



# EMBASSY SUITES

by HILTON™

Des Moines Downtown



the **VIEW** is EVEN BETTER  
in Downtown Des Moines

## Wedding Banquet Menu

101 E. Locust ST, Des Moines, IA 50309 • 515.244.1700 • [desmoines.embassysuites.com](http://desmoines.embassysuites.com)

Congratulations on your engagement! The Embassy Suites Des Moines Downtown staff is committed to making your dreams come true with an impeccable staff that sees to you & your guest's every need.

Express your individuality. Honor your cultural heritage. After all, it's your wedding, & only you know what it will take to make this exciting day everything you imagined it would be.

It would be our privilege to assist you in the planning process of your very special day. Our wedding services provide for the trendy to the traditional, the extravagant to the tastefully modest. We'll be there through it all to ensure that everything goes well along the way.

In the following pages you will find our standard wedding packages & menus. We are more than willing to work with you in customizing your wedding package to accommodate any special needs.

**Food & Beverage minimums: (Plus 25% Service Charge & 7% Sales Tax)**

**Scott's Landing: up to 60 guests = \$2,000++**

**Jr. Ballroom: up to 80 guests- \$3,000++**

**1/4 Ballroom: 50-100 guests = \$3,500.00++**

**1/2 Ballroom: 100-250 guests = \$8,000.00++**

**3/4 Ballroom: 250-350 guests = \$12,000.00++**

**Embassy Grand Ballroom: 350-550 guests = \$16,000.00++**

For more information or to schedule an appointment  
Please call: 515-244-1700 & ask for the sales office

## **COMPLIMENTARY ITEMS PROVIDED WITH EACH PACKAGE**

Complimentary Guest Room Suite for the Bride & Groom on the Night of the Wedding

Complimentary Parking for the Bride & Groom

A Personal Web Page for your Reduced Rate Guest Room Block

Your Choice of White or Black Floor Length Linens & Napkins

72" Rounds to comfortably accommodate ten guests

Dance floor, all Tables & Chairs, Staging for Head Table

Illuminated Head Table & Cake Table

Your Choice of Hotel Centerpiece: Mirrored Tile with Hurricane Vase with White Taper Candle or  
Glass Block with Glass Stack & 2 votives

Complimentary Champagne Toast or Sparkling Apple Cider for Every Guest

Cake Cutting Service

Wireless Microphone for Head Table Toasts

Hilton Honor Award Points for your reception

Hotel will assist in setting up two items for your reception  
(i.e. Party Favors & Centerpieces. For additional items, fees may apply)

Menu tasting for up to 6 people

Personalized Wedding Coordination to assist through the planning of your special day. From the initial appointment to the day of your Reception, they will be by your side to offer support, creativity, & to answer all your questions.



## ROSE PACKAGE

Includes: Cheese & Cracker Display as a Hors D'oeuvres

All prices are per person and subject to 25% service charge & applicable tax

### SALADS:

#### **Embassy Market Salad**

Field Greens, Bliss Tomatoes, Cucumber & Shaved Carrots

#### **Caesar Salad**

Chopped Romaine, Parmesan Cheese, Homemade Croutons with Creamy Caesar Dressing

### DINNER ENTREES:

#### **Duet Meal**

**\$38**

Selection of Top Sirloin & your choice of Chicken or Pork Entrée:

#### **Graziano Sausage Stuffed Chicken Breast**

**\$34**

With Sun Dried Tomato Beurre Blanc Sauce

#### **Seared Champagne Chicken**

**\$34**

With Creamy Champagne Reduction Sauce

#### **Seared Chicken**

**\$34**

With Bridal Sauce

#### **Prosciutto Wrapped Pork Tenderloin**

**\$34**

With Smoked Vegetable & Veal Demi Sauce

#### **Salmon**

**\$37**

With Zinfandel Cream Sauce

#### **Prime Sirloin**

**\$37**

With Wild Mushroom Sauce

#### **Bacon Wrapped Beef Tenderloin**

**\$48**

With Wild Mushroom Compote

All entrees include:

Fresh Baked Breadbasket & Butter, Choice of Salad, Starch, Vegetable, Entrée, Water, Iced Tea, & Coffee

There will be an additional charge of \$4.00 per person for three or more selections.



