



**Hilton**  
**Garden Inn**<sup>™</sup>  
Auburn Riverwatch

# Wedding Menu





## WELCOME TO THE HILTON GARDEN INN

Dear Valued Guest,

Congratulations on your engagement! Your special day is in the works, now let the stress begin! Sound familiar? The simplest way to rid this age-old scare tactic is to host your wedding with us at the Hilton Garden Inn Auburn Riverwatch.

Please take a moment to look over our catering and event offerings. You'll find a variety of choices, complemented by our knowledgeable, attentive professionals who are committed to ensuring that you, your family and your friends will be raving about your wedding day for years to come.

Situated along the banks of the Androscoggin River, your attendees will enjoy the peaceful views of the Great Falls. Encourage them to take a stroll along the Auburn Riverwalk or experience the rich history of the Lewiston-Auburn area by visiting one of our local museums.

With 138 guestrooms and over 5,500 sq. ft. of flexible event space, the Hilton Garden Inn Auburn Riverwatch is the perfect location to host your special event!

If you have any questions or would like a specialized menu, please do not hesitate to contact one of our Sales and Catering team members.

Thank you for making us a part of your special wedding plans. Welcome to the Hilton Garden Inn; the brighter side of hospitality.



**Jaclyn Berry**  
Director of Sales &  
Marketing  
+1 207 514 2211  
Jaclyn.Berry@Hilton.com



**Erin Bellemare**  
Events Supervisor  
+1 207 514 2206  
Erin.Bellemare@Hilton.com

**Hilton Garden Inn Auburn Riverwatch**

14 Great Falls Plaza  
Auburn, ME 04210  
+1 207 784 4433  
auburnriverwatch.hgi.com





WELCOME TO THE HILTON GARDEN INN

## Great Falls Package ..... \$50 per person

One (1) Complimentary Overnight Guest Room  
White Floor Length Linen with Ivory Overlay and White Napkins  
Tea Light Candles

Private Holding Room for Bridal Party

Wedding Cake Cutting Services

Two (2) Stationed Hors D'oeuvres

Executive Buffet including

- Regular and Decaffeinated Coffee, Assorted Tea and Water
- Choice of Two (2) Entrées
- Choice of One (1) Soup or Salad
- Chef's Choice of Vegetable
- Chef's Choice of Side

Hors D'Ouevres

- Artisan Cheese Board Display
- Vegetable Crudités with Seasonal Dips

Entrées (Add an Additional Entrée for \$5 per person):

- Beef Tips Au Poivre
- Bistro Filet Medallions atop Mashed Potatoes
- Braised Beef Bourguignon
- Chicken Florentine with Mushroom Garlic Sauce
- Chicken or Eggplant Parmesan with Tomato Basil
- Classic Lasagna served as Meat or Vegetarian
- Gnocchi in a Parmesan Cream Sauce
- Haddock with Ritz Crumbs & Lobster Sherry Sauce
- Pasta with Alfredo Sauce and Roasted Vegetables
- Pasta with Marinara (Add Italian Sausage or Meatballs for \$4 per person)
- Peppered Steak with Peppers and Onions
- Roasted Pork Loin with Cranberry Jus
- Salmon Tandoori with Spinach and a Yogurt Cucumber Sauce
- Seasoned Chicken Breast with choice of Piccata, Mushroom Marsala, Dijonnaise Sauce or Stuffing
- Tortellini Primavera

Soup or Salad:

- Arcadian Greens Salad with Candied Walnuts and Maine Blueberry Dressing
- Broccoli & Cheddar Soup
- Butternut Squash Bisque with Apples
- Caesar Salad
- Fresh Fruit Salad
- Garden Salad
- Italian Wedding Soup
- Minestrone Soup
- Potato Leak Soup
- Tomato & Cucumber Salad
- Tomato Bisque Soup

Pricing is subject to change and is guaranteed 30 days prior to event.

An additional \$5 will be charged per person for any dietary requirements.

A 25% service charge and 8% state sales tax (subject to change) will be added to all food and beverage arrangements.





WELCOME TO THE HILTON GARDEN INN

## Elegance Package ..... \$60 per person.

One (1) Complimentary Overnight Guest Room

White Floor Length Linen with Ivory Overlay

Your Choice of Color Napkin

Tea Light Candles

Champagne or Sparkling Cider Toast for all Guests

Private Holding Room for Bridal Party

Wedding Cake Cutting Services

Choice of Two (2) Stationed Hors D'oeuvres

Executive Buffet including

- Regular and Decaffeinated Coffee, Assorted Tea and Water
- Choice of Two (2) Entrées
- Choice of One (1) Soup or Salad
- Chef's Choice of Vegetable
- Chef's Choice of Side

Hors D'Ouevres

- Artisan Cheese Board Display
- Bruschetta Bar

- Slice Fruit Display
- Vegetable Crudités with Seasonal Dips

Entrées (Add an Additional Entrée for \$5 per person):

- Beef Tips Au Poivre
- Bistro Filet Medallions atop Mashed Potatoes
- Braised Beef Bourguignon
- Chicken Florentine with Mushroom Garlic Sauce
- Chicken or Eggplant Parmesan with Tomato Basil
- Classic Lasagna served as Meat or Vegetarian
- Gnocchi in a Parmesan Cream Sauce
- Haddock with Ritz Crumbs & Lobster Sherry Sauce
- Pasta with Alfredo Sauce and Roasted Vegetables
- Pasta with Marinara (Add Italian Sausage or Meatballs for \$4 per person)
- Peppered Steak with Peppers and Onions
- Roasted Pork Loin with Cranberry Jus
- Salmon Tandoori with Spinach and a Yogurt Cucumber Sauce
- Seasoned Chicken Breast with choice of Piccata, Mushroom Marsala, Dijonnaise Sauce or Stuffing
- Tortellini Primavera

Soup or Salad:

- Arcadian Greens Salad with Candied Walnuts and Maine Blueberry Dressing
- Broccoli & Cheddar Soup
- Butternut Squash Bisque with Apples
- Caesar Salad
- Fresh Fruit Salad
- Garden Salad
- Italian Wedding Soup
- Minestrone Soup
- Potato Leak Soup
- Tomato & Cucumber Salad
- Tomato Bisque Soup

Pricing is subject to change and is guaranteed 30 days prior to event.

An additional \$5 will be charged per person for any dietary requirements.

A 25% service charge and 8% state sales tax (subject to change) will be added to all food and beverage arrangements.





## Riverwatch Package ..... \$80 per person

One (1) Complimentary Overnight Guest Room

White Floor Length Linen with Ivory Overlay

Your Choice of Color Napkin

Your Choice of Chair Cover (Sashes add5.00)

Tea Light Candles

Champagne or Sparkling Cider Toast for all Guests

Private Holding Room for Bridal Party

Wedding Cake Cutting Services

Choice of Two (2) Stationed Hors D'oeuvres

Choice of Two (2) Passed Hors D'oeuvres

Executive Buffet including

- Regular and Decaffeinated Coffee, Assorted Tea and Water
- Choice of Two (2) Entrées
- Choice of Two (2) Soups or Salads
- Choice of Two (2) Sides

Hors D'Ouevres - *Please See Stationed Hors D'oeuvres Menu*

Passed Hors D'oeuvres - *Please See Passed Hors D'oeuvres Menu*

Entrées (Add an Additional Entrée for \$5 per person):

- Beef Tips Au Poivre
- Bistro Filet Medallions atop Mashed Potatoes
- Braised Beef Bourguignon
- Chicken Florentine with Mushroom Garlic Sauce
- Chicken or Eggplant Parmesan with Tomato Basil
- Classic Lasagna served as Meat or Vegetarian
- Gnocchi in a Parmesan Cream Sauce
- Haddock with Ritz Crumbs & Lobster Sherry Sauce
- Pasta with Alfredo Sauce and Roasted Vegetables
- Pasta with Marinara (Add Italian Sausage or

Meatballs for \$4 per person)

- Peppered Steak with Peppers and Onions
- Roasted Pork Loin with Cranberry Jus
- Salmon Tandoori with Spinach and a Yogurt Cucumber Sauce
- Seasoned Chicken Breast with choice of Piccata, Mushroom Marsala, Dijonnaise Sauce or Stuffing
- Tortellini Primavera
- Truffled Macaroni and Cheese with Bacon

Soup or Salad:

- Arcadian Greens Salad with Candied Walnuts and Maine Blueberry Dressing
- Broccoli & Cheddar Soup
- Butternut Squash Bisque with Apples
- Caesar Salad
- Fresh Fruit Salad

- Garden Salad
- Italian Wedding Soup
- Minestrone Soup
- Potato Leak Soup
- Tomato & Cucumber Salad
- Tomato Bisque Soup

Sides (Add an Additional Side for \$4 per person):

- Brown Sugar Glazed Carrots
- Buttered Corn
- Green Bean Almondine
- Oven Roasted Red Potatoes
- Rice Pilaf
- Steamed Broccoli
- Steamed Mixed Vegetables
- Stir Fried Zucchini & Bok Choy
- Truffled Macaroni and Cheese

- Twice Baked Potato
- Whipped Mashed Potatoes

Pricing is subject to change and is guaranteed 30 days prior to event.

An additional \$5 will be charged per person for any dietary requirements.

A 25% service charge and 8% state sales tax (subject to change) will be added to all food and beverage arrangements.





## Elite Package

\$120 per person

One (1) Complimentary Overnight Guest Room

White Floor Length Linen with Ivory Overlay

Your Choice of Color Napkin

Your Choice of Chair Cover and Sash

Tea Light Candles

Champagne or Sparkling Cider Toast for all Guests

Private Holding Room for Bridal Party with Champagne and Choice of One (1) Hors D'oeuvres

Wedding Cake Cutting Services

Choice of Two (2) Stationed Hors D'oeuvres

Choice of Two (2) Passed Hors D'oeuvres

Choice of One (1) Chef Attended Enhancement Station

Executive Buffet including

- Regular and Decaffeinated Coffee, Assorted Tea and Water
- Choice of Two (2) Entrées
- Choice of Two (2) Soups or Salads
- Choice of Two (2) Sides

Hors D'Ouevres - *Please See Stationed Hors D'oeuvres Menu*

Passed Hors D'oeuvres - *Please See Passed Hors D'oeuvres Menu*

Entrées (Add an Additional Entrée for \$5 per person):

- Beef Tips Au Poivre
- Bistro Filet Medallions atop Mashed Potatoes
- Braised Beef Bourguignon
- Chicken Florentine with Mushroom Garlic Sauce
- Chicken or Eggplant Parmesan with Tomato Basil
- Classic Lasagna served as Meat or Vegetarian
- Gnocchi in a Parmesan Cream Sauce
- Haddock with Ritz Crumbs & Lobster Sherry Sauce
- Pasta with Alfredo Sauce and Roasted Vegetables
- Pasta with Marinara (Add Italian Sausage or

Meatballs for \$4 per person)

- Peppered Steak with Peppers and Onions
- Roasted Pork Loin with Cranberry Jus
- Salmon Tandoori with Spinach and a Yogurt Cucumber Sauce
- Seasoned Chicken Breast with choice of Piccata, Mushroom Marsala, Dijonnaise Sauce or Stuffing
- Tortellini Primavera
- Truffled Macaroni and Cheese with Bacon

Soup or Salad:

- Arcadian Greens Salad with Candied Walnuts and Maine Blueberry Dressing
- Broccoli & Cheddar Soup
- Butternut Squash Bisque with Apples
- Caesar Salad
- Fresh Fruit Salad

- Garden Salad
- Italian Wedding Soup
- Minestrone Soup
- Potato Leak Soup
- Tomato & Cucumber Salad
- Tomato Bisque Soup

Sides (Add an Additional Side for \$4 per person):

- Brown Sugar Glazed Carrots
- Buttered Corn
- Green Bean Almondine
- Oven Roasted Red Potatoes
- Rice Pilaf
- Steamed Broccoli
- Steamed Mixed Vegetables
- Stir Fried Zucchini & Bok Choy

- Truffled Macaroni and Cheese with Bacon
- Twice Baked Potato
- Whipped Mashed Potatoes

Pricing is subject to change and is guaranteed 30 days prior to event.

