EMBASSY SUITES by Hilton"


## Continental Breakfast

## Traditional Continental Breakfast

Assorted Breakfast Pastries
Fresh Sliced Seasonal Fruit
Assorted Juices
Freshly Brewed Regular and Decaf Coffee
Selection of Herbal Hot Teas
Deluxe Continental Breakfast
\$15 per person
Sliced Seasonal Fruit and Berries
Assorted Breakfast Pastries and Muffins
Assorted Juices
Freshly Brewed Regular and Decaf Coffee
Selection of Herbal Hot Tea
Executive Continental Breakfast
Build your own Yogurt Parfait Bar with Fresh Granola, Berries and Nuts
Sliced Seasonal Fruit and Berries
Bagels with Jam, Butter, Honey and Cream Cheese
Assorted Breakfast Pastries and Muffins
Assorted Juices
Freshly Brewed Regular and Decaf Coffee
Selection of Herbal Hot Teas

## ADDITIONS

Build your own Yogurt Parfait Bar with Fresh Granola, Berries and Nuts
Breakfast Sandwiches Station
Egg, Bacon and Cheese Biscuits, Egg, Ham and Cheese Croissants and Egg, Sausage and Cheese Biscuits

## Breakfast Action Station

Action Station can be added to a Continental Breakfast

## Custom Omelet Action Station*

Fresh Omelets made by our experienced culinary Team with Eggs or Egg Whites with an assortment of fillings and toppings.
*Action Stations will add an additional fee of $\$ 75$ per station and are limited to one hour of service they require a minimum of 30 people if under 30 people a fee of $\$ 100$ will be assessed

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## Breakfast Buffet and Plated

Pinnacle Breakfast Buffet<br>$\$ 19$ per person

Farm Fresh Scrambled Eggs topped with Cheese and Chives
Seasoned Breakfast Potatoes with Sautéed Onions and Peppers
Smoked Bacon and Breakfast Sausage
Country Biscuits
Sliced Seasonal Fruit
Assorted Breakfast Pastries
Beverage Station with:
Assorted Juices
Freshly Brewed Regular and Decaf Coffee
Selection of Herbal Hot Teas

American Plated Breakfast
\$17 per person
Farm Fresh Scrambled Eggs
Seasoned Breakfast Potatoes with Sautéed Onions and Peppers
Smoked Bacon OR Breakfast Sausage
County Biscuits
Preset Orange Juice at the table
Freshly Brewed Regular and Decaf Coffee Service

## Breakfast Action Station

Action Station can only be added to a Plated Breakfast or Breakfast Buffet

## Custom Omelet Action Station*

$\$ 6$ per person
Fresh Omelets made by our experienced culinary Team with Eggs or Egg Whites with an assortment of fillings and toppings.
*Action Stations will add an additional fee of $\$ 75$ per station and are limited to one hour of service they require a minimum of 30 people if under 30 people a fee of $\$ 100$ will be assessed


## Beverages

| Milk- 2\% and Skim | \$3 per carton |
| :---: | :---: |
| Bottled Water | \$3 each |
| Assorted Coke Products | \$3 each |
| Powerade | \$5 each |
| Red Bull Energy Drink | \$6 each |
| Assorted Fruit Juices | \$38 per gallon |
| Freshly Brewed Iced Tea Sweet or Unsweet | \$38 per gallon |
| Freshly Brewed Regular and Decaffeinated Coffee | \$40 per gallon |
| Hot Herbal Tea-selection of hot tea, lemon and honey | \$38 per gallon |
| Tropical Fruit Punch | \$38 per gallon |
| Lemonade | \$38 per gallon |
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## Beverage Service

## Half-Day Service

\$8 per person
Freshly Brewed Regular and Decaffeinated Coffee, Assorted Herbal Teas, Assorted Soft Drinks and Bottled Water (continuous beverage service for 4 hours)

