



Red Reef Park,  
Boca Raton

EMBASSY SUITES BY HILTON BOCA RATON

# WEDDING

CLIENT GUIDE



[WWW.BOCARATONEMBASSY.COM](http://WWW.BOCARATONEMBASSY.COM)



*Hello!*

**We are the Embassy Suites by Hilton based in Boca Raton, Florida.**

**We're passionate about your special day and love creating memories that will last forever.**

**We're here to create the perfect wedding with you from start to finish. We take pride in making your day special and only want our couples to relax, go with the flow, and enjoy themselves.**

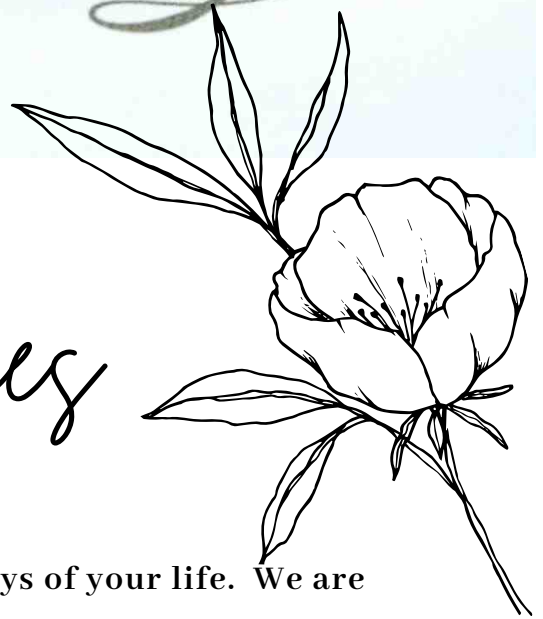
**This is your day...let us create a magical one!**

**web: [www.bocaratonembassy.com](http://www.bocaratonembassy.com) / phone: (561) 994-8200**

**email: [maria.artigas@hilton.com](mailto:maria.artigas@hilton.com)**



# Creating Memories



Your wedding day is one of the most important days of your life. We are dedicated to making you feel comfortable and ensuring every detail is perfect for your celebration. Hosting your wedding reception at our venue not only provides you with a beautiful setting but also allows you to enjoy a seamless and memorable experience.

These are the moments that create your unique story. So, reach out to us. Let's connect, become friends, and make your wedding day unforgettable!



