

Hilton Dream Weddings

The Hilton Richmond Hotel & Spa at Short Pump invites you
To have the Wedding of your Dreams. It's your moment to Celebrate!



Congratulations on your engagement!

Uncompromising attention to detail is the foundation of every
Hilton Ceremony, Reception, Bridal Shower, Rehearsal Dinner & Farewell Brunch.

Our experienced Catering Manager will customize your day from start to finish. Our Master Chef will delight you with his vibrant gourmet dishes, where seasonal products and local flavors take your taste buds on an inspiring culinary journey. Our entire staff is dedicated to making your wedding day as special as you always dreamed it would be.

The possibilities are endless..

We believe that each couple is beautifully unique. Our goal is to make sure your beautiful, personal style shines on your special day. It's all in the details!

Our team is committed to achieving your distinct vision and exceeding all expectations of you and your wedding guests.



Call us today to schedule your appointment with our Catering Sales Manager
804-592-2264

Your Dream Wedding begins here...

Celebrate your special day in a grand way at our pristine hotel and beautiful Capital Ballroom.

We are pleased to offer you and your guests genuine hospitality and exceptional service during your wedding weekend here at the Hilton.

Create a weekend of fun complimented with shopping at one of Richmond's largest malls, Short Pump Town Center, unique boutiques, exclusive golf rates, entertainment and complimentary shuttle service within a 3.5 mile radius.

Our wedding packages include:

- ◆ Event space for your cocktail hour, ceremony, and reception
- ◆ Customizable in-house dance floor and stage (sizing subject to availability)
- ◆ Standard tables and banquet chairs, cocktail rounds, china, silver, and glassware
- ◆ 200 gold chiavari wedding chairs (subject to availability)
- ◆ Floor length white wedding linens and choice of Hilton napkin color and fold
- ◆ Gift table, place card table, and cake table
- ◆ Standard Hilton décor to include mirrors and votive candles
- ◆ Cake cutting and serving of your wedding cake
- ◆ Champagne or Sparkling Cider for your wedding toast
- ◆ Staff labor for set-up and break-down of all Hilton provided services
- ◆ Experienced Catering Sales Manager to assist in planning your special day
- ◆ Discounted room rates for overnight guests (minimum of 10 guest rooms required)
- ◆ Complimentary self-parking for all guests (valet available at a minimal charge)
- ◆ Special pricing for your pre or post wedding celebrations – Includes complimentary room rental and a 15% discount off the Food & Beverage minimum for your Rehearsal Dinner or Farewell Brunch

Our gift to the Bride & Groom:

- ◆ Complimentary overnight accommodations- An Executive Floor King room on the evening of your reception
- ◆ Hilton breakfast buffet for two the following morning in our Shula's restaurant
- ◆ A beautifully appointed holding room for the Bridal party

The above wedding packages are based on a minimum attendance of 50 guests.

Ask our catering sales manager about customizing a wedding package for any smaller events.

Wedding Reception Package

Minimum 50 Guests \$89.00++ per person

Open Premium Brand Bar

A fully stocked continuous four hour bar
Featuring our Premium Brand Liquors,
Red & White House Wine, Assorted Domestic &
Imported Beer, Soft Drinks, water, Juices & Mixers
One Bartender is provided for every 100 guests

Cocktail Hour

Butler Passed Hors d' Oeuvres (Please Select Three)

Chicken Satay with Ginger Dipping Sauce

Caprese Skewer

Vegetable Spring Roll

Bacon Wrapped Scallops

Goat Cheese, Pesto, & Tomato Bruschetta

Asian Dumplings with Chili Sauce

Appetizer Displays (Please Select One)

Domestic and Imported Cheese Display
with Assorted Crackers and Baguette Slices

Roasted Vegetable Display
with Complimenting Dips

Caesar Salad Display
Hearts of Romaine Tossed with Garlic Croutons,
Shaved Parmesan, Caesar Dressing & Crostini

Antipasto Display
Sliced Prosciutto, Salami and Capicola with
Provolone, & Fresh Mozzarella.
Grilled Marinated Vegetables including
Pepperoncini, Marinated Olives & Mushrooms
Focaccia Bread, Sliced Baguettes, Grissini Sticks,
Herb & Garlic Infused Oil

Dinner Stations

(Please Select Two)

Prime Rib of Beef Carving Station

Creamed Horseradish, Herb au Jus, Seven Grain Mustard,
and Fresh Baked Rolls

Roasted Turkey Carving Station

Cranberry Relish, Rosemary Aioli, Dill Mustard, Herb
and Garlic Rolls or Sweet Potato Herb Biscuits

Italian Pasta Station

Served with Focaccia and Italian Rolls
(Please Select Two)

Spinach and Ricotta Tortellini with Tomatoes,
Basil, Garlic, with Alfredo Sauce

Penne Rigate with Roasted tomatoes, Sausage,
Mussels, & Rock Shrimp

Gemelli with Tarragon grilled Chicken, Portabella
mushrooms, & Béchamel Sauce

Hearty Beef Bolognese with Tagliatelle Pasta

Macaroni & Three Cheese Station

Chef's Homemade pasta served with Shredded cheddar, Ricotta,
& Parmesan cheese, Crisp Bacon, Sour Cream, Green
Onions, & Broccoli Florets

Risotto Station

(Please Select Two)

Black Pepper, Garlic, & Parmesan Chicken

and Basil Pesto with Roasted Red Peppers

Sweetwater Shrimp & Spinach
Asparagus, Portabella Mushrooms, and White Wine

Inclusions

Fresh Brewed Coffee, Decaffeinated Coffee,
Herbal Teas and Iced Tea

Champagne & Sparkling Cider for Toast

A 23% service charge (or prevailing service charge rate at time of event) and current Virginia Sales Tax (5.3%) and Henrico Meals Tax (4%) will be added to all food and beverage. Our Cocktail Reception and Buffet Stations are based upon 1.5 or 2 hours.