An additional \$5 will be charged per person for any dietary requirements.

A 25% service charge and 8% state sales tax (subject to change) will be added to all food and beverage arrangements.





FROM THE KITCHEN

## Passed Hors D'Oeuvres

*Priced per 50 pieces.*

**ASSORTED DEVEILED EGGS**

**ASSORTED MINI QUICHE** (SERVED AT ROOM TEMPERATURE)

**BACON WRAPPED SCALLOPS**

**BBQ PULLED PORK SLIDERS**

**BEEF TERIYAKI**

**BEEF WELLINGTON**

**CHEESEBURGER SLIDERS**

**CHICKEN SATAY WITH THAI PEANUT SAUCE**

**EMPANADAS**

**FRESH FRUIT KABOBS**

**ITALIAN MEATBALLS**

**MAINE LOBSTER SLIDERS**

**MINI CRAB CAKES**

**SESAME CHICKEN WITH HONEY MUSTARD**

**SHRIMP COCKTAIL**

**SPANAKOPITA**

**STEAMED PORK DUMPLINGS WITH SWEET SOY SAUCE & SESAME SEEDS**

**STUFFED MUSHROOM BUTTONS**

**SUNDRIED TOMATO PESTO AND RATATOUILLE ON CROSTINI**

**SWEDISH MEATBALLS**

**TOMATO & MOZZARELLA SLIDERS**

Pricing is subject to change and is guaranteed 30 days prior to event.  
An additional \$5 will be charged per person for any dietary requirements.  
A 25% service charge and 8% state sales tax (subject to change) will be added to all food and beverage arrangements.





FROM THE KITCHEN

## Stationed Hors D'Oeuvres

*Priced Per 50 people.*

### **ARTISAN CHEESE BOARD**

Assortment of Local and Imported Cheeses, Crostini, and Crackers

### **BRUSCHETTA BAR**

Crostini served with Tomato-Basil, Hummus, White Bean and Parmesan Spread, Sun Dried Tomato Pesto Zucchini, Olive Tapenade, and Tabbouleh

### **DONUT CHARCUTERIE BOARD**

Chef's choice of Assorted Gourmet Donuts and Donut Holes

### **FRUIT DISPLAY**

Fresh Sliced Fruit with Yogurt Dipping Sauce

### **ITALIAN ANTIPASTA DISPLAY**

Fresh Focaccia, Tomato, Fresh Mozzarella, Roasted Red Peppers, Italian Sliced Cured Meats and Cheese, Olives, Farro Grain Salad, Balsamic Reduction Drizzle

### **MEDITERRANEAN TAPAS**

Mixed Olives, Roasted Red Peppers, Cured Meats, Grilled Vegetables, Hummus, Feta Cheese, Marinated Mushrooms, Tabbouleh, Stuffed Grape Leaves, and Pita Points

### **SMOKED SALMON BOARD**

Served With Capers, Red Onions, Diced Hard Boiled Egg, and Toasted Points

### **VEGETABLE CRUDITES**

Seasonal Crudités with Roasted Red Pepper Hummus and Ranch Dipping Sauce







FROM THE KITCHEN

## Enhancement Stations

Minimum of 20 guests.