# what to expect

## **ALL WEDDING PACKAGES INCLUDE:**

**Dedicated Catering Specialist**

**Food Tasting for Two**

**Minimum of Four-Hour Open Bar**

**Butler Passed Hors D'oeuvres**

**Cold Display Station**

**Complimentary Champagne Toast**

**Three Course Plated Dinner**

**Wedding Cake from a Preferred Vendor (list provided)**

**White or Black Floor Length Table Linens & Colored Napkins**

**LED Multi-Colored Ceiling Lighting in the Caribbean Ballroom**

**Tea Light Candles, Dancefloor, Banquet Tables & Chairs**

**Complimentary 2-Room Suite on Wedding Night**

**Discounted Sleeping Room Rates**



# Sip & Celebrate!

## CLASSICAL TIER

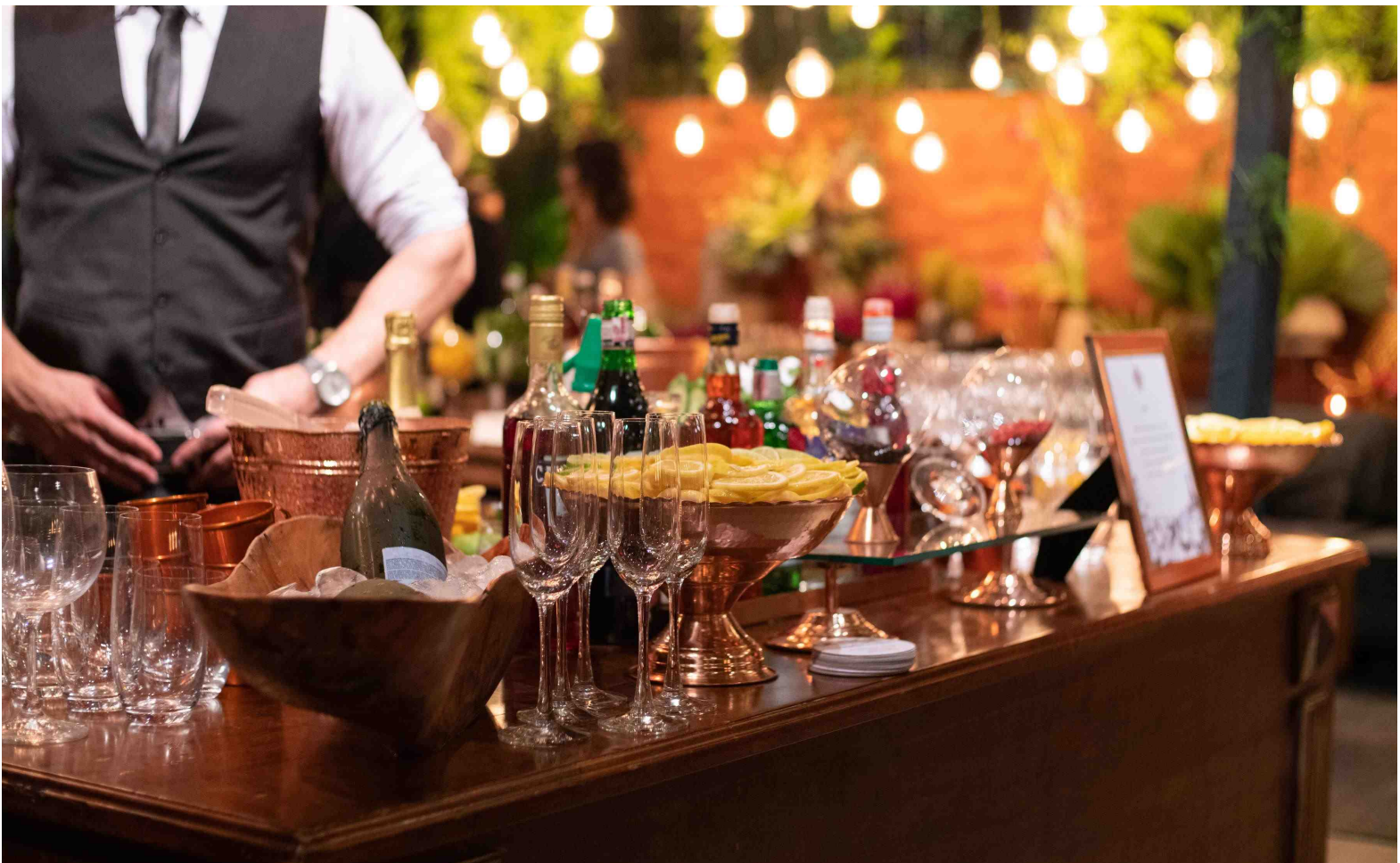
Smirnoff Vodka  
Cruzan Light Rum  
El Jimador Silver Tequila  
Jim Beam  
Grant's Scotch  
Beefeater Gin  
Vista Point Wine  
Domestic/Imported Beer  
Soft Drinks

## ESSENTIAL TIER

Tito's Handmade Vodka  
Bacardi Silver Rum  
Hornitos Resposado Tequila  
Jack Daniels  
Dewar's Scotch  
Hendrick's Gin  
Coastal Vines Wine  
Domestic/Imported Beer  
Soft Drinks

## PREMIUM TIER

Grey Goose Vodka  
Mount Gay XO Barbados Rum  
Tequila Patron Silver  
Woodford Reserve  
Johnny Walker Black  
The Botanist Gin  
J. Lohr Wine  
Domestic/Imported Beer  
Soft Drinks



In selecting a wedding package, we want to ensure your happiness. Our packages are designed to be flexible so that they will fit your style and personality.