All food and beverage guarantees are due a minimum of 7 days prior to the event.

Wedding Buffet Dinner Package

Minimum 50 Guests \$95.00++ per person

Open Premium Brand Bar

A fully stocked continuous four hour bar
Featuring our Premium Brand Liquors,
Red & White House Wine, Assorted Domestic &
Imported Beer, Soft Drinks, water, Juices & Mixers
One Bartender is provided for every 100 guests

Butler Passed Hors D'oeuvres

(Please select three)

Fresh Ahi Tuna on Cucumber Round

Vegetable Crudit  Shooters with Ranch Dressing

Spinach and Goat Cheese Flatbread

Grilled Chicken, Sundried tomato,
Pesto Flatbread

Italian Skewers with Cheese Tortellini, Salami,
& Vegetables

Assorted Dim Sum with Sesame Ginger Sauce

Display Station

(Please select one)

Vegetable Antipasto Display

Grilled Marinated Vegetables,
Fresh Heirloom Tomatoes, Basil Mozzarella, and
Olive Pesto

Display of Imported and Domestic Cheeses

A Variety of cheeses including Gouda, Brie,
Muenster, Havarti, Boursin, and Aged Cheddar
Served with Assortment of Gourmet Crackers

Dipping Station

Black Olive Tapenade, White Bean Hummus
And Roasted Pepper Dip, Baba Ghanoush,
Marinated Seasonal Vegetables and Olives,
Baguettes and Pita Chips

Buffet Selections

Served with fresh baked rolls & Hilton whipped butter

Salads

Traditional Caesar Salad with Garlic croutons and
shaved Parmesan Cheese

Mixed Garden Green Salad with Fresh Vegetables served with
Ranch and Balsamic Vinaigrette

Entrees

(Please select three)

Chicken Marsala with Wild Mushrooms

Saut ed Garlic and Marsala Wine

Chicken Picatta

with White Wine, Fresh Lemon Juice, and Capers

Grilled Beef Medallions

with Merlot Demi-glaze

Penne Pasta with Fresh Vegetables

Tossed with a Garlic Parmesan Cheese Sauce

Seared Norwegian Salmon

with Pesto Cream Sauce

Honey Glazed Ham

with Pineapple Brandy Sauce

Vegetable Lasagna

Layers of Roasted Vegetables, Ricotta and Parmesan Cheese
baked to perfection and served with a Fresh Tomato Coulis

Sides

(Please select two)

Fresh Seasonal Vegetable

Grilled Asparagus

Roasted Red Potatoes with Sea Salt

Garlic Mashed Potatoes

Yukon Gold Mashed Potatoes

Wild Rice Pilaf

Garlic and Onion Green Beans

Inclusions

Fresh Brewed Coffee, Decaffeinated Coffee,
Herbal Teas and Iced Tea

Champagne and Sparkling Cider for Toast

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All food and beverage guarantees are due a minimum of 7 days prior to the event.

Plated Gold Dinner Package

Minimum 50 Guests \$99.00++ per person

Open Premium Brand Bar

A fully stocked continuous four hour bar
Featuring our Premium Brand Liquors,
Red & White House Wine, Assorted Domestic &
Imported Beer, Soft Drinks, water, Juices & Mixers
One Bartender is provided for every 100 guests

Cocktail Hour

Butler Passed Hors D'oeuvres (Please select three)

Miniature Beef Wellington

Shrimp Tempura with Sweet and Sour Sauce

Brie Cheese with Strawberry Basil Fresca

Spinach and Feta Spanakopita

Bacon Wrapped Scallops

Glazed Chicken Skewer, served with
a Spicy Peanut Sauce

Display Station (Please select one)

Domestic and Imported Cheese Display
With Crackers and Baguette Slices

Assortment of Seasonal Vegetables
with Complimenting Dips

Plated Dinner
Served with fresh baked warm rolls and Hilton
whipped butter

Starter (Please select one)

Fresh Field Greens with Candied Pecans,
Cranberries, Goat Cheese Crumbles
and Balsamic Vinaigrette

Mixed Garden Salad, Sliced Pears, Shaved Parmesan,
Sugar and Spiced Walnuts
with Champagne Vinaigrette

Three Cheese Ravioli served
in a Garlic Cream Sauce

Entrée Selections (Please select two)

Chicken Picatta

With Lemon and White Wine Caper Sauce

Mojito Chicken

Grilled with Lime, Garlic, and Cilantro
with a Sweet Corn Relish

Grilled Sirloin Steak with Béarnaise Sauce

Pan Seared Salmon

Lemon Pesto Cream sauce

Grilled Pork Tenderloin Medallions

With Brown Sugar Bourbon Reduction

Vegetarian Options (Please select one)

Portobello Mushroom

Stuffed with fresh Spinach and Grated Parmesan Cheese

Eggplant Parmesan

Vegetable Stir Fry

Chef's Garden Fresh vegetables tossed with a Soy Ginger
sauce served atop a bed of steamed white rice

Sides (Please select two)

Yukon Gold Mashed Potatoