



**EMBASSY  
SUITES**  
by Hilton™

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Orlando Airport



**EVENT  
SELECTIONS**

# SWEET SIXTEEN CELEBRATIONS

## **PARTY PACKAGE**      ***\$45 PER PERSON (INCLUSIVE OF TAX & GRATUITY)***

OUR SWEET SIXTEEN PARTY PACKAGE PRICING IS BASED ON A MINIMUM OF 50 GUESTS, INCLUSIVE OF ALL TAXES AND GRATUITIES AND INCLUDES THE FOLLOWING:

- CHOICE OF ONE DINNER BUFFET OPTION FOR ONE HOUR
- BOTTLED WATER STATIONS SET-UP IN BALLROOM
- DANCE FLOOR
- YOUR PERSONAL HILTON CERTIFIED EVENT PLANNER
- DISCOUNTED HOTEL ROOM RATE FOR YOUR OUT OF TOWN GUESTS
- COMPLIMENTARY USE OF MEETING ROOM

### **ADDITIONAL AMENITIES AVAILABLE**

CHAIR COVER WITH BOWS FACILITY CHARGE  
FLOOR LENGTH LINEN RENTALS

*\$6 PER CHAIR*  
*\$35 PER TABLE*



# **CELEBRATION BUFFET** *(OPTION 1)*

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## **SALADS**

PASTA SALAD

MIXED GREENS WITH TOMATOES, CUCUMBERS, OLIVES AND CROUTONS  
WITH A DUET OF DRESSINGS

## **ENTREES** *(SELECT TWO)*

BAKED MEAT LASAGNA OR VEGETARIAN LASAGNA

MOJO CHICKEN

CHICKEN MARSALA

BARBECUED HONEY MUSTARD CHICKEN

CHICKEN CASTILLINA SERVED WITH PANCETTA, SUN DRIED TOMATO,  
ARTICHOKE,

ROSEMARY AND SMOKED GOUDA SAUCE

BEEF BURGUNDY WITH NOODLES

HONEY BAKED HAM WITH SPICED PINEAPPLE GLAZE

SPICED RUBBED ROAST PORK LOIN

## **ACCOMPANIMENTS**

ROASTED RED POTATOES OR BOURSIN CHEESE MASHED POTATOES

GRILLED SEASONAL VEGETABLE MEDLEY

DINNER ROLLS AND BUTTER

## **DESSERT SELECTION**

CHEF SELECTION

~OR~

PROVIDED BY HOST



## **THE “LATIN AFFAIR” BUFFET** *(OPTION 2)*

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### **SALADS**

MIXED GREENS WITH TOMATOES, CUCUMBERS, OLIVES AND CROUTONS  
WITH A DUET OF DRESSINGS

AVOCADO SALAD

### **ENTREES** *(SELECT TWO)*

PORK PERNIL STYLE

FRICASSEE OF CHICKEN

ROPA VIEJA *(SHREDDED BEEF STEWED TWICE WITH ONION, PEPPERS AND OLIVES)*

### **ACCOMPANIMENTS**

PIGEON PEA RICE OR FRIED PLANTAINS

GRILLED SEASONAL VEGETABLE MEDLEY

GARLIC BREAD

### **DESSERT SELECTION**

CHEF SELECTION

*~OR~*

PROVIDED BY HOST



## **PACKAGE ENHANCEMENTS**

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<b>MINI CRAB CAKES</b>	<b><i>\$6 PER GUEST (INCLUSIVE)</i></b>
<b>MINI BEEF WELLINGTON</b>	<b><i>\$6 PER GUEST (INCLUSIVE)</i></b>
<b>CHICKEN OR BEEF EMPANADAS</b>	<b><i>\$5 PER GUEST (INCLUSIVE)</i></b>
<b>FRUIT AND CHEESE KABOBS</b>	<b><i>\$5 PER GUEST (INCLUSIVE)</i></b>
<b>CARVING STATION WITH ROASTED RIBEYE</b> SERVED WITH AU JUS, SILVER DOLLAR ROLLS, HORSERADISH-MAYONNAISE AND DIJON MUSTARD	<b><i>\$23 PER GUEST (INCLUSIVE)</i></b>
<b>ONE HOUR HOST BAR</b> BEER AND WINE ONLY	<b><i>\$16 PER GUEST (INCLUSIVE)</i></b>
<b>ONE HOUR FULL HOST BAR</b> CALL BRANDS, IMPORTED AND DOMESTIC BEER, HOUSE WINES BY THE GLASS, AND BOTTLED WATER	<b><i>\$24 PER GUEST (INCLUSIVE)</i></b>



# AUDIO-VISUAL

UPON REQUEST, MEETING ROOM INCLUDES ONE COMPLIMENTARY AUDIO-VISUAL TABLE WITH POWER STRIP. ALL A/V MENU ITEMS SUBJECT TO 26% SERVICE FEE AND 6.5% SALES TAX.

## **PROJECTION EQUIPMENT**

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LCD MULTIMEDIA PROJECTOR WITH SCREEN (remote included)	\$275.00
WIRELESS USB PRESENTATION REMOTE CONTROL	\$ 50.00
8' PROJECTION SCREEN	\$ 50.00
7' PROJECTION SCREEN	\$ 40.00

## **AUDIO EQUIPMENT**

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WIRELESS LAVALIERE MICROPHONE	\$150.00
WIRELESS HANDHELD MICROPHONE	\$150.00
8-CHANNEL MIXER	\$100.00
12-CHANNEL MIXER	\$150.00
STANDING PODIUM	\$ 25.00
SPEAKER SYSTEM (2 speakers & 4 channel mixer)	\$175.00

## **INTERNET/PHONE LINES**

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BASIC WIRELESS HIGH-SPEED INTERNET CONNECTION	\$ 45.00 PER DEVICE
POLYCOM CONFERENCE SPEAKER PHONE	\$150.00
TELEPHONE LINE ACTIVATION	\$ 25.00 PER LINE
TELEPHONE LINE ACTIVATION (Direct Inward Dial Line)	\$ 50.00 PER LINE
(Telephone Activation fees do not include long distance call charges)	

## **ACCESSORY ITEMS**

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LAPTOP (Windows XP-MS Office 2007)	\$250.00
PLAIN PAPER FAX MACHINE	\$ 65.00
LASER PRINTER (Black & White)	\$ 75.00
EASEL, FLIPCHART PAD & MARKERS	\$ 40.00
EXTRA FLIPCHART PADS	\$ 20.00
EASEL, FLIPCHART POST-IT PAD & MARKERS	\$ 50.00
WHITEBOARD (Dry Erase) WITH MARKERS & ERASER	\$ 30.00
EASEL STAND	\$ 10.00
POWER STRIP & EXTENSION CORD	\$ 10.00
AIR WALL PLACEMENT/REMOVAL	\$75.00 PER CLOSURE
PRE-SET PEN, PAPER & CANDY FOR EACH ATTENDEE	\$ 25.00 PER SET
AUDIO-VISUAL TECHNICIAN	\$ 75.00 PER HOUR*

*\*Audio-Visual Technician Rates are subject to change based on time and date needed and the scope of services required. Minimum four-hour charge.*





# PLANNING GUIDELINES

To assist you with planning, the below information and guidelines are considered our catering agreement with term and conditions.

## **MENU SELECTIONS**

In addition to our published menu selections, our catering team specializes in creating customized menu solutions to special requests, budget wants and dietary requirements. Please let us know how we can deliver a memorable experience for your event through culinary skill. The hotel cannot package food for removal from the property. Our menus are subject to change and ingredients may vary based on seasonality or availability.

## **MEETING ROOM ASSIGNMENT AND SET UP**

Function rooms are assigned by the hotel according to the anticipated guest count and set up requirements of your event. Final room arrangements and other details pertaining to your meeting room will be outlined on the Banquet Event Orders provided to you prior to your event. If a room set-up is changed within twenty four (24) hours of the event, there will be a minimum re-set fee of \$200.00. This fee is subject to increase depending on the room size and complexity of the changes required. Unless otherwise stated in the Banquet Event Order, the hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when the Hotel deems it necessary.

## **GRATUITY, SERVICE CHARGE AND SALES TAX**

**GRATUITY: 13.5%** (or the current gratuity percentage in effect on the day of the Event pursuant to the applicable collective bargaining agreement) of the food, beverage, meeting room rental and audio visual total, plus any applicable state and/or local taxes, will be added to your account as a gratuity and fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the Event. The gratuity and any applicable taxes will be separately stated on your invoice. Gratuity will be based on full retail pricing, prior to any applicable discounts.

**SERVICE CHARGE: 12.5%** (or the current service fee applicable in effect on the day of the Event) of the food, beverage, meeting room rental and audio visual total, plus any applicable state and/or local taxes, will be added to your account as a service charge. This service charge is not a gratuity and is the property of the Hotel to cover discretionary costs of the Event. We will endeavor to notify you in advance of your event of any changes to the gratuity and/or service charge, should different amounts be in effect on the day of your event. Service Charge will be based on full retail pricing, prior to any applicable discounts.

**SALES TAX:** Currently 6.5% State Tax, applied to the total of food, beverage, meeting room rental, audio visual, gratuity, service fee and additional labor fees during your event.

## **MEAL SERVICE**

Buffets have a minimum fifteen (15) guests, unless otherwise noted. If your guarantee is less than fifteen (15) guests, a Facility Fee of \$5.00 per person is added to the per person buffet price. Dinner service is based on a minimum of 50 attendees. An additional \$100 Facility Fee is added to all dinner service with less than 50 attendees. Plated meal service is based upon a 120 minute serve time. Buffet meal service is based on a 90 minute serve time. Breaks are based on a 30 minute serve time. An extension of actual service time is subject to additional labor fees. Due to health regulations and quality concerns, items leftover from buffets cannot be served during breaks. No food and beverage may be removed from the hotel by the patrons or attendees. Meal service beginning after 10:00 pm will be assessed a 50% menu surcharge.