# Feasts of Love



## BLISSFUL BEGINNINGS

**\$129 PER PERSON**

**4- HOUR CLASSICAL OPEN BAR**

### COCKTAIL HOUR:

**PASSED HOR D'OEUVRES (CHOICE OF THREE)**

- Franks en Croute
- Vegetable Spring Rolls
- Teriyaki Chicken Bites
- Tomato & Basil Crostini
- Dill Deviled Eggs

### **COLD DISPLAY**

- Domestic Cheeses with Gourmet Crackers & Artisan Breads

### MAIN COURSE:

**SALADS (CHOICE OF ONE)**

- Embassy Boca Gardens: mixed greens, cucumbers, tomatoes & carrots in a balsamic vinaigrette
- Classic Caesar: romaine lettuce, garlic croutons & shaved parmesan tossed in classic Caesar dressing

**DINNER ENTRÉES (CHOICE OF TWO)**

- Marry Me Chicken: boneless chicken breast in sundried tomato sauce paired with seasonal sautéed vegetables and garlic whipped potatoes
- Herb Grilled Salmon: topped with a mango & papaya salsa and paired with honey glazed carrots & grilled asparagus
- Savory Prime Rib: in a cabernet reduction sauce paired with roasted garlic red potatoes & buttered asparagus

### SWEET FINALES:

- Wedding Cake customized from a Preferred Vendor
- Coffee & Tea Service



# Dining in Bliss



## ETERNAL ELEGANCE

**\$149 PER PERSON**

4 - HOUR ESSENTIAL OPEN BAR

### COCKTAIL HOUR:

#### PASSED HOR D'OEUVRES (CHOICE OF FOUR)

- Beef Empanadas
- Chicken Pot Stickers with Yuzu Dipping Sauce
- Coconut Shrimp
- Caprese Skewers
- Charred Grilled Vegetable Quesadillas with Fresh Cilantro & Chipotle Cream
- Fresh Basil Pesto & Baked Goat Cheese Crostini

#### COLD DISPLAYS (CHOICE OF ONE)

- Domestic Cheeses with Gourmet Crackers & Artisan Breads
- Tropical Fruits & Berries with Yogurt Dip
- Garden Crudités with Sundried Tomato Aioli & Buttermilk Ranch Dips

### MAIN COURSE:


#### SALADS (CHOICE OF ONE)

- Caprese: fresh mozzarella, sliced red tomato & leafy basil drizzled with olive oil & balsamic vinegar
- Embassy Boca Gardens: mixed greens, cucumbers, tomatoes & carrots in a balsamic vinaigrette
- Classic Caesar: romaine lettuce, garlic croutons & shaved parmesan tossed in classic Caesar dressing

#### DINNER ENTRÉES (CHOICE OF TWO)

- Grilled Chicken Pesto: boneless chicken breast paired with garlic whipped potatoes and sautéed seasonal vegetables
- Blackened Grouper: topped with banana, mango & tomato salsa paired with Spanish rice & grilled asparagus
- Rib Eye Steak: cooked to medium in a red wine brown sauce paired with baby glazed carrots & cheddar mac-n-cheese

### SWEET ENDINGS:

- Wedding Cake customized from a Preferred Vendor
  - Coffee & Tea Service
- 

# A Perfect Pairing



## **FOREVER FLAVORFUL**

**\$169 PER PERSON**

**5 - HOUR PREMIUM OPEN BAR**

### **COCKTAIL HOUR:**

#### **PASSED HOR D'OEUVRES (CHOICE OF FOUR)**

- Mediterranean Antipasto Skewers
- Seared Rare Tuna with Tropical Fruit Relish
- Coconut Chicken Fried in a Pina Colada Batter
- Chorizo served with Spicy Mustard or Ancho Chili Sauce
- Beef Tenderloin Crostini with Caramelized Onions, Bleu Cheese & Balsamic Reduction Drizzle
- Charred Grilled Vegetable Quesadillas with Fresh Cilantro & Chipotle Cream
- Fresh Basil Pesto & Baked Goat Cheese Crostini

