



# DOUBLETREE WEDDINGS

## YOUR DAY, YOUR WAY

We're here to make every moment truly your own.

Find everything you've dreamt of to celebrate and start your ever-after at DoubleTree.

## HERE FOR IT ALL

Rehearsal dinners, farewell brunches, custom menus, signature cocktails, local experiences... you can have it all at DoubleTree by Hilton Virginia Beach.

Our vow to you: make your wedding weekend unforgettable. From the first arrivals to the final farewells, you can have it all here. Get inspired.

## ALL PACKAGES INCLUDE

- Complimentary Guest Room for the Bride and Groom on the Night of the Wedding, with welcome amenity on wedding night
- Special Discounted Room Rate
- Complimentary Menu Tasting for 4 Guests
- Standard Hotel Tables, Banquet Chairs
- White Napkins, Votive Candles
- Gift table, Table number and DJ Tables
- Dance Floor
- Passed Hors d' Oeuvres for Cocktail Hour
- Two Course Plated Dinner OR Buffet Dinner
- Complimentary Wedding Cake Cutting and Service



## **WEDDING PACKAGES**

### **The Pavillion | \$50 per person**

- **Choice of Two (2) Butler Passed Hors d'oeuvres - passed during your cocktail hour**
- **Dinner Reception**
  - **Plated Dinner**
  - **Choice of Starter**
  - **Choice of Two (2) Entrees Plus Vegetarian Entrée**

### **Coastal | \$58 per person**

- **One Hour**
  - **Choice of Three (3) Butler Passed Hors d'oeuvres**
  - **Choice of Reception Display**
- **Dinner Reception**
  - **Plated Dinner**
  - **Choice of Starter**
  - **Choice of Two (2) Entrees Plus Vegetarian Entrée**

### **The Vibe | \$68 per person**

- **One Hour**
  - **Choice of Four (4) Butler Passed Hors d'oeuvres**
  - **Choice of Reception Display**
- **Dinner Reception**
  - **Dinner Buffet | Choice of Two (2) Entrees Plus Vegetarian Entrée**
  - **Choice of Starter**



*Something borrowed, something blue, something delicious, something new.*

### **PASSED HORS D'OEUVRE SELECTION**

#### **Chilled Specialties**

Crab Salad Canape  
Prosciutto wrapped Asparagus  
Smoked Salmon on Potato Crostini  
Goat Cheese Crostini Candied Bacon  
Chicken Salad Tartlets  
Stuffed Endive  
Caprese Skewer  
Vegetable Crudit  Cups

#### **Hot Specialties**

Parmesan Chicken Skewer  
Boursin Cheese Stuffed Mushrooms  
Pimento Cheese and Bacon Tart  
Spanikopita  
Vegetarian Lumpia  
Coconut Shrimp  
Mini Quiche  
Bourbon BBQ Meatballs

\*Additional hors d' oeuvres available  
for purchase

### **RECEPTION DISPLAY SELECTION**

Artisanal Cheese Display | Variety of Local and International Cheeses | Dried Fruits, Nuts,  
Fresh Berries | Assorted Crackers

Spinach & Artichoke Dip | Toasted Pita Chips

Seasonal Fruit Table | Seasonal Melons, Fruits and Berries | Honey Yogurt Dip



## **PLATED AFFAIRS**

Includes Bread Service, Coffee, and Iced Tea

### **STARTER | Select one**

- Mesclun Field greens | Parmigiano-Reggiano and Sherry Vinaigrette
- Classic Caesar Salad Romaine | Parmesan | Garlic Croutons
- Baby Spinach Salad | Candied Walnuts, Pears, Red Onion, White Balsamic Vinaigrette

### **ENTREES**

- Pan-Roasted Atlantic Salmon Filets | Lemon Tarragon Beurre Blanc
- Chicken Your Way | Marsala, Fontina or Florentine
- Braised Beef Short Rib Red Wine Demi
- Seared Flank Steak
- Roasted Pork Tenderloin | Dijon Cream
- Penne Pesto Primavera | Penne Pasta | Pesto Cream Sauce Seasonal Vegetables (V)
- Vegetable Napoleon | Tower of Grilled and Marinated Seasonal Vegetables (VE, GF)

### **DUET ENHANCEMENTS**

Add to Any Entrée

- Jumbo Lump Crab Cake | Lemon Butter | MP
- Petite Filet (GF) | Demi-Glace | MP
- Poached Lobster Tail | Drawn Butter | MP

### **Accompaniments | Select two**

- Garlic Herb Whipped Potatoes
- Herb Roasted Potatoes
- Roasted Sweet Potatoes
- Roasted Root Vegetables
- Long Grain Wild Rice
- Lemon Scented Asparagus
- Broccolini

If selecting more than one entree, the group must provide meal cards with meal selection for service.  
All entrees will have the same salad, vegetable and starch.



