



# ABOUT OUR HOTEL

Ocean breezes, stunning sunsets and a true place of relaxation, all at the Holiday Inn & Suites North Beach where every moment is a memory.

## GUESTROOMS

238 Beautiful Guestrooms:  
Queen / Queen Ocean View Rooms  
Oceanfront King Rooms  
Oceanfront One-Bedroom Suites

Guestroom Amenities:  
Refrigerator  
Microwave  
Keurig Coffee Maker  
I-Pod Docking Station  
Flat Screen TV  
Private Balcony or Patio  
Complimentary Wireless Internet

## AMENITIES

3 Outdoor Pools  
2 Hot Tubs  
Indoor Lazy River  
Onsite Fitness Center  
Complimentary Business Center  
48 Seat Movie Theater  
Splash Kamp, Kids Activity Center

## PARKING

Complimentary Valet & Self Parking



## Restaurants

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Gourmet Breakfast Buffet



Seasonal Oceanfront Lunch & Dinner



Fine Dining Italian



# BREAKFAST BUFFETS

Minimum 40 Guests | 1.5 Hour of Service  
25% Surcharge Applies for Groups of Less Than 25 Guests

## Continental | \$9

Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Herbal Teas  
Choose one Chilled Juice:  
Orange | Apple | Guava Passion Fruit  
Fresh Seasonal Sliced Fruits  
Assortment of Sweet & Savory Pastries

## Executive Continental | \$12

Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Herbal Teas  
Choose Two Chilled Juices:  
Orange | Apple | Guava Passion Fruit  
Fresh Seasonal Sliced Fruits  
Assortment of Sweet & Savory Pastries  
Toaster Breads with Assorted Jams & Butter  
Variety of Yogurts

## Hot Breakfast | \$16

Freshly Brewed Regular & Decaffeinated Coffee  
Selection of Herbal Teas  
Choose Two Chilled Juices:  
Orange | Apple | Guava Passion Fruit  
Fresh Seasonal Sliced Fruits  
Assortment of Sweet & Savory Pastries with Assorted Jams & Butter  
Fluffy Scrambled Eggs  
Smithfield Bacon & Sage Sausage  
Homestyle Potatoes

## \*Hot Breakfast Enhancements | \$3 each Per Person

Cinnamon Glazed French Toast  
Steel Cut Oats with Brown Sugar, Glazed Pecans & Craisins Topping Bar  
Creamy Cheddar Grits  
Buttermilk Biscuits & Country Sausage Gravy

# MORNING REFRESH

30 minutes of Service

## A variety of Classic Glazed and Cake Donuts

\$7 Per Person

## Assorted individual Yogurt Parfaits, Granola Bars and

Whole Fruit | \$8 Per Person

## Banana Split Break with Honey Vanilla Greek Yogurt, Fresh Seasonal Berries & Bananas, Chopped Walnuts, Chocolate Chips and Granola | \$8 Per Person

Served with Freshly Brewed Regular, Decaffeinated Coffee, and Hot Tea Selections



# AFTERNOON RECHARGE

Minimum 25 guests | 45 Minutes of Service |  
25% Surcharge Applies for Groups of Less Than 25 Guests

**Donut Forget Doughnuts** A Variety of Classic Glazed & Cake Donuts • Freshly Baked Morning Pastries  
Seasonal Whole Fruit, Freshly Brewed Regular & Decaffeinated Coffee, Selection of Herbal Teas, Bottled Water | \$10 Per Person

**Healthy Edition** Selection of Vanilla, Blueberry & Strawberry Yogurt | Seasonal Berries | Shredded Coconut | Fresh Banana | Granola | Almonds | Dark Chocolate | Orange Juice | Freshly Brewed Regular & Decaffeinated Coffee | Selection of Herbal Teas, Bottled Water | \$7 Per Person

