s inventory, you will pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to any Hotel property as a result of drayage related to your event, whether caused by you, your agents, employees, contractors, or agents.

OUTSIDE FOOD AND BEVERAGE: Embassy Suites San Francisco Airport-Waterfront is the sole provider of food and beverage for all meeting/banquet events. You must obtain prior approval from us before you bring in any food or non-alcoholic beverages from outside sources. A Hold Harmless Agreement, Health Certificate and Liability Insurance are required if food or beverage products not purchased and served by Hotel staff are brought in for consumption by your guests. No non-commercially produced food or beverage products can be allowed. Due to state law, you may not bring into the Hotel alcoholic beverages, with exception of wines. All wines brought into hotel must be served by hotel personnel and is subject to a corkage fee. Service fees will apply to any outside food or beverage served in our function space regardless if Hotel labor is required.

Catering Policies (Continued)

AUDIO VISUAL: Our full service Audio Visual Department is available to assist you during your event and is the exclusive provider of audio/visual equipment and rental for the Hotel. You agree to follow the hotel policies for setting up your equipment and will need to contact our audio/visual department 14 days prior to your event. Should you require assistance from our on-site technician during your event, an \$85.00 labor fee per hour (5 hour minimum) during normal business hours, \$128.00 per hour during evening hours, \$170.00 per hour during overnight hours and will be charged to your master account. 1-1/2 times the rate will be charged in excess of 8 hours and 2 times the rate in excess of 12 hours.

DISPLAYS AND DECORATIONS: All displays and/or decorations will be subject to our prior written approval and we reserve the right to contract and charge for Hotel staff to provide the labor for any installations or removals of such. We are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance other than those provided by the Hotel. Any damage to the hotel will be charged to your master account.

DELIVERIES: Arrangements for delivery of packages should be made through the catering office. Receiving, handling and shipping charges may apply. No COD packages will be accepted. A storage fee of \$25.00 per parcel per day will be charged for all parcels that are delivered more than three (3) days prior to your event. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the federal Centers for Disease Control and Prevention (CDC).

All packages for your program must be labeled as follows:

Embassy Suites San Francisco Airport-Waterfront
Group Name and Event Dates
Attention: *Your on-site contact's name*
150 Anza Boulevard
Burlingame, CA 94010

SECURITY: If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons.

PROMOTIONAL CONSIDERATIONS: We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Embassy Suites name or logo. Embassy Suites does not offer or accept any terms or conditions which provide commissions, rebates, or other forms of compensation related to revenue for food, beverage, function room rental or equipment rental.

OUTSIDE CONTRACTORS/VENDORS: Upon contracting with Embassy Suites San Francisco Airport-Waterfront, we will provide a complete referral list of approved outside contractors/vendors who may assist you with flowers, photography, music, transportation and cakes. If you prefer, you may make arrangements with your own outside contractor(s). Embassy Suites San Francisco Airport-Waterfront reserves the right to approve or refuse any outside contractor. All contractors are subject to providing hotel with a Certificate of Liability Insurance naming hotel as "Also Insured".

MUSIC: All musicians must be appropriate, including proper attire and behavior, and willing to comply with the Hotel's standards. All amplified music must be contained indoors and must conclude by 12:00am Friday & Saturdays and by 10:00pm Sunday through Thursday.

AUXILIARY AIDS: The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans With Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the Hotel.