

WEDDING

PACKAGE PRICING



**EMBASSY
SUITES**
by Hilton™

Boca Raton

YOUR DREAM WEDDING AWAITS...



CREATING MEMORIES...

EMBASSY SUITES BY HILTON BOCA RATON OFFERS THE PERFECT SETTING FOR YOUR DREAM WEDDING!

OUR CARIBBEAN BALLROOM IS CAPABLE OF ACCOMMODATING UP TO 1,000 GUESTS. WHILE OUR OTHER SPACIOUS BANQUET ROOMS ARE IDEAL FOR SMALLER GATHERINGS. OUR EXCELLENT AMENITIES, CULINARY SERVICES, AND ATTENTIVE HOSPITALITY STAFF ENSURES THAT YOUR WEDDING HOSTED AT EMBASSY SUITES BY HILTON BOCA RATON WILL BE A UNIQUE AND MEMORABLE EXPERIENCE.





PRICING

PACKAGE



YOUR WEDDING PACKAGE INCLUDES:

DEDICATED CATERING SPECIALIST
FOOD TASTING FOR TWO
FIVE HOUR OPEN BAR
PASSED HORS D'OEUVRES
ONE DISPLAY STATION
CHAMPAGNE TOAST
THREE COURSE PLATED DINNER
BUTTERCREAM WEDDING CAKE
WHITE OR BLACK LINENS & COLORED NAPKINS
TEA LIGHT CANDLES, HOUSE CENTERPIECES & DANCEFLOOR.
BANQUET CHAIRS & TABLES
COMPLIMENTARY ROOM ON WEDDING NIGHT WITH AMENITY

STARTING AT
\$125++ PER GUEST
(BUFFET +\$10 PER GUEST)



OPEN BAR

FEATURING ESSENTIAL BRAND COCKTAILS. RED AND WHITE WINES.
DOMESTIC BEERS AND SOFT DRINKS.

ESSENTIAL

SMIRNOFF VODKA
CRUZAN LIGHT RUM
EL JIMADOR SILVER TEQUILA
JIM BEAM
GRANT'S SCOTCH
VISTA POINT WINES
DOMESTIC BEER
IMPORTED BEER
SOFT DRINKS



BEER & WINE ONLY**

VISTA POINT WINES
DOMESTIC BEER
IMPORTED BEER
SOFT DRINKS

EXCEPTIONAL (\$10++)

TITO'S HANDMADE VODKA
BARCARDI SILVER RUM
HORNITOS RESPOSADO TEQUILA
JACK DANIEL'S WHISKEY
DEWAR'S SCOTCH
COASTAL VINES WINES
DOMESTIC BEER
IMPORTED BEER
SOFT DRINKS



ASK ABOUT SPECIAL PRICING**

WEDDING MENU

DISPLAYS (ONE)

DOMESTIC CHEESES WITH GOURMET CRACKERS & ARTISAN BREADS

TROPICAL FRUITS & BERRIES WITH A YOGURT DIP

GARDEN CRUDITÉS WITH SUNDRIED TOMATO AIOLI & BUTTERMILK RANCH DIPS (+\$4)

CHARCUTERIE CURED MEATS. GOURMET CHEESES. VEGETABLES. ASSORTED ARTISAN BREADS (+\$9)

HOR D'OEUVRES (3)

HOT

MEATBALLS IN SPICY MARINARA
BEEF EMPANADAS
TERIYAKI CHICKEN BITES
FRANKS EN CROUTE
VEGETABLE SPRING ROLLS
COCONUT SHRIMP (+\$7)

COLD

TOMATO & BASIL CROSTINI
GARLIC PITA TRIANGLES WITH FETA
CHEESE & HUMMUS
CAPRESE SKEWERS (+\$5)
SHRIMP COCKTAIL (+\$7)



WEDDING MENU

FIRST COURSE (1)

GARDEN SALAD - MIXED GREENS,
CUCUMBERS, TOMATOES & CARROTS IN A
BALSAMIC VINAIGRETTE

CAESAR SALAD - ROMAINE LETTUCE,
GARLIC CROUTONS, SHAVED PARMESAN
WITH CLASSIC CAESAR DRESSING

CAPRESE SALAD (\$3++) - SLICED TOMATO,
FRESH MOZZARELLA & LEAFY BASIL
DRIZZLED WITH OLIVE OIL & BALSAMIC
VINEGAR



SECOND COURSE (2)

MARRY ME CHICKEN - BONELESS CHICKEN BREAST
IN A CREAM SAUCE & SUNDRIED TOMATOES

MANGO & PAPAYA SALSA GRILLED SALMON

10OZ PRIME RIB IN A CABERNET REDUCTION

LINGUINE GARLIC PASTA WITH CARROTS, FRESH
SPINACH, GRAPE TOMATOES & YELLOW SQUASH

SNAPPER VERA CRUZ (\$7++)

6OZ SEARED FILET MIGNON IN A CABERNET
REDUCTION (\$9++)



ACCOMPANIMENTS (2)