**Midday Sugar Rush** Freshly Baked Chocolate Chip Cookies, Sugar Cookies, Oatmeal Raisin Cookies  
Double Chunk Chocolate Brownies Bites | Chilled 2% Milk, Assorted Soda, Bottled Water | \$9 Per Person

**Chip & Dip Trio**  
Tortilla Chips | Pita Chips | Old Bay Dusted Potato Chips | Served with Salsa, Roasted Garlic Hummus, French Onion Dip | Assorted Soda | Bottled Water | \$9 Per Person

**Snack Attack**  
Warm Bavarian Pretzels with Honey Mustard  
Mini Corn Dog Nuggets with Ketchup & Mustard  
Sugar Dusted Funnel Cake Fries | Variety of Full-Size Candy Bars | Assorted Soda | Bottled Water  
\$11 Per Person

## ALL DAY PACKAGES

### All Day Break Package

Selection of one Morning Refresh, one Afternoon Recharge and Continuous Beverage Service for 8 hours including Freshly Brewed Coffee, Decaffeinated Coffee, Tea Selection, Assorted Sodas and Bottled Water  
\$30 Per Person

## CONTINUOUS COFFEE & TEA

### Full Day Continuous Coffee and Tea

Continuous Coffee and Tea Service for 8 hours  
| \$10 Per Person

### All Day Beverage Package

Continuous beverage service for 8 hours including Freshly Brewed Coffee, Decaffeinated Coffee, Tea Selection, Assorted Sodas and Bottled Water | \$20 Per Person



# ALA CARTE SIPS & SNACKS

**\*Minimum purchase of Three gallons**

\*Freshly Brewed Coffee | \$13 per Gallon  
Regular | Decaffeinated

\*Iced Tea | \$10 per Gallon

\*Fruit Punch | \$10 per Gallon

\*Lemonade | \$10 per Gallon

Assorted Can Soda | \$3 Each

Bottled Water | \$3 Each

Dunkin Donuts Iced Coffee | \$5 Each

Assorted Powerade | \$4 Each

Assorted Bagels with Cream Cheese | \$20 per Dozen

Freshly Baked Assorted Danishes | \$16 per Dozen

Gourmet Blueberry Crumb Warm Muffins | \$18 per Dozen

Country Sausage Biscuits | \$26 per Dozen

Freshly Baked Cookies | \$20 per Dozen  
Chocolate Chip | Sugar | Oatmeal Raisin

Double Chunk Brownies | \$24 per Dozen

Dried Fruit & Nut Trail Mix | \$24 per Dozen

Rice Krispy Bars | \$21 per Dozen

Oats & Honey Granola Bars | \$12 per Dozen



# PLATED LUNCHES

Minimum 25 guests | 25% Surcharge Applies for Groups of Less Than 25 Guests.

## Salad (choose one)

Mixed Greens- Grape Tomato, Cucumber, Red Onion  
Dressings include Buttermilk Ranch, White Balsamic  
Vinaigrette

Spinach- Shaved Red Onion, Feta Cheese, Candied  
Pecans, Blood Orange Vinaigrette

Caesar- Romaine, Shaved Parmesan Cheese, Herb  
Croutons, Caesar Dressing

## Protein (choose one)

Garlic Parmesan Crusted Chicken **\$19**

Basil Dusted Chicken **\$19**

Salmon Picatta with Lemon and Capers **\$21**

Pan Seared Flat Iron with Roasted Garlic Demi **\$21**

Caribbean Curry Jackfruit **\$17**

## Starch (choose one)

Oven Roasted Potatoes

Garlic Mashed Potatoes

Wild Rice Pilaf

Mediterranean Couscous Salad

## Vegetable (choose one)

Oven Roasted Broccoli

Charred Asparagus

Petite Sweet Carrots

Fresh Seasonal Blend of the Bay

## Dessert (choose one)

Cheesecake with Raspberry Sauce

Double Chocolate Cake

Flourless Chocolate Torte

Classic Apple Pie

Plated Lunch includes Warm Bread & Butter, Freshly  
Brewed Coffee, Iced Tea, and Water Service

