



EMBASSY
SUITES
by HILTON™



BANQUET & CATERING MENU

JACKSONVILLE BAYMEADOWS

9300 Baymeadows Road • Jacksonville, FL 32256 • 904-731-3555 • Jacksonville.EmbassySuites.com

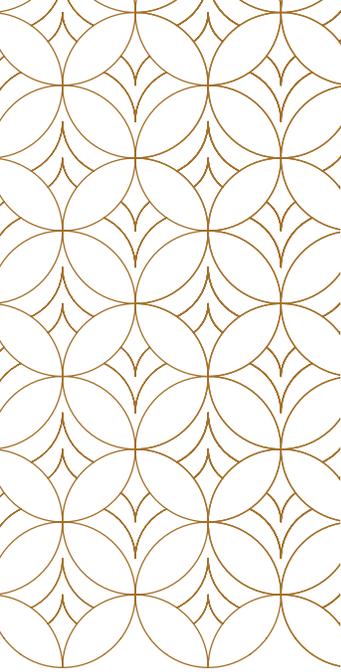


TABLE OF CONTENTS

BEVERAGES

BAKERY & SNACKS

BREAKS

BREAKFAST

LUNCHES

HORS D'OEUVRES

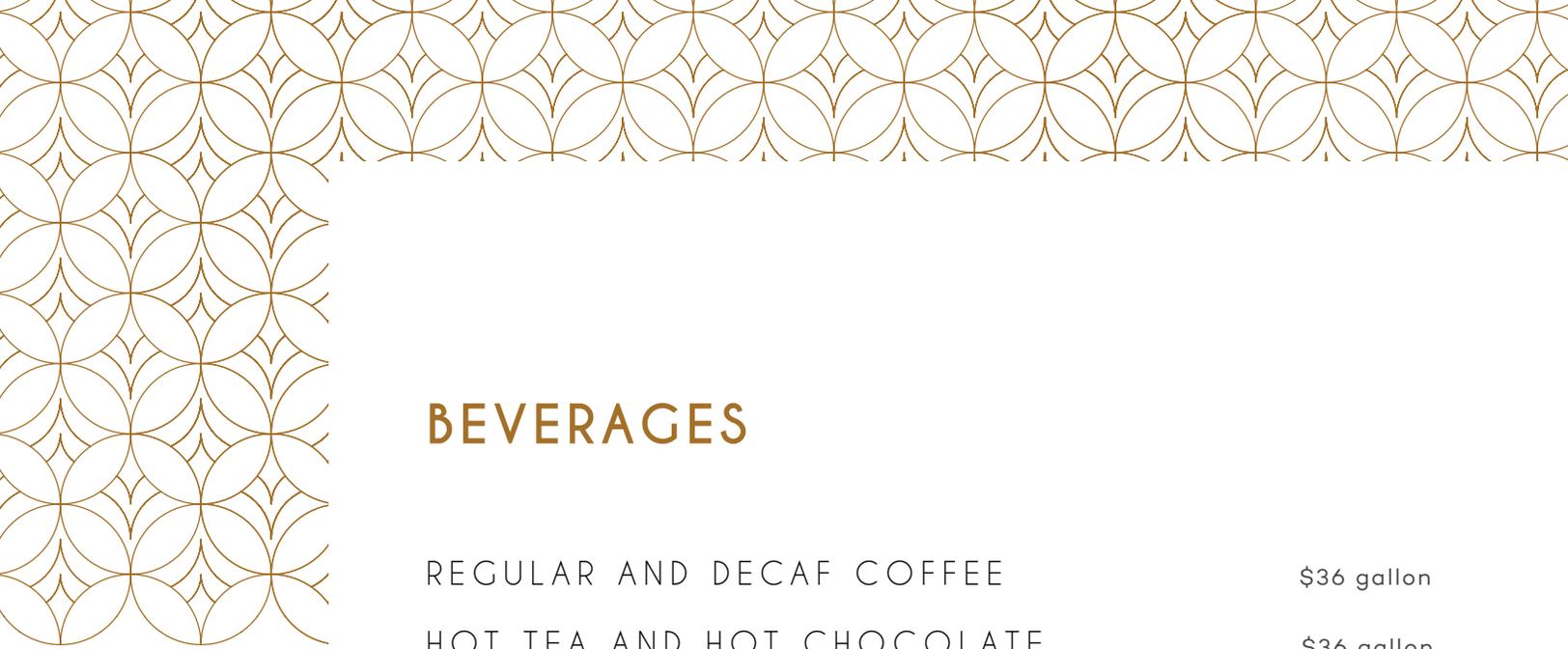
DINNER

RECEPTION STATIONS

TABLE ENHANCEMENTS

CARVING PRESENTATIONS

THE BAR



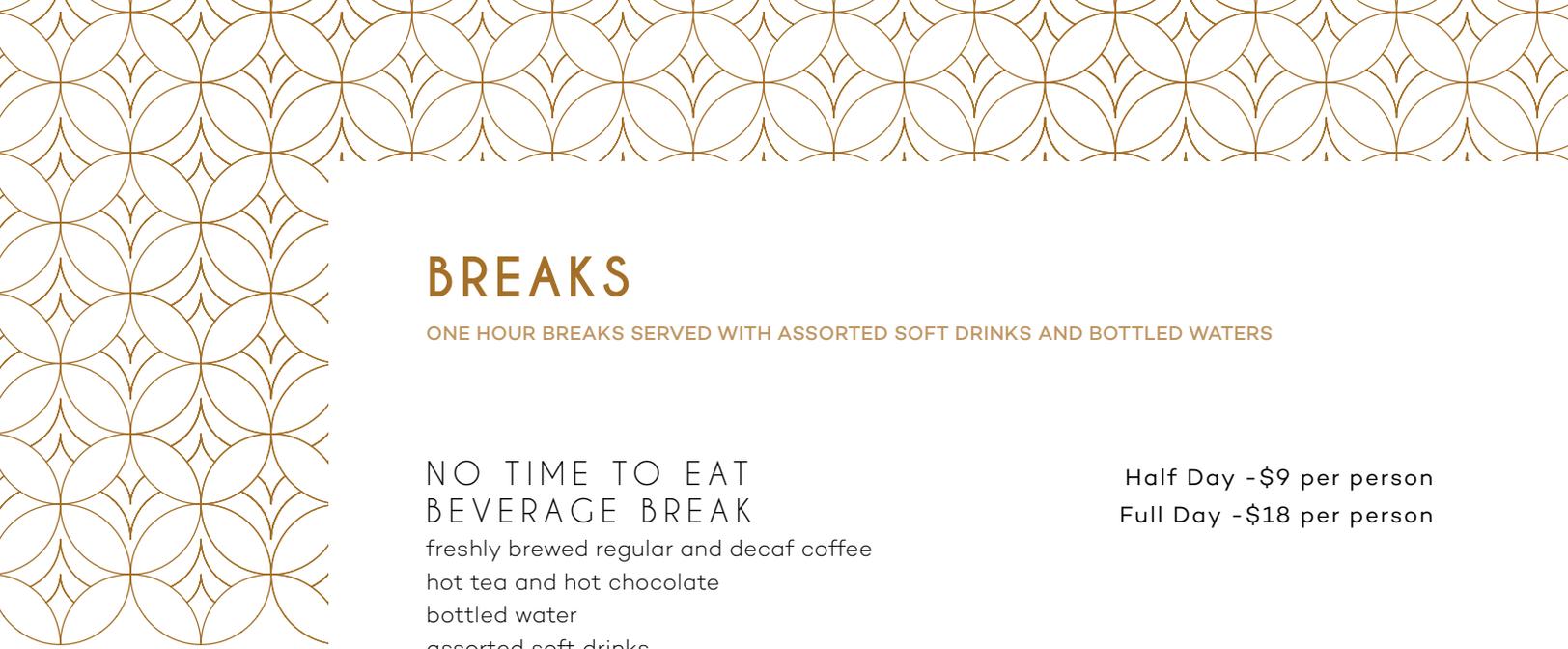
BEVERAGES

| | |
|---|-------------|
| REGULAR AND DECAF COFFEE | \$36 gallon |
| HOT TEA AND HOT CHOCOLATE | \$36 gallon |
| ASSORTMENT OF BOTTLED WATER, REGULAR AND DIET SODAS | \$3.50 each |
| ASSORTMENT OF BOTTLED JUICES | \$4.50 each |
| CARAFE OF JUICE orange, grapefruit, cranberry, and apple juice | \$12 carafe |
| ICED TEA | \$32 gallon |
| LEMONADE | \$32 gallon |
| FRUIT PUNCH | \$32 gallon |
| RED BULL regular and sugar free | \$5 each |



BAKERY & SNACKS

| | |
|---|----------------|
| FRESH BAKED JUMBO COOKIES chocolate chip, peanut butter, and white chocolate macadamia nut | \$34 per dozen |
| FUDGE BROWNIES AND BLONDIES | \$34 per dozen |
| FRESH BAKED MUFFINS | \$32 per dozen |
| FRESH BAKED FRUITED DANISH | \$32 per dozen |
| FRESH BAKED CROSSIANTS | \$32 per dozen |
| ASSORTED BAGELS, CREAM CHEESE, AND FRUIT PRESERVES | \$38 per dozen |
| FRESH BAKED QUICK BREADS blueberry, banana walnut and cranberry | \$32 per dozen |