## LILY PACKAGE

Includes: Cheese & Cracker Display, Fresh Vegetable Crudités, Your Choice of One Hot Hors D'oeuvres, One Hour Hosted Bar (during cocktail reception -premium well), Upgrade to Presidential or Governor's Suite Based on Availability, One Additional Complimentary Standard Suite

All prices are per person and subject to 25% service charge & applicable tax

### SALADS:

#### **Embassy Market Salad**

Field Greens, Bliss Tomatoes, Cucumber & Shaved Carrots

#### **Caesar Salad**

Chopped Romaine, Parmesan Cheese, Homemade Croutons with Creamy Caesar Dressing

### DINNER ENTREES:

#### **Duet Meal**

**\$49**

Selection of Top Sirloin & your choice of Chicken or Pork Entrée:

#### **Graziano Sausage Stuffed Chicken Breast**

**\$45**

With Sun Dried Tomato Beurre Blanc Sauce

#### **Seared Champagne Chicken**

**\$45**

With Creamy Champagne Reduction Sauce

#### **Seared Chicken**

**\$45**

With Bridal Sauce

#### **Prosciutto Wrapped Pork Tenderloin**

**\$45**

With Smoked Vegetable & Veal Demi Sauce

#### **Salmon**

**\$47**

With Zinfandel Cream Sauce

#### **Prime Sirloin**

**\$48**

With Wild Mushroom Sauce

#### **Bacon Wrapped Beef Tenderloin**

**\$58**

With Wild Mushroom Compote

All entrees include:

Fresh Baked Breadbasket & Butter, Choice of Salad, Starch, Vegetable, Entrée, Water, Iced Tea, & Coffee

There will be an additional charge of \$4.00 per person for three or more selections.



## ORCHID PACKAGE

Includes: Cheese & Cracker Display, Fresh Vegetable Crudités Display, Your Choice of One Hot Hors D'oeuvres & One Cold Hors D'oeuvres, Four Continuous Hours Hosted Bar (premium well), Upgrade to Presidential Suite the night before & the night of the wedding reception based on Availability, Upgrade to Governor's Suite the night before the wedding ceremony, White Chair Covers, White Pipe & Drape set behind Head Table with your choice of Colored Up-lights.

All prices are per person and subject to 25% service charge & applicable tax

### SALADS:

#### **Embassy Market Salad**

Field Greens, Bliss Tomatoes, Cucumber & Shaved Carrots

#### **Caesar Salad**

Chopped Romaine, Parmesan Cheese, Homemade Croutons with Creamy Caesar Dressing

### DINNER ENTREES:

#### **Duet Meal**

**\$67**

Selection of Top Sirloin & your choice of Chicken or Pork Entrée:

#### **Graziano Sausage Stuffed Chicken Breast**

**\$61**

With Sun Dried Tomato Beurre Blanc Sauce

#### **Seared Champagne Chicken**

**\$61**

With Creamy Champagne Reduction Sauce

#### **Seared Chicken**

**\$61**

With Bridal Sauce

#### **Prosciutto Wrapped Pork Tenderloin**

**\$61**

With Smoked Vegetable & Veal Demi Sauce

#### **Salmon**

**\$63**

With Zinfandel Cream Sauce

#### **Prime Sirloin**

**\$64**

With Wild Mushroom Sauce

#### **Bacon Wrapped Beef Tenderloin**

**\$74**

With Wild Mushroom Compote

All entrees include:

Fresh Baked Breadbasket & Butter, Choice of Salad, Starch, Vegetable, Entrée, Water, Iced Tea, & Coffee

There will be an additional charge of \$4.00 per person for three or more selections.

## DINNER BUFFETS

All prices are per person and subject to 25% service charge & applicable tax

Packages are priced for a 90-minute meal service. Minimum of 40 guests

<b>Rose Package</b>	<b>2 Entrée: \$49</b>	<b>3 Entrée: \$51</b>
<b>Lily Package</b>	<b>2 Entrée: \$56</b>	<b>3 Entrée: \$58</b>
<b>Orchid Package</b>	<b>2 Entrée: \$70</b>	<b>3 Entrée: \$73</b>

