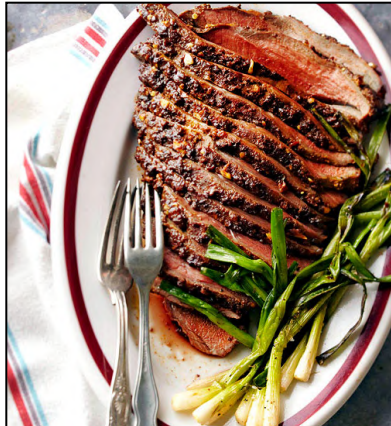


Events

Embassy Suites by Hilton at Los Angeles International Airport South



All food and beverage functions are subject to applicable sales tax and a taxable 15% Gratuity and 6% Facilities charge.
Package prices are per person and are subject to change.

Embassy Suites by Hilton Los Angeles International Airport South | 1440 E. Imperial Ave | El Segundo, CA 90245



E M B A S S Y
S U I T E S
by **HILTON™**

Letter from our Director

Plated Lunches

Lunch Buffets

Plated Dinners

Dinner Buffets

Hors D'oeuvres

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Bars/Wine List

Preferred Vendors

General Information and Liabilities

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Dear Guest

EXPERIENCE UNMATCHED HOSPITALITY & INNOVATIVE CUISINE

ELEGANCE, CONVENIENCE & VALUE IN ONE STOP

Life's special occasions become memorable celebrations; legendary service, uncompromising quality and creativity, and knowledgeable staff that are dedicated to making your event memorable for you and your guests.

Our Mediterranean inspired courtyard features lush landscapes, waterscapes and a koi pond. The elegant Imperial Ballroom holds up to 250 guests for a banquet reception. Create a unique catering menu, seating chart and dance floor arrangement with the help from our Events Manager.

Overnight guests can enjoy a two-room suite, complimentary cooked-to-order breakfast and complimentary evening reception. Consider our conveniently located hotel just minutes away from LAX and Manhattan Beach.

Our catering menu features an array of expertly prepared fare, from breakfast to lunch to dinner including morning and afternoon breaks fit for every budget and taste.

WE CAN CUSTOMIZE ANY MENU TO YOUR SPECIFICATIONS. SHARE YOUR VISION WITH US!

Marvin J. Navor, Director of Catering
Marvin.Navor@hilton.com
Desk: (310)469-0022 | Fax: (310)640-8750

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Banquets

For up to 260 Guests

Banquets Include:

Custom Table Linen and Napkin Selections

Complimentary Wood Sectional Dance Floor

A Personalized Seating Diagram

Banquet Captain and Service Staff

Complimentary Self-Parking for Guests

Special Preferred Room Rates for Overnight Guests

Dedicated Events Manager

UPGRADES

Spandex Covers with Band or Sash

Centerpieces

Plate Chargers & Embellished Flutes

Chivari Chairs

Piping & Draping

Satin Tablecloths

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Plated Lunch

lunch includes freshly baked artisan rolls & butter, local grown seasonal vegetables, whipped potato pureé , ice tea and water

SALADS (choose one)

garden green salad with vine-ripened tomatoes, shaved carrots, cucumber, feta cheese, balsamic vinaigrette

traditional caesar salad, romaine lettuce, parmigiana-reggiano, Caesar dressing, garlic croutons

little gem salad, dried cranberries, candied walnuts, shaved parmesan, champagne dressing

MAIN COURSE (choose two entrees with a sauce)

herb roasted chicken | mushroom marsala or picatta \$34

free range organic breast of chicken \$36

grilled sirloin | teriyaki, shitake mushroom jus, brandy peppercorn \$39

pan seared salmon | roasted tomato cream sauce, lemon parsley \$38

vegetable ravioli melange | roasted zucchini, eggplant, carrot, sautéed spinach, garlic, basil with braised swiss chard and san marzano tomato sauce \$32

DESSERT OPTIONS

(choose one)

new york cheesecake with berry coulis

espresso cake

lemon butter cake

carrot cake

tiramisu, lady fingers, espresso mascarpone filling

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Buffet Lunch

(1.5 Hours of Service — Minimum of 25 guests*)