| INDIVIDUAL BAGS OF CHIPS | \$26 per dozen |
| INDIVIDUAL BAGS OF PEANUTS | \$26 per dozen |
| ASSORTED ICE CREAM BARS | \$36 per dozen |
| ASSORTED CANDY BARS | \$36 per dozen |
| GRANOLA BARS | \$36 per dozen |
| WHOLE FRUIT apples, bananas and oranges | \$2.50 each |



BREAKS

ONE HOUR BREAKS SERVED WITH ASSORTED SOFT DRINKS AND BOTTLED WATERS

NO TIME TO EAT BEVERAGE BREAK

freshly brewed regular and decaf coffee
hot tea and hot chocolate
bottled water
assorted soft drinks

Half Day -\$9 per person
Full Day -\$18 per person

THE SUNDAE STATION

vanilla and chocolate ice cream
toppings to include: chocolate syrup, strawberry
topping, caramel, chopped nuts, candied sprinkles,
cherries, and whipped cream

\$12 per person

BALLPARK

hot new york style pretzels with spicy mustard
¼ pound beef franks with all the toppings
fresh popcorn
roasted peanuts
mini candy bars

\$20 per person

FITNESS BREAK

sliced fresh fruit and berries
individual yogurts
granola bars
bottled fruit juices

\$16 per person

THE SWEET FACTORY

blondies and brownies
freshly baked cookies: chocolate chip, white chocolate
macadamia, peanut butter, and oatmeal
mini candy bars
iced cold 2% milk and chocolate milk

\$18 per person



BREAKFAST

BUFFETS

BUFFETS ARE PREPARED FOR A MINIMUM OF 25 PEOPLE. ALL BREAKFAST BUFFETS ARE SERVED WITH ORANGE JUICE, CRANBERRY JUICE AND APPLE JUICE, REGULAR AND DECAF COFFEE, HOT TEA AND HOT CHOCOLATE

BREAKFAST OF CHAMPIONS

\$20 per person

- fresh baked croissants, danish, and muffins
- fresh seasonal sliced fruit and berries
- fluffy scrambled eggs
- home-fried potatoes
- assorted cereal with milk
- choice of crispy bacon or spicy sausage links
- choice of buttered grits or oatmeal with toppings

THE SOUTHWESTERN

\$22 per person

- fresh baked croissants, danish, and muffins
- fresh seasonal sliced fruit and berries
- fresh scrambled eggs with peppers, red onions, tomatoes, and cilantro
- flour tortillas, salsa, sour cream, cheddar, and monterey jack cheeses
- crispy bacon and grilled ham
- cinnamon french toast with warm maple syrup and whipped butter
- home-fried potatoes

BAYMEADOWS BRUNCH

\$28 per person

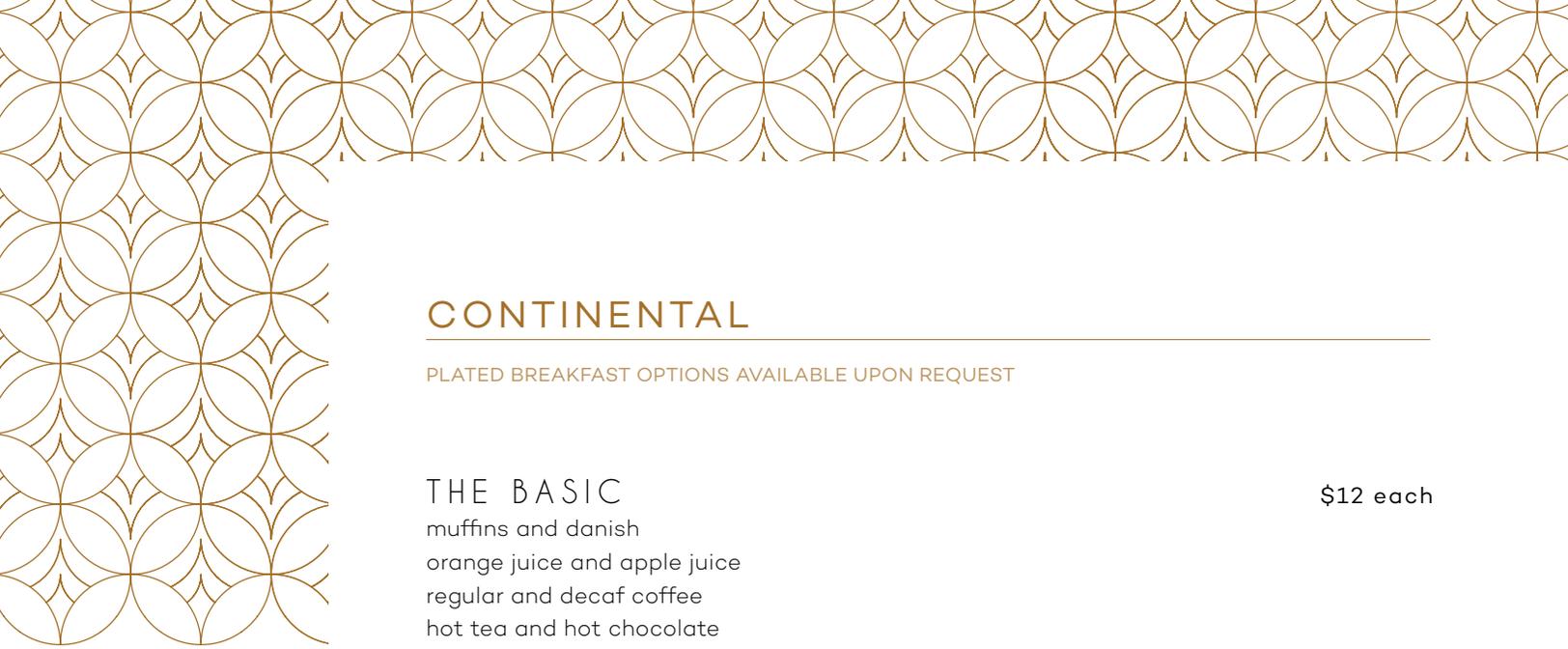
- fresh baked croissants, danish, and muffins
- fresh seasonal sliced fruit and berries
- chicken salad
- vegetable pasta salad
- deviled eggs
- assorted mini quiche
- assorted finger sandwiches of chicken salad, tuna salad, and egg salad
- vanilla yogurt with assorted toppings

ADD OMELET STATION

\$7 per person

- CHEF ATTENDANT REQUIRED - \$80
- choice of fresh eggs or egg whites to create cooked-to-order omelets

A 22% service charge and 7% sales tax will be charged on all food and beverage, meeting room and a/v equipment rentals. Rates are subject to change.



CONTINENTAL

PLATED BREAKFAST OPTIONS AVAILABLE UPON REQUEST

THE BASIC \$12 each
muffins and danish
orange juice and apple juice
regular and decaf coffee
hot tea and hot chocolate

THE INTERMEDIATE \$15 each
fresh seasonal sliced fruit display
muffins and danish
orange juice and apple juice
regular and decaf coffee
hot tea and hot chocolate

THE DELUXE \$18 each
fresh seasonal sliced fruit display
assorted croissants, muffins and danish
assorted bagels and cream cheese
sweet cream butter and fruit jelly
orange juice and apple juice
regular and decaf coffee
hot tea and hot chocolate

ADDITIONS

PLATED BREAKFAST OPTIONS AVAILABLE UPON REQUEST

INDIVIDUAL FRUIT YOGURTS \$3.50 each

SLICED FRESH SEASONAL FRUIT \$6 per person

SAUSAGE BISCUITS \$5 each

BREAKFAST WRAPS \$5.50 each
scrambled eggs and cheese with choice of
ham, sausage or crispy bacon

A 22% service charge and 7% sales tax will be charged on all food and beverage, meeting room and a/v equipment rentals. Rates are subject to change.



