



Breakfast In A Box

Simple Box **\$6.95 per person**

Fresh Piece of Fruit
Bagel with Cream Cheese
Individually Wrapped Muffin
Chilled Orange or Apple Juice or Bottled Water
Fresh Regular Coffee or Hot Tea Selection

Classic Box **\$7.95 per person**

Fresh Piece of Fruit
Granola Trail Mix Bars
Bagel with Cream Cheese
Individually Wrapped Muffin
Chilled Orange or Apple Juice or Bottled Water
Fresh Regular Coffee or Hot Tea Selection

Healthy Box **\$8.95 per person**

Fresh Piece of Fruit
Banana Nut Muffin
Whole Grain Bagel with Cream Cheese
Low-Fat Yogurt
Chilled Orange or Apple Juice or Bottle Water
Fresh Regular Coffee or Hot Tea Selection

Deluxe Box **9.95 per person**

Fresh Piece of Fruit
Individually Wrapped Muffin
Bagel with Cream Cheese
Hard Boiled Egg
Low-Fat Yogurt
Chilled Orange or Apple Juice or Bottled Water
Fresh Regular Coffee or Hot Tea Selection

Please add 22% administrative charge and applicable WV state sales tax of 6% to all menu prices. Pricing is subject to change without notice. Rev.10.2020



Breakfast Additions / A' la Carte

Breakfast Pastry Basket **\$26.00 per dozen**
Individually Wrapped Muffins, Danish, Cinnamon Buns

Assorted Bagels **\$28.00 per dozen**
Individually Wrapped, Served with Cream Cheese

Freshly Brewed Regular or Decaffeinated Coffee **\$28.00 per gallon**

Specialty Hot Tea Selection **\$28.00 per gallon**

Granola bars **\$24.00 per dozen**

Whole fruit **\$1.25 per piece**

Assorted Soft Drinks and Bottled Water **\$2.00 per bottle**

Red Bull Energy Drinks **\$4.25 per can**



Specialty Breaks

Breaks limited to one- hour service

Healthy Start **\$7 per person**

Assorted granola bars
Whole fruit
Low-fat fruit yogurt
Fruit juices
Fresh Regular Coffee and Herbal Teas

Sweet Tooth **\$8 per person**

Individually Wrapped Fudge Brownies
Individually Wrapped Cookies
Assorted Candy Bars
Assorted Sodas and Bottled Water

Snack Time **\$8 per person**

Pepperoni Rolls
Individually Packaged Potato Chips
Individually Packaged Flavored Tortilla Chips
Assorted Sodas and Bottled Water
Fresh Regular Coffee and Herbal Teas

Energy Break **\$9 per person**

Whole fruit
Low-fat fruit yogurt
Power Bars
Chilled Red Bull Energy Drinks
Bottled Water



Plated Lunches

Turkey Club Wrap **\$10.95 per person**

Sliced Turkey, Crisp Bacon, Lettuce, Tomato and Jack Cheese wrapped in a Flour Tortilla
Choice of Red Skin Potato Salad, Cole Slaw or Fresh Fruit Salad
Served with Chef's Choice of Dessert
Iced Tea and Water

Pulled Pork Sandwich **\$11.95 per person**

Pulled Pork with a Zesty Barbecue Sauce on a Kaiser Roll
Choice of Red Skin Potato Salad, Cole Slaw, or Fresh Fruit Salad
Served with Chef's Choice of Dessert
Iced Tea and Water

Beef Tenderloin Sandwich **\$12.95 per person**

Beef Tenderloin Medallions with Mushrooms and Swiss Cheese on Ciabatta Bread
Choice of Red Skin Potato Salad, Cole Slaw, or Fresh Fruit Salad
Chef's Choice of Dessert
Iced Tea and Water

Marinated Chicken Breast **\$14.95 per person**

Balsamic Marinated Chicken Breast
Roasted Red Skin Potatoes
Seasonal Mixed Vegetables
Mixed Greens Salad with Assorted Dressings on the Side
Chef's Choice of Dessert
Iced Tea and Water

Grilled Chicken and Pasta **\$15.95 per person**

Grilled Chicken Breast
Mushrooms, Spinach, Roasted Peppers and Asparagus in a Creamy White Sauce
Mixed Greens Salad with Assorted Dressings
Garlic Bread
Chef's Choice of Dessert
Iced Tea and Water



Lunch Combos

Soup & Grilled Chicken Caesar Salad \$14.95 per person

Choice of Tortilla Soup or Italian Wedding Soup
Crisp romaine lettuce, strips of grilled chicken, grated parmesan cheese and Caesar dressing
Served with rolls and butter
Chef's Choice of Dessert
Iced Tea and Water

Wrap it Up \$12.95 per person

Choice of Tortilla Soup or Italian Wedding Soup
½ Chicken Club Wrap or Turkey Club Wrap
Chef's Choice of Dessert
Iced Tea and Water