“The Art of the Sandwich” \$37

lunch buffet includes iced tea or lemonade

Seasonal field greens, shaved carrots, cucumber, feta cheese, balsamic vinaigrette

Roasted red potato salad, whole grain mustard

Roasted turkey & applewood smoked bacon, lettuce, tomato club

Roast chicken, celery, cashews, grapes, green onions made with Greek yogurt, croissant

Grilled vegetable, zucchini, roasted peppers, avocado, seasonal greens served in a tortilla wrap

Pickled vegetables | Condiments | Potato chips | Assortment of cookies & brownies

Additional \$3 soup of the day

El Segundo LAX

lunch buffet includes assorted artisan breads, butter, choice of (1) salad, entrée, whipped mashed potatoes, seasonal vegetables, assorted mini desserts, iced tea or lemonade

SALADS (choose one)

garden green salad with vine-ripened tomatoes, shaved carrots, cucumber, feta cheese, balsamic vinaigrette

traditional caesar salad, romaine lettuce, parmigiana-reggiano, Caesar dressing, herb croutons

little gem salad, dried cranberries, candied walnuts, shaved parmesan, champagne dressing

MAIN COURSE

herb roasted chicken with mushroom marsala, picatta, shallots or teriyaki sauce

pan seared salmon with roasted tomato cream sauce

sliced tri-tip with caramelized onion red wine sauce

braised beef short ribs, roasted cipollini, red wine reduction

pork tenderloin with cream of mushroom sauce

vegetable pasta primavera

vegan ravioli melange

Choice of (2) entrees—\$40

Choice of (3) entrees—\$46

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Plated Dinner

dinner includes freshly baked artisan rolls & butter, local grown seasonal vegetables, freshly brewed Starbucks® premium coffee, decaf, and hot tea service

SALADS (choose one)

petite wedge salad, cucumbers, tomatoes, feta, gorgonzola dressing, finished with edible flowers

romaine heart caesar salad, parmesan crisp, homemade garlic croutons

little gem salad, dried cranberries, candied walnuts, shaved parmesan, champagne dressing

caprese salad, arugula, heirloom tomatoes, basil, fresh mozzarella, balsamic vinaigrette

MAIN COURSE (choose two)

oven roasted chicken | herb fingerling potatoes | chicken mushroom au jus \$42

free range organic chicken | parmesan au gratin potatoes | honey mustard sauce \$46

pan seared salmon | rice pilaf | roasted tomato cream sauce \$49

8 oz. grilled new york steak | whipped garlic mashed potatoes | shitake jus \$50

12 oz. double cut pork chop | polenta | sundried tomato \$48

surf 'n turf petitsirloin and jumbo shrimp scampi | rice pilaf | brandy peppercorn \$55

vegetable ravioli melange | roasted zucchini, eggplant, carrot, sautéed spinach, garlic, basil with braised swiss chard and san marzano tomato sauce \$38

DESSERTS (choose one)

new york cheesecake with berry coulis

red velvet cake

chocolate fondant cake, freshly whipped cream

tiramisu, lady fingers, espresso mascarpone filling

caramel apple walnut cake

chocolate chip cheesecake

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Buffet Dinner

dinner buffet includes assorted artisan breads, creamy butter, choice of (1) salad, choice of entrée, (2) sides, (1) dessert, freshly brewed Starbucks® premium coffee , decaf, and hot tea service

(1.5 Hours of Service — Minimum of 25 guests)

SALADS (choose one)

baby greens with vine-ripened tomatoes, shaved carrots, cucumber, feta cheese, balsamic vinaigrette

traditional caesar salad, romaine lettuce, parmigiana-reggiano, Caesar dressing, herb croutons

little gem salad, dried cranberries, candied walnuts, shaved parmesan, champagne dressing