## All-Day Service

Freshly Brewed Regular and Decaffeinated Coffee, Assorted Herbal Teas, Assorted Soft Drinks and Bottled Water (continuous beverage service for 8 hours)

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## à la Carte Breaks

## Break Selections

| Whole Fresh Fruit | \$3 each |
| :---: | :---: |
| Granola and NutriGrain Bars | \$3 each |
| Individual Yogurt | \$3 each |
| Premade Fresh Fruit and Vanilla Parfaits | \$6 each |
| Assorted Full Size Candy Bars | \$4 each |
| Individual Bags of Chips and Pretzels | \$4 each |
| Assorted Krispy Kreme Donuts | \$35 per dozen |
| Assorted Bagels with Cream Cheese | \$35 per dozen |
| Fresh Sliced Breakfast Breads | \$38 per dozen |
| Fruit Kabobs with Dipping Sauce | \$35 per dozen |
| Freshly Baked Assorted Cookies | \$34 per dozen |
| Assorted Muffins | \$35 per dozen |
| Fresh Assorted Danish or Cinnamon Rolls | \$35 per dozen |
| Double Fudge Brownies | \$35 per dozen |
| Lemon Bars | \$35 per dozen |
| Egg and Sausage Burrito | \$40 per dozen |
| Country Sausage Biscuits | \$40 per dozen |
| Ham and Cheese Croissants | \$40 per dozen |

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## Plated Luncheon

All plated lunches include Salad Choice, Starch and Vegetable choice, Rolls and Butter, Choice of Dessert, Iced Tea and Coffee Service.

Vegetable Pasta Primavera
\$21 per person
with White Wine Pesto *NOTE—Starch \& Vegetable combined with this dish.

Chicken Marsala
\$21 per person
Grilled or Breaded and sautéed with Marsala Mushroom Sauce
Chicken Piccata
\$21 per person
Grilled or Breaded and Sautéed with Piccata Sauce
Herb Grilled Chicken
\$21 per person
with a Parmesan Cream Sauce

Herb Grilled Mahi Mahi \$23 per person
with pineapple salsa
Broiled Salmon
\$23 per person
with a Whole Grain Mustard Cream Sauce

Roasted Pork Loin \$23 per person
with Maple Dijon Cream Sauce

Flat Iron Steak
\$23 per person
with a roasted Garlic Demi-Glace
Grilled Sirloin
\$25 per person
with a Bourbon Demi Glaze
Petite Fliet Mignon
\$27 per person
with a Compound Herb Butter
*All Plated Lunch Menus are 6 oz. Portions of Protein.

# Light Plated Lunch 

Includes: Freshly Baked Rolls and Butter, Chef's Choice of Dessert, Freshly Brewed Regular and Decaffeinated Coffee and Iced Tea

Chicken or Shrimp Caesar<br>\section*{\$17perpeson Chicken}<br>\$17perpeson Shrimp

Classic Caesar Salad with shaved parmesan cheese. Served with grilled chicken or shrimp
Mediterranean Salad
$\$ 17$ per person
Spring Mix Lettuce, Kalamata Olives, Cucumber, Pepperchini, Feta Cheese and topped with choice of Dressing
Cobb Salad
$\$ 19$ per person
Mixed Greens, Turkey, Bacon Bleu Cheese,
Sliced Egg, Tomatoes served with a choice of Dressing

## Add Soup

$\$ 4$ per person
Choice of Chicken Noodle or Vegetable

## Cold Sandwiches / Boxed Lunches

Boxed lunches are served with an Apple, Bag of Chips, Fresh Baked Cookie and a bottled water. All Condiments are on the side.
All boxed lunches can be served plated: Apple and Cookie will be substituted with Pasta Salad and Chef's Choice of Desert, will be served with Iced Tea