## **BUFFET AFFAIRS**

Includes Bread Service, Coffee, and Iced Tea

### **STARTER | Select One**

- Mesclun Field greens | Parmigiano-Reggiano and Sherry Vinaigrette
- Classic Caesar Salad Romaine | Parmesan | Garlic Croutons
- Baby Spinach Salad | Candied Walnuts, Pears, Red Onion, White Balsamic Vinaigrette

### **ACCOMPANIMENTS | Select Two**

- Herb Roasted Potatoes
- Herb Roasted Fingerling Potatoes
- Roasted Sweet Potatoes
- Roasted Root Vegetables
- Lemon Scented Asparagus
- Broccolini
- Mac and Cheese
- Roasted Yams Bourbon Brown Sugar
- Braised Greens, Bacon (GF)
- Long Grain Wild Rice

### **ENTREES | Select Two**

- Chicken Your Way | Marsala, Fontina or Florentine
- Grilled Flank Steak | Chimichurri
- Braised Beef Short Rib Red Wine Demi
- Roasted Pork Loin | Dijon Cream
- Pan-Roasted Atlantic Salmon Filets | Lemon Tarragon Beurre Blanc
- Grilled Salmon Puttanesca | Chopped Tomatoes, Olives, Capers
- Baked Rigatoni | Roasted Garlic Tomato Sauce, Mozzarella and Shaved Parmesan (V)
- Penne Pesto Primavera | Penne Pasta | Pesto Cream Sauce Seasonal Vegetables (V)



## PACKAGE BAR

Includes house wine, domestic & imported beers, mixers and sodas

All bars and specialty stations require (1) bartender per 100 guests at \$175 each. Priced per person based on guaranteed attendance. A Cash Bar will require a cashier fee of \$150

### House Brands

Four Hour Package Bar \$30 per person | Each additional hour \$5 per person/hour  
Cruzen| Jim Beam | Jack Daniels | Clan McGregor | Tanqueray | Jose Cuervo

### Premium

Four Hour Package Bar \$34 | Each additional hour \$7 per person/hour  
Bacardi | Bombay Sapphire | Larceny | Crown Royal | Dewers Titos | 1800

### SPECIALTY BARS | UPGRADE (not included in packages)

Specialty Cocktails Sold by the Batch of 25 Cocktails | 350

- Bourbon Twist | Jack Daniels, Brandy, White Cranberry Juice, Orange Juice, Fresh Lemon Juice, Mint Simple Syrup, Water, Dried “Cutie” Slice, Cranberries, Mint Sprig
- Apple of My Eye | Bulleit Bourbon, Apple Juice, Unsweetened Freshly Brewed Iced Tea, Fresh Lemon Juice, Simple Syrup, Grapefruit Bitters, Water, Sugar Rim, Apple Slice, Rosemary Stem
- Berry Berry Margarita | Don Julio Silver, Solerno Blood Orange, Strawberry Puree, Blood Orange Juice, Fresh Lime Juice, Water, Q Drinks Ginger Beer, Strawberry, Blood Orange Wedge
- Raspberry Margarita | Lunazul Blanco, Chambord, Triple Sec, Raspberry Simple Syrup, Fresh Lime Juice, Water, Lime Wheel, Mint Sprig

### Alcohol Policies:

It is the policy of The DoubleTree Virginia Beach, as the alcoholic beverage holder, that all liquor, beer, and wine for group consumption be provided and served by authorized DoubleTree personnel. All alcohol provided must be consumed on the premises. Unconsumed alcohol cannot be taken off property or from on rental facility to another. The DoubleTree also has a “no-shot” rule for all events. The legal drinking age in Virginia is 21 for all alcoholic beverages. The hotel will comply with this law in every regard and reserves the right to refuse service.



## LOCAL EXPERTS

### PLANNERS

Sincerely Jane | 334.703.5017 | [sincerelyjaneevents.com](http://sincerelyjaneevents.com)

Tara Jones | Simply Southern | 757.536.6128 | [simplysouthernweddingsandeventsbytara.com](http://simplysouthernweddingsandeventsbytara.com)

Astro Entertainment | 757.460.2224 | [asrodj.com](http://asrodj.com)

Soirees by Lauren | 757.434.4266 | [soireesbylauren.com](http://soireesbylauren.com)

Compass Rose Coordination | Jenna Rose | 571-439-0047 | [jenna@crcooridantion.com](mailto:jenna@crcooridantion.com)

### FLORISTS

Virginia Floral Design | 757.544.7038 | [virginiafloraldesign.com](http://virginiafloraldesign.com)