*\*Groups Exceeding count of 25: Should you select a choice of  
two entrees, the price of the higher entrée will prevail for all  
guests. Multiple entrees will share the same starch and  
vegetable.*



# SOUP, SALAD & SPUDS

\$24 per person | Minimum 25 guest | 1.5 Hours of Service  
25% Surcharge Applies for Groups of Less Than 25 Guests

**Soup** (choose two)

- Broccoli Cheddar
- Italian Sausage & Kale
- Rustic Vegetable & Bean Chili
- Chicken Florentine

**Premium Russet Baked Potatoes**

- All-Beef Chili | Bacon | Cheddar Cheese | Green Onion
- Sour Cream | Butter

**Salad Bar**

- Mixed Greens | Spinach | Romaine
- Grape Tomato | Cucumber | Shaved Red Onion | Black Olives | Sliced Mushrooms
- Feta Cheese | Blue Cheese | Parmesan Cheese
- Cheddar Cheese
- Chickpeas | Chilled Grilled Chicken
- Candied Pecans | Sunflower Seed | Herb Croutons
- Variety of Dressings

Includes Freshly Brewed Coffee, Decaffeinated Coffee, Iced Tea and Water Service

# GRAB N GO LUNCH

\$19 per person | Minimum 25 guest  
25% Surcharge Applies for Groups of Less Than 25 Guests

**Caribbean Curry Chicken Salad on a Hawaiian Sweet Roll**

- Sweet Raisins | Walnuts | Celery | Curry Spiced Chicken

**Smithfield Ham & Swiss on Marble Rye**

- Spicy Brown Mustard | Lettuce | Tomato

**Roast Beef & Cheddar on Sourdough**

- Horseradish Aioli | Lettuce | Tomato

**Roasted Turkey BLT on Sourdough**

- Provolone | Smoked Tomato Mayo | Bacon | Lettuce
- Tomato

**Chilled Roasted Vegetable & Hummus Wrap**

- Seasonal Roasted Vegetables | Roasted Garlic Hummus
- Feta Cheese | Spinach Tortilla

**Included in your Box:**

- Kettle Chips
- Chefs Choice Chilled Salad
- Two Freshly Baked Cookies
- Whole Fruit
- Bottled Beverage

\*25-50 Guest

Choice of Two Sandwiches

\*50+ Guest

Choice of Three Sandwiches

\*Less than 25 guests\*: Choice of One Sandwich



# LUNCHEON BUFFET

Minimum 40 guest | 1.5 Hours of Service  
25% Surcharge Applies for Groups of Less Than 40 Guests

## **Deconstructed Deli** | \$22 per person

Mixed Greens Salad with Choice of Two Dressings  
Orzo, Spinach & Feta Pasta Salad  
Redskin Potato Salad  
Smithfield Ham | Smoked Turkey Breast | Roast Beef  
Tuna Salad  
Swiss | Cheddar | Provolone  
Lettuce | Tomato | Pickle | Red Onion  
Mayo | Chipotle Mayo | Yellow Mustard | Brown Spicy Mustard  
House-made Old Bay Dusted Potato Chips  
Assortment of Freshly Baked Cookies

## **Soup, Salad & Sammies** | \$22 per person

### **Soup: Choose One**

Broccoli Cheddar  
Italian Sausage & Kale  
Rustic Vegetable & Bean Chili  
Chicken Florentine  
Loaded Baked Potato

### **Salad: Choose One**

**Mixed Greens**- Grape Tomato | Cucumber | Shaved Red Onion | Dressings: Buttermilk Ranch & White Balsamic Vinaigrette  
**Spinach**- Shaved Red Onion | Feta Cheese | Candied Pecans | Blood Orange Vinaigrette  
**Caesar**- Romaine | Shaved Parmesan Cheese | Herb Croutons | Caesar Dressing  
**Chopped Mediterranean**- Romaine | Grape Tomato Cucumber | Shaved Red Onion | Black Olives | Feta Cheese | Red Wine Vinaigrette