LUNCH

BUFFETS

ALL BUFFETS ARE PREPARED FOR A MINIMUM OF 25 GUESTS UNLESS SPECIFIED
LUNCH BUFFETS ARE SERVED WITH ICED TEA OR LEMONADE

DELI BUFFET

\$24 per person

mixed green salad with tomatoes, cucumber, carrots,
and red onion
assorted dressings
marinated vegetable pasta
sliced rare roast beef, sugar cured ham,
and roast turkey breast
sliced cheddar cheese and swiss cheese
white, whole wheat, and rye breads
crisp lettuce, tomato, red onion, and pickles
mayonnaise and mustard
house made potato chips
assorted freshly baked cookies and brownies

FIESTA BUFFET

\$26 per person

tortilla chips and fresh salsa
fiesta salad with cilantro dressing
fajita bar includes:
sautéed chicken and beef
peppers, onions, tomatoes, shredded cheddar cheese,
black olives, and sour cream
soft flour tortillas and hard shell tacos
spanish rice
refried beans
tex mex succotash
churros

LUNCH ADDITIONS

CUP OF SOUP

\$4 each

tomato basil, chicken noodle, broccoli cheddar



BUFFETS CONT.

ALL BUFFETS ARE PREPARED FOR A MINIMUM OF 25 GUESTS UNLESS SPECIFIED
LUNCH BUFFETS ARE SERVED WITH ICED TEA OR LEMONADE

LITTLE ITALY BUFFET

\$27 per person

caesar salad topped with fresh garlic croutons
shredded parmesan and house made dressing
fresh mozzarella and tomato salad, virgin olive oil,
and fresh basil
chicken parmesan
tri-color cheese tortellini alfredo
vegetable medley
garlic bread
mini cannolis

COOK-OUT BUFFET

\$25 per person

freshly made cole slaw
freshly baked cornbread
grilled hamburgers and buns
grilled all beef hot dogs and buns
sliced swiss, cheddar and provolone cheeses
lettuce, tomatoes, onions, and pickles
choice of old fashioned baked beans or corn on the cob
choice of potato salad or house made potato chips
watermelon wedges, cookies and brownies

SOUTHERN BUFFET

\$26 per person

fresh garden greens with cucumbers, tomatoes,
carrots, and house-made croutons
cole slaw
southern fried chicken
sugar-cured ham with red eye gravy
creamy mashed potatoes
fresh green beans with fried onions
sweet cornbread
apple pie and pecan pie



BOXED LUNCHES

SERVED WITH A WHOLE PIECE OF SEASONAL FRUIT, INDIVIDUAL BAG OF CHIPS, SIDE OF VEGETABLE PASTA SALAD, A FRESHLY BAKED CHOCOLATE CHIP COOKIE, ASSORTED SOFT DRINKS AND BOTTLED WATER

SANDWICHES

\$21 per person

all sandwiches are garnished with lettuce and tomato

Smoked Turkey

thinly sliced smoked turkey breast with dill havarti on whole wheat

Roast Beef

thinly sliced roast beef with dill havarti on whole wheat

Ham

thinly sliced sugar cured ham with swiss on a sesame bun

Veggie

grilled provencal vegetable sandwich with grilled zucchini and portobello mushroom, avocado, spinach, and mozzarella cheese served on a ciabatta roll



PLATED ENTRÉES

SERVED WITH YOUR CHOICE OF ONE SALAD AND ONE DESSERT, FRESH WARM ROLLS AND BUTTER, COFFEE, AND ICED TEA

SALADS CHOOSE ONE

Mesclun Mix Salad

mixed baby greens, red onion, cucumber julienne carrot, and grape tomato with balsamic vinaigrette

Traditional Caesar Salad

crisp romaine tossed with parmesan cheese, croutons, classic house-made caesar dressing

Spinach Salad

tender spinach, strawberries, mango, candied pecans, and red onion with raspberry vinaigrette

DESSERTS CHOOSE ONE

Key Lime Pie

New York Cheesecake with strawberries and raspberry sauce

Chocolate Cake

Dark Chocolate Mousse garnished with fresh berries

White Chocolate Bread Pudding

bourbon caramel sauce

ENTRÉES

Pasta Primavera

served with eggplant, portobello mushroom, broccoli, fresh tomato, and ricotta cheese

\$20 per person

Herb Roasted Chicken

tender marinated breast, roasted with house blend herbs in a butter sauce, yukon gold mashed potatoes, asparagus, and baby carrots

\$21 per person

Stuffed Chicken Breast

boneless breast stuffed with olives, goat cheese, basil and roma tomatoes, herbed risotto, asparagus, and baby carrots

\$23 per person

Pan Roasted Cod

with lemon butter sauce, spinach risotto, julienne carrots, and zucchini

\$24 per person

Honey Pineapple Salmon

honey, pineapple and teriyaki glazed salmon served with jasmine rice and steamed broccoli

\$27 per person

6 oz. Grilled Flat Iron Steak

cremini mushroom reduction, chimichurri sauce, oven roasted potatoes, asparagus, and baby carrots

\$29 per person

A 22% service charge and 7% sales tax will be charged on all food and beverage, meeting room and a/v equipment rentals. Rates are subject to change.