## CHOOSE THREE SALADS:

Tossed Garden Salad with assorted dressings

Caesar Salad

Marinated Tomato, Cucumber, & Onion Salad

Italian Pasta Salad

Chilled Rice & Fresh Pea Salad

Baby Red Potato Salad with Honey Mustard Dressing

## ENTRÉE SELECTIONS:

**Champagne Chicken** | Seared Breast of Chicken in a Champagne & Cream Reduction

**Prime Rib** | Slow Roasted Prime Rib with a Wild Mushroom & Veal Demi Glaze Compote

**Whitefish with Seafood Zinfandel Sauce** | Seafood, Dry Sherry, Saffron, & Lobster Stock

**Grilled Salmon** | Grilled Salmon served with Smokey, Onion, & Tomato Broth

**Bourbon Chicken** | Slow-simmered Chicken Breast, Bourbon Sugar Sauce, Bacon & Grated Cheese

**Slow Roasted Pork Loin with Dijon Cream Sauce** | Tobacco Onions & Fresh Herbs

**Tri Colored Bow Tie Pasta** | Tossed in Pinot Noir Cream Sauce, Garnished with Crispy Leeks

**Cheese Tortellini** | House-Made Marinara, Garnished with Fresh Herbs & Cheese

All buffets include:

Chef's Selection of Starch & Seasonal Fresh Vegetable, Basket of Fresh Breads & Butter,  
Water, Iced Tea & Coffee

## COLD HORS D'OEUVRES

All prices are per 50 Pieces and subject to 25% service charge & applicable tax

### TIER 1

**\$175**

**Pinwheels** | Turkey, Ham, & Corned Beef rolled in Spinach, Tomato, & Whole Wheat Tortillas  
**Bleu Cheese & Walnut Bites** | Mini Phyllo Shells filled with Bleu Cheese & Candied Walnuts  
**Sriracha Chicken Salad** | Chicken Salad and Almonds served on Mini Wedges of Iceberg Lettuce  
**Tortellini Antipasto Skewers** | Tortellini, Fresh Mozzarella, Sun-Dried Tomatoes & Artichokes  
**Assorted Canapés** | Small Pieces of Pastry topped with Savory Flavors  
**Stuffed Portabella Wedges** | Flavored Cream Cheese served on wedges of Portabellas  
**Ciabatta Tea Sandwiches** | With an assortment of Meats & Cheeses  
**Roast Beef & Horseradish Crostini**  
**Crostini a la Romana** | Prosciutto, Mozzarella, on Toasted Ciabatta with Sage Butter  
**Cheese-Stuffed Dates wrapped in Prosciutto**

### TIER 2

**\$195**

**BLT** | Individual Presentation Cups of BLT Toppings served on Garlic Bagel Chips  
**Vegetable Flatbread** | Naan Flatbread with Seasoned Cream Cheese & Assorted Roasted Vegetables  
**Tomato, Watermelon, Basil Skewers** | Balsamic Syrup & Olive Oil Drizzle  
**Bruschetta Trio** | Traditional Tomato Basil Bruschetta, Pineapple Mango Mint Bruschetta, & Artichoke Olives Feta Bruschetta served with Toasted Crostini  
**Skewered Greek Salad** | Tomato, Feta, Olive, Sweet Onion marinated in Greek Oregano Oil Dressing  
**Crudité Shooters** | Individual Crudité with Ranch Dressing, Carrot Stick, Celery Stick, & Red Pepper Strip  
**Pecorino Romano with Apples & Fig Jam** | Fig Jam, Brandy, Hazelnuts, Olive Oil on Cheese Baguette  
**Cheese & Spinach Puff Pastry Pockets**  
**Crostini with Plum Tomato Jam** | Individual Portion of Tomato Jam & Cheese Baked Crostini

### TIER 3

**\$225**

**Bacon-Wrapped Bread Sticks** | Rolled in Parmesan Cheese  
**Shrimp Martini** | Individual Shrimp Cocktail served in a Mini Martini Glass  
**Smoked Salmon Roulade** | Locks of Smoked Salmon with Dill Cream Cheese on Focaccia  
**Ceviche Martini** | Marinated Diced Scallops & Shrimp in Lime Juice, Garlic, Jalapenos, Green Onion

## HOT HORS D' OEUVRES

All prices are per 50 Pieces and subject to 25% service charge & applicable tax

### TIER 1

**\$175**

**Assorted Mini Quiche** | Spinach, Bacon, Shrimp, Cheese  
**Sausage-Stuffed Mushrooms** | Button Mushrooms stuffed with Italian Sausage  
**Fried Green Beans** | Green Beans Battered & Fried served with Bacon Ranch Dressing  
**Peanut Chicken Satay** | Chicken Satay in Peanut Sauce & Toasted Sesame Seeds  
**Finnish Meatballs** | Beef, Pork, Veal, Worcestershire, Allspice, Sour Cream & Dill Sauce  
**Asian Meatballs** | Pork & Beef with Spicy Pineapple Sauce  
**Chicken Strips** | with Ranch & Honey Mustard  
**Buffalo Wings** | with Ranch & Bleu Cheese  
**Fried Portabella Strips**