SAUTEED SEASONAL VEGETABLES
GARLIC WHIPPED POTATOES
ROASTED GARLIC RED POTATOES
JASMINE RICE

DESSERT (1)

CHOCOLATE MOUSSE
KEY LIME PIE
NY STYLE CHEESECAKE

BEVERAGES

FRESH BREWED REGULAR & DECAF COFFEES
ASSORTED HOT TEAS WITH LEMON
FRESH BREWED ICED TEA

ENHANCEMENTS

ALL PRICES ARE PER GUEST UNLESS OTHERWISE NOTED.
**\$175++ CHEF'S FEE APPLIED PER 75 GUESTS

LIVE ACTION STATION**

TACO \$15++

WOK STIR FRY \$18++

ITALIAN \$20++

DESSERT STATION

ICE CREAM SUNDAE \$12++

CHEF'S DESSERTS \$14++

S'MORES LOVE \$14++

VIENNESSE TABLE \$18++

SPECIALTY BAR

MARGARITA BAR \$14++

MOJITO BAR \$16++

SANGRIA BAR \$18++

CARVING STATION**

APRICOT GLAZED BAKED HAM \$18++

HEY UNCI COFFEE RUB SIRLOIN \$18++

CRANBERRY GLAZED TURKEY BREAST \$20++

CEDAR PLANK SALMON \$21++





MORNING AFTER

EMBASSY SUITES BRUNCH

\$50++ PER GUEST

COLD STATION

ASSORTED BREAKFAST PASTRIES

BAKERY FRESH BAGELS

SLICED SEASONAL FRESH FRUIT

CREAM CHEESE, BUTTER AND FRUIT PRESERVES

GARDEN SALAD: MIXED GREENS, TOMATOES, CUCUMBERS, CARROTS, SHREDDED CHEESE,

GARLIC CROUTONS & CHOICE OF 2 DRESSINGS

HOT STATION

FLUFFY SCRAMBLED EGGS

CRISP BACON STRIPS & LINK SAUSAGES

COUNTRY STYLE RED BLISS BREAKFAST POTATOES

SAUTÉED SEASONAL VEGETABLES

GRILLED HERB SEASONED CHICKEN

BLACKENED WHITE FISH \$4++

OATMEAL \$5++

BEVERAGE STATION

CHILLED FLORIDA ORANGE & CRANBERRY JUICES

FRESH BREWED ICED TEA

FRESH BREWED REGULAR & DECAF COFFEES

HOT WATER WITH ASSORTED TEAS

BLOODY MARY & MIMOSA BAR

UNLIMITED \$35++

PER GLASS \$12++

RECEPTION FAQ

Service Gratuity & Sales Tax - All menu pricing, room rental, audio visual and other fees are subject to 25% gratuity and 7% FL state tax.

Extra Hours Charge - There is a 5 Hour Maximum for wedding receptions (1 Hour Cocktail Hour & 4 Hours of Banquet). There will be a \$300 fee (plus tax & service) for any additional hour.

Banquet Food and Beverage Minimum (December-April)

Friday & Saturday: Breakfast/Lunch - \$3,500

Dinner - \$6,500/Friday and \$8,000/Saturday

Sunday-Thursday: Breakfast/Lunch - \$2,500

Dinner - \$5,500

Banquet Food and Beverage Minimum (May-November)

Friday & Saturday: Breakfast/Lunch - \$2,500

Dinner - \$5,000/Friday and \$7,500/Saturday

Sunday-Thursday: Breakfast/Lunch - \$1,500

Dinner - \$4,000

A Food & Beverage minimum is the required minimum amount one must spend in food and beverage for the banquet space selected. This amount does not include state tax or service charge. Any selections made for food and beverage go directly towards the food and beverage minimum. If a food and beverage minimum is not met, the remaining balance will be charged as room rental.

Children Meals - Children 4 and under - FREE

Children 5-12 - \$49 (starting)

Young Adults 13-20 - \$69 (starting)

Reserving Your Date - A signed contract and a \$1,000 non-refundable deposit are required to secure your date. Embassy Suites Boca Raton does not hold dates for longer than 24 hours and has the option to sell without a deposit.

RECEPTION FAQ

Payment Schedule - A \$1,000 non-refundable deposit is required to secure your date. 50% of contracted estimated charges must be paid 3 months prior to event date. Final payment is due 3 weeks prior to event date. Initial payments can be made by cash, credit card, personal check or certified check. Final payment cannot be made by personal check. All payments are non-refundable.

Meal Count - If more than 1 entrée selection is offered for a plated meal, guests' orders must be taken through the host's RSVP cards. Orders must be presented to the Catering Manager 3 weeks prior to event date. It is the host's responsibility to indicate selected entrees on individual place cards.

Attendance - An estimated number of attendees is required upon contract signing. Please note, this number can be increased, but CANNOT be decreased after the 3 week cutoff. Guaranteed attendance is required 3 weeks prior to event. If attendance falls below the guarantee, host is still responsible for the original guarantee given 3 weeks prior. If guarantee is more than the contracted attendance, it must be capped based on the space available for contracted banquet room.