### **Sandwiches: Choose Two**

All Sandwiches served with Lettuce & Tomato  
**Italian**- Salami | Pepperoni | Ham | Shaved Onion | Sweet Peppadew Relish on Ciabatta with Provolone Cheese & House Vinaigrette  
**BLT**- Smithfield Bacon on Toasted Sourdough with Mayo  
**Turkey & Smoked Gouda**- Hearty Wheatberry Bread with Smoked Tomato Mayo  
**Roast Beef & Cheddar**- Brioche Bun with Horseradish Mayo

Includes Freshly Brewed Coffee, Iced Tea, Water,  
Assorted Freshly Baked Cookies & Double Chocolate Brownies Bites

## Display

Domestic & Imported Cheese Display garnished with Seasonal Fresh Fruits, Berries, and Assorted Jams  
Served with Flatbread and Gourmet Crackers  
\$9 Per Person

Seasonal Vegetable Crudité with Roasted Red Pepper Hummus and Buttermilk Peppercorn | \$7 Per Person

Spinach Artichoke Dip | Crisp Pita Chips | \$7 Per Person

Fresh Sliced Fruit and Berries Served with Yogurt Dip  
\$8 Per Person

## Butler Passed Priced Per 100 Pieces

### Chilled

Fresh Mozzarella and Tomato Skewers | \$175

Key-lime Marinated Shrimp | Guacamole | Crisp Pita | \$250

Goat Cheese | Honey Drizzle | Seasonal Berry on Toasted Pita | \$150

Shrimp | Corn Salsa | Cocktail Sauce | \$200

### Warm

Coconut Shrimp | \$250

Mini Chesapeake Crab Cakes | \$295

Thai Vegetable Spring Rolls | \$200

Spanakopita | \$175

Asparagus and Asiago Cheese Phyllo | \$230

Bacon Wrapped Scallops | \$250

Teriyaki Chicken with Sweet Thai Chili Dipping Sauce | \$175





# RECEPTION STATIONS

25 Guest Minimum Required | 1.5 Hours of Service

All Stations must be guaranteed for full guest attendance

\$75 Fee for each Station Attendant\* | One Attendant Per 50 Guests Required

**Italian Pasta Station\*** | \$11 Per Person

Cheese Tortellini and Penne Pasta  
Served with Creamy Alfredo, Marinara and Basil Pesto Sauce  
Seasoned Chicken and Meatballs  
Sautéed Vegetables, Parmesan Grated Cheese

**Seafood** | \$18 Per Person

Chilled Shrimp Salad with Crisp Pita Chips  
Mediterranean PEI Mussels  
Bacon Wrapped Scallops  
Miniature Crab Cakes

**Mashed or Baked Potato Bar** | \$8 Per Person

Red Bliss Mashed Potatoes  
Premium Idaho Baked Potatoes  
Butter, Sour Cream, Bacon Pieces,  
Scallions, Cheddar Cheese, Parmesan Cheese

**Taco Bar** | \$12 Per Person

Corn and Flour Tortillas  
Chicken Carnitas and Seasoned Ground Beef  
Served with Fresh Pico De Gallo, Sour Cream,  
Chipotle Aioli, Shredded Cheese  
Shredded Cabbage, Diced Tomato

**Carvery\***

Oven Roasted Turkey | Pan Gravy | Cranberry Sauce |  
Sweet Potato Biscuit | Serves 30 | \$250 Each

Slow Roasted Top Round of Beef | Red Wine Demi |  
Horseradish Sauce | Rolls | Serves 75 | \$275 Each

Moroccan Spice-Rubbed Leg of Lamb | Mint Jelly |  
Tzatziki | Warm Flatbread | Serves 30 | \$375 Each

Herb Roasted Prime Rib | Au Jus | Horseradish Sauce |  
Rolls | Serves 30 | \$350 Each

\*Reception station can be added to a buffet or plated meal or purchase a minimum of three (3) Reception stations.