ENTRÉES

herb roasted chicken with mushroom marsala, picatta, or teriyaki sauce

pan seared salmon with roasted tomato cream sauce

sliced tri-tip with caramelized onion red wine sauce

braised beef short ribs, roasted cipollini, red wine reduction

pork tenderloin with cream of mushroom sauce

vegetarian pasta primavera

vegan ravioli melange

SIDES (choose two)

whipped mashed potatoes | roasted heirloom fingerling potatoes | sautéed green beans with

almonds | local seasonal vegetables | caramelized brussels sprouts, honey mustard,

bacon, cranberries, almonds | rice pilaf | cajun mac & cheese | mascarpone polenta

DESSERTS (choose one)

new york cheesecake with berry coulis

red velvet cake

chocolate fondant cake, freshly whipped cream

tiramisu, lady fingers, espresso mascarpone filling

caramel apple walnut cake

chocolate chip cheesecake

Choice of (2) entrees \$48

Choice of (3) entrees \$54

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Hors D'oeuvres

DISPLAYS (Serves up to 25 Guests)

Vegetable crudité, crostini and buffalo chicken spread	\$125
Sliced seasonal fruit and berries selection	\$150
Artisan domestic cheese with gourmet crackers, crostini, & assorted charcuterie	\$200
Mediterranean platter, hummus & tzatziki with olives, feta, crackers, vegetable crudites	\$175
Choose one dip: Spinach Artichoke, Pimento Cheese, Beer Dip <i>served with assorted crackers, pretzels, pita chips</i>	\$125

COLD

\$5 per piece

Minimum of 25 pieces per order

Shrimp cocktail shooters

Gazpacho shooters

Mediterranean antipasto skewers

Roasted tomato bruschetta

Hummus, olives, feta on a pita chip

upgrades \$6 per piece

Tuna tartare on wonton crisp

HOT

\$6 per piece

Minimum of 25 pieces per order

Assorted quiche

Smoked brisket empanada

Vegetable spring roll with sweet chili sauce

Santa fe chicken spring roll

Mac & cheese melt

Thai peanut chicken skewers

Assorted mini deep dish pizza

Petit beef wellington

Beer battered mozzarella sticks with marinara sauce

Chicken quesadilla served with pico, guacamole, sour cream

Crab rangoon with plum sauce

Sweet & spicy chicken wings with ranch

upgrades \$8 per piece

Bacon-wrapped scallop

Mini beef kabob with teriyaki

Mini crab cakes with lemon aioli

Chicken and waffles with maple syrup drizzle

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Carving Stations

Your selection will be prepared by a uniformed chef attendant.

Chef carved items accompanied by handcrafted rolls.

HOUSE SMOKED TURKEY BREAST

Cranberry Chutney, BBQ Sauce

\$475.00 (serves 25 people)

BOURBON AND HONEY GLAZED HAM

Dijon Mustard, Hawaiian-Pineapple Salsa

\$500.00 (serves 25 people)

ROAST PRIME RIB OF BEEF

Horseradish Sauce, Caramelized Onion Jam

\$650.00 (serves 25 people)

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HOSTED BAR PACKAGES

All hosted bars include beer, house wine and soft drinks. Price per guest.

HOUSE BRANDS

One Hour \$18++ | Two Hours \$23++ | \$5++ each additional hour

Well brand vodka, gin, rum, tequila, whiskey, domestic/imported beers, house red/white wine

CALL BRANDS

One Hour \$22++ | Two Hours \$26++ | \$6++ each additional hour

Bacardi, Smirnoff, Tanqueray, Canadian Club, Seagram's 7, Jim Beam, Jack Daniel's, Jose Cuervo, Captain Morgan, Malibu, domestic/imported beers, red/white wine

PREMIUM BRANDS

One Hour \$24++ | Two Hours \$30++ | \$7++ each additional hour

Ketel One, Absolut, Bombay/Sapphire, Bacardi, Captain Morgan, Crown Royal, Maker's Mark, Johnny Walker Black, Hennessy VS,

1800 Silver Tequila, Microbrews/Imported Beers, Upgraded Red/White Wine

SOFT BAR

One Hour \$14++ | Two Hours \$20++ | \$4++ each additional hour

House Red and White Wine, Sparkling Wine, Microbrews/Imported/Domestic Beer, Soft Drinks, Mineral Water and Juice