Linens - Embassy Suites Boca Raton provides black or white linens for your event. Specialty linens may be ordered with your Catering Manager for an additional fee.

Décor, Entertainment & Party Items - All décor and entertainment can be supplied from your preferred vendor. The Catering Manager will also supply you with a list of Embassy Suites Boca Raton's preferred vendor list. Please note, the following items are not permitted: glitter, confetti, smoke/fog machines, nails/glue for hanging purposes. All items must be removed from banquet space at the completion of your event or storage fees will apply.

RECEPTION FAQ

Wedding Cake - Although a cake is included in this package, you are welcome to bring in your cake from the Embassy Suites Boca Raton's preferred vendor list, or a vendor of your choice. A cake cutting fee of \$5++ per guest will apply.

Damage to Facility - Should any damages occur during event by the host or guests, the host will be financially responsible for the repair of damaged property.

Insurance - Certificate of insurance is required for all outside vendors.

Room Set-Up - Host and vendors are permitted to enter the banquet space 2 hours prior to event start time. If additional time is requested, it will be subject to availability and at the discretion of the Banquet & Catering Manager. If a request to change the room set-up is made day of event, a \$250 reset fee will be applied to the final bill based on setup.

ROOM BLOCK FAQ

What room types are available at the Embassy Suites by Hilton Boca Raton for a room block?

Run of House

King 2-room Suites

How many rooms do we need to book to receive a discount?

Group room blocks must be a total of at least 10 room nights on main date.

How many rooms can we book per night?

A maximum of 10 room nights per night can be booked initially. Rooms may be added in 5-room increments, based on availability, once those rooms are reserved.

How many room types can we book? You may request as many room types as you'd like. The Embassy Suites by Hilton Boca Raton will note these requests, but all contracts will state "Run of House." This means that you cannot block a specific amount of rooms for each room type. Rather, the hotel will provide the specific amount of rooms requested for the room types that are currently available at time of booking.

ROOM BLOCK FAQ

What fees are associated with individual rooms?

Individual room rates are per room, per night, and are subject to applicable taxes currently at 13% and hotel service fee and parking. An incidental hold of \$50 per night, per room will apply to all individual rooms.

What is an incidental hold?

An incidental hold covers room service, market purchases, and parking. If you do not incur any incidental charges, you will only be billed the nightly rate for your room plus tax.

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Is the wedding couple's room automatically reserved?

No, the wedding couple's room is not automatically reserved. The wedding couple must reserve their room complimentary room by contacting reservations.

How do guests reserve their rooms?

Individuals may make reservations through:

1. A custom, online booking link which will be provided at least 1 week upon signed contract.
2. Embassy Suites by Hilton Boca Raton, 561-994-8200
3. Hilton Central Reservations, 800-362-2779

ROOM BLOCK FAQ

Can the wedding couple provide welcome gift bags for their guests?

Welcome gift bags can be dropped off with our Front Desk. Our Front Desk staff will give these to your guests at check-in. This service is complimentary to you.

Should you choose to put individual names on bags, our staff can deliver them to guest rooms for an additional charge of \$2.00 per bag. This service will have to be planned and prepaid with your Catering Manager.

When dropping off your bags at the hotel, please let the Front Desk staff know the block name, and how many bags should be given out per room.

Does the Embassy Suites by Hilton Boca Raton provide transportation to our guests? No. The hotel does not have shuttle service.

What happens to rooms in our block that are not reserved?

We provide a cut-off date prior to check-in, and any rooms that are not reserved are automatically released back into hotel inventory.

When does our room block discount expire?

Your room block discount expires on the cut-off date provided by the hotel.

What if our room block is completely reserved before the cut-off date and we need more rooms?

Room types and rates are based on an availability basis only. Should you need more rooms, we can add them to your block if they are available. Rates for any additional rooms are subject to change from the original rate received.

What happens if we need more rooms after the room block cut-off date?

Room types and rates are based on an availability basis only. Should you need more rooms & availability allows, we can create another room block for you. Rates for any additional rooms are subject to change from the original rate received.

ROOM BLOCK FAQ

When are the room block rates valid?

Room rates are valid 3 days prior to contracted check-in date and 3 days post contracted check-out date.

Does the hotel take a deposit when securing a room block?

No. The hotel does not take a deposit when securing a room block. However, we do require a non-refundable one night's room & tax deposit from individual guests when making their reservations in room blocks made for January - April. Blocks made for May - December do not require a deposit.

What is your cancellation policy for individual reservations?

Individual reservations must be cancelled 72 hours prior to arrival date to avoid one night room and tax penalty fee. *Please note, your cancellation policy may differ and is subject to hotel discretion.

How do we move forward with booking our block?

We are honored to host you and your guests for your special day! Please provide the following information to your Catering Manager in order to move forward with securing a room block:

Couples Names (First & Last):

Wedding Venue:

Contact:

Phone:

Email:

Address:

Check-In Date:

Check-Out Date:

Rooms Requested Per Night:

Room Types Requested:

CONTACT INFO

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