### TIER 2

**\$195**

**Santé Fe Chicken Eggrolls** | Chicken, Black Beans, Spinach, & Cheese with Cilantro Crème Sauce  
**Mini Beef Wellingtons** | Beef, Mushroom, Boursin Cheese folded in Puff Pastry  
**Assorted Mini Pizza on Grilled Flatbreads** | Pesto Chicken, Cuban, Wild Mushroom & Margarita  
**Smoked Chicken Wings with Bourbon BBQ Glaze**  
**Calamari Puffs** | with Chili Lime Salsa

### TIER 3

**\$225**

**Mini Shrimp Calzones** | Cream Cheese, Sauce, & Bay Shrimp  
**Mini Pork Calzones** | Cheddar-Jack Cheese, Sauce, & Pulled BBQ Pork  
**Bacon-Wrapped Scallops** | Scallops wrapped in Bacon & drizzled with Garlic Butter  
**Hot Crab Dip** | Crab, Spinach, Artichokes, Green Onions, Cream Cheese with Crackers  
**Coconut Shrimp** | Jumbo Shrimp coated in Panko & Coconut with Sweet Chili Sauce

## PRESENTATION DISPLAYS

All prices are per person and subject to 25% service charge & applicable tax

ALL displays are a minimum of 30 people

<b>Fromage</b>	<b>\$6</b>
International & Domestic Cheeses with a Medley of Crackers	
<b>Fresh Seasonal Fruit Display</b>	<b>\$6</b>
<b>Pineapple Tree</b>	<b>\$7</b>
Pineapple Tree Filled with Fresh Fruit	
<b>Vegetable Crudité</b>	<b>\$6</b>
Assortment of Garden Vegetables with Dip	
<b>Brown Sugar Cured Salmon</b>	<b>\$7</b>
Smoked Salmon Cured in Brown Sugar & Dill with Crackers, Capers & Lemon Wedges	
<b>Antipasto</b>	<b>\$6</b>
Salami, Capicola Ham, Prosciutto, Fresh Mozzarella, Asparagus, Marinated Artichokes & Mushrooms, Tomatoes, Olives, Red Pepper Strips served with Crostini	
<b>Nacho Bar</b>	<b>\$12</b>
Tortilla chips, ground beef or chicken, nacho cheese sauce, diced tomatoes, green onions, black olives, sour cream & salsa	
<b>Jumbo Chilled Shrimp</b>	<b>\$10</b>
with Lemon & Cocktail Sauce	
<b>Sweet Bar</b>	<b>\$8</b>
Assorted Mini Cheesecakes, Petit Fours, Mini Cream Puffs, & Mini éclairs	

## CARVING PRESENTATIONS

All prices are subject to 25% service charge & applicable tax  
Chef's Fee of \$75 will apply. One Chef per 100 servings.

**Balsamic Marinated Tenderloin of Beef** **\$495**

Serves Approximately 25

Served with Sweet Dinner Rolls, Garlic & Scallion Horseradish Sauce

**Roasted Baron of Beef** **\$385**

Serves Approximately 50

Served with Sweet Dinner Rolls, Au Jus, & Horseradish Sauce

**Honey Mustard Glazed Pit Ham** **\$285**

Serves Approximately 30

Served with Sweet Dinner Rolls & Honey Mustard Sauce

**Smoked Pork Loin** **\$325**

Serves Approximately 30

Served with Sweet Dinner Rolls, Honey Mustard & Spicy Corn BBQ Sauce

**Roasted Breast of Turkey** **\$365**

Serves Approximately 30

Served with Sweet Dinner Rolls, Cranberry Mayo & Herb Mayo

## ACTION STATIONS

Packages are priced for a 90-minute service. Minimum of 40 guests  
Pricing is per person & subject to 25% service charge plus applicable tax

**2 Stations \$34      3 Stations \$48      4 Stations \$60      5 Stations \$75**

### SLIDER

Shaved Prime Rib | Chicken Parmesan | Prime Beef with Balsamic Onions & Bleu Cheese Crumbles