#### **COLD DISPLAYS (CHOICE OF TWO)**

- Charcuterie Board: cured meats with imported cheeses, seasonal vegetables, and artisan breads
- Artisanal Cheese Board: international & domestic cheeses, fresh berries, grapes & seasonal fruits with assorted crackers & sliced baguettes
- Embassy Boca Gardens Crudites with sundried tomato aioli & buttermilk ranch dips
- Tropical Sensations: fruits & berries with a strawberry yogurt dip

### **MAIN COURSE:**


#### **SALADS (CHOICE OF ONE)**

- Romaine Lettuce, Blistered Tomatoes, Red Onions & Feta Cheese drizzled with Balsamic Vinaigrette
- Yellow & Red Tomatoes Caprese: drizzled with olive oil & balsamic vinegar
- Baby Lettuce with Endives, Cucumber and Roasted Red Peppers in a mustard vinaigrette

#### **DINNER ENTRÉES (CHOICE OF TWO)**

- Seared Filet Mignon: in a Cabernet reduction paired with whipped sweet potatoes & seasonal sautéed vegetables
- Red Snapper Vera Cruz: paired with wild rice pilaf & honey glazed carrots
- Roasted Chicken Breast: topped with tomato bacon pepper jam and paired with roasted garlic & thyme whipped potatoes & buttered asparagus

### **SWEET ENDINGS:**

- Wedding Cake customized from a Preferred Vendor
  - Coffee & Tea Service
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# Enhancements

pricing is per guest unless otherwise noted

\*\$175++ chef's fee applied per 40 guests / \*\*\$175++ bartender fee applied per 75 guests

## LIVE ACTION STATION\*

Italiano, \$22: choice of pasta paired with zesty marinara or garlic alfredo sauces, grilled diced chicken, seasoned ground beef, mushrooms, onions, & seasonal veggies. served with garlic Texas toast & grated parmesan & Romano cheeses

Mac n Cheesy Love, \$28: classic cheddar, smoked gouda & mozzarella, white cheddar with truffle oil & Mexican cheeses; bacon, grilled chicken, caramelized onions, red peppers & French-fried onions

Asian Flair, \$34: beef with broccoli & shitake mushrooms in fermented black bean sauce; pan seared chicken dumplings with Ponzu dipping sauce; steamed jasmine rice

## SPECIALTY BARS\*\*

Classic Margarita, \$14:  
classic combination of tequila, triple sec and refreshing lime juice for the ultimate refreshment

Classic Mojito, \$16:  
rum, lime, mint and sugar are joined together & topped with thirst-quenching club soda

Sangria Serenades, \$20:  
house made red & white sangrias made with fresh fruits and sweet wines

## CARVING STATION\*

Vermont Butter Herb Whole Turkey Breast, \$24:  
Whole Cranberry Sauce, Mustard Seed Aioli, Giblet Gravy, Artisan Rolls

Mojo Marinated Pork Roast, \$27:  
Sage, Sour Oranges Garlic Mojo, Artisan Rolls

Grilled Peppercorn Beef Tenderloin, \$30:  
served with horseradish mayo, bearnaise sauce, artisan bread

## DESSERT STATIONS

S'mores Love, \$16:  
chocolate bars, jumbo marshmallows & graham crackers.