\$50 attendant fee will be added per enhancement and per 100 guests otherwise included in The Riverwatch Buffet

**ROAST PRIME RIB** ..... \$16 per person  
Served with Horseradish, Au Jus, and Warmed Rolls

**STIR FRY STATION** ..... \$14 per person  
Choice of Two (2): Steak, Shrimp, Chicken  
Served with choice of Lo-Mein Noodles, White Rice, Vegetables  
Sauced with choice of Teriyaki or Ginger Sauce

**ROASTED LEG OF LAMB** ..... \$14 per person  
Served with Rosemary Jus Lie, Mint Aioli, Whole Grain Mustard, and Warmed Rolls

**HONEY GLAZED TURKEY** ..... \$10 per person  
Served with Warmed Rolls

**APRICOT GLAZED HAM** ..... \$10 per person  
Served with Warmed Rolls

**SHRIMP COCKTAIL DISPLAY** ..... Market Price

**PASTA STATION** ..... \$8 per person  
Choice of Two (2) Pastas  
Choice of Two (2) Sauces

**POTATO BAR** ..... \$8 per person  
Choice of Mashed or Baked Potato  
Chef's Choice of Assorted Toppings

**BELGIUM WAFFLE STATION** ..... \$6 per person

**OMELET STATION** ..... \$6 per person

Pricing is subject to change and is guaranteed 30 days prior to event.  
An additional \$5 will be charged per person for any dietary requirements.  
A 25% service charge and 8% state sales tax (subject to change) will be added to all food and beverage arrangements.





## Bar and Beverage Services

*\$50 bartender fee will be added per bar set-up.*

### CASH BAR

Selection of Assorted Spirits, Domestic & Imported Beers and House Wines for your guests in which the individuals pay for their own beverages.

### HOST BAR

Selection of Assorted and Premium Spirits, Domestic & Imported Beers and House Wines in which you as a host pay for your guests' beverages. State Tax, Service Charge, and 18% Bartender Gratuity will be added (Subject to Change) to applicable Host Bar purchases

### DRINK TICKETS

Selection of Assorted and Premium Spirits, Domestic & Imported Beers, House Wines, and Non-Alcoholic Beverages offered at a base \$9 per ticket cost. Please ask your Hotel Contact about supplying drink tickets to your guests. State Tax, Service Charge, and 18% Bartender Gratuity will be added (Subject to Change) to applicable Drink Ticket purchases

### PRICING

House Liquors .....	\$8 per drink
Premium Liquors .....	\$10 per drink
Cordials & Brandy .....	\$10 per drink
Domestic Beer .....	\$5 per bottle
Premium Beer .....	\$6 per bottle
Craft Beer .....	\$7 per bottle
House Champagne .....	\$8 per glass
House Wine .....	\$8 per glass
House Sparkling Cider .....	\$18 per bottle
Soft Drinks, Juice, Bottle Water .....	\$3 per drink

### OUR BANQUET BARS CONSIST OF (at minimum):

- Two (2) Domestic Beers
- Two (2) Imported Beers
- Two (2) Seasonal Craft Beers
- One (1) Non-Alcoholic Beer
- One (1) Cider or Tea
- Three (3) White Wines
- Three (3) Red Wines
- One (1) Vodka
- One (1) Gin
- One (1) Non-Flavored Rum
- One (1) Coconut Rum
- One (1) Spiced Rum
- One (1) Tequila
- Two (2) Whiskies
- One (1) Bourbon
- One (1) Blended Scotch
- Kahlua
- Peach Liquor
- Amaretto
- An Assortment of Mixers & Juices

Pricing is subject to change and is guaranteed 30 days prior to event.

An additional \$5 will be charged per person for any dietary requirements.

A 25% service charge and 8% state sales tax (subject to change) will be added to all food and beverage arrangements.





## Farewell Breakfasts

15% off with your wedding reception hosted at the hotel  
\$100 set-up fee will be added for all farewell brunches  
Minimum of 20 guests.