# DESSERT DISPLAYS

1.5 Hours of Service

**Viennese View** | \$9 Per Person

Petite Fours | Assorted Miniature Cheesecake | Baby Eclairs | Macaroons

**Cheesecake Exhibit** | \$8 Per Person

Classic New York Style | Raspberry Swirl  
Silk Tuxedo | Chocolate Chip



# PLATED DINNER

25% Surcharge Applies for Groups of Less Than 25 Guests

## Salad (choose one)

Mixed Greens- Grape Tomato | Cucumber | Shaved Red Onion | Dressings: Buttermilk Ranch and White Balsamic Vinaigrette

Caesar – Romaine | Shaved Parmesan Cheese | Herb Croutons

Spinach Salad - Shaved Red Onion | Feta Cheese Candied Pecans | Blood Orange Vinaigrette

## Protein

Basil Dusted Chicken with Sweet Sherry Cream & Tomato Jam | \$28 Per Person

Walnut Crusted Chicken with Roasted Red Pepper & Blue Cheese Cream Sauce | \$26 Per Person

Chicken Rustica- Sun Dried Tomato Cream & Crisp Prosciutto | \$28 Per Person

Salmon with Tomato, Caper Beurre Blanc Sauce \$28 Per Person

Sun Dried Tomato Pesto & Panko Crusted Cod \$25 Per Person

Oven Roasted Cod with Fire-Roasted Poblano Cream \$25 Per Person

Slow-Roasted Beef Tenderloin with Roasted Garlic Demi Glaze | \$32 Per Person

## Starch (choose one)

Oven Roasted New Potatoes  
Garlic Mash Potatoes  
Wild Rice Pilaf  
Sun Dried Tomato Risotto

## Dessert (choose one)

Cheesecake with Raspberry Sauce  
Double Chocolate Cake  
Flourless Chocolate Torte

### \*Enhanced Desert Option: +\$2 per person

Triple Chocolate Cheesecake  
Caramel Granny Smith Apple Pie  
Lemon Berry Mascarpone Crème Cake

## Vegetable (choose one)

Oven Roasted Broccoli  
Charred Asparagus  
Petite Sweet Carrots  
Fresh Seasonal Blend

Plated Dinner includes Warm Bread & Butter, Freshly Brewed Coffee, Iced Tea & Water Service

*\*Groups Exceeding count of 25: Should you select a choice of two entrees, the price of the higher entrée will prevail for all plates. Multiple entrees will share the same starch and vegetable. Higher price prevails for all plates.*



# DINNER BUFFET

\$34 per person | Minimum 50 guest | 1.5 Hour of Service  
25% Surcharge Applies for Groups of Less Than 50 Guests

## Salads (choose one)

Mixed Greens- Grape Tomato | Cucumber | Shaved Red Onion | Dressings: Buttermilk Ranch and White Balsamic Vinaigrette

Spinach- Shaved Red Onion | Feta Cheese | Candied Pecans | Blood Orange Vinaigrette

Caesar- Romaine | Shaved Parmesan Cheese | Herb Croutons | Caesar Dressing

Cucumber & Feta Salad – Romaine | Grape Tomato | Shaved Red Onion | Lemon Vinaigrette