Bananas Foster\*, \$18:  
bananas, brown sugar, lemon, butter, cinnamon & banana liquor

Ice Cream Sundae, \$20:  
assorted flavors, chocolate & caramel sauces, rainbow sprinkles, maraschino cherries, chocolate candies & whipped cream

Viennese Table, \$24:  
assorted mini fruit tarts, key lime tarts, mini cheesecakes & cannoli

## SPECIALTY DISPLAYS

Wings, \$22: traditional or boneless chicken wings served with celery, carrots and ranch dressing with choice of 2 flavors (Cajun Rub, BBQ, Jerk, Buffalo or Teriyaki)

The Afterparty, \$36: BBQ chicken sliders, mini-Philly cheesesteaks, pretzel bites & mini baskets of French fries

Seafood, \$45: peel & eat shrimp, oysters, smoked fish dip with crackers, cocktail sauce, and horseradish



# Love Kickoff

pricing is per guest unless otherwise noted

All dinner buffets include fresh brewed iced tea, regular & decaffeinated coffees and assorted hot teas

## REHEARSAL DINNER BUFFET

### Little Italy, \$50

#### Garden Salad

mixed greens, red onions, kalamata olives,  
pepperoncini, tomatoes, garlic croutons & Italian dressing

#### Entrées

Sautéed Lemon Chicken Piccata

Italian Style Meatballs with Zesty Marinara Sauce

Penne Pasta with Parsley & Olive Oil

#### Sides

Rosemary Red Potatoes

Roasted Seasonal Veggies

Garlic Texas Toast

#### Dessert

Chef's Choice

### Taste of Miami, \$60

Roasted Corn & Black Bean Salad  
avocado, cotija cheese & lime vinaigrette

#### Entrées

Chimichurri Skirt Steak

Fiesta Grilled Chicken

Mojo Pork (\$6++)

#### Sides

Yellow Rice & Seasoned Black Beans

Sweet Plantains

Tostones (Fried Plantains)

#### Dessert

Chef's Choice

## ENHANCE IT!

pricing is per guest unless otherwise noted; \*\$175++ bartender fee applied per 75 guests

### Specialty Bars\*

Classic Margarita \$14

Classic Mojito \$16

Fruity Sangria \$20

### Bar Options\*

Call Brands: open up to Two Hours, \$32

each additional hour, \$7

Premium Brands: open up to Two Hours, \$42

each additional hour, \$8

Host/Cash Bar: \$500++ minimum

(ask manager for details)

### Specialty Stations

Ice Cream Sundae Fundae, \$12

assorted flavors, chocolate/caramel sauces, rainbow sprinkles, maraschino cherries & whipped cream

Chef's Dessert Table \$14

chef's choice of seasonal cakes, pies & cookies

Viennese Table, \$24:

assorted mini fruit tarts, key lime tarts, macaroons & eclairs

# Morning After

## EMBASSY SUITES BRUNCH

\$50++ per guest

### Hot Station

Fluffy Scrambled Eggs

Crisp Bacon Strips

Link Sausages

Country Style Red Bliss Breakfast Potatoes

House Made Oatmeal

Grilled Herb Seasoned Chicken

Sautéed Seasonal Vegetables

### Cold Station

Assorted Breakfast Pastries

Bakery Fresh Bagels

Seasonal Fresh Fruit

Cream Cheese, Butter and Fruit Preserves

Garden Salad: Mixed Greens, Tomatoes, Cucumbers, Carrots,

Shredded Cheese, Garlic Croutons & Choice of 2 Dressings

### Beverages

Chilled Florida Orange & Cranberry Juices

Fresh Brewed Regular & Decaf Coffees

Hot Water with Assorted Teas

Fresh Brewed Iced Tea

## ENHANCE IT!

Pricing is per guest unless otherwise noted

\*\$175++ bartender fee applied per 75 guests / \*\*\$175++ chef's fee applies per 40 guests