CASH/NON-HOSTED BAR

(includes tax, fee to apply**)

Well Brands	\$9
Call Brands	\$11+
Premium Brands	\$12+
Domestic Beers	\$7
Imported/Microbrew Beers	\$8
Soft Drinks/Juice	\$5
House Wine by the Glass	\$9
Premium Wine by the Glass	\$11
Red Bull—regular and sugar free	\$7
Mineral Water	\$6

**Administrative Fee \$150 will apply per bar

NON-ALCOHOLIC &

SODA BAR PACKAGES

Unlimited Soft Drinks & Juice
\$12 per person for 4 hours
Sparkling Cider \$20 per bottle

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Wine List by the Bottle

sparkling

House Champagne	\$28
La Marca Prosecco, Veneto, Italy.....	\$32
Domaine Chandon, California.....	\$52

rosé & whites

Sofia Rosé, Monterey, California.....	\$46
Chateau St. Michelle Riesling, Columbia Valley, Washington.....	\$46
Ferrari-Carano Pinot Grigio, Russian River, California.....	\$42
St. Supery Sauvignon Blanc, Napa, California.....	\$46
Martin Ray Chardonnay, Sonoma, California.....	\$50

reds

Bianchi Pinor Noir, Santa Maria, California.....	\$50
Markham Merlot, Napa, California.....	\$54
Coppola “King Kong” Cabernet Sauvignon, Sonoma/San Luis Obispo, California.....	\$50
Trivento Reserve Malbec, Mendoza, Argentina.....	\$46
De Loach Zinfandel, Sonoma, California.....	\$54
Buena Vista “The Count” Red Blend, Sonoma, California.....	\$50
Cambria Estate Syrah “Tepusquet”, Santa Maria Valley, California.....	\$50
Raymond Cabernet Sauvignon, Napa, California.....	\$72

bottles—domestic

Budweiser
Blue Moon
Michelob Ultra
Coors Light
Bud Light

bottles-imported/microbrew

Newcastle
Corona Extra
Heineken
Guinness
Stella Artois

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Torrance Bakery

6 Best Selling Cake Flavors

Chocolate Cake with Strawberry Mousse & Chocolate French Cream Filling White Icing

White Cake with Lemon Mousse & Raspberry Jam Filling with White Icing

Marble Cake with Chocolate Mousse & Fudge Filling & Buttercream Icing

White Cake with *Fresh Strawberry & French Cream Filling* with Buttercream Icing

Red Velvet & Cream Cheese Filling* & Cream Cheese Icing*

Banana Cake with Custard Filling & French Cream Icing*

Anything with an * is considered a premium flavor

Each tier can be a different flavor

White and buttercream is the preferred icing overall for its holds color and design.

Get free delivery when you book with us!

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Preferred Vendors

DÉCOR/CHAIRS/LINENS

Exclusive Party Rentals
(310) 930-5487
exclusivepartyrentals@gmail.com

Vini's Party Rentals
(310) 527-6632
nayma@vinispartyrentals.com
vinispartyrentals.com

ENTERTAINMENT

DJ Richard Services
(562) 755-2997
DJRichardServices@Me.com

Rhythm Jukeboxx
(626) 993-8523
rhythmjukeboxx@yahoo.com

FLORAL

Inspirations Floral Artistry
(424) 558-8053
sales@inspirationsfloralartistry.com
inspirationsfloralartistry.com

PHOTOGRAPHY

Tristan Copeland Photography
(714)681-0337

Static Fox Photography
(949) 395-6936
staticfoxphoto@gmail.com
staticfox.com

LIGHTING/PIPING/DRAPING

Entertainment Services
(661) 251-6468
ron@entertainment-srvcs.com

DECORATER

Demetra Cunningham
(310) 644-9400 - Office
(323) 459-1569-Mobile
Email: Demetra@sbdevent.com
Website: www.sbdevent.com

EVENT PLANNING

Monet's Events
(909) 578-5676
monetspc@gmail.com

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GENERAL INFORMATION

SHIPPING & RECEIVING:

Due to limited storage, we request that shipments not arrive any earlier than three days prior to your arrival. A surcharge of \$25.00 per package, per day will be applied to packages being stored for more than three (3) business days prior to scheduled event.