## Protein Selections (choose two)

*\*Add additional protein for \$4 per person*

Smoked Bacon BBQ Grilled Chicken

Basil Dusted Chicken with Sweet Sherry Cream & Tomato Jam

Chicken Rustica- Sun Dried Tomato Cream & Crisp Prosciutto

Oven-Roasted Salmon with Sweet Sherry Cream & Mango Salsa

Cilantro Pesto & Panko Crusted Cod

Slow-Roasted Top Round of Beef with Roasted Garlic Demi & Sun Dried Tomato

Smoked Sausage & Shrimp Creole Pasta

## Starches (choose two)

Herb Roasted Potatoes

Roasted Garlic Mashed Potatoes

Homestyle Mac & Cheese

Wild Rice Pilaf

Tomato & Spinach Cheese Tortellini

## Vegetables (choose one)

Seasonal Vegetable Medley

Parmesan Crusted Brussels

Buttered Broccoli

Green Beans with Sautéed Onion & Bacon

Honey Glazed Baby Carrots

## Dessert

Chefs Assortment of Sweets

Buffet Dinner Includes Warm Bread & Butter, Freshly Brewed Coffee, Iced Tea & Water Service



# THEMED BUFFETS

Minimum 40 guest | 1.5 Hour of Service |  
25% Surcharge Applies for Groups of Less Than 40 Guests

**A TexMex Taco & Fajita Bar** | Lunch \$24 | Dinner \$28

Chicken Tortilla Soup  
Black Bean & Corn Salad  
Warm Corn & Flour Tortillas  
Slow Roasted Shredded Pork  
Smoked Chipotle Rubbed Chicken Breast  
Fire-Roasted Pepper & Onions  
Smashed Avocado | Shredded Cabbage | Pico de Gallo  
Crema | Cotija Cheese | Shredded Cheddar  
Cilantro- Lime Jasmine Rice  
Oreo Crème Filled Churros  
Pineapple Fruit Punch

**Mediterranean** | Lunch \$27 | Dinner \$31

Roasted Garlic Hummus with Warm Pita Bread  
Mediterranean Cucumber & Feta Salad- Grape Tomato  
Shaved Red Onion | Romaine | Lemon Vinaigrette  
Grilled Chicken with Fresh Herbs & Lemon  
Oven-Roasted Salmon with Sun Dried Tomatoes | Olives  
Feta  
Garlic Dill New Potatoes  
Seasoned Medley of Zucchini, Squash & Eggplant  
Lemon Cream Cake  
Baklava  
Sparkling Limonata

**Pan Asia** | Lunch \$24 | Dinner \$28

Asian Slaw- A Mix of Crisp Vegetables with Ginger-Soy Dressing  
Vegetable Lumpia with Sweet Chili Sauce  
Garlic Chicken Adobo  
Stir-Fried Beef with Vegetables  
Steamed Jasmine Rice  
Garlic Sautéed Green Beans  
Layered Coconut Cake  
Fortune Cookies

**Country Fixin's** | Lunch \$26 | Dinner \$30

Sweet Cornbread with Butter  
Redskin Potato Salad  
Coleslaw  
Crisp Fried Chicken  
BBQ Pulled Pork with Mini Rolls  
Macaroni & Cheese  
Sautéed Green Beans  
Fruit Cobbler  
Southern Sweet Lemon Tea

**Ciao Italiano** | Lunch \$25 | Dinner \$29

Crusty Bread with Butter  
Zuppa Toscana- Mild Italian Sausage, Kale & Gnocchi  
Caesar Salad  
Chicken Rustica with Crisp Prosciutto  
Herb Crusted Cod with Blistered Tomatoes  
Roasted Red Potatoes  
Grilled Seasonal Vegetables  
Cheesecake with Seasonal Berries  
Sparkling Limonata

**Caribbean Feast** | Lunch \$24 | Dinner \$28

Warm Sweet Rolls  
Mixed Greens Salad with Mango Vinaigrette  
Festive Potato Salad  
Jerk Spiced Grilled Chicken with Pineapple Barbeque Sauce  
Slow-Roasted Sofrito Marinated Pork  
Coconut Rice  
Braised Cabbage  
Sweet Plantain  
Rum Raisin Bread Pudding