### Specialty Bars\*

Bloody Mary

\$25 unlimited; \$12 per glass

Mimosas

\$20 unlimited; \$10 per glass

### Specialty Stations

Southern Style Grits \$5

Cinnamon French Toast \$8

served with warmed maple syrup

Omelette \$12\*\*

made to order with choice of meats, cheeses & veggies

Waffle Bar \$14

served with warmed maple syrup, seasonal berries,  
& whipped cream



**EMBASSY  
SUITES**

by Hilton™

Boca Raton

*Let's connect*

*We can't wait to plan your special day!*

**Embassy Suites by Hilton Boca Raton**

**Maria Artigas, Catering Sales Manager**

**661 NW 53rd Street**

**Boca Raton, FL 33487**

**phone: (561) 994-8200**

**maria.artigas@hilton.com**

**www.bocaratonembassy.com**

# Reception FAQ

**Service Gratuity & Sales Tax** - All menu pricing, room rental, audio visual and other fees are subject to 25% gratuity and 7% FL state tax.

**Extra Hours Charge** - There is a 5 Hour Maximum for wedding receptions (1 Hour Cocktail Hour & 4 Hours of Banquet). There will be a \$300 fee (plus tax & service) for any additional hour.

## **Banquet Food and Beverage Minimum (December-April)**

Friday & Saturday: Breakfast/Lunch - \$3,500

Dinner - \$6,500/Friday and \$8,000/Saturday

Sunday-Thursday: Breakfast/Lunch - \$2,500

Dinner - \$5,500

## **Banquet Food and Beverage Minimum (May-November)**

Friday & Saturday: Breakfast/Lunch - \$2,500

Dinner - \$5,000/Friday and \$7,500/Saturday

Sunday-Thursday: Breakfast/Lunch - \$1,500

Dinner - \$4,000

A Food & Beverage minimum is the required minimum amount one must spend in food and beverage for the banquet space selected. This amount does not include state tax or service charge. Any selections made for food and beverage go directly towards the food and beverage minimum. If a food and beverage minimum is not met, the remaining balance will be charged as room rental.

**Children Meals** - Children 4 and under - FREE

Children 5-12 - \$49 (starting)

Young Adults 13-20 - \$69 (starting)

**Reserving Your Date** - A signed contract and a \$1,500 non-refundable deposit are required to secure your date. Embassy Suites Boca Raton does not hold dates for longer than 24 hours and has the option to sell without a deposit.

**Payment Schedule** - A \$1,500 non-refundable deposit is required to secure your date. 50% of contracted estimated charges must be paid 3 months prior to event date. Final payment is due 3 weeks prior to event date. Initial payments can be made by cash, credit card, personal check or certified check. Final payment cannot be made by personal check. All payments are non-refundable.

# Reception FAQ

**Meal Count** - If more than 1 entrée selection is offered for a plated meal, guests' orders must be taken through the host's RSVP cards. Orders must be presented to the Catering Manager 3-weeks prior to event date. It is the host's responsibility to indicate selected entrees on individual place cards.

**Attendance** - An estimated number of attendees is required upon contract signing. Please note, this number can be increased but CANNOT be decreased after the 3-week cutoff. Guaranteed attendance is required 3 weeks prior to event. If attendance falls below the guarantee, host is still responsible for the original guarantee given 3 weeks prior. If guarantee is more than the contracted attendance, it must be capped based on the space available for contracted banquet room.

**Linens** - Embassy Suites Boca Raton provides black or white floor length linens for your event. Specialty linens may be ordered with your Catering Manager for an additional fee.

**Décor, Entertainment & Party Items** - All décor and entertainment can be supplied from your preferred vendor. The Catering Manager will also supply you with a list of Embassy Suites Boca Raton's preferred vendor list. Please note, the following items are not permitted: glitter, confetti, smoke/fog machines, nails/glue for hanging purposes. All items must be removed from banquet space at the completion of your event or storage fees will apply.

**Wedding Cake** - You are required to contact a preferred vendor of your choice from our list to set up all tastings and details necessary for them to accurately complete your wedding cake order. Should you decide to use an alternate vendor for this service, a cake cutting fee of \$5.00++ per guest will apply. Please note that the starting price of the package remains the same whether or not the wedding cake included in the package is used.