ENTRÉE SALADS & SANDWICHES

SERVED WITH YOUR CHOICE ONE DESSERT, FRESH WARM ROLLS AND BUTTER, COFFEE, AND ICED TEA

SALADS & SANDWICHES

- | | |
|---|-----------------|
| Chicken Caesar Salad grilled chicken breast, crisp romaine lettuce, house made caesar dressing, croutons, and parmesan cheese | \$18 per person |
| Grilled Salmon Salad grilled salmon atop mixed bay greens, kalamata olives, grape tomatoes, red onions, grilled asparagus, and toasted pine nuts, served with orange vinaigrette | \$20 per person |
| The Turkey Club Wrap shaved smoked breast of turkey, sugar cured ham, swiss cheese, applewood smoked bacon, lettuce and tomatoes on a flour tortilla, house made potato chips and a pickle spear | \$18 per person |
| Grilled Veggie Sandwich layers of seasoned and grilled zucchini, portobello mushrooms, roasted pepper, eggplant and spinach served on a ciabatta roll with house made seasoned chips and a pickle spear | \$18 per person |
| Italian Hoagie sliced ham, genoa salami, pepperoni, prosciutto, and provolone cheese topped with sliced plum, tomato, red onion, shredded lettuce and pepperoncini, served on a hoagie roll with house made potato chips and a pickle spear | \$19 per person |
| Chicken Chipotle Sandwich marinated chicken breast, roasted pepper, avocado, and provolone cheese, topped with lettuce and sliced tomato, served on a fresh focaccia roll, with house made potato chips and a pickle spear | \$19 per person |

DESSERTS CHOOSE ONE

Key Lime Pie, New York Cheesecake, Chocolate Cake, Dark Chocolate Mousse, or White Chocolate Bread Pudding

A 22% service charge and 7% sales tax will be charged on all food and beverage, meeting room and a/v equipment rentals. Rates are subject to change.



HORS D'OEUVRES

ALL HORS D'OEUVRES REQUIRE MINIMUM ORDER OF 50 PER ITEM

BAYMEADOWS SELECTIONS

\$100 per 50 pieces

swedish, bbq or italian meatballs
assorted mini quiche
bayou chicken bites with chipotle ranch dip
fried chicken fingers with honey mustard
cocktail franks en croute
pot stickers
assorted finger sandwiches of chicken salad, tuna salad,
and egg salad
tomato, basil, and mozzarella with pesto on crostini

MANDARIN SELECTIONS

\$125 per 50 pieces

spring rolls with sweet and sour sauce
deviled eggs
asparagus wrapped with prosciutto
spanakopita
melon and prosciutto skewers
assorted vegetarian bruschetta
black and white sesame coated chicken tenderloins
with mango chutney

REGENCY SELECTIONS

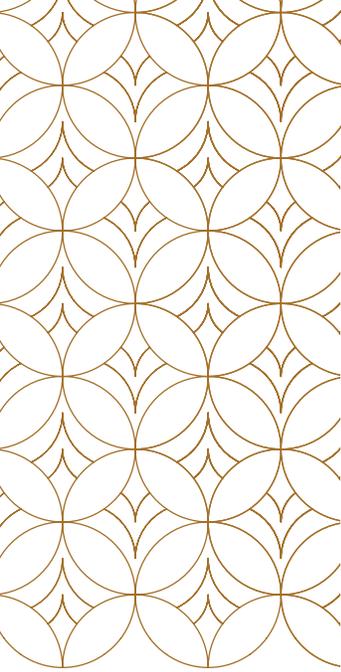
\$175 per 50 pieces

conch fritters with island sauce
coconut shrimp and orange horseradish
florida crab cakes with ginger lemon mayonnaise
seared tuna with ginger sauce
shrimp and avocado ceviche with toast points
scallops wrapped in bacon
seafood mushroom caps
beef satay with spicy peanut sauce
california rolls with wasabi, pickled ginger and soy sauce
smoked salmon roulade on flat bread

ST. AUGUSTINE SELECTIONS

\$225 per 50 pieces

chilled jumbo shrimp
jumbo jalapeno bacon wrapped shrimp



DINNER

BUFFETS

ALL BUFFETS SERVED WITH COFFEE AND ICED TEA

A \$100 SET-UP FEE WILL BE CHARGED FOR LESS THAN 50 GUESTS

ITALIAN DELIGHT

\$42 per person

caesar salad, garlic croutons, shredded parmesan cheese, and house-made caesar dressing
fresh mozzarella and tomato salad, virgin olive oil, fresh basil, and a hint of lemon
antipasto display of meats, cheeses, marinated vegetables, olives, and oregano vinaigrette
breast of chicken piccata lightly battered with fresh herbs and lemon caper sauce
meat lasagna
four cheese ravioli alfredo
steamed broccoli with roasted pepper and garlic oil
garlic bread
cannolis and tiramisu

BBQ BUFFET

\$38 per person

tossed greens salad with tomatoes, red onions and cucumbers
home-style potato salad
barbecued bone-in chicken
barbecued st. louis ribs
baked beans
corn on the cob
house made macaroni and cheese
cornbread and sweet butter
apple pie and pecan pie

THE SOUTHERN

\$42 per person

tossed greens salad with tomatoes, red onions and cucumbers
savory cole slaw
home style potato salad
southern fried chicken seasoned and served crispy brown
barbecued st. louis ribs
fried catfish with cajun tartar sauce
steamed new potatoes with fresh herb butter
fresh seasonal vegetables
sweet cornbread and buttermilk biscuits
apple pie and pecan pie



BUFFETS CONT.