For groups under 30 select 2, groups over 30 select 3
Ham and Cheddar
\$18 per person
On a croissant
Roasted Turkey BLT \$18 per person
Shaved Turkey Breast with Swiss cheese on a croissant
Peppered Roast Beef
18 per person
Shaved Beef with Caramelized Onion, Provolone Cheese on a Brioche Bun
Club Wrap
\$18 per person
Shaved Turkey, Ham, Bacon, Cheddar \& Tomato topped with Honey Mustard in a Tortilla
Grilled Chicken
\$19 per person
Grilled Chicken with Provolone, basil pesto and roasted red peppers on a Brioche Bun
Grilled Vegetable Wrap
$\$ 16$ per person
Balsamic Marinated and Grilled Vegetables wrapped in a Sundried Tomato Tortilla


## Plated Luncheon Sides

## Salad Choices

Mixed Green Salad (Cucumber \& Tomato)
Caesar Salad (Parm Cheese \& Croutons)
Spinach Salad (Cucumber, Tomato \& Red Onion)

# Vegetable Choices <br> Green Beans 

Seasonal Assorted Vegetable Medley
Broccolini

## Starch Choices

Roasted Red Potatoes
Garlic Mashed Potatoes
Rice Pilaf

## Dessert Choices

New York Cheesecake with Strawberry Sauce
Pecan Pie
Chocolate Cake
Apple Pie


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# Lunch Buffets 

Fiesta Italian $\mathbf{3 0}$ guest minimum
\$26.00 per person
Tomato Cream Soup, Caesar Salad, Antipasto Salad, Chicken Parmesan Beef Lasagna, Ratatouille, Fresh Baked Cheese Bread Sticks, Tiramisu and Cannoli's, Iced Tea and Coffee

Deli Buffet
30 guest minimum
\$24.00 per person
Soup Du Juor, Mixed Green Salad with assorted dressings, Cole Slaw, Potato Salad, Assorted Deli Meats and Cheeses, Lettuce, Tomato, Onion, Pickles, Appropriate
Condiments, Assorted Breads, Individual Bags of Chips, Cookies and Brownies, Iced Tea and Coffee

Backyard Barbeque 30 guest minimum
$\$ 30.00$ per person
Mixed Green Salad with Ranch and Raspberry Vinaigrette dressing, Coleslaw, Loaded Potato Salad, P each Bourbon BBQ Chicken, Smoked Beef Brisket, BBQ Pulled Pork, Maple Bacon baked Beans, Grilled Corn on the Cob, Warm Corn Bread, Granny Smith Apple Pie, Banana Pudding with nilla wafers, Iced Tea And Coffee

South of the Border 30 guest minimum $\$ 30.00$ per person
Chipotle Chicken Tortilla soup, Mexican Mixed Green Salad with Avacado Ranch and Cilantro Lime Vinaigrette, Southwest bean and corn salad, Grilled Chicken Fajitas, Grilled Steak Fajitas, Sauteed peppers and onions, Cumin \& Cilantro Black Beans, Spicy Spanish Rice, Sour Cream, Cheese, Tomato, lettuce, Pico, Jalapenos, Tri color Tortilla Chips with Salsa and Guacamole, Tres Leches Cake \& Strawberry stuffed Churros, Iced Tea And Coffee

## Southern Traditional 30 guest maximum

$\$ 28.00$ per person
Chicken Noodle Soup, Mixed Garden Salad, Ranch and Raspberry Vinaigrette Dressing, Deviled Egg Potato Salad, Honey Glazed Fried Chicken, Braised Short Ribs, 3 Cheese Mac \& Cheese, Garlic Mashed Potatoes, Braised Collard Greens, Warm Corn Bread, Pecan \& Sweet Potato Pie, Iced Tea and Coffee

Sandwich Buffet 30 guest maximum
$\$ 24.00$ per person
Soup du Jour, Mixed Green Salad with assorted dressings, Cole Slaw, Potato Salad, Variety of Pre-assembled Deli Sandwiches and Wraps, Appropriate Condiments, Individual Bagged Chips, Freshly Baked Assorted Cookies and Brownies, Iced Tea and Coffee

Bourbon Street $\qquad$ 30 guest minimum $\$ 28.00$ per person
Mixed Green Salad with Ranch and Raspberry Vinaigrette dressing, Remoulade Coleslaw, Chicken \& Andouille Gumbo, Spicy Potato Salad, Stewed Chicken with Creole Tomato Sauce, Blackened Tilapia Crawfish Cream Sauce, Red Beans and Rice, Braised Cabbage, Jalapeno Corn Bread, Beignets, Bourbon Pecan Pie, Iced Tea and Coffee


All Plated Dinners are 8 oz portions of protein.

