



THE  
GEORGE WASHINGTON

A Wyndham Grand Hotel

Executive Meeting  
Package Menus



THE  
GEORGE WASHINGTON

A Wyndham Grand Hotel

## GENERAL INFORMATION

### **MENUS:**

Menu Selections must be arranged and finalized no later than fourteen (14) days prior to your event. Menu selection availability and prices are subject to change with market fluctuations. Final menu prices will be confirmed ten (10) days prior to the scheduled date of the function. There is an automatic 22% service charge and a 5.3% VA state sales tax and 6% local sales tax that will be applied to your final bill.

### **FOOD & BEVERAGE:**

Due to health and quality control issues, all food (exception: celebratory cakes\*) and beverages (including liquor, beer, wine, champagne and soda) must be provided by the Hotel. Upon conclusion of an event, any food or beverage not consumed prior to that time becomes the property of the Hotel (celebratory cakes not included) and cannot be taken from the event room. Virginia law prohibits alcoholic beverages from being consumed off hotel premises or by individuals under the age of 21. Virginia law also requires a bartender to be present whenever alcohol is being served. A flat fee of \$125.00 + tax will be assessed per bartender contracted (1/50 ratio) per event.

\*Client(s) are welcome to use an outside vendor to provide a celebratory cake with prior notification to your Catering Sales Manager; the vendor will be fully responsible for delivery and set-up. A Food Waiver, provided by hotel, must be completed and returned by Vendor prior to event date.

### **FUNCTION SPACE:**

Based on the requirements outlined by you, the hotel will reserve the function space specified in the Event Contract. The hotel reserves the right to change the function space if the original space designated is inappropriate based on the anticipated number of guests attending. The hotel reserves the right to charge a fee for extra-ordinary set-up changes not conveyed in advance.

For Outdoor Functions: Outdoor events are subject to availability and seasonality. In the event of inclement weather forecast, the Hotel reserves the sole right to move this event to an indoor location, with notification to you. Once the Hotel determines that it is necessary to move the event indoors, it will not be moved again.

### **DISPLAYS AND DECORATION:**

No displays or signage are permitted in Hotel public areas without Hotel consent.

Client(s) may not tape, tack, screw, or nail any item(s) to equipment, floors, walls, columns, fixtures, or ceilings. The Hotel acknowledges that affixing items to walls is sometimes necessary during corporate meetings and requires prior consent be obtained from Catering Sales Manager and approved product be used.

On dining tables, The Hotel will supply a mirror plate, four (4) votive candles and one (1) table number per table. Additional centerpieces may be supplied by outside vendors or the client. Only votives and tapers protected by hurricane globes are allowed; no open flames permitted. No confetti or glitter of any kind may be used on the tables.

All displays and decoration must be removed at the end of the meeting/event and are the responsibility of the client.

Access to the event room (client/vendor set-up) outside of the scheduled event must be coordinated with the Catering Sales Manager at least two weeks prior to the event.

### **DAMAGE:**

The host is responsible for any damage to the function space as well as for any items, equipment, decorations or fixtures belonging to the Hotel that may be lost or damaged due to the activities of the client(s) guests.

### **DEPOSITS & PAYMENTS:**

A non-refundable deposit is required at the time of contracting. This deposit will be applied to the group's master account and applied to final charges of the event. Additional deposits will be arranged and stated in the contract. The estimated balance of the bill is due no less than three (3) days prior to the event date when being paid by Credit Card, or seven (7) days prior when being paid by check. Personal checks are not accepted. The Client shall review and sign for all charges at time of service to ensure accuracy.

### **BANQUET EVENT ORDERS:**

Your menu selections, room set-up, beverage service, fees, taxes and other details relating to your event will be specified in a Banquet Event Order (BEO), which the hotel will prepare and send to you for your approval and signature ten (10) days prior to the event.

Any modifications to the BEO must be conveyed to the Catering Sales Manager; major changes to food, beverage, audio-visual needs & set-up must be made in writing.

### **FINAL GUARANTEE:**

Confirmation of final event details and head count will be due a minimum of 7 days prior to the event. This number will be considered a guarantee and it is not possible to lower the guarantee within the 7 day period. If no final guarantee is received, we will consider the projected number from the original arrangements to be the final guarantee. Your final bill will be charged for your actual attendance or the guaranteed guest count whichever is greater.

### **PARKING:**

Should client(s)/guest(s) park on their own, they are responsible for any charges they may incur. Please note, The George Washington Auto Park is not affiliated with the George Washington Hotel and we are unable to validate any guests who park in that facility during your event.

There is an overnight guest parking fee of \$15.00 per day in the Hotel's parking lot and for valet parking.



THE  
GEORGE WASHINGTON

A Wyndham Grand Hotel

## EXECUTIVE MEETING PACKAGES

ALL EXECUTIVE MEETING PACKAGES INCLUDE ALL-DAY BEVERAGE SERVICE:

FRESHLY BREWED REGULAR & DECAFFEINATED STARBUCKS COFFEE

HOT WATER WITH A SELECTION OF TAZO TEAS WITH LEMON

ASSORTED SOFT DRINKS & BOTTLED SPRING WATER

### PACKAGE #1

#### PRE-MEETING

FRESH SQUEEZED FLORIDA ORANGE JUICE,  
GRAPEFRUIT & CRANBERRY JUICE

SLICED SEASONAL FRUIT & BERRIES

FRESHLY BAKED MORNING PASTRIES,  
SERVED WITH WHIPPED BUTTER  
& PRESERVES

#### MID-MORNING

ASSORTED GRANOLA BARS

FRESH WHOLE FRUIT

#### MID-AFTERNOON

ASSORTED COOKIES, BROWNIES  
& DESSERT BARS

**\$19.00/PERSON**  
(20 PERSON MINIMUM)

### PACKAGE #2

#### PRE-MEETING

FRESH SQUEEZED FLORIDA ORANGE JUICE,  
GRAPEFRUIT & CRANBERRY JUICE

SLICED SEASONAL FRUIT & BERRIES

HAM, CHEESE AND SCRAMBLED EGG  
ON FLAKEY CROISSANTS

#### MID-MORNING

ASSORTED GRANOLA BARS

FRESH WHOLE FRUIT

#### MID-AFTERNOON

ASSORTED COOKIES, BROWNIES  
& DESSERT BARS

**\$22.00/PERSON**  
(20 PERSON MINIMUM)

THE GEORGE WASHINGTON HOTEL - 103 E. PICCADILLY STREET - WINCHESTER, VIRGINIA 22601 - 540.678.4700

ALL FOOD AND BEVERAGES ARE SUBJECT TO A 22% SERVICE CHARGE, 6% LOCAL TAX AND 5.3% STATE TAX

MENU ITEMS AND PRICES ARE SUBJECT TO CHANGE - CUSTOMIZED MENUS AVAILABLE

WE GLADLY ACCOMMODATE DIETARY REQUESTS WHEN NOTIFIED IN ADVANCE



THE  
GEORGE WASHINGTON

A Wyndham Grand Hotel

## EXECUTIVE MEETING PACKAGES

ALL EXECUTIVE MEETING PACKAGES INCLUDE ALL-DAY BEVERAGE SERVICE:  
FRESHLY BREWED REGULAR & DECAFFEINATED STARBUCKS COFFEE  
HOT WATER WITH A SELECTION OF TAZO TEAS WITH LEMON ASSORTED SOFT DRINKS

### PACKAGE #3

#### PRE-MEETING

FRESH SQUEEZED FLORIDA ORANGE JUICE,  
GRAPEFRUIT & CRANBERRY JUICE

SLICED SEASONAL FRUIT & BERRIES

MAKE-YOUR-OWN PARFAIT STATION  
WITH YOGURT

HOUSEMADE GRANOLA  
DRIED FRUIT & NUTS

SAUSAGE, CHEESE AND SCRAMBLED EGG  
ON FLAKY CROISSANTS

#### LUNCH

CHEF'S SOUP OF THE DAY

MIXED GARDEN GREENS WITH  
CHEF'S CHOICE OF DRESSINGS

CHOOSE ONE: POTATO SALAD OR PASTA SALAD  
NEW YORK DELI PLATTER: HAM, OVEN ROASTED  
TURKEY, SALAMI AND ROAST BEEF

TUNA FISH SALAD

SLICED CHEESES

FRESH SANDWICH BREADS

LETTUCE, TOMATO, ONION, KOSHER PICKLES  
AND CONDIMENTS

#### MID-MORNING

ASSORTED GRANOLA BARS

FRESH WHOLE FRUIT

#### MID-AFTERNOON

ASSORTED COOKIES, BROWNIES  
& DESSERT BARS

**\$38.00/PERSON**  
(20 PERSON MINIMUM)

THE GEORGE WASHINGTON HOTEL - 103 E. PICCADILLY STREET - WINCHESTER, VIRGINIA 22601 - 540.678.4700

ALL FOOD AND BEVERAGES ARE SUBJECT TO A 22% SERVICE CHARGE, 6% LOCAL TAX AND 5.3% STATE TAX

MENU ITEMS AND PRICES ARE SUBJECT TO CHANGE - CUSTOMIZED MENUS AVAILABLE

WE GLADLY ACCOMMODATE DIETARY REQUESTS WHEN NOTIFIED IN ADVANCE