**Damage to Facility** - Should any damages occur during event by the host or guests, the host will be financially responsible for the repair of damaged property.

**Insurance** - Certificate of insurance is required for all outside vendors.

**Room Set-Up** - Host and vendors are permitted to enter the banquet space 3 hours prior to event start time. If additional time is requested, it will be subject to availability and at the discretion of the Banquet & Catering Manager. If a request to change the room set-up is made on day of event, a \$250 reset fee will be applied to the final bill based on setup.

# Room Block FAQ

**What room types are available at the Embassy Suites by Hilton Boca Raton for a room block?**

Run of House

**How many rooms do we need to book to receive a discount?**

Group room blocks must be a total of at least 10 room nights on main date.

**How many rooms can we book per night?**

A maximum of 10 room nights per night can be booked initially. Rooms may be added in 5-room increments, based on availability, once those rooms are reserved.

**How many room types can we book?** You may request as many room types as you'd like. The Embassy Suites by Hilton Boca Raton will note these requests, but all contracts will state "Run of House." This means that you cannot block a specific number of rooms for each room type. Rather, the hotel will provide the specific number of rooms requested for the room types that are currently available at time of booking.

**What fees are associated with individual rooms?** Individual room rates are per room, per night, and are subject to applicable taxes currently at 13%. An incidental hold of \$50 per night, per room will apply to all individual rooms.

**What is an incidental hold?** An incidental hold covers room service, market purchases, and parking. If you do not incur any incidental charges, you will only be billed the nightly rate for your room plus tax.

**Is the wedding couple's room automatically reserved?** No, the wedding couple's room is not automatically reserved. The wedding couple must reserve their room complimentary room by contacting their Sales Manager or hotel reservations.

**How do guests reserve their rooms?** Individuals may make reservations through:

1. A custom, online booking link which will be provided at least 1 week upon signed contract.
2. Hilton Central Reservations, 800-362-2779

**Does the Embassy Suites by Hilton Boca Raton provide transportation to our guests?**

No. The hotel does not have shuttle service.

**What happens to rooms in our block that are not reserved?**

We provide a cut-off date prior to check-in, and any rooms that are not reserved are automatically released back into hotel inventory.

# Room Block FAQ

## **When does our room block discount expire?**

Your room block discount expires on the cut-off date provided by the hotel.

## **What if our room block is completely reserved before the cut-off date and we need more rooms?**

Room types and rates are based on an availability basis only. Should you need more rooms & availability allows, we can create another room block for you. Rates for any additional rooms are subject to change from the original rate received.

## **Can the wedding couple provide welcome gift bags for their guests?**

Welcome gift bags can be dropped off with our Front Desk. Our Front Desk staff will give these to your guests at check-in. This service is complimentary to you. Should you choose to put individual names on bags, our staff can deliver them to guest rooms for an additional charge of \$2.00 per bag. This service will have to be planned and prepaid with your Catering Manager. When dropping off your bags at the hotel, please let the Front Desk staff know the block name, and how many bags should be given out per room.

**When are the room block rates valid?** Room rates are valid 3 days prior to contracted check-in date and 3 days post contracted check-out date.

**Does the hotel take a deposit when securing a room block?** No. The hotel does not take a deposit when securing a room block. However, we do require a non-refundable one night's room & tax deposit from individual guests when making their reservations in room blocks made for January - April. Blocks made for May - December do not require a deposit.

**What is your cancellation policy for individual reservations?** Individual reservations must be cancelled 72 hours prior to arrival date to avoid one night room and tax penalty fee.

\*Please note, your cancellation policy may differ and is subject to hotel discretion.

**How do we move forward with booking our block?** We are honored to host you and your guests for your special day! Please provide the following information to your Catering Manager in order to move forward with securing a room block:

**Couples Names (First & Last):**

**Wedding Venue:**

**Phone:**

**Email:**

**Address:**

**Check-In & Out Dates:**

**Rooms Requested Per Night:**