

Dear Client,

Special occasions, big meetings, celebrations – at Hampton Inn & Suites – Tyler/South, we know how important they are, and we know how to make them rewarding and memorable.

Please take a moment to look over the meeting options. You’ll find plenty of choices, complemented by our knowledgeable and attentive team, 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.

Thanks for making us a part of your plans. Once again, welcome to the Hampton Inn & Suites – Tyler-South!

With Greatest Gratitude,

Staff & Management

Hampton Inn & Suites Tyler-South

**Hampton Inn & Suites – Tyler-South**

**8962 S. Broadway Avenue**

**Tyler, Texas 75703**

**(903) 630-7272 / Fax: (903) 630-7277**

Meeting Options

General Information

GUARANTEES

To ensure precise setup in your meeting space, a final guarantee is required three business days prior to the event.

*Note:* *each catering company may require a stricter time line and will be discussed at time of signing Banquet Event Orders.*

Any meeting or special event that is canceled that cannot be rescheduled that is also outside of grace period, which is determined at the time of signing Agreement, will be assessed with an cancellation fee according to attrition schedule.

*Note:* *each catering company may hold different cancelation policies separate from hotel.*

FORCE MAJEURE

If an event is canceled due to extraneous environmental, political, religious, revolutionary, terrorism, or other circumstances and cannot be rescheduled, no attrition will be assessed.

SERVICE OPTIONS

All meeting options will be assessed with a eighteen percent, non-taxable service charge which covers set-up, cleaning and break-down of each event.

SETUP OPTIONS

Our team will do everything possible to accommodate most setups; however if a setup is agreed upon and extensively changed within 24-hours of the event a re-setting fee may be applied beyond twenty percent service fee.

Room Setup Options

**Dining Styles**



Banquet Rounds

Rounds of 8: 80 Max

Rounds of 6: 60 Max



Traditional Banquet

Rectangle of 8: 72 Max

Rectangle of 6: 54 Max



U-Shape

With Head Table: 38 Max

Without Head Table: 36 Max



Closed Square

2 tables x 3 tables: 46 Max

1 table x 3 table: 28 Max

**Meeting Styles**



Theatre

80 Max



Open Square

3 per-table: 27

2 per-table: 18



Classroom

36 Max

*If your event needs a different layout than what is listed, please visit with our team so that we can attempt to accommodate your setup.*

Hampton Inn & Suites – Tyler South Catering Menu

**Breakfast**

*On The Light Side*

Choice of Apple or Orange Juice

Breakfast Muffins or Pastries

Fresh Cut Fruit

$7.95 per Person++

*The Good ole Boy*

Choice of Apple Juice or Orange Juice

Fresh Cut Fruit

Breakfast Potatoes

Bacon or Sausage

Scrambled Eggs

$13.95 per Person++

**AM Breaks**

The Fruit-bowl – $3.95 per Person++

*Fresh Whole Fruit*

Nom Nom Granola - $4.95 per Person++

*Healthy Premium Granola Bars*

Kids Again - $5.95 per Person++

*Classic, Nostalgic “Kid” Snacks*

*A mix of graham crackers/peanut butter crackers, raisins*

Coffee: $22.00 per gallon++

Hot Tea: $18.00 per gallon++

Lemonade: $22.00 per gallon++

*The Lumberjack*

Choice of Apple or Orange Juice

Pancakes

Fresh Cut Fruit

Bacon or Sausage

$9.95 per Person ++

**PM Breaks**

Sugar Monster – $12.95 per Dozen++

*Fresh Baked Cookies or brownies*

Yin & Yang - $6.95 per Person++

*Baked or Original Chips & Candy Bars*

You Gotta Be Nuts! - $6.95 per Person++

*A Mix of Nuts and Berries*

Popcorn Bar - $4.95 per Person++

*A Mix of flavored popcorn*

Assorted Soft Drink: $2.50 each++

Bottle Water: $2.00 each++

Ice Tea: $18.00 per gallon++

We can customize AM/PM breaks according to your need. Prices will vary.

++ All prices are subject to 8.25% sales tax and 18% service charge

AUDIO VISUAL

Overhead Projector / Screen: $75.00 per day++

Screen Only: $25.00 per day++

Flip Chart/Markers: $25.00 per day++

Lap Top: $150.00 per day++

Cordless Microphone: $50.00 each, per day++

Photo Copies: .20 per copy (first 10 copies is complimentary)

LINEN RENTAL

We have Nine 6ft table linens: $5.00 each, per day++

We have Eight 72in round table linens: $7.00 each, per day++

COMPLIMENTARY WITH MEETING/BANQUET ROOM

Water station

1 Pad/Pen per seat (if needed)

Ice (if needed)

Tables / Chairs

++ All prices are subject to 8.25% sales tax and 18% service charge