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## Dinner Buffet

## Select 2 Entrées \$33/Select 3 Entrees \$37

## Cold Salads - Choose 3

Caesar
Mixed Green Garden Salad
Spinach, Mushroom \& Tomato
Antipasto
Cucumber, Red Onion, Tomato \& Feta Cheese
Fruit Salad
Vegetables- Choose I
French Green Beans
Assorted Seasonal Vegetables
Broccoli Florets
Honey Glazed Carrots

## Starches- Choose 2

Roasted Fingerling Potatoes
Roasted Red Potatoes
Garlic Mashed Potatoes
Rice Pilaf
Mashed Sweet Potatoes
Wild Mushroom Risotto

## ENTREES—Choice of 2 or 3

Tasso Stuffed Chicken
Chicken Saltimbocca
Southern Fried Chicken
Pan Seared Chicken Picatta
Blackened Chicken
Braised Short Ribs
Chili Rubbed Sirloin
Cranberry Stuffed Pork Loin
Blackened Mahi with Pineapple Salsa
Crab Stuffed Tilapia
Pecan Crusted Salmon
Pasta Primavera Pesto
Vegetable Lasagna
Desserts—Choice of 2
Key Lime Pie
Cheese Cake
Chocolate Cake
Pecan Pie
Apple Pie
Rolls and Butter
Iced Tea, Water and Coffee Service


## Reception Displays

Vegetable Crudités Display<br>\$5 per person<br>Assortment of Freshly Cut Seasonal Vegetables, served with Ranch and Dill Dips<br>Sliced Fresh Fruit with Berries Display<br>$\$ 7$ per person<br>Sliced Seasonal Fresh Fruit served with Yogurt Dip<br>Grilled Marinated Vegetables<br>$\$ 6$ per person<br>With Feta Cheese served with Crusty Breads and Lavosh<br>Domestic Cheese Displays<br>$\$ 6$ per person<br>Cheddar, Swiss and Colby Jack Cheese and Assorted Crackers<br>Domestic Charcuterie Board<br>\$8 per person<br>Assorted Domestic Cheeses with Assorted Cured Meats accompanying Sauces, Garnishes and Assorted Crackers<br>International Charcuterie Board<br>\$8 per person<br>Assorted International Cheeses with Assorted Cured Meats accompanying Sauces,

Garnishes and Assorted Crackers and Breads

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## Hot Reception Hors d'oeuvres

Hors d'oeuvres priced for 50 pieces unless otherwise noted

| Vegetarian | $\$ 110$ per order |
| :--- | ---: |
| Assorted Mini Quiches_ | $\$ 125$ per order |
| Vegetable Spring Roll with Ginger Soy Sauce__ | $\$ 130$ per order |
| Mini Bruschetta | $\$ 140$ per order |
| Brie with Raspberries and Almonds in Phyllo__ | $\$ 125$ per order |
| Spanakopita Spinach Pie | $\$ 125$ per order |
| Queso Dip with Tortilla Chips | $\$ 125$ per order |

## Chicken

Chicken \& Pepper Jack Quesadillas served with Salsa__\$125 per order
Chicken Tenders with Barbecue, Honey Mustard and
Teriyaki Dipping Sauces
\$125 per order
Buffalo Style Chicken Wings with Bleu Cheese and Celery Sticks___ $\$ 125$ per order
Chicken Sate with Thai Peanut Sauce $\qquad$ \$130 per order