ALL BUFFETS SERVED WITH COFFEE AND ICED TEA
A \$100 SET-UP FEE WILL BE CHARGED FOR LESS THAN 50 GUESTS

THE COMMODORE

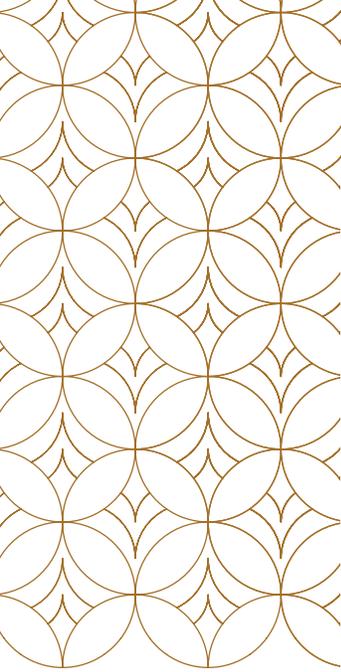
\$47 per person

tossed field greens salad with assorted dressings
marinated mushroom and tomato salad
cucumber and dill salad
sliced sirloin au jus
fresh grilled salmon served with a reduction sauce of tarragon,
cream and chardonnay
sautéed chicken hunter served with a tomato mushroom sauce
au gratin potatoes
wild rice with raisins and pecans
fresh vegetable medley
rolls and butter
decadent chocolate cake and florida key lime pie

THE ST. AUGUSTINE

\$52 per person

tossed field greens salad with assorted dressings
antipasto platter including italian meats, cheeses and olives
slow roasted prime rib of beef au jus
served with a horseradish sauce on the side
shrimp scampi with linguine pasta
chicken picatta with a lemon caper sauce
green beans almandine
gold yukon whipped potatoes
rolls and butter
salted caramel cheesecake and bourbon pecan pie



PLATED

PRESENTED WITH YOUR CHOICE OF ONE SALAD AND ONE DESSERT, FRESH WARM ROLLS AND BUTTER, COFFEE AND ICED TEA

SALADS CHOOSE ONE

Mesclun Mix Salad

mixed baby greens, red onion, cucumber, julienne carrot, and grape tomato with balsamic vinaigrette

Traditional Caesar Salad

crisp romaine tossed with parmesan cheese, croutons, and classic house made caesar dressing

Spinach Salad

tender spinach, strawberries, mango, candied pecans, and red onions with raspberry vinaigrette

Wedge Salad

iceberg lettuce, bleu cheese, tomatoes, bacon, and bleu cheese dressing

ENTRÉES

Pecan Crusted Chicken

served with a sage demi reduction, wild rice with cranberries and a medley of seasonal vegetables
\$32 per person

Herb Crusted Chicken Breast

oregano, sundried tomato butter sauce, wild rice, baby carrots, and asparagus
\$32 per person

Chicken Marsala

seasoned and grilled chicken breast with marsala mushroom sauce served with risotto and steamed asparagus
\$32 per person

Ancho Crusted Salmon

lime tequila butter sauce, caramelized potatoes and sprouts
\$37 per person

Blackened Mahi Mahi

scampi sauce, herbed rice, grilled medley of seasonal vegetables
\$38 per person

DESSERTS CHOOSE ONE

Salted Caramel Cheesecake

Florida Key Lime Pie

Chocolate Mousse
with strawberries

Bourbon Pecan Pie

Decadent Chocolate Cake
with mango sauce and raspberries

Boneless Beef Ribs

braised in guinness stout horseradish served with horseradish mashed potatoes, baby carrots and asparagus
\$35 per person

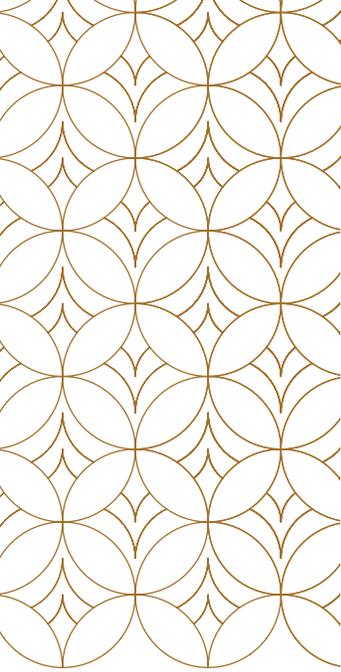
Filet of Beef Tenderloin

grilled center cut tenderloin with a cabernet reduction, fingerling potatoes, and hericort vert
market price

add crabmeat stuffed shrimp -
\$5 per person

Bone-In Pork Chop

maple mustard glaze, grilled apples, roasted red skin potatoes, baby carrots, and asparagus
\$35 per person



RECEPTION STATIONS

EACH STATION IS LIMITED TO ONE HOUR OF SERVICE

2 STATIONS - \$30 PER PERSON

EACH ADDITIONAL HOUR OF SERVICE - \$15 PER PERSON

PUB STATION

chicken tenders served with honey mustard,
bbq and chipotle ranch sauces
buffalo chicken wings served with
blue cheese and celery
potato chips
pretzels and snack mix
roasted onion dip

PASTA STATION*

tossed to order with tortellini or penne pasta
toppings: italian sausage, grilled chicken, mushrooms, grape tomatoes
sauces: marinara or alfredo

FIESTA STATION*

built to order tacos or nachos
toppings: flour tortillas, corn tortilla chips, marinated grilled chicken,
seasoned ground beef, lettuce, tomato, cheddar cheese, black olives,
sour cream, guacamole, salsa, and refried beans

STIR-FRY STATION*

made-to-order with lo mein noodles or white rice
toppings: broccoli, mushrooms, onions, peppers, carrots, snow peas,
water chestnuts, shrimp, and seasoned grilled beef*

*Requires a chef attendant. \$100 chef attendant fee applies.