Boxed Lunches

Whole Sandwiches **\$15.95 per person**

Choose up to two types of sandwiches for the group; one per box
Choice of Ham and Cheddar, Turkey and Swiss or Roast Beef and Cheddar Sandwiches
Lettuce, Tomato and Onion Slice
Individual bags of assorted chips
Piece of whole fruit
Individually Wrapped Cookie
Chilled Soft Drink or Bottled Water
Condiments, napkins and plastic ware

Grilled Chicken Caesar Wrap **\$16.95 per person**

Grilled Chicken, Chopped Romaine tossed with a creamy Caesar dressing and rolled in a garlic herb tortilla
Individual bags of assorted chips
Piece of whole fruit
Individually Wrapped Cookie
Chilled Soft Drink or Bottled Water
Condiments, napkins and plastic ware

Vegetarian Wrap **\$16.95 per person**

Fresh medley of vegetables marinated in balsamic, fresh herb vinaigrette wrapped in a tomato basil tortilla
Individual bags of assorted chips
Piece of whole fruit
Individually Wrapped Cookie
Chilled Soft Drink or Bottled Water
Condiments, napkins and plastic ware



Plated Dinners

All plated dinners are served with a fresh garden salad of assorted mixed greens and fresh vegetables, assorted dressings on the side, Dinner Rolls with Butter, Choice of Dessert, Fresh Regular and Decaffeinated Coffee, Iced Tea and Water

Non Traditional Chicken Cordon Bleu **\$22.95 per person**

Grilled Chicken Breast Topped with Shaved Ham and Swiss cheese with Honey Scallion Cheese Sauce
Seasonal Mixed Vegetables
Roasted Red Skin Potatoes

Lemon Basil Salmon **\$24.95 per person**

Pan Seared Salmon topped with a Fresh Lemon Basil Wine Sauce
Seasonal Mixed Vegetables
Wild Rice Blend

Chicken Medallions **\$24.95 per person**

Chicken Breast Stuffed with Spinach, Mozzarella, Roasted Red Peppers Topped with Champagne Sauce
Seasonal Mixed Vegetables
Wild Rice Blend

Pot Roast **\$26.95 per person**

Tender Roast Beef with Potatoes, Carrots, Onions and Celery in Brown Gravy
Steamed Green Bean Almandine
Rice Pilaf

Italian Sausage and Peppers **\$26.95 per person**

Stewed Italian Sausage, Peppers and Onions in a Red Sauce
Seasonal Mixed Vegetables
Garlic Mashed Potatoes

Beef Stroganoff **\$26.95 per person**

Tender Beef Tips, Mushrooms and Scallions in an Asiago Cream Sauce
Steamed Green Bean Almandine
Garlic Mashed Potatoes

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Plated Dinners (continued)

All plated dinners are served with a fresh garden salad of assorted mixed greens and fresh vegetables, assorted dressings on the side, Dinner Rolls with Butter, Choice of Dessert, Fresh Regular and Decaffeinated Coffee, Iced Tea and Water

Filet Mignon **\$31.95 per person**

Gilled Filet Mignon rubbed with Garlic, and topped with a Peppercorn Cream Sauce
Seasonal Mixed Vegetables
Roasted Red Skin Potatoes

Dual Entrée 1 **\$31.95 per person**

Balsamic Chicken
Grilled Chicken Breast Drizzled with Balsamic Glaze and Served over Spinach
Cheese Tortellini with Marinara Sauce
Glazed Baby Carrots
Scalloped Potatoes

Dual Entrée 2 **\$31.95 per person**

Sliced Prime Rib with Au Jus
Shrimp Scampi
Garlic Mashed Potatoes
Steamed Green Beans

Dual Entrée 3 **\$31.95 per person**

Breaded Pork Chops with Gravy
Stuffed Chicken Breast
Garlic Mashed Potatoes
Asparagus Spears

Dinner Desserts

Double chocolate cake with chocolate sauce
NY style cheesecake with fruit sauces
Carrot cake with a cream cheese icing
German Chocolate Cake
Chocolate Decadence Cake
Tiramisu
Apple Pie

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Banquet Beverages

Host Open Bar – Priced per person, one- hour minimum, with unlimited drinks

<u>Beer & Wine</u>	<u>Call Brands</u>	<u>Premium Brands</u>
One Hour \$10	One Hour \$12	One Hour \$14
Two Hour \$17	Two Hours \$19	Two Hours \$21
Three Hours \$22	Three Hours \$24	Three Hours \$28
Four Hours \$26	Four Hours \$28	Four Hours \$34

Host Consumption Bar – Priced per drink, bill presented to host at end of bar

<u>Beverage</u>	<u>Call Brands</u>	<u>Premium Brands</u>
Cocktails	\$6.50	\$7.50
Domestic Beer	\$4.00	\$4.00
Imported Beer	\$4.50	\$4.50
House Wine	\$6.00	\$6.00
Soft Drinks, Bottled Water	\$2.00	\$2.00

Cash Bar – Priced per drink, guests pay individually

<u>Beverage</u>	<u>Call Brands</u>	<u>Premium Brands</u>
Cocktails	\$6.50	\$7.50 Domestic Beer
	\$4.00	\$4.00
Imported Beer	\$4.50	\$4.50
House Wine	\$6.00	\$6.00
Soft Drinks, Bottled Water	\$2.00	\$2.00

All beverage bars require a minimum of \$350.00 in beverage sales or a set up and service fee of \$100.00 will apply. This amount will be charged to your master bill.