## Pork

Mini Franks Wrapped in Puff Pastry $\qquad$ $\$ 110$ per order
Italian Sausage in Mushroom Caps \$125 per order
Pork Pot stickers with Ginger Soy Sauce \$135 per order
Pulled Pork Sliders $\$ 140$ per order

## Beef

Cajun, Barbecue or Swedish Meatballs__\$110 per order
Five Spice Beef Sate with Sweet Chili Sauce___ $\$ 140$ per order
Beef Duxelles en Croûte $\$ 140$ per order
Teriyaki Beef Brochettes \$140 per order

## Seafood

Coconut Shrimp with Plum Sauce $\$ 140$ per order
Seafood Stuffed Mushroom Caps $\$ 140$ per order
Mini Crab Cakes with Creole Remoulade \$140 per order
Shrimp Satay Scampi Style $\$ 140$ per order
Bacon wrapped Scallops
$\$ 220$ per order

## May We Suggest...

6 Hors d'oeuvres per guest for an hour reception
4 Hors d'oeuvres per guest when paired with a fruit and cheese station

## Cold Reception Hors d'oeuvres <br> Each order contains 50 pieces

Beef, Chicken \& Pork

| Assorted Canapés | $\$ 110$ per order |
| :--- | ---: |
| Chicken Salad on Baguette_ | $\$ 125$ per order |
| Assortment of Finger Sandwiches_ | $\$ 125$ per order |
| Prosciutto Wrapped Melon_ | $\$ 125$ per order |
| Sliced Tenderloin topped with Bleu Cheese Crostini__ | $\$ 150$ per order |

Vegetarian
Cherry Tomatoes stuffed with Boursin Cheese \$1 10 per order
Deviled Eggs Assortment of Traditional, Pimento Cheese,
Wasabi and Hummus $\qquad$ $\$ 110$ per order
Tomato, Black Olives, Basil and Parmesan Cheese Bruschetta \$125 per order
Antipasto Brochettes with Olives, Artichoke, Mozzarella \& Tomatoes $\$ 125$ per order Salsa with Tortilla Chips
$\qquad$ \$110 per order
Roasted Red Pepper Hummus with Toasted Pita Chips $\$ 125$ per order Spring Onion Dip with Potato Chips $\$ 110$ per order

Seafood
Smoked Salmon and Chevre Bruschetta $\$ 150$ per order
Cold Crab Dip with Fried Wontons $\$ 150$ per order
Jumbo Shrimp with Cocktail Sauce $\qquad$ \$175 per order

## Confections

Assorted Dessert Petit Fours $\$ 100$ per order
Assorted Bite Size Cheesecake $\$ 100$ per order
Assorted Mousse Shots $\$ 110$ per order
Chocolate, White Chocolate Raspberry, Espresso and Strawberry

## May We Suggest...

6 Hors d'oeuvres per guest for an hour reception
4 Hors d'oeuvres per guest when paired with a fruit and cheese station

# Reception 

Action Stations require a Minimum of 50 guests
Action Stations can be chef attended for a fee of $\$ 50$ per station Pricing Based on 90 minutes of service

## Action Stations

* Must be ordered in conjunction with your choice of 3 hors d' oeuvres

Bruschetta Station<br>\$9 per person

Toasted Baguette brushed with Garlic Olive Oil and served with the following:
Prosciutto, Fresh Oregano, Grapes, Vine-Ripened Tomato, Basil, Mozzarella, Onion and Roasted Garlic

Mashed Potato Bar
\$9 per person
Yukon Gold and Sweet Potatoes with Bacon, Cheeses, Sour Cream, Scallions, Brown Sugar, Cinnamon and Butter