### MACARONI & CHEESE

Homemade Mac & Cheese Mixed with Guest Choice of Toppings: Shrimp, Pancetta, Tomatoes, Onions, Mushrooms, Asparagus, Spinach, & Assorted Cheeses

### SALAD

Guests' choice of Greens & Dressing tossed with a selection of proteins, cheeses, fruits, & nuts. Includes Gilroy Garlic Bread, Freshly Baked Rolls & Lavosh

### PASTA

Guests' choice of Pasta & Sauce mixed with a selection of proteins & vegetables

### MASHED POTATO

Guests' choice of Potato with a selection of toppings to include proteins, vegetables, cheeses, & gravy

### SOUP SHOOTER

Couple's Choice of Four Soups from the following:

Prawn Gazpacho | Chilled Avocado | Butternut with Crème Fraiche | Lobster Bisque | Tomato Bisque

### SOFT TACO

Shredded Chicken & Beef with Assorted Toppings:

Guacamole | Homemade Salsa | Cilantro Lime Rice | Black Beans | Grated Cheese | Flour & Corn Tortillas

## HORS D'OEUVRES RECEPTION PACKAGES

Packages are priced for a 90-minute reception. Minimum of 30 guests.  
Pricing is per person & subject to 25% service charge plus applicable tax

### PEARL PACKAGE

**\$34**

Two Hot Hors D'oeuvres, Two Chilled Hors D'oeuvres, & One Display Presentation

### RUBY PACKAGE

**\$47**

Two Hot Hors D'oeuvres, Two Chilled Hors D'oeuvres, One Display Presentation, & One Carving Station

### DIAMOND PACKAGE

**\$64**

Two Hot Hors D'oeuvres, Two Chilled Hors D'oeuvres, One Display Presentation, & Two Carving Stations

All Hors d'Oeuvres Reception Packages include an Assorted Dessert Display & a Gourmet Coffee Station  
with Chocolates, Cinnamon Sticks, & Flavored Creamers

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## DISPLAY PRESENTATIONS

**Antipasto** | Marinated Mushrooms, Fresh Mozzarella Cheese, Prosciutto, Salami, Capicola, Roasted Red & Green Bell Peppers, Grilled Asparagus, Artichoke Hearts, Kalamata Olives

**Chips, Chips, and More Chips** | Potato Chips, Tortilla Chips with Salsa, Pretzels, Chex Mix

**Market Cheese** | Domestic Cheeses with Assortment of Crackers

**Fresh Season Fruit** | Assortment of Fresh Seasonal Fruit

## CARVING STATIONS

**Roasted Breast of Turkey** | Petite Rolls & Cranberry Relish & Herb Mayo

**Baked Honey Glazed Ham** | Petite Rolls & Honey Mustard Sauce

**Roasted Pork Loin** | Petite Rolls & Sweet Baby Rays BBQ

**Roasted Baron of Beef** | Au jus & Horseradish

## **ADDITIONAL ENHANCEMENTS**

All pricing subject to service charge of 25% & applicable taxes

### **Rental of the Atrium**

For Cocktail Hour **\$250**

For Wedding Ceremony **\$400**

Fee Includes: Wired Microphone with Sound

Staging for Ceremony

Banquet Chairs for Guests

### **Butler Service**

**\$35 per server per hour**

### **Ice Carvings**

**\$350.00**

**Prices starting at**

### **Wedding Video Package**

**\$250**

### **Draping behind the head table with choice of Colored Up-Lights**

**\$300**

### **Additional Up lights around room**

**\$40 each**

### **White Chair Covers**

**\$5 per chair**

### **Personalized "Gobo" Light**

**\$300**

### **Fruit Punch**

**\$40 per gallon**

### **Children's Menu**

**\$14 per child**

**Ages 4-12:** Fresh Sliced Fruit, Chicken Strips & Macaroni & Cheese

### **Private Gift Opening Room**

**\$200**

## BEVERAGE BILL OF FARE

Pricing is **INCLUSIVE** of 25% service charge and applicable tax

### WINE SELECTIONS

**House Selection** **\$7 | \$43**

White Zinfandel | Chardonnay | Sparkling Wine Pinot Noir | Cabernet Sauvignon

**Premium Selection Mirassou Vineyard** **\$9 | \$49**

Moscato | Chardonnay | Pinot Grigio | Pinot Noir | Cabernet Sauvignon

**WELL BRANDS** **\$7**

Vodka | Gin | Rum | Bourbon | Scotch | Whiskey | Tequila

**PREMIUM BRANDS** **\$9**

Absolute Vodka | Tanqueray Gin | Captain Morgan Rum | Jim Beam Bourbon | Glenfiddich Scotch