Fluttering Flowers | 757.969.8228 | [flutteringflowers.com](http://flutteringflowers.com)

### CAKES/DESSERTS

Incredible Edibles | 757.463.9980 | [www.incredibleediblesbakery.com](http://www.incredibleediblesbakery.com)

Flour Child Bakery | 757.464.1455 | [www.iloveflourchildbakery.com](http://www.iloveflourchildbakery.com)

Twisted Sister Cupcakes | 757.703.7811 | [www.twistedsistercupcakes.com](http://www.twistedsistercupcakes.com)

Mays Parlor | 757.278.5559 | [www.maysparlor.com](http://www.maysparlor.com)

### DJ's

Astro Event Company | 757.460.2224 | [astrodj.com](http://astrodj.com)

DJ Silver | 757.749.3231 | [silveraffairs.com](http://silveraffairs.com)

DJ Hype | [djhypeentertainment.com](http://djhypeentertainment.com)

DJ West | [djwest.com](http://djwest.com)

### HAIR | MAKEUP

Darling & Dapper | 757.965.7500 | [darlinganddapperstudio.com](http://darlinganddapperstudio.com)

Flawless On-Site | [flawlessonsite.com](http://flawlessonsite.com)

### TRANSPORTATION

Orange Peel | [prangepeeltransportation.com](http://prangepeeltransportation.com)

Coastal Limousine | (757) 390-1239 | [757partybus.com](http://757partybus.com)



## HOW TO WOW

We can help you come up with "reel"-worthy ways to delight your guests during the ceremony, reception and beyond!

### **Champagne Towers:**

This retro tradition still makes a statement — especially if you add classic coupe glasses. Let the champagne flow to kick-off your cocktail hour or save it as a memorable conclusion to your wedding speeches.

### **Specialty Lighting:**

Lighting is a fabulous way to set the ideal atmosphere for your wedding ceremony and reception, creating a particular kind of experience for your guests. From fairy lights, candles, and chandeliers to up-lighting, spotlights, and GOBO's.

### **Sip & Be Seated:**

A welcoming tray of cocktails is even more celebratory with a touch of personalization. Ideal for smaller, more intimate events, we love the idea of greeting your guests by name. Also, bonus points if your name tags compliment the overall color palette!

### **Champagne wall is a new trend:**

It's a great way to incorporate your favorite drink into your wedding day! Champagne wall is also one of the most popular wedding decorations. It's a great way to make your guests feel special and to create an intimate atmosphere for your wedding.

### **Signature Cocktail:**

We'll mix up something special for your big day, drawing from our inventive recipes and ingredients.

### **Neon Signs**

Whether hung from a decorative hoop, propped against faux greenery or displayed in front of floor-to-ceiling string lights, neon LED signs serves as an eye-catching focal point for your wedding decor.



## Should I hire a wedding planner?

### HOW A CATERING MANAGER DIFFERS FROM A WEDDING PLANNER

What to expect from each type of professional.

Your catering manager is there to make sure your wedding day exceeds your expectations regarding food, beverage, operations and in-house AV. A wedding planner, however, is your personal consultant that is present in all aspects of the planning process and without hesitation, will mediate, negotiate, and co-create with you and for you. Knowing the specific services, the two roles provide – and having accurate expectations of each – will help ensure there are no last-minute surprises on your wedding day.

#### Your Catering Manager/Coordinator (usually) will:

- Provide a personalized tour of the venue
- Recommend special-event professionals to provide wedding planning, entertainment, floral decor, photography and invitations
- Act as a menu consultant for all food and beverage selections
- Detail your banquet event order/catering contract, outlining all your event specifics, and ensure that it is communicated flawlessly to the operational team of the venue
- Create an estimate of charges outlining your financial commitments to the venue
- Create a floor plan of your function space, for you to provide seating arrangements
- Arrange and attend your menu tasting
- Oversee the ceremony and reception room(s) set up, food preparation, and other venue operations
- Act as the on-site liaison between your wedding planner and venue operations staff
- Ensure a seamless transition to the venue's banquet manager/captain once the grand entrance has occurred (typically this is when the catering manager leaves the reception)
- Review your banquet checks for accuracy, prior to the completion of the final bill

#### What Is A WEDDING PLANNER & Do You Need One for Your Wedding?

##### Here's What You Need to Know

A day-of coordinator, by contrast, provides a much more limited range of services. While the title implies that you get them for the day, you'll start working with them a few weeks before your wedding.