**EXECUTIVE BUFFET** ..... \$20 per person

Assorted Chilled Juices with Regular and Decaffeinated Coffee, Assorted Tea, Water  
Choice of Two (2) Scrambles: *Traditional, Cheese, Veggie, Ham & Cheese*  
Choice of French Toast or Pancakes  
Choice of Two (2) Breakfast Meats: *Bacon, Sausage, Corned Beef Hash*  
Assorted Breakfast Pastries  
Bowl of Yogurt with Chef's choice of Toppings  
Fresh Fruit Salad  
Seasoned Home Fries

**SCRAMBLED BUFFET** ..... \$18 per person

Assorted Chilled Juices with Regular and Decaffeinated Coffee, Assorted Tea, Water  
Choice of Two (2) Scrambles: *Traditional, Cheese, Veggie, Ham & Cheese*  
Choice of Bacon or Sausage  
Assorted Breakfast Pastries  
Fresh Fruit Salad  
Seasoned Home Fries

**BREAKFAST PIZZA BUFFET** ..... \$17 per person

Assorted Chilled Juices with Regular and Decaffeinated Coffee, Assorted Tea, Water  
Chef's choice of Two (2) Gourmet Breakfast Pizzas  
Choice of Bacon or Sausage  
Assorted Breakfast Pastries  
Fresh Fruit Salad

**EARLY RISER BUFFET** ..... \$15 per person

Assorted Chilled Juices with Regular and Decaffeinated Coffee, Assorted Tea, Water  
Traditional Scrambled Eggs  
Choice of Bacon or Sausage  
Seasoned Home Fries

**CONTINENTAL BUFFET** ..... \$14 per person

Assorted Chilled Juices with Regular and Decaffeinated Coffee, Assorted Tea, Water  
Assorted Bagels served with Assorted Cream Cheeses and Fruit Preserves  
Assorted White and Wheat Breads  
Assorted Breakfast Pastries  
Bowl of Yogurt with Chef's choice of Toppings  
Fresh Fruit Salad





## Rehearsal Dinners

10% off with your wedding reception hosted at the hotel  
Minimum of 20 guests.

**THE FESTIVAL PLAZA** ..... \$36 per person  
Regular and Decaffeinated Coffee, Assorted Teas, Assorted Sodas, Water, and Warmed Rolls  
Choice of Three (3) Entrées, Two (2) Sides, One (1) Soup or Salad, and One (1) Dessert

**THE BATES MILL** ..... \$30 per person  
Regular and Decaffeinated Coffee, Assorted Teas, Assorted Sodas, Water, and Warmed Rolls  
Choice of Two (2) Entrées, Two (2) Sides, One (1) Soup or Salad, and One (1) Dessert

**THE BARKER MILL** ..... \$26 per person  
Regular and Decaffeinated Coffee, Assorted Teas, Assorted Sodas, Water, and Warmed Rolls  
Choice of Two (2) Entrées, One (1) Side, and One (1) Soup or Salad  
Assorted Cookies & Brownies

**NEW ENGLAND LOBSTER BAKE** ..... Market Price  
Regular and Decaffeinated Coffee, Assorted Teas, Assorted Sodas, Water, and Warmed Rolls  
Served with One (1) Lobster, Corn on the Cob, Fresh Drawn Butter, Steamed Red Potatoes  
Choice of Caesar Salad or Garden Salad and One (1) Dessert

Entrées (Add an Additional Entrée for \$5 per person):

- Beef Tips Au Poivre
- Bistro Filet Medallions atop Mashed Potatoes
- Braised Beef Bourguignon
- Classic Lasagna served as Meat or Vegetarian
- Chicken Florentine with Mushroom Garlic Sauce
- Chicken or Eggplant Parmesan with Tomato Basil
- Gnocchi in a Parmesan Cream Sauce
- Haddock with Ritz Crumbs & Lobster Sherry Sauce
- Pasta with Alfredo Sauce and Roasted Vegetables

- Pasta with Marinara (Add Italian Sausage or Meatballs for \$4 per person)
- Peppered Steak with Peppers and Onions
- Roasted Pork Loin with Cranberry Jus
- Salmon Tandoori with Spinach and a Yogurt Cucumber Sauce
- Seasoned Chicken Breast with choice of Piccata, Mushroom Marsala, Dijonnaise Sauce or Stuffing
- Tortellini Primavera

Soup or Salad:

- Broccoli & Cheddar Soup
- Minestrone Soup
- Tomato Bisque Soup
- Caesar Salad
- Garden Salad
- Tomato & Cucumber Salad
- Fresh Fruit Salad