Includes Freshly Brewed Coffee, Iced Tea and Water Service

Lunch Served from 11AM-3PM

Dinner Service begins at 4PM



# BEVERAGES

## Non-Alcoholic Beverages

Iced Tea, Freshly Brewed Coffee, Decaffeinated Coffee, Premium Hot Teas, Iced Tea and Water

## Hosted Soft Bar

Serving an Assortment of Imported Beer, Domestic Beer, House Wines, Assorted Sodas and Bottled Water  
\$13 Per Hour For First Two Hours, \$5 Each Additional Hour

## Hosted Deluxe Bar

Serving Deluxe Brand Liquors, House Wines, Champagne, Import Beer, Domestic Beer, Assorted Sodas and Bottled Water  
\$19 Per Hour For First Two Hours, \$5 Each Additional Hour

## Hosted Premium Bar

Serving Premium Brand Liquors, House Wines, Champagne, Import Beer, Domestic Beer, Assorted Sodas and Bottled Water  
\$22 Per Hour For First Two Hours, \$6 Each Additional Hour

## Cash Bar

### per Drink Pricing \*

Premium Liquor | \$8.00  
Deluxe Liquor | \$7.00  
House Wine | \$7.00  
Import Beer | \$7.00  
Domestic Beer | \$6.00  
Soda | \$3.50  
Bottled Water | \$3.50

## Consumption Bar

### per Drink Pricing

Premium Liquor | \$7.50  
Deluxe Liquor | \$6.50  
House Wine | \$6.00  
Import Beer | \$6.00  
Domestic Beer | \$5.00  
Soda | \$3.00  
Bottled Water | \$3.00

## Deluxe Brands

Absolut, Bacardi, Tanqueray, Jack Daniels, El Jimador, Dewar's

## Premium Brands

Grey Goose, Bombay Sapphire, Makers Mark, Jameson, Jose Cuervo, Hennessy, Captain Morgan

## Imported Beer

Corona, Heineken

## Domestic Beer

Budweiser, Bud Light, Sam Adams, Yuengling

## Robert Mondavi House Wines

Chardonnay, Merlot, Cabernet Sauvignon, White Zinfandel

A \$75 Bartender Fee per Bartender will apply to All Bars up to Four (4) Hours. Additional Hours are charged at \$25 per Hour, per Bartender.

One (1) bartender required per one hundred guests

\*Cash Bar Pricing is Inclusive of Tax



# FOOD & BEVERAGE POLICIES

## FOOD AND BEVERAGE

Due to Virginia State Laws all food and beverage served in the banquet rooms must be provided by the hotel. Any exceptions (i.e. wedding cakes) must come from licensed and insured vendor and be approved by your catering representative. No food or beverage may leave the hotel premises. Food stations must be guaranteed for full guest count.

## MENU SELECTION

Your complete menu must be given to your Catering Representative 30 days prior to your event. Our professional staff will be happy to assist you in customizing a menu to fit your specific needs.

## PLATED ENTRÉE CHOICE

We request that all menu selections (starter, entrée, and dessert) be the same for all guests in attendance. If you choose, you may select up to two (2) plated entrées for groups of 25 or greater and the price of the higher entrée will prevail for all guests. Multiple entrees will share the same starch and vegetable. Should you select a menu with two entrées, an exact entrée count must be provided to your Catering Representative at least three (3) business days in advance of the event. Should the hotel not receive the exact entrée counts prior to the event dates, we will prepare 50% of each entrée. The client must provide entrée cards for our staff to identify your guests' choice of entrée. In addition to the choice of two entrees, a Vegetarian and Gluten Free option is always available, regardless of group size.

## DEPOSIT AND PAYMENT

A non-refundable deposit is required with the signed contract to confirm the event. Remaining payment in full is due 7 business days prior to arrival. Acceptable forms of payment are Credit Card (Visa, MasterCard, American Express and Discover). Check/Money Order payment must be done 30 days in advance.