- Day-of planning at a glance
- Formulation of wedding-day timeline and distribution to all vendors.
- Coordination of all wedding professionals selected by bride and groom.
- Conducting the wedding rehearsal, the day before.
- Remind bridal party of all pertinent call times and "don't forgets" on the wedding day
- Confirm call times and details with all vendors several days prior to the wedding day
- Be available to have conversations in the evenings and weekends
- Act as the liaison between your family, bridal party, band/DJ, florist, photographer, videographer, and other vendors to create a seamless operation
- Deliver and arrange ceremony programs, escort cards, place cards, favors, centrepieces/decor and any personal items
- Coordinating all activities, including:
  - Assisting the bride and wedding party with dressing, photo schedules.
  - Ensure that the wedding party have their corsages and bouquets, etc., and assist with the pinning of boutonnieres
  - Guiding the bridal party through processional and recessional.
  - Checking details both big (final head count for caterer, number of place settings) and small (placement of favors, menus and napkin folds).
  - Checking floor plans, lighting levels, cake placement.
  - Cueing all wedding professionals.
  - Coordinate the reception (grand entrance, first dance, toasts, and cake cutting, etc.)
  - Collection of gifts and personal items, inventory and safe removal.
- The coordinator is usually the last person to leave

# WEDDING PLANNING DETAILS

## VENDOR MEALS:

Should you wish to provide food & non-alcoholic beverages to these individuals, \$35.00++ per professional will be added to your final total. This must be given in your final guarantee.

## OVERNIGHT ACCOMMODATIONS

The wedding package includes a Standard King Room for the Bride & Groom on their wedding night.

If you wish to upgrade to a suite, please contact your Wedding Coordinator for pricing. We are happy to set up a courtesy block for your overnight guests.

Depending on the dates and availability, we can set aside (10) rooms at a discounted rate with no financial obligation to you. Guests are responsible for making their own reservation and payment. Additional rooms are based on availability. Reservations must be made one month prior to the check-in date in order to receive the discounted room rate.

## EVENT CONTRACT/BANQUET EVENT ORDER:

Following your detailing appointment, you will receive a Banquet Event Order from your Wedding coordinator summarizing the details for your event. We request that the details are confirmed and signed no less than 30 days prior to your event date. Your final head count/ guarantee will be due 10 business days prior to the event.

## GIFT BAGS + DELIVERIES

Guest rooms delivery fee, \$5 each. At Check-In, \$3 each. This fee will be charged to the Master Account, the credit card authorization on file. Any 'undeliverable' bags will be discarded within 48 hours. Please make arrangements to gather from the front office immediately following event.

## MENUS – LET'S MAKE IT PERSONAL!

Dietary restrictions may be accommodated upon request if notified in advance. Additional fees may apply for special orders or preparations. Customizations to package options can be determined with your Catering Manager prior to contract. We take allergies very seriously. It is the Groups responsibility to notify the Hotel of the guests name, contact information + known allergy restrictions in advance of the event.

## MENU TASTING & DETAILING APPOINTMENT:

A Menu Tasting may be arranged once the signed contract & payment arrangements are approved.

In an effort to accommodate the vendors & kitchen staff due to other events taking place, we regretfully cannot provide these appointments on the weekends. Detailing appointments can be scheduled Tuesday's–Thursday's from 10am–4pm. Please contact your Wedding Coordinator to schedule the appointment. Again, these appointments generally take place 3 months prior to the event date. Additional tasting plates are \$35.00++ per plate.

## WEDDING COORDINATION

We take great care in the details. At the DoubleTree VB Hotel, a Catering Manager or Event Coordinator will work with you on the following to ensure fantastic celebration! **PRE-PLANNING:**

- Coordinate your menu tasting 2-3 months prior to your wedding
- Be a consultant for all items relating to food + beverage to finalize Event Orders
- Create room layouts + overall venue logistics
- Confirm timeline, diagram, + final menu within 1-2 months prior to wedding date
- Review of deposits, receipts + event billing Provide references for vendors upon request
- Informs vendors of the proper load in procedure Coordinate time for you to meet with your planner, florist or other vendors at The DoubleTree VB
- Arrange a call or meeting with you within 30 days to review Event Orders

## DAY OF EVENT:

- Will receive your vendors + show them areas to set up upon arrival to venue
- Will help direct your guests in finding their seats when the door opens, if required
- The events manager typically leave after the main entrée has been served
- The banquet manager will be onsite to ensure a flawless event for you + your guests
- Should a wedding planner not be hired, the Events Manager may assist in placing programs, place cards, party favors + set out personal items such as cake knife/server + toasting glasses Infrequently, extenuating circumstances may occur where the original events manager may not be available. A replacement will be provided + you will be notified. Rest assured, the hotel will execute a flawless event. The Event Orders record the intricate details of your wedding that have been planned well in advance
- We can recommend a professional wedding planner whose consistency + expertise will put you at ease through the planning process. You are not required to have a wedding planner, but they are a great investment to coordinate all of the festivities!