## Soup and Salad Station

\$9 per person
Roast Chicken and Wild Rice Soup, Roasted Corn Chowder, Spiced Beef Chili with Sour Cream, Bacon Salad of Spring Mix, Romaine, and Baby Spinach with Candied Walnuts,
Cranberries, Cherry Tomatoes, Croutons, Green Onions, Cucumbers and Assorted Dressings
Chocolate Fountain
\$9 per person
Warm Chocolate served with Strawberries, Exotic Fruits, Pound Cake, Cheese Cake Squares, Rice Krispies Squares, Biscotti and Pretzels

## S'mores Station

\$9 per person
Roast your own Marshmallows over an open flame at our S'more Station-Marshmallows, Graham Crackers, Hershey Bars and Reese Cups

The Pub
$\$ 10$ per person
Chicken Wings served with Celery and Carrot Sticks, Bleu Cheese and Ranch Dressing with Potato Skins, Chips and Salsa

Mini Beef and Chicken Sliders
$\$ 10$ per person
Chicken and Hamburger Patties, American Cheese, Ketchup, Mustard, Mayo and Kettle Chips with Chipotle Ranch Dip

## Southern BBQ Sliders

$\$ 10$ per person
Pulled Pork and Smoked Brisket Sandwiches served with Golden Mustard BBQ Sauce,
Traditional BBQ Sauce and Apple Fennel Cole Slaw
Nacho Station
$\$ 10$ per person
Tri Colored Chips with Queso, Salsa, Guacamole, Seasoned Ground Beef, Grilled Chicken, Tomatoes, Onions, Jalapenos, and Sour Cream

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## Reception

Packages require a Minimum of 50 guests Each package comes with Iced Tea and Coffee Station Pricing Based on 90 minutes of service

## Embassy Packages

Package One-3 Hot Items and 3 Cold Items $\qquad$ $\$ 23$ per person
Package Two-4 Hot Items and 4 Cold Items $\qquad$
$\qquad$ $\$ 26$ per person
Package Three-5 Hot Items and 5 Cold Items $\$ 29$ per person

## Cold Selections

Assorted Cheese \& Cracker Display Assorted Sliced Fruit Display with Yogurt Dip Vegetable Crudite Display with Ranch Dressing Cranberry Pecan Chicken Salad Pastry Puffs Honey Ham \& Swiss Rolls Red Pepper \& Herb Cheese Pinwheels Roasted Garlic Hummus with Pita Chips Tomato Basil Bruschetta with Balsamic Glaze

## Hot Selections

Vegetable Spring Rolls with Ginger Soy Sauce Pulled Pork Stuffed Potato Skins

Swedish Meatballs Chicken Tenders with Honey Mustard Dipping Sauce Spinach \& Artichoke Dip with Crostini Bread Thai Chili Chicken Skewers Beef Tenderloin Crostini topped with Horseradish Mini Crab Cakes with Creole Remoulade

## Carving Stations

Minimum of 50 Guests
Chef Attendant Fee of $\$ 50$
Pricing based on 90 minutes of service
Includes Appropriate Accompaniments and Assorted Rolls
Baked Sugar Glazed Ham \$6 per person
Roasted Turkey Breast $\$ 7$ per person
Baron of Beef $\$ 7$ per person
Roasted Pork Loin $\$ 8$ per person
Smoked Beef Brisket \$9 per person
Prime Rib of Beef $\$ 10$ per person

Peppered Roasted Beef Tenderloin
\$12 per person


# Beverages 

Bartender fee of $\$ 100$ for up to four hours of service Additional $\$ 25.00$ an hour per bartender will apply if $\$ 300.00$ in sales is not met..