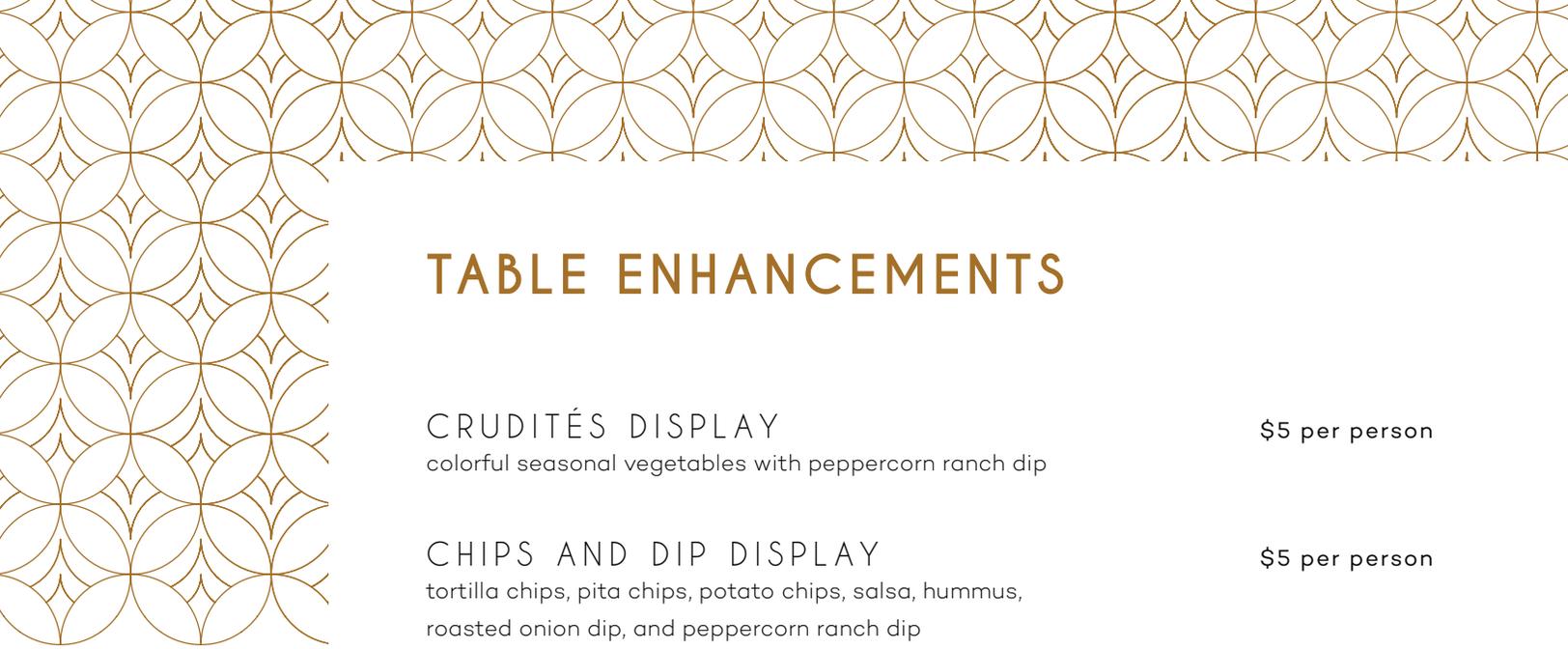


TABLE ENHANCEMENTS

| | |
|--|------------------------|
| CRUDITÉS DISPLAY colorful seasonal vegetables with peppercorn ranch dip | \$5 per person |
| CHIPS AND DIP DISPLAY tortilla chips, pita chips, potato chips, salsa, hummus, roasted onion dip, and peppercorn ranch dip | \$5 per person |
| FRESH FRUIT DISPLAY fresh seasonal sliced fruit and berries | \$6 per person |
| INTERNATIONAL CHEESE DISPLAY imported and domestic cheeses served with baguettes and assorted crackers fruit garnish | \$7 per person |
| ANTIPASTO italian meats and cheeses, grilled vegetables, olives, tomatoes, roasted peppers, basil vinaigrette, and rustic breads | \$10 per person |
| VIENNESE DESSERT TABLE variety of chef's cakes, pastries, cookies, individual desserts, and petit fours assortment of flavored coffees | \$14 per person |



CARVING PRESENTATIONS

EACH STATION REQUIRES AN \$100 CHEF ATTENDANT FEE

ROASTED BREAST OF TURKEY **\$180 serves 30**
served with orange cranberry relish, dijon mustard,
herbed mayonnaise, and petite rolls

SUGAR CURED SMOKED HAM **\$180 serves 50**
served with red eye gravy, mustard, mayonnaise,
and buttermilk biscuits

ROASTED PRIME RIB OF BEEF **\$250 serves 25**
served with au jus, horseradish sauce, dijon mustard,
herbed mayonnaise, and petite rolls

JAMAICAN RUBBED PORK LOIN **\$220 serves 30**
black bean and corn relish with sweet plantains,
and petite rolls

THE BAR

ALL BARS ARE SUBJECT TO A \$100 BARTENDER LABOR CHARGE

PER PERSON BAR PACKAGE

| Super Premium | Premium | Beer, Wine & Soft Drinks |
|----------------------|-----------------|-------------------------------------|
| \$19 first hour | \$15 first hour | \$11 first hour |
| \$13 each hour | \$11 each hour | \$7 each hour |