Sides (Add an Additional Side for \$4 per person):

- Brown Sugar Glazed Carrots
- Buttered Corn
- Green Bean Almondine
- Oven Roasted Red Potatoes
- Rice Pilaf
- Steamed Broccoli
- Steamed Mixed Vegetables
- Stir Fried Zucchini & Bok Choy
- Twice Baked Potato
- Whipped Mashed Potatoes

Desserts:

- Apple Pie
- Assorted Cannolis
- Assorted Cookies & Brownies
- Cheesecake
- Chocolate Mousse
- Chocolate Mousse Cake
- Italian Lemon Cake
- Mini Whoopie Pies





## Wedding Policies and Procedures

### MINIMUM FOOD REQUIREMENTS

A food and beverage minimum is required for all wedding receptions and is based on the number of anticipated guests for your event. The food and beverage minimum includes any food and beverage purchased by the booking party as well as any revenue generated at a bar if one is being offered to your guests.

The food and beverage minimum is exclusive of the hotel service charge and Maine State tax or any other miscellaneous charges. If your food and beverage minimum is not being met, you may choose to upgrade your menu or bar prior to your event or the remaining amount will be charged as a room rental.

### RECEPTION TIME FRAMES (SET UP +/-)

Receptions are for a five-hour time frame. Receptions that exceed five hours will be subject to a \$250.00 fee per additional hour. All food and beverages will be provided by the hotel and cannot be brought in from an outside source, with some exceptions.

### BAR SERVICES

Host bars are charged by the person, based on a package price, or on consumption. Please note; no bar may exceed a 6 hour timeframe and any guests at the wedding- including bridal attendants and the bride & groom who appear to be under the age of thirty-five (35) will be asked to present their photo identification to the bartender. Anyone who does not present their photo identification upon request will not be served any alcoholic beverages. The Hotel reserves the right, and holds sole discretion to close the bar with no refunds prior to the contracted hours should Maine State Laws be at risk.

### DEPOSITS AND PAYMENTS

Once you decide to celebrate your special day with us we will send out a contract for the ballroom space. A signed contract with a non-refundable deposit is required within ten (10) days of receiving the contract. The deposit is 15% of a required food and beverage minimum to be determined based upon the number of anticipated guests and the time of year for your wedding reception. Fifty (50) percent of the Food and Beverage Minimum is due thirty (30) days prior to your event date. Final payment is due no later than seventy-two (72) hours prior to your wedding reception date and will be accepted in the form of a check, cash, or credit card. A credit card will also be required to keep on file should anything be added the day of your wedding reception. If full payment along with a credit

card to keep on file is not received seventy-two (72) hours prior to your wedding date, the Hilton Garden Inn Auburn Riverwatch reserves the right to cancel your event and withhold any deposits received.

### WEDDING CEREMONIES

The Hilton Garden Inn Auburn Riverwatch features a beautiful back drop for wedding ceremonies whether held inside or outside. If scheduled to occur outside and inclement weather occurs the day of your event, an inside ceremony may take place. Please speak with your wedding coordinator as to what your options are for inside or outside wedding ceremonies. There is a set-up fee of \$350.00 for all wedding ceremonies exclusive of your food and beverage minimum.

### DECORATIONS

Most decorations are allowed to be used in the ballroom with the following exceptions- candles may be used; however the candle must be encased in glass with the flame below the rim of the glass holder. Any candles provided to the hotel for decoration that do not meet these requirements will be set-out; however they will not be lit. Absolutely no decorations will be allowed to be hung or adhered to the walls and /or ceiling of the ballroom. If there is an excessive amount of decorations required to obtain the look and feel that you would like- an additional clean up fee will be charged.

### WEDDING CAKES

The Hotel will provide one round cake table for your wedding cake. Your Cake Vendor is responsible for supplying cake boxes for any unused cake and your edible cake top that is to be taken out of the hotel. Cakes are allowed to be set two hours prior to the reception start time. The hotel will save any re-usable pieces from your cake (pillars, stands, etc) for your vendor to pick-up. All items must be picked up by your cake vendor within three business days of your event date. Please note that your Cake Vendor is responsible for refrigeration and/or storage of your cake and the Hotel does not offer the use of catering facilities for preparation or storage.