## Beverages à la Carte

|  | HOSTED BAR | CASH BAR |
| :--- | :---: | :---: |
| Premium Spirits | $\$ 6$ per glass | $\$ 7$ per glass |

Pinnacle Vodka, New Amsterdam, Cruzan, Jim
Beam, J\&B, Canadian Club, Sauza Gold,
Captain Morgan
Super Premium Spirits $\qquad$ $\$ 7.5$ per glass
$\$ 8.5$ per glass
Absolut, Tanqueray, Bacardi, Jack Daniels, Dewars,
Crown Royal, Sauza Silver
Cordials
$\$ 7.5$ per glass
$\$ 8.5$ per glass
Di Sarona Amaretto, Sambuca, Baileys
House Wine
$\$ 6$ per glass
\$7 per glass
Canyon Road Chardonnay, Cabernet Sauvignon, Merlot, White Zinfandel

Premium Wine
$\$ 7.5$ per glass
$\$ 8.5$ per glass
Mirassou Chardonnay, Ecco Domani Pinot Grigio, Mirassou
Pinot Noir, Red Rock Merlot

| Domestic Beers | $\$ 4$ per bottle | $\$ 5.5$ per bottle |
| :--- | :--- | :--- |
| Bud Light, Miller Light, Mic Ultra |  |  |
| Import/Craft Beers | $\$ 5$ per bottle | $\$ 6.5$ per bottle |

Sam Adams Seasonal, Heineken, Corona

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## Beverages



## White Wines

Listed per bottle

Canyon Road Chardonnay__\$28
Canyon Road White Zinfandel__\$28
Ecco Domani Pinot Grigio__\$38
Mirrassou Chardonnay__ \$38
Mirrassou Moscato__\$38
Starborough Savignon Blanc__\$38
William Hill Chardonnay__ \$40
Red Wines
Listed per bottle
Canyon Road Cabernet Sauvignon___ \$28
Canyon Road Merlot__\$28
Canyon Road Pinot Noir__ $\$ 28$
Mirassou Pinot Noir__\$38
Red Rock Merlot_\$38
Apothic Red Blend_ \$38
William Hill Cabernet Sauvignon__ \$40
Louis Martini Cabernet Sauvignon
Champagne
Wycliff House Brand
Keg Beer
Keg Beer (Domestic)
Budweiser, Bud Lite, Miller Ultra, Miller Lite, and Shock Top

Hortoomery - Hotel \& Confernce Center

Payments, Deposits and Cancellations: A credit card authorization form, along with signed contract, must be on file for any group without direct billing privileges to be considered confirmed and definite. Direct bill privileges are not available for individual social events, reunions, and weddings. Any group paying by advance deposit must have their final payment of the estimated contracted price paid within (14) fourteen days of the event. Personal checks are not accepted. A nonrefundable deposit is required with the signed contract to be considered confirmed and definite for all individual social events, reunions and weddings. Cancellations must be received in writing and will be subject to a cancellation fee as outlined in your contract. Deposits not returned can be used toward cancellation fees.

Food and Beverage: No food or beverage may be brought into the hotel (wedding and birthday cakes are the only exception to this policy.) We reserve the right to refuse alcohol service to intoxicated persons and will not serve underage persons. No food or alcoholic beverages can be removed from the premise.

Pricing: All food, beverage, and ancillary items are subject to a taxable $24 \%$ service charge and applicable state sales tax. Menus and prices are subject to change without notice. Menu pricing includes food, linens, dinnerware, stainless steel flatware, glassware, tables, and chairs within our inventory, and banquet servers.

Guarantee: A Catering Manager will contact you I4-days prior to your event to receive your menu selection. Three (3) business days before your event your final expected number of attendees will be due. After this time, full charges will be incurred for all reductions or cancellations made. The client will be charged the guarantee provided regardless if the attendance falls below the guarantee. Should the attendance be higher than the guarantee, the client will be charged the actual attendance of the event. If an attendance guarantee is not provided three business days in advance of function, expected number will be attendance guarantee.

Meeting Room Assignments: Meeting and Banquet rooms are assigned on the basis of expected attendance at the discretion of the hotel. If there are fluctuations in the number of attendees, the hotel reserves the right to reassign rooms accordingly without prior notice. The hotel reserves the right to charge an additional fee for setup changes less than 48 hours prior to the event. Meeting room rental charges apply from $8 \mathrm{am}-5 \mathrm{pm}$ and 6 pm to 12 midnight.