Crown Royal Whiskey | Jack Daniel's Whiskey | Jameson Whiskey | Cuervo 1800 Tequila

**CORDIALS & COGNACS** **\$9**

Baileys | Kahlua | Hennessey

### BEER SELECTIONS

**Import & Craft** Corona | Heineken | Dos Equis | Shock Top | Samuel Adams | Fat Tire **\$7**

**Domestic** Busch Light | Bud Light | Budweiser | Miller Lite | Coors Light **\$6**

**Local** *Iowa Craft Beers available upon Request for a Premium Price* **\$ Varies**

### KEGS OF BEER

**Domestic** Busch Light | Bud Light | Budweiser | Miller Lite | Coors Light **\$450**

**Import & Craft** Ask Your Wedding Coordinator for Pricing & Options **\$ Varies**

**SOFT DRINKS & BOTTLED WATER** **\$4**

### BY THE HOUR

	<b>Well</b>	<b>Premium</b>
1 <sup>st</sup> Hour	\$21 per person	\$27 per person
Additional Hour	\$14 per person	\$18 per person

## IMPORTANT INFORMATION

### **Tailored Menus**

We are eager to help you, both planning & serving your function. Should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs.

### **Food & Beverage**

Apart from the Wedding Cake or Cupcakes, all food items served in the hotel premises must be supplied & prepared by the hotel culinary team. All alcoholic beverages to be served on the hotels premises for the function must be dispensed only by hotel servers & bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage. Absolutely no food or beverage is permitted to leave the hotel premise.

### **Billing & Deposits**

A non-refundable deposit of 20% of the anticipated food & beverage minimum & a credit card authorization form are required to hold the function space on a definite basis. A prepayment schedule can be created by your Catering Manager. We require an estimated guarantee number 14 days prior to your event to provide you with the most accurate cost estimate. All estimated charges must be paid in full three business days prior to the event. A credit or cashier's check will be accepted for the final payment.

### **Guarantee Agreement**

We require a confirmation of guaranteed attendance at least 3 business days in advance of all functions. Your bill will be based on the guaranteed number, plus charges over & above. Meals will be prepared for your guarantee figure. Our Banquet Kitchen will make every effort to duplicate your menu for any additional guests, in the event that this cannot be done, a substitute entrée will be provided. In the event we do not receive a guarantee, we will consider the number of guests indicated as estimated on the catering contract as the guarantee.

### **Lost & Found**

The housekeeping department administers lost & found. The hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or articles set-up prior to the planned event if left unattended for any time.

**(continued).... IMPORTANT INFORMATION**

**Important Information**

**Engineering, Electrical & Audio Visual**

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved & power drain. A wide selection of audio-visual equipment & services are available in-house on a rental basis. Orders may be placed through the Catering Department.

**Insurance & Indemnification**

Guests shall indemnify & hold Hotel & its affiliates harmless from any & all claims, suites, losses, damages & expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guests or any attendee of the function on hotel's premises.

**Room Set-Up Fee**

Function rooms are assigned according to the anticipated guarantee number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign accordingly the banquet function room. The hotel will charge \$125.00 for changes to room set up on the day of the event.

**Service Charge & Tax**

All food & beverage functions are subject to applicable service charges & tax as specified by the contract. All food & beverage functions require a minimum number of attendees. Any function not meeting the minimum requirement is subject to a surcharge. Service fees for bartenders, food station attendants, cashiers, & other additional service staff are applicable. This is in addition to the customary service charge & sales tax.

**Sleeping Room Blocks**

Sleeping room rates are available upon request & based on availability. Please ask your Catering Manager for details. All of rooms are spacious two room suites with either a king bed or two double beds. Our suites also feature a living room with a queen size sofa sleeper, miniature refrigerator, microwave, coffee station, hair dryer, iron & ironing board. Other amenities for any guest staying in the hotel include complimentary breakfast & two-hour evening reception with complimentary beverages, complimentary airport transportation, indoor pool, fitness center & business center.