# PLANNING GUIDELINES

## **GUARANTEES/ATTENDANCE**

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Ten (10) working days prior to all functions, the hotel requires the submission of the expected number of attendees for each scheduled event. The final confirmation of attendee count is due no later than three (3) business days prior to your event. This will be considered your minimum guarantee and is not subject to reduction. If no guarantee is received, the original expected attendance will be the basis for billing purposes. Group will be charged the guaranteed attendance, or the number of guests served, whichever is greater. The guarantee becomes the minimum number of guests used in calculating the billing amount, as well as the maximum number for food preparation. Dietary restrictions are required when the guarantee is provided. Food additions within twenty-four (24) hours prior to event are subject to a 25% surcharge.

## **BANQUET EVENT ORDER**

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All event requirements, including meeting set-up and food and beverage selections are due no later than ten (10) business days prior to your first event. Upon review of your event requirements, a Banquet Event Order (BEO) will be sent to you to confirm your final event arrangements and pricing.

## **OUTSIDE FOOD AND BEVERAGE**

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As the sole licensee for the consumption of food and beverages on our premises and the collection of appropriate taxes, we are responsible for monitoring consumption and strictly prohibit group from bringing in outside food and beverage into the hotel. All Food & Beverage, including alcohol, must be purchased through the hotel and served by hotel staff.

## **PAYMENT**

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Payment shall be made in advance of the function unless credit has been established with the hotel. In such a case, the complete account is due and payable no later than 30 days from the date of the function.

## **LINEN**

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White linens and napkins are available at no extra charge. Specialty linens and napkins are available through outside vendors, at an additional cost. The Director of Catering will be happy to assist you in obtaining specialty linen options and pricing for your event.

## **SIGNAGE AND DISPLAYS**

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Any decoration or displays including banners and posters brought into the meeting rooms must be approved by your catering representative prior to arrival. At no time should any posters, displays, etc be affixed to any wall, door or ceiling by the use of push pins, tacks, pins or nails. The hotel will assist in placing and/or hanging all approved signs and banners.

## **PACKAGE DELIVERY**

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Packages for meetings may be delivered to the hotel no earlier than three (3) business days prior to the event date. The hotel is not responsible for lost or stolen materials nor return shipping or storage of materials at the conclusion of the event. Please include the following information on the shipping label: Conference name and date of events and the On-site contact who will be signing for the packages. Package handling fees will be assessed. Large shipments and pallet deliveries must be arranged through the hotel prior to shipping and are subject to refusal if not properly communicated in advance.





# PLANNING GUIDELINES

## **FLORALS, DÉCOR, ENTERTAINMENT AND OUTSIDE AUDIO/VISUAL**

Flowers, decor, specialty linen, audio/visual equipment and entertainment can be ordered through the Hotel's catering department or directly through a licensed vendor. Advance notification is required when scheduling entertainment and the use of volume enhancing equipment. The Hotel reserves the right to control the volume on all functions. If outside audio/visual services are contracted, the Hotel requires that an Audio/Visual Technician (from licensed provider) is present during meeting hours.

Should you make your own arrangements all deliveries should be coordinated with the Director of Catering. Please be advised that all props and items contracted through outside vendors must file a Hold Harmless Agreement with the Hotel and be removed at the conclusion of your Event, unless special arrangements have been made through the catering or event manager. For any vendor providing services at the Embassy Suites by Hilton Orlando Airport, each individual vendor is fully responsible for any and all items brought into event space. Further, the hotel shall not accept responsibility for any rental items that are dropped off and are not picked up at the conclusion of the event.

## **CANCELLATION**

You may cancel an event or banquet event order by giving written notice to the Hotel. In the event of a cancellation, you agree to pay HOTEL, as liquidated damages and not a penalty, the following cancellation fees: Cancellation notice received by hotel anytime between the date of confirming your event and eight (8) business days in advance of event will incur a cancellation fee equal to 75% of the total anticipated charges. As products and services must be purchased and scheduled in advance, cancellation notices received by hotel seven (7) business days or less in advance of Event will incur a cancellation fee equal to 100% of the total anticipated charges. Charges Include labor, gratuities, service charges, rentals, and applicable taxes for the contracted number of guests or final guarantee, whichever is greater.

## **LIABILITY**

The hotel will not assume or accept responsibility for damages to or loss of any merchandise or articles in the hotel prior to, during or following an event.

## **FIRE SAFETY**

For the safety of person and property, no fireworks or incendiary devices may be used indoors at the Hotel. All room set must be in compliance with the local fire department regulation, including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. An Event that has vehicle displays, fog machines, fueled cooking demos, lasers, exhibits (including tabletop) or extensive productions with staging and props, must be pre-approved by the Director of Catering and have a certified permit from the local fire department if deemed necessary.