Brand List

Call Brands:

- Smirnoff Vodka
- Bacardi Rum
- Captain Morgan’s Spiced Rum
- Beefeater Gin
- Dewars Scotch
- Jim Beam Bourbon
- Canadian Club

Premium Brands:

- Absolut Vodka
- Bacardi Silver Rum
- Captain Morgan’s Spiced Rum
- Tanqueray Gin
- Chivas Regal Scotch
- Jack Daniel’s Bourbon
- Crown Royal

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Hilton Garden Inn General Information and Policies

Audio Visual

Audio visual services can be ordered through the catering department on a rental basis. Rates quoted upon request. Audiovisual equipment must be ordered in advance to ensure availability.

Food & Beverage Service

We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverage sales and service are regulated by the state of West Virginia. This hotel, as a licensee, is responsible for administration of these regulations. It is policy that no liquor, beer or wine be brought into the hotel from outside sources. All liquor, beer and wine at the hotel must be consumed in the banquet and meeting rooms. All food purchased for your function must also be consumed in the banquet and meeting rooms. No liquor, beer, wine or food including "leftover" food or beverages are to be taken from the Hilton Garden Inn Morgantown.

Cancellation

If a group finds it necessary to cancel a function, expenses incurred by the resort in preparation for the function become the responsibility of the patron and cancellation policy per contract applies.

Damages

The client will be held responsible for any losses or damages to the resort that may occur during the function.

Guarantees

Final attendance for all food and beverage functions must be received 3 business days prior to the function date. This count is not subject to reduction within this 72 hour period. If no guarantee is received, the hotel will charge your organization for the expected number of persons denoted on the Banquet Event Order. We will be prepared to serve 5% over the final guarantee, to a maximum of 20 people.

Pricing

Menu prices are subject to change without notice. The customary 22% administrative charge and applicable state and local taxes are added to all food and beverage prices quoted.

The Administrative Charge is the property of the hotel to cover discretionary costs of the event. It is not a gratuity and will not be distributed as a gratuity to the hotel's employees.

Room Assignments/Layouts

The hotel reserves the right to change function room assignments and layout at any time should the number of attendees decrease, increase or when the hotel deems it necessary. Please advise us of all space requirements (head speaker's table, audio visual, etc).

Room Rental

Our schedule of room rental fees is predicated upon factors pertaining to your group's program, revisions in group counts, time, dates or meal functions may necessitate revising rental fees. Rental fees are subject to the customary 22% administrative charge and applicable state and local taxes.

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Security

The Hilton Garden Inn Clarksburg, WV shall not assume responsibility for the damage or loss of any merchandise or articles brought into the hotel. Arrangements may be made for security prior to the planned event by contacting your catering representative. The hotel can mandate for any function that additional "security staffing" be required for the duration of a client function. This addition will be at the client's expense. Client will not be permitted to sell, advertise or promote "charged ticket sales" by any means without management approval. If the above mentioned policy is deviated from by any means, management reserves the right to cancel function.

Shipping and Receiving

Packages may be delivered to the hotel one working day prior to the function date. The following information must be included on all packages:

Hilton Garden Inn Clarksburg, WV Attn: Group Contact Name

Name of Group

606 Emily Drive

Clarksburg, WV 26303

Date of Group Arrival

Any alternate arrangements are to be approved in advance by the catering department. It is the patron's responsibility to arrange for return shipping.

Special Catering Service

Specialty menus, theme parties, entertainment, decorations, flowers, photographers and other special requests may be made through the catering department at the client's expense. Decorations or displays brought into the hotel by the patron must be approved prior to arrival to ensure compliance with local fire code regulations. Display items may not be affixed to any wall, floor or ceiling with staples, tape, nails or any other substance. These items, including banners, must be approved in advance by out catering department and installed by the resorts engineering department.

Tax Exemption

A tax exempt organization pursuant to Section 501 (c) (3) of the Internal Revenue Code intending to claim exemption from applicable sales or other tax to furnish the resort with a copy of the exemption certificate 5 business days prior to the function.



WELCOME

Dear Guest~

Whether it is a special occasion, a big meeting or a celebration, our team here at the Hilton Garden Inn Clarksburg is dedicated to making your event the rewarding and memorable experience you envision it to be.

Please take a moment to look over our catering menu. You will 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 us.

Thank you for making us a part of your plans. We look forward to working with you and welcome to the Hilton Garden Inn Clarksburg, WV.

Sincerely,

Lisa Sutton
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