## GUARANTEES

The number of guests attending your function must be given to our Catering Representative at least 72 business hours prior to the event. This number will be considered your final guarantee and you will be charged for this number plus any guests that were in addition to the guarantee. If no final guarantee is provided the original amount contracted will be used as the guarantee. The Hotel will set for 5% over the guarantee to a maximum of 10 people.

## TAX AND SERVICE CHARGES

All food, beverage, room rental, misc. fees / charges are subject to 22% service charge and current State and Local Tax. Audio Visual is also subject to 22% service charge and current State and Local Tax.

## AUDIO/VISUAL, ELECTRICAL & MECHANICAL REQUIREMENTS

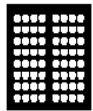
Arrangements for your Audio Visual, Electrical and/or Mechanical requirements can be made with your Catering Representative. Charges will be assessed according to current specifications. The Catering Department requires notification of any equipment and/or unusual materials that the client wishes to bring into the hotel and reserves the right to inspect and approve in advance. Audio visual charges are subject to 22% service charge and current State and Local Tax.

## LIABILITY

The Hotel cannot accept any responsibility for items left in the room during such times that the room is not occupied or after the room is vacated. All equipment and decorations must be removed from the property immediately following an event.

# Meeting & Banquet Capacities

The Vista Del Mar is located on the 6<sup>th</sup> floor in the South Tower  
Access via South Elevators



Theater



Classroom

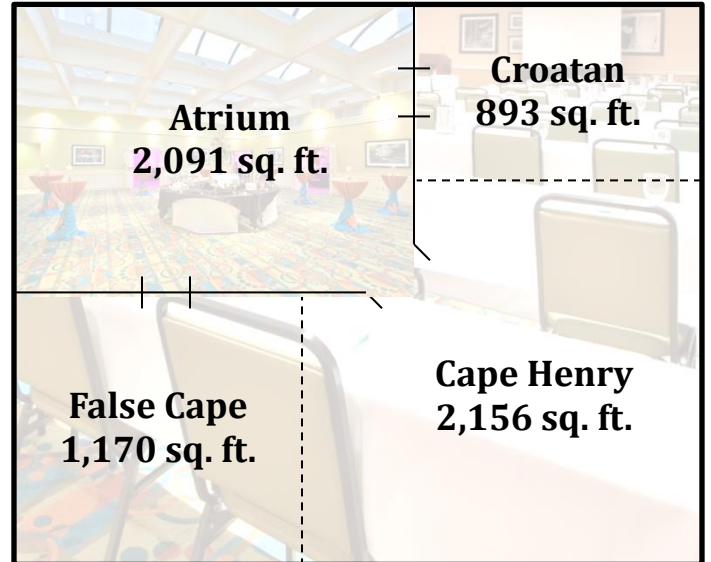


Conference



Banquet

## Setup Styles



The main ballroom is located on the 1<sup>st</sup> floor  
located in the South Tower

ROOM	Theater	Classroom (3 per 6ft)	Conference	Banquet (Rounds of 10)	Size	Sq. feet	Ceiling Height
Vista A	75	50	25	70	25x37	925	8'
Vista B (pillars)	60	30	20	50	25x37	925	8'
Vista Del Mar	150	80	50	120	52x37	1,924	8'
Atrium	170	105	50	120	51x41	2,091	12'
Croatan	80	45	24	70	19x47	893	10'
Cape Henry	200	95	50	150	44x49	2,156	10'
False Cape	120	55	35	80	30x39	1,170	10'
Croatan/ Cape Henry	280	130	70	220	63x48	3,024	10'
Cape Henry/ False Cape	300	140	78	230	79x41	3,239	10'
Ballroom	350	200	-	300	-	4,219	10'
Suite 101	30	18	15	30	23x16 24x12	368 656	9'

\*Please note that these numbers are all maximum counts for each room\*