CONSUMPTION

| | Host | Cash |
|-----------------|-------------|------------------|
| Premium Liquor | \$6.75 each | \$7.25 inclusive |
| Super Premium | \$8.00 each | \$8.50 inclusive |
| Domestic Beer | \$4.00 each | \$4.50 inclusive |
| Premium Beer | \$4.50 each | \$5.00 inclusive |
| Glass of Wine | \$6.50 each | \$7.00 inclusive |
| Red Bull | \$5.00 each | \$5.50 inclusive |
| Soft Drinks | \$2.75 each | \$3.25 inclusive |
| Icelandic Water | \$2.75 each | \$3.25 inclusive |

BRANDS

| Super Premium | Premium | Domestic Beer | Premium Beer |
|-----------------------|---------------------|----------------------|---------------------|
| Mt. Gay Rum | Bacardi Rum | Miller Lite | Corona |
| Deaths Door Gin | Bombay Gin | Bud Lite | Heineken |
| Tito's Vodka | Smirnoff Vodka | Budweiser | Stella Artois |
| Dewar's Scotch | Cutty Sark Scotch | Michelob Ultra | Blue Moon |
| Buffalo Trace Whiskey | Jim Beam Whiskey | Coors Light | |
| 1800 Tequila | Jose Cuervo Tequila | | |

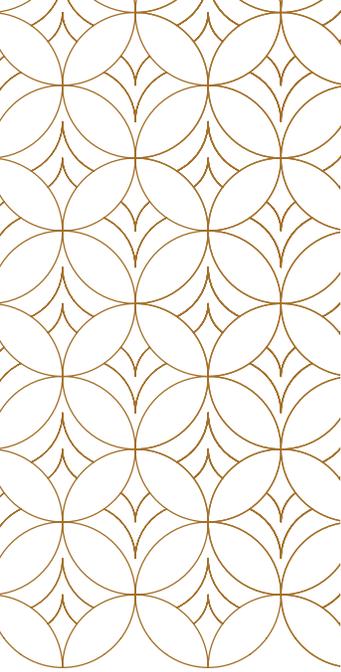
SPECIALTY DRINKS

Margarita, Mimosa, Red Sangria, Champagne Spritzer, or Caribbean Rum Punch
\$85 per gallon

BOTTLED BEVERAGES

| | |
|-------------------------------|-----------------|
| House Wine | \$30 per bottle |
| Champagne | \$30 per bottle |
| Non-alcoholic Sparkling Cider | \$25 per bottle |
| Non-alcoholic Champagne | \$25 per bottle |

A 22% service charge and 7% sales tax will be charged on all food and beverage, meeting room and a/v equipment rentals. Rates are subject to change.



POLICIES & INFORMATION

All food, beverage, rental and audio visual pricing are subject to a 22% taxable service charge, and 7% sales tax, which is subject to change.

All bars are subject to a \$100 Bartender Labor Charge.

All carving presentations requiring an attendant are subject to a \$100 attendant fee.

At least 72 hours (3 business days) before your event, you must inform us, in writing, of the exact number of people who will attend your event. We will not undertake to serve more than 3% more than the guarantee amount.

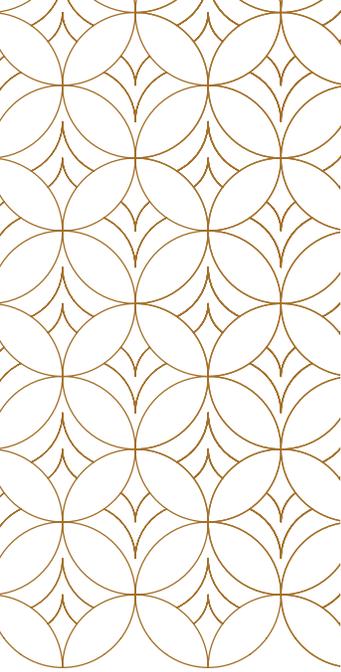
Hotel will ensure that all function space will be set fifteen (15) minutes prior to the start time listed on your Banquet Event Orders. Should you require any additional time for set up, please notify your catering manager.

You agree to begin your Event promptly at the scheduled start time and to have your guests, invitees and other persons vacate the designated function space at the agreed upon end time. Additional fees may be charged to reimburse the hotel for any unscheduled labor fees.

All menu pricing is subject to change. There may be increases in prices due to unforeseen changes in market conditions at the time of your Event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices, or at our option we may make reasonable substitutions in menus and you agree to accept such substitutions.

Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover Hotel costs and additional labor. If equipment is necessary that exceeds Hotel's inventory, then you agree to pay for the cost of renting this additional equipment.

Arrangements for delivery of packages should be made through your designated Catering Manager. Receiving, handling and shipping charges may apply. Deliveries will be accepted within 48 hours prior to your arrival date, unless otherwise agreed by us in advance.



POLICIES & INFORMATION

The hotel does not provide security in the meeting and function space. We are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. Should you wish for your event space to be secured, you will have to contact a security company. We will be happy to provide you with security companies contact information.

We do not allow outside food and beverages of any kind into the Hotel. Service fees will apply to any outside food and beverage served in our function space, regardless whether Hotel labor is required.

You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. The hotel reserves the right to relocate your event to an event space that appropriately fits your final guarantee and set up requirements.

No fireworks or incendiary devices may be used indoors at the Hotel. Any Event that has vehicle displays, fog machines, fueled cooking demonstrations, lasers, exhibits (including tabletop) or extensive productions with staging and props, must have a certified permit from the local Fire Marshall. We do not allow glitter or confetti in our event rooms. No music is allowed prior to 10am or after 11pm.

Should you elect to utilize outside contractors on Hotel premises during your Event, you must notify us at least 10 days in advance of your Event. We may require that your outside contractors sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and provide proof id insurance in amounts acceptable to us.

We have the right to review and approve any advertisements or promotional materials in connection with your Event that specially reference the name of the Hotel or a name or logo owned by a subsidiary of Hilton Worldwide, Inc.