### OVERNIGHT ACCOMMODATIONS

A block of rooms at a discounted rate for your wedding weekend may be requested and will be offered based upon availability. Guests have up to thirty (30) days prior to your wedding date to book their reservation. Rates for wedding blocks are not set until one year prior to your event date.



## General Information

### **MENU**

The items and offerings listed on our catering menu are recommended selections. Our catering team would be pleased to work with our Executive Chef to customize a menu to suit your occasion.

All food and beverage is subject to the stated service charge as indicated in the agreement and any state and/or local taxes applicable at the time of the event.

The guarantee number of guests attending meal functions is required four (4) days prior to function. If no guarantee is received, the expected number of guests will be used as the guarantee. The guarantee or actual number, whichever is greater, will be charged. The hotel is prepared to set for 3% above the guarantee number, providing space permits.

All food served in our meeting rooms must be provided by the hotel with the exception of wedding cakes or dainties of which are approved by the hotel prior to the event. Due to the delicate nature of wedding cakes, it will be the convener's responsibility to have it delivered and set up in the function room. A Cake Cutting fee of \$2 per guest will be assessed when outside items are to be served during an event.

Menu selections and preliminary event agendas must be finalized a minimum of twenty-one (21) days previous to the function date. A function contract must be signed and returned to the catering office prior to the function date.

### **FUNCTION ROOMS**

The hotel does not allow the use of tape, nails, staples, or strong tape for display materials on the walls. The hotel would be pleased to hang banners for you.

Materials shipped to the hotel must be clearly labeled with the name of the function, the function room, the date of the function, and addressed to the attention of the Catering or Event Staff. Please advise the catering team if we are to expect any shipments on your behalf. Please be advised, handling charges may apply.

### **RICE, CONFETTI, AND DECORATIONS**

While strongly discouraged, use of confetti, rice, glitter, rose petals, and other items will result in a minimum charge of \$100 being applied if additional clean up is required. Decorations and equipment must be removed at the end of the night, unless prior arrangements have been made.

### **AUDIO VISUAL**

We offer audio visual and presentation technology services and solutions to help you create successful events. Your equipment requirements may be reserved through us or directly with an outside AV company.

### **CANCELLATION**

Should it be necessary to cancel an event the following liquidated damages will be charged in addition to the non-refundable deposit. Cancellation notice must be received in writing.

- More than 270 days prior to your function: Twenty-five percent (25%) of the estimated value of the total amount of food and beverage requirements reserved on the contract in addition to the non-refundable deposit
- 269 to 91 days prior to your function: Fifty percent (50%) of the estimated value of the total amount of food and beverage requirements reserved on the contract in addition to the non-refundable deposit
- 90 days or less prior to your function: Seventy-five (75%) of the estimated value of the total amount of food and beverage requirements reserved on the contract in addition to the non-refundable deposit

### **SERVICE CHARGE AND TAX**

The hotel will collect a 25% service charge and 8% state tax (subject to change) for all food and beverage arrangements. The service charge collected does not represent a tip for service staff and/or employees.

### **START AND FINISH TIMES**

Starting and ending of all functions are to be strictly adhered to. The space is only booked for the time indicated. Setup and dismantle times are to be specified at the time of booking.

### **FOOD FROM OUTSIDE HOTEL**

Due to City and State Health regulations and permits, the Hotel does not permit any food or beverages to be brought in from the outside. Failure to comply with this policy will result in the additional charges of comparable items from the hotel's catering menus.

### **CONSUMPTION OF FOOD AND BEVERAGES**

The hotel does not allow take-out containers or unconsumed food or beverages to be taken from the venue due to City and State Health regulations and permits. Additionally, food and/or beverages provided are only permitted to be consumed within the hotel's function facilities due to city and State Health regulations and permits.