Decorations and Displays: Items may not be attached to walls, floors, or ceilings with nails, staples, tape, or other substance. A limited number of pre-approved signs are permitted in the meeting and pre-function areas. The hotel reserved the right to stop any music or entertainment as deemed inappropriate. The hotel must hang all banners, etc. and there will be a $\$ 15.00$ per banner charge.

Entertainment: Performers must comply at all times with local fire and safety codes as well as ESHLR policy regarding sound levels.

Parking: Outdoor surface parking is $\$ 16.00$ and Valet parking is $\$ 21.00$.
Shipping \& Receiving: Any packages received more than 3-days prior to the event will be assessed a handling fee of \$5 per package per day / \$100 per pallet per day. An item over 150 pounds must be shipped to a drayage company. Items left on premise for longer than one week after departure, without shipping instructions, will be discarded.

Lost \& Found: For any items that are left or lost go to Chargerback.com to place a lost report.

Security: The hotel does not assume responsibility for any damage or loss of merchandise or articles left in the hotel, prior to, during or following a function. We reserve the right to require security for any group. Security is $\$ 35.00$ per hour per guard (Minimum 4 hours) and will be at the groups' expense.

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## Client's lcd display package $\$ 150$

your lcd projector
projection cart/stand
house or tripod screen
basic set-up assistance
LCD display package $\$ 450$
2000 lms lcd projector
projection cart/stand \& remote
house or tripod screen
basic set-up assistance
Microphone/podium package $\$ 125$
standing or tabletop podium
wired podium microphone
house sound system patch with mixer, as required
Wireless microphone package $\$ 225$
standing or tabletop podium wireless handheld or lavaliere microphone house sound system patch with mixer, as required

## Small meeting package $\mathbf{\$ 1 0 0}$

registration set
*skirted/draped table \& 2 chairs
1 standing or table podium
1 draped exhibit/materials table
1 display easel
1 flipchart easel with post-it pad \& 2 markers

## Breakout package \$75

1 standing or table podium
1 draped exhibit/materials table
1 display easel
1 flipchart easel with post-it pad \& 2 markers
DVD/Bluray \& Monitor package $\$ 350$
dvd/bluray player
42" flat panel lcd monitor
Cart/stand \& remote

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## Individual Services:

## Internet Service

Wired Ethernet Hub - See Event Manager for pricing.
Wireless internet connection (1-15 users / standard use) $\$ 50.00$

## Projection Components

LCD Projector $\$ 250.00$
42" Flat Panel LCD Monitor $\$ 225.00$
Microphones
Wireless Handheld Microphone with stand $\$ 100.00$
Wireless Lavalier Microphone $\$ \mathbf{1 0 0 . 0 0}$
Wireless Podium Microphone $\$ 100.00$
Podium - No Microphone $\$ 50.00$

## Speakers

House System Patch (Mixer) 4 channel $\$ 50.00$
Portable Sound System - See Event Manager for pricing.
Telephone Services
Poly-com Teleconference Phone $\$ 100.00$
Screens
$\mathbf{8 x 8}$ or In Room Screen $\$ 75.00$
10x 10 or Ballroom In Room Screens $\$ 175.00$
AV Cart
Standard AV Cart - Skirted with Power cord and strip \$45.00
Traditional Components
Display Easel \$20.00
Flipchart Easel with Pad \& Markers $\$ 50.00$
*(Add $\$ 40.00$ for 3M Pads)
4x6 Whiteboard \$50.00

## Staging

8x8 Riser for Podium \& Microphone $\$ 125.00$
$12 \times 16$ Riser for up to 6 pc band $\$ 450.00$
Riser \& Head Table for up to $10 \mathrm{ppl} \$ 350.00$
Dance Floor
$15 \times 15 \quad \$ 350.00$
$21 \times 21 \$ 400.00$
24x24 \$500.00
Banner Hanging
Interior / Lobby Banners \$25.00 each (one time charge)

