

Catering Menu

2024



Our goal is to bring the best of the Pacific Northwest to your plate. We've partnered with some of the best local farms and purveyors to provide the freshest ingredients while supporting our local farmers and distributors. Our highest priority is ensuring the consistency and quality of our product to provide our guests a memorable and enjoyable experience.



DOUBLETREE SUITES

by Hilton™

SEATTLE AIRPORT-
SOUTHCENTER

RECEPTIONS + DINNERS + BAR + WINE



Hors D'oeuvres priced at \$6 per piece. Minimum order of 24 pieces per selection.

V – Vegetarian | GF – Gluten Free | DF – Dairy Free

CHILLED HORS D'OEUVRES

- Caprese Skewer** | Balsamic Glaze | V|GF
- Prosciutto Wrapped Jumbo Asparagus** | Pistou | GF
- Tomato Bruschetta** | Basil, Olive Oil | V|DF
- Pesto Chicken Salad Slider** | Bacon, Mozzarella, Brioche
- Chicken Korean Lettuce Cup** | Kimchi, Scallion | GF|DF
- Banh Mi Crostini** | Char-sui Pork, Pickled Veggies, Sriracha Aioli | DF
- Wild Mushroom Bruschetta** | Herb Boursin Spread | V
- Beef Tenderloin Crostini** | Caramelized Onion, Horseradish Aioli | DF
- Local Smoked Salmon** | Marbled Rye, Caper Dill Chevre
- Dungeness Crab Salad Cup** | GF|DF
- Deviled Eggs** | Smoked Bacon, Mint Hummus | GF|DF
- Prosciutto Ham Pinwheel** | Cornichon Cream Cheese Spread | GF
- Tuna Poke** | Seaweed Salad, Scallion, Ponzu Sauce, Crisp Wonton | GF|DF

WARM HORS D'OEUVRES

- Vegetable Spring Roll**, Sweet Chili Sauce | V
- Spanakopita**, Herb Crema | V
- Tofu Skewer** | Mushroom, Tomato, Orange Zest Sauce | V|GF|DF
- Italian Sausage Mushroom Gratin**
- Sriracha BBQ Meatballs**, Scallion | DF
- Coconut Chicken Fingers**, Spicy Peanut Sauce | DF
- Peking Duck Ravioli**, Sweet Soy Glaze | DF
- Sweet Garlic Chili Chicken Wings** | GF|DF
- Chicken Samosa**, Cilantro Chutney
- Pacific Crab Cake**, Caper Aioli | DF
- Shrimp Tempura**, Sweet & Sour Sauce | DF
- Tandoori Chicken Skewer**, Cucumber Greek Yogurt | GF|DF
- Chipotle Beef Skewer**, Salsa Picante | GF|DF
- Bacon Wrapped Scallop**, Jalapeno, Balsamic Reduction | GF|DF

SWEETS

Prices are per person, 3 pieces per person

- Petit Four | 20 | V**
Raspberry Tartlet, Green Apple, Tiramisu, Pineapple Coconut, Lemon Meringue Tartlet, Strawberry Mascarpone, Apple Crumble
- Assorted Mini Cheesecakes | 21 | V**
Classic, Berry, Chocolate, Strawberry
- Something Sweet Bars | 19 | V**
Apple Crumble, Raspberry, Chocolate, Pecan, Lemon
- Four Seasons Chocolate | 19 | V**
Pistachio, Raspberry, Passion Fruit, Coffee
- French Classic Macarons | 21 | V**
Chocolate, Vanilla, Salted Caramel, Pistachio, Raspberry, Cassis

A 22% service charge plus applicable taxes will be added. 14.96% of the service charge is paid to your server as a gratuity.