Receive, store, deliver packages to your meeting rooms – charge per package:

0 to 10 pounds, up to 3 boxes: complimentary

A \$5.00 per box charge will be assessed after the first three

11 pounds to 50 pounds: \$15.00

Over 50 pounds: \$25.00

Pallets - \$75.00

Crates – dependent upon size/weight

A handling fee will be charged for outbound shipments as well. For crates and pallets delivered through UPS and FedEx there will be an additional lift charge dependent upon size/weight.

ROOM ASSIGNMENTS:

Function rooms are assigned based on the expected number of guests. If the final guaranteed number of attendees drops or increases, the hotel reserve the right to change, with notification, reassign function to a room suitable of accommodating the group and requirements.

ROOM BLOCKS:

Room blocks are available for your event. Depending on the time of year discounts may be available. Should you wish to reserve a block of rooms one of our Sales Managers will be happy to get in touch with you and provide you with details. A courtesy block of up to 10 rooms may be reserved at a discounted rate, reservations will need to be made by each individual prior to 14 days before your function, otherwise the special rate will drop back into inventory and each guest will be subject to our best available rate.

SECURITY:

The hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the hotel for securing a limited number of valuable items. If additional security with respect to such items or for any other reason is requested, the Hotel can assist in making these arrangements with the hotel's authorized security agency.

We have no insurance for and are not responsible for any loss or damage to your property. 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 the hotels security agency.

LABOR CHARGES/EVENT TIMES:

Your event includes 5 hours of event time. Additional reception time may be added. Labor charges in the amount of \$150 per hour for events with up to 200 guests or \$300 per hour for events of more than 200 guests will apply to the final bill. Overtime charges do not include additional food and/or beverage.

A \$150 administrative fee will be applicable for any buffet food functions with fewer than 25 guests. A \$150 administrative fee will be applicable for all bartenders, carver fees, chef's fees and attendant fees. All labor charges are subject to current facilities charge and state sales tax.

DAMAGE TO FUNCTION SPACE:

Client will agree to pay for any damage to the function space that occurs during your event. client will not be responsible, however, for ordinary wear and tear or for damage that they can show was caused by persons that were not their function attendees.

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GENERAL INFORMATION

FOOD & BEVERAGE MINIMUMS

A Food & Beverage Minimum will be included on your Event Contract. This figure is the least amount of money you will spend on a combination of food and beverage at your event. The minimum does not include service charge, tax, bartender and/or labor fees, cash bar revenue, incurred overtime, rentals arranged through the hotel or other ancillary food and/or beverage purchased outside of your contracted event. The minimum is guaranteed when your contract has been received by the hotel.

Your Catering Manager will create an initial estimate of charges outlining suggested food and beverage options that will get you to your Food & Beverage Minimum. The estimate is a proposal that is subject to change during the planning of your event and is not guaranteed with your contract.

Food and beverage pricing is subject to change and will be guaranteed in writing, upon request, 90 days from the date of your event.

SERVICE CHARGE AND TAX

Prices do not include service charge (currently 21%) or applicable sales tax. California Law stipulates that the service charge is taxable. Sales tax is subject to change without notice.

ADVANCE PAYMENTS

To confirm your event date at Embassy Suites LAX South, we require an initial 30% deposit, along with a signed Contract, issued by your Catering Manager. The final balance of full estimated charges is due (14) days prior to your event. All deposits are non-refundable and will be applied to your final balance.

BANQUET EVENT ORDER

Your Catering Manager will create a Banquet Event Order, or BEO, detailing your final food and beverage selections, set up specifications and event details and send to you for review on or before (21) days prior to the date of your event. Signed & approved BEO's are required to be returned with your preliminary guest count and final estimated payment (14) days prior to the date of your event.

GUEST COUNT GUARANTEE

Preliminary guest counts must be submitted (14) days prior to the event. Your final guest count is due (3) days prior to your event. For your convenience, we will prepare food for 5% over the final guaranteed number of guests. This guarantee is not subject to reduction after the (3) day deadline.

MENU

Our Executive Chef and his team are happy to create a menu to fit the style of your event. We offer options for plated meals, buffets, and casual dinner stations featuring prepared to order selections.

For plated dinner service a three entrée selection plus a vegetarian or vegan option can be available. Exact counts of each entrée are required with your guaranteed guest count (72) hours prior to the date of your event. The hotel will provide meal cards to your guests so our staff may serve your guests their ordered entrée. If available, please provide your Catering Manager with a breakdown of guests and their entrée orders arranged by assigned table. Should you wish to offer your guests the option of ordering their entrée at the dinner event, a \$20 per guest surcharge will apply to the dinner price.

Please provide your Catering Manager details on any of your guests' dietary restrictions and/or allergies no later than (72) hours prior to your event.

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GENERAL INFORMATION

MENU CONTINUED

Children's meals are available for your little guests – ages 5 to 12. Plated options are \$25 per child for lunch & dinner and buffet service is 50% of the adult buffet menu price. Consult our Event Menus for Children's meal options.

All Food must be supplied by the hotel with the exception of certain outside catering options. Additional fees may apply.

BAR

Refer to our Event Menus for host bar options. Hosted bars are available based on a per drink consumption charge or billed by the hour. Per hour package bars will be billed for each guest age 21 and over.

Your Catering Manager is happy to arrange for any special order beer, wine or hard spirit should you wish to arrange for something unique at your wedding. We can also craft a custom cocktail for your event. All special order beer and wine will be purchased outright by you and billed by the case. All special order hard liquor will be purchased outright by you and billed by the full bottle. In order to ensure availability of any special order items please have these details to your Catering Manager no later than (4) weeks prior to your event.

Please consult your Catering Manager for details on no-host bars. All no-host bars will be assessed a \$150 administrative fee will be charged.

TASTINGS

We offer complimentary tastings for events. Tastings are hosted for up to 2 guests. Tastings include your choice of (2) selections of each course you are planning on serving at your event. There is a 15 minute grace period, if you do not show up for your tasting or you are late, there will be a \$25 per person charged for the tasting and re-firing of the food. Additions, if any, will be charged to your master account.

TASTINGS CONTINUED

Hors d'oeuvres, Buffet items, Action Station selections or alcohol are not available for your tasting. Tastings can be scheduled Tuesday through Saturday from 10:00am to 4:00pm. Please notify us at least (2) weeks in advance to schedule your tasting. Tasting dates and times are subject to availability. It is suggested that your Event Planner or Coordinator attend the tasting.

OUTSIDE FOOD AND BEVERAGE

Outside catering for banquet events is permitted in the event the food is not able to be prepared by Embassy Suites Culinary Team. All caterers must be approved and confirmed in advance with the Embassy Suites Catering Team, with a Hold Harmless Agreement & Proof of Insurance. Food and beverage minimums for the contracted event space must be met. A fee of \$35 plus service charge and applicable tax will be assessed based upon your total guest count to provide services for the event and will go towards your minimum. Beer and liquor selections must be purchased through the hotel. Please also be aware that we do not allow outside caterers access to our kitchen.

Should you wish to provide the wines for your event, please contact your Catering Manager for advance approval. A \$20 per 750ml bottle corkage fee will apply.

AUDIO VISUAL

We use a preferred vendor for all of our AV needs. Please contact your Catering Manager for a list of pricing.

VENDORS

Your Catering Manager will provide you with a list of approved wedding vendors. You are not required to select your team from this list though it is strongly suggested. All vendors on our preferred list have the appropriate insurance and documents on file with the hotel. We may require proof of a current business license, health department certificate (where applicable), workers compensation insurance (where applicable) and a minimum \$1,000,000 general liability insurance policy naming Embassy Suites LAX South as additionally in-

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