16500 Southcenter Parkway, Seattle, WA 98188

206-575-8220

Reception Displays

V – Vegetarian | GF – Gluten Free | DF – Dairy Free

GULF PRAWNS | 250 | GF|DF

50 pieces per display

Citrus Poached Shrimp, Horseradish Cocktail Sauce,
Lemon Wedges

FARM FRESH CRUDITÉS | 350 | V|GF

Serves 35

Organic Vegetables, Olives
Green Goddess Dressing, Spicy Hummus

PACIFIC RIM PLATTER | 475 | GF|DF

Serves 25

Char-Sui BBQ Pork, Tuna Sashimi, Vegetable Maki &
California Roll, Wasabi, Pickled Ginger, Soy Sauce,
Katsu BBQ Sauce

ARTISAN CHEESE BOARD | 550 | V

Serves 50

Tillamook Cheddar, Beecher's Cheese,
Parmigiano-Reggiano, Brie, Chevre, Oregon Bleu,
Dried Fruit Chutney, Roasted Premium Nuts
Grilled Rustic Breads, Gourmet Crackers

RAW BAR | 650 | GF|DF

80 pieces per display

Citrus Poached Shrimp, Pacific Oysters, Crab Claws,
Smoked Jumbo Scallops, Cocktail Sauce, Poivre
Mignonette

MARKET FRUIT DISPLAY | 350 | V|GF|DF

Serves 35

Seasonal Fruit, Berries, Melon, Pineapple, Grapes, Apples,
Pears

VEGETABLE ANTIPASTO | 350 | V|GF

Serves 35

Grilled Asparagus, Zucchini, Eggplant, Roasted Peppers,
Charred Sweet Onion, Marinated Olives, Artichokes,
Pepperoncini, Basil Pesto Aioli, Olive Tapenade

SUSHI DISPLAY | 500 | GF|DF

Serves 25

Vegetable Maki, California Roll, Spicy Tuna Roll,
Salmon Nigiri, Assorted Sashimi
Wasabi, Seaweed Salad,
Soy Sauce, Pickled Ginger

CHARCUTERIE BOARD | 600

Serves 50

Assortment of Cured Meats: Sopressata, Capicola,
Uli Famous Sausages, Prosciutto, Baby Fresh Mozzarella,
Pearl Onions, Olives, Cornichons, Fig Jam,
Rustic Breads, Gourmet Crackers

WARM PUGET SOUND SPREAD | 650

Serves 50

Northwest Crab Dip
Spinach & Artichoke Dip
Grilled Pita, Local Sliced Artisan Bread



Locally owned and operated by German Master Butcher Uli Lengenberg. Uli's Famous Sausage first opened its doors in the iconic Pike Place Market in May 2000

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Chef Action Stations

Priced per person. 30 Guest Minimum.

Uniformed Attendant \$100 | Hour

V - Vegetarian | GF - Gluten Free | DF - Dairy Free

POKE BOWL | 25

Sesame Tuna, Cooked Shrimp, Fried Tofu | GF|DF
Seaweed Salad, Sushi Rice, Mixed Greens | V|GF|DF
Fried Wonton Chips, Buckwheat Noodle | V|GF|DF
Pickled Daikon & Carrot, Ginger, Julienned Cucumber | V|GF|DF
Avocado, Toasted Sesame Seeds, Scallion | V|GF|DF
Ponzu Sauce, Citrus Nuoc Mam, Sesame Soy Sauce | V|GF|DF

PASTA BAR | 25

Shrimp Scampi Linguini, *Lemon, Garlic, White Wine*
Penne Bolognese, *Mascarpone, Parmesan Cheese*
Three Cheese Ravioli, *Spicy Tomato Sauce,*
Foraged Mushrooms | V
Pasta Bar includes: Freshly grated Parmesan Cheese, Pine
Nuts, Fresh Basil, Black Pepper, Pesto, Garlic Bread

MACARONI & CHEESE | 22

Home Style Macaroni & 5 Cheese Sauce | V
Crumbled Bacon, Diced Crisp Chicken Tenders, Mushroom
Gravy | GF
Green Onions, House Salsa, Roasted Garlic | V|GF|DF

CRAB CAKES | 29

2 Crab Cakes Per Person

Northwest Crab Cakes
Green Apple Cabbage Slaw | V|GF|DF
Sweet Chili Caper Aioli, Lemon Wedge | V|GF|DF
Freshly Fried Potato Chips | V|GF|DF

Carving Stations

Carved by a Uniformed Attendant \$100 | Hour

APPLEWOOD SMOKED BACON-WRAPPED FREE RANGE PORK LOIN | 350 | GFDF

Serves 25

Apple Rum Sauce | GF|DF
Dried Fruit Coleslaw | V|GF|DF
Macrina's Potato Rolls | V

ROASTED TURKEY BREAST | 350 | GF

Serves 35

Cranberry Chutney, Grain Mustard, Mayonnaise | V|GF|DF
Freshly Baked Cheddar Biscuits | V

ROASTED KUROBUTA HAM | 350 | GF|DF

Serves 20

Apricot-Raisin Chutney, Honey Mustard | V|GF|DF
Macrina's Brioche Rolls | V

PACIFIC SALMON | 375 | GF|DF

Serves 25

Dill Caper Aioli, Lemon Wedges, Green Apple Slaw |
V|GF|DF
Macrina's Wheat Rolls | V

PRIME RIB OF BEEF | 650 | GF|DF

Serves 35

Smoked Sea Salted & Herb Crusted,
Creamy Horseradish, Macrina's Potato Rolls | V

STRIPLOIN OF BEEF | 550 | GF|DF

Serves 35

Peppercorn & Herb Rubbed, Creamy Horseradish,
Macrina's Brioche Rolls | V

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Plated Dinner

Priced per person. Maximum of (2) entrée selections per event.
If a split menu is chosen, all entrees will be charged at the higher price.
Plated Dinners include rolls and butter, dessert and your choice of soup or salad
and Starbucks coffee service with an assortment of Tazo tea.

V - Vegetarian | GF - Gluten Free | DF - Dairy Free

SOUP OPTIONS

Roasted Tomato Basil Bisque | V|GF
Butternut Squash Soup | V|GF
Northwest Seafood Chowder | *Additional 3*

SALAD OPTIONS

Market Salad, Baby Lettuce, Candied Pecans, Cranberries,
Oregon Bleu Cheese, Roasted Garlic Vinaigrette | V|GF
Caesar Salad, Crisp Romaine Hearts, Parmesan Cheese,
Focaccia Croutons, Caesar Dressing
Northwest Salad, Baby Greens, Roasted Washington Apples, Tomatoes,
Toasted Hazelnuts, Oregon Bleu Cheese, Red Wine Vinaigrette | V|GF

DINNER ENTRÉES

Jidori Airline Chicken | 55 | DF
Spiced Fruit Couscous, Harvest Vegetables,
Mushroom Demi
Pecan Crusted Chicken Breast | 50
Herb Risotto, Pan Jus, Harvest Vegetables
Herb Pork Chop | 55 | GF|DF
Marbled Mashed Potatoes, Harvest Vegetables,
Apple Rum Sauce
Pan Seared Pacific Salmon | 58 | GF
Ginger Soy Beurre Blanc,
Chive Mashed Potatoes, Harvest Vegetables
Pacific Salmon & Chicken Breast Duet | 65 | GF
Roasted Garlic Mashed Potatoes,
Harvest Vegetable, Mushroom Demi

Alaskan Halibut | 70 | GF
Citrus Butter Sauce, Coconut Jasmine Rice, Foraged Mushrooms,
Harvest Vegetables
8 oz. Filet Mignon | 75 | GF
Oregon Blue Cheese Potatoes Puree, Port Demi, Harvest Vegetables
10 oz. New York Steak | 65
Walla Walla Onion Frites, Red Wine Demi, Roasted Fingerling Potatoes,
Harvest Vegetables
Foraged Mushroom Hash | 50 | V|GF|DF
Red & Yukon Potatoes, Garbanzo Beans, Peppers, Onion, Baby
Spinach, Charred Tomato, Balsamic Glaze
Grilled Vegetable Stacks | 50 | V|GF|DF
Cauliflower Rice, Wilted Arugula, Balsamic Reduction,
Yogurt Cucumber Sauce

DESSERT (Select one)

Blueberry Cobbler Cheesecake, White Chocolate Cheesecake, Berry Compote | V
Strawberry Cake, Vanilla Mousse, Whole Strawberries, Crème Chantilly | V
Raspberry Chocolate Decadence, Chocolate Ganache, White Chocolate, Crème Chantilly | V|GF
Fresh Fruit Tart, Fresh Berries, Seasonal Fruit, Raspberry Coulis | V
New York Cheesecake, Crème Chantilly, Strawberry Compote, Chocolate Garnish | V
Triple Chocolate Fudge Cake, Raspberry Puree, Chantilly Crème, Fresh Berries | V|GF

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Dinner Buffet

Priced per person and based on 60 minute service.
Groups of less than 20 guests are subject to a \$120 set-up fee.
Dinner buffets include Starbucks coffee service and an assortment of Tazo Teas.

V – Vegetarian | GF – Gluten Free | DF – Dairy Free

DOUBLETREE SIGNATURE | 70

- Roasted Tomato Basil Soup | V|GF
- Local Baby Greens, *Oregon Blue Cheese, Cherry Tomato, Applewood Bacon, Green Goddess Dressing*
- Classic Caesar Salad, *Romaine of Hearts, Parmesan Romano, Focaccia Croutons, Creamy Caesar Dressing*
- Mac & Cheese Pasta Salad, *English Peas, Pepper, Smoked Bacon, Tillamook Cheddar, Scallion*
- Roasted Breast of Chicken, *Roasted Sweet Mini Pepper, Red Onion, Herb Pan Jus* | GF|DF
- Pacific Salmon| *Blistered Tomatoes & Herb Confit* | GF|DF
- Double R Ranch Tri-Tip of Beef, *Foraged Mushrooms, Cipollini Onion, Veal Reduction* | GF|DF
- Oven Roasted Red & Yukon Gold Potatoes | V|GF|DF
- Harvest Vegetables | V|GF|DF
- Assorted Dinner Rolls | V
- Doubletree Chocolate Chip & Walnut Cookie Bread Pudding, *Bourbon Sauce* | V

SOUTHEAST ASIAN | 70

- Crab & Asparagus Soup | GF|DF
- Green Papaya & Mango Salad, *Carrot, Mint, Thai Basil, Peanuts, Fried Tofu, Citrus Fish Sauce* | GF|DF
- Citrus Vegetable Salad| *Daikon, Carrot, Cucumber, Celery, Sweep Pepper, Mint, Cashew, Fried Shallot, Sesame Ginger Vinaigrette* | V|GF|DF
- Grilled Pork Loin, *Scallion Confit, Lemongrass Chili Soy Sauce* | GF| DF
- Shaking Beef Tri-Tips| *Onion, Pepper, Peppercorn Oyster Sauce* | GF|DF
- Stir-Fried Tofu| *Shitake Mushroom, Baby Bok Choy, Onion, Garlic Chili Sauce* | GF|DF
- Vegetable Medley | V|GF|DF
- Fried Rice| *Egg, Corn, Peas, Carrot, Onion, Scallion* | V|GF|DF
- Local Baguettes | V|DF
- Assorted Mini Bite Cakes

PACIFIC NORTHWEST | 70

- Seafood Chowder
- Strawberry Salad, *Spinach, Arugula, Frisee, Toasted Hazelnuts, Balsamic Vinaigrette* | V|GF|DF
- Yakima Red & Gold Apple Salad, *Candied Walnuts, Scallion* |V|GF
- Foraged Mushrooms & Asparagus Salad | V|GF|DF
- Chicken Breast, *Herb Pan Jus* | GF|DF
- Washington Beef Tips, *Cabernet Demi* | GF|DF
- Pacific Salmon, *Braised Leeks Beurre Blanc* | GF
- Yukon Gold Potato Gratin, *Poppy Seeds, Tillamook Cheddar* | V|GF
- Harvest Vegetables | V|GF|DF
- Macrina's Assorted Dinner Rolls | V
- Washington Apple Crisp| *Vanilla Sauce* | V



Located in the Okanogan region of Washington State, Double R Ranch is an exceptional quality premium beef brand from the heart of the Northwest.

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Customize Your Dinner Buffet

Priced per person, based on 60 minutes service.

Dinner buffets include Rolls & Butter, Starbucks coffee service and an assortment of Tazo Teas.

Group of less than 20 Guests are subject to a \$120 set up fee.

2 Entrées | 65 3 Entrées | 70

V - Vegetarian | GF - Gluten Free | DF - Dairy Free

SOUP OPTIONS

(select one)

Vegetable Minestrone | V

Roasted Tomato Basil Bisque | V|GF

Northwest Chowder

SALAD OPTIONS

(select two)

Seasonal Harvest Greens, Tomatoes, Cucumber, Carrots, Toasted Pumpkin Seeds, Tillamook Cheddar, Balsamic Vinaigrette & Buttermilk Ranch Dressing | V|GF

Tomato & Cucumber Salad, Red Onion, Baby Arugula, Citrus Oregano Vinaigrette | V|GF|DF

Classic Caesar Salad, Romaine Hearts, Parmesan Romano, Focaccia Croutons, Caesar Dressing

Yakima Red & Gold Apple Salad, Candied Walnuts | V|GF

Marinated Wild Mushroom & Jumbo Asparagus Salad | V|GF|DF

Three Cheese Tortellini Salad, Artichoke Hearts, Cherry Tomatoes, Olives, Basil Pesto | V

Red Bliss Potato Salad | V|GF|DF

Tabbouleh Salad, Pearl Couscous, Cucumber, Sundried Tomato, Mint, Onion, Parsley, Lemon Vinaigrette | V|DF

ENTRÉES

Pan Seared Draper Valley Chicken Breast, Pan Jus | GF|DF

Pan Seared Chicken Thigh, Boneless, Chili Tamari Soy | GF|DF

Pacific Salmon, Citrus Caper Sauce | GF

Alaskan Halibut, Tarragon Beurre Blanc | GF

Herb Roasted Pork Loin, Apple Rum Demi | GF|DF

Slow Cooked Beef Tips, Foraged Mushroom Jus | GF|DF

Smoked Beef Brisket, Balsamic BBQ | GF|DF

Wild Mushroom Ravioli, Sage, Brown Butter | V

Tofu & Cauliflower Curry, Coconut Cream Sauce | V|GF|DF

SIDES

(select two)

Garlic Whipped Potatoes | V|GF

Spiced Fruits Organic Quinoa | V|GF|DF

Rosemary Roasted Yukon Gold Potatoes | V|GF|DF

Idaho Gratin Potatoes | V|GF

Wild Rice Pilaf | V|GF

Haricot Verts, Caramelized Onions | V|GF|DF

Broccolini | Roasted Garlic Oil | V|GF|DF

Seasonal Harvest Vegetable | V|GF|DF

DESSERT (select two)

Assorted Cheesecake | V

Assorted Mini Bite Cakes | V

Warm Chocolate Bread Pudding, Bourbon Sauce | V

Wild Berry Cobbler, Vanilla Rum Sauce | V

Strawberry Cake, Vanilla Mousse, Whole Strawberries, Crème Chantilly | V

Raspberry Chocolate Decadence, Toasted Almond, Shaved Chocolate, Crème Chantilly | V|GF

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Bar Selections

\$150 per bartender 1 to 3 hours. 1 bartender per 100 guests. \$50 per hour per bartender for each additional hour.

HOUSE DRINKS

Hosted | 10

Cash | 11

Jack Daniels
Beefeater
Smirnoff
Bacardi
Jose Cuervo Gold
Canadian Club
Dewar's

CALL DRINKS

Hosted | 11

Cash | 12

Crown Royal
Maker's Mark
Chivas Regal
Stolichnaya
Bombay Sapphire
Captain Morgan

CORDIALS

Hosted | 10

Cash | 11

Kahlua
Bailey's Irish Cream
E & J Brandy

SIGNATURE COCKTAILS

Let our expert mixologist create a signature cocktail for your special event.

Market Price, inquire with catering manager for details

DOMESTIC BEERS

Hosted | 8

Cash | 9

Budweiser, Bud Light,
Becks (non-alcoholic)

PREMIUM BEERS

Hosted | 9

Cash 10

Heineken, Sam Adams, Corona

KEGS

Hosted only

Bud Light | 550
Mac & Jack | 600
Outlander Seasonal IPA | 600

NON-ALCOHOLIC

Hosted | 5

Cash | 6

Coke, Diet Coke, Sprite
Bottled Water, Sparkling Water, Mineral Water



The Outlander Brewing Co. based in Seattle's Fremont Neighborhood is a small-scale brewery and pub specializing in foreign and unique beers

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Wine by the Bottle

Sparkling

Freixenet | 45

Chandon | 97

Chardonnay

Copper Ridge, CA | 39

Columbia Crest, WA | 55

Chateau Ste. Michelle, WA | 60

Featured Whites

Chateau Ste. Michelle, WA Reisling | 42

Ecco Domani Pino Grigio, Italy | 45

Oyster Bay Sauvignon Blanc, NZ | 52

Merlot

Copper Ridge, CA | 38

Columbia Crest, WA | 55

Cabernet Sauvignon

Copper Ridge, CA | 38

Columbia Crest, WA | 55

Chateau Ste. Michelle, WA | 60

Featured Reds

A to Z Pinot Noir, OR | 60

Montes Classic Malbec, Chile | 55

Wine Bar Selections

HOUSE WINE

Hosted | 11 Glass

Cash | 12 Glass

Copper Ridge, CA

Chardonnay

White Zinfandel

Merlot

Cabernet Sauvignon

PREMIUM WINE

Hosted | 12 Glass

Cash | 13 Glass

Columbia Crest Grand Estates, WA

Chardonnay

Merlot

Cabernet Sauvignon

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Specialty Bars

MIMOSA BAR

21 PER PERSON | PER HOUR

Celebrate your event with a Sparkling Mimosa. Freixent Blanc de Blanc, Orange, Pineapple, Grapefruit and Cranberry Juice. Top it off with an assortment of Fresh Berries

BLOODY MARY BAR

21 PER PERSON | PER HOUR

Create your own perfect Bloody Mary with help from our Mixologist. Choose from Classic Tomato Juice or Clamato Juice, then let us know how spicy you want to go. Garnish with our selection of Celery, Green Olives and Peperoncini

Binh Le

Executive Chef | Director of Food & Beverage



Binh Le was raised in Southern Vietnam and immigrated to Seattle in 1999. Chef Binh dedicated 12 years to honing his culinary skills under the guidance of his mentor, Master Chef Bruce Fry, and received his Associate of Culinary Arts degree along the way. He began his culinary journey at the DoubleTree Seattle-Airport and he continued to leave his mark at prominent establishments such as Hotel 1000 by Loews Downtown Seattle, Bon Appetit by Compass at Starbucks Headquarters, Hilton Bellevue, and the Marriott Tacoma Downtown. Now, DoubleTree Seattle Airport-Southcenter serves as the latest platform for Chef Binh to showcase his culinary prowess. Drawing from a wealth of diverse experiences, Le skillfully blends traditional American and multi-cultural cuisines with a distinctive Asian flair.

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Catering Policies

ROOM ASSIGNMENT AND SEATING

Function rooms are assigned by the hotel according to the anticipated guest count and setup requirements. The hotel reserved the right to make room changes to a more suitable room should the initial requirements change. The Hotel will set tables and chairs a maximum of 5% over the guarantee based upon space availability.

FOOD AND BEVERAGE

Menus are available for meetings, events and weddings. Our executive chef is pleased to work with you to create a custom menu for your event and to ensure any food allergy or medically restricted diet needs are met. Due to licensing requirements all food and beverage served on hotel property must be supplied and prepared by the hotel and may not be removed from hotel property.

Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

FINAL GUARANTEES

Final guarantees must be submitted by Noon five (5) business days prior to the scheduled event. This number will be considered your minimum guarantee and is not subject to reduction. Should a final guarantee not be received, your expected attendance on your banquet event order will be considered the final guarantee. You will be charged for your final guarantee or the number in attendance, whichever is greater. Dietary restriction counts are also required when the guarantee is provided. If there are no special dietary restrictions provided in the final guarantee and are requested at the event, these meals will be added to the final guarantee as additional meals.

SERVICE TIMES

Plated breakfast and lunch and breakfast and lunch buffets are based on a one-hour serve time. Plated dinners and dinner buffets are served for a maximum of one and one half (1 ½) hours. Breaks are based upon a thirty (30) minute serve time. An extension of actual service time is subject to additional labor fees. Dinner service beginning after 8:00pm will result in an additional fee. Due to health regulations and quality concerns, items from buffets cannot be served during mid-morning, afternoon or evening breaks.

MINIMUM GUARANTEES

Breakfast, break packages, lunch and dinner buffets have a minimum of twenty (20) guests. If your guarantee is less than 20, a \$120.00 setup fee will apply.

ADDITIONAL CHARGES:

Chefs, Carvers and Station Attendants: \$100.00 per attendant per hour. \$50.00 per hour per person for additional hours. 1 attendant per 100 guests.

Butler Passing: 1 server for every 100 guests. \$50.00 per server per hour.

Bartenders Fee is \$150.00 for up to 3 hours. 1 bartender per 125 guests. \$50.00 fee per bartender per additional hour.

Room Re-Set Fee: A \$250.00 room reset fee will apply if onsite contact requests room setup be changed from specifications on the banquet event order.

MEETING ROOM RENTAL

Meeting Room Rental is subject to a 22% service charge plus applicable taxes, 5% of the Service Charge is paid to the Banquet Setup Team.

LINEN

Ivory or black tablecloths are available on a complimentary basis. Complimentary napkin colors are ivory, chocolate and black. Additional colors are available for a fee of \$5.00 per tablecloth and \$0.35 per napkin.

FLORAL DÉCOR AND ENTERTAINMENT

Please coordinate the delivery of floral arrangements in advance with your catering or event manager. Your catering or event manager will be happy to assist with vendor referrals. Advance notification is required when hiring outside vendors or scheduling entertainment and the use of volume enhancing equipment. The hotel reserves the right to control the volume on all functions.

SIGNAGE

The hotel reserves the right to approve all signage. All signs must be professionally printed and should be free standing or on an easel. The hotel will assist in placing signs and banners. Banner hanging must be coordinated in advance. The hotel does not permit affixing anything to walls, doors or ceilings.

AUDIO VISUAL

For your convenience, ENCORE is our in-house audiovisual partner, providing a knowledgeable on-site team and state of the art equipment.

SECURITY

The hotel does not provide security in the meeting and event space, including pre-function areas. All personal property left in the meeting or event space is at the sole risk of the owner. You agree to advise your attendees and guests that they are responsible for the safekeeping of their personal property. You may elect to retain security personnel to safeguard personal property in the meeting and event space, and/or the hotel reserves the right to require you to retain security personnel in order to safeguard guests or property in the hotel. Any security personnel retained by you will be at your own expense and from a licensed security company that meets the minimum standard established by the hotel, including insurance and indemnification requirements.

LOST & FOUND

The hotel is not responsible for damages to or loss of any merchandise or articles in the hotel prior to, during or following an event. Lost & found items will be logged and stored for up to 30 days, after which items will be discarded.

PAYMENT

Payment shall be made in advance of the function in accordance with the sales agreement OR estimated meeting room charges, including meeting room rental, hosted catered food and beverage, audiovisual charges and other meeting related charges as outlined in the contract and/or supplementary Banquet Event Order forms, must be guaranteed for payment five (5) business days prior to the start of your event. The total estimated charges will be authorized on your credit card as a guarantee (funds will be placed on hold on your card). The full amount will be calculated at the end of your event and will be charged to your card. The hotel accepts American Express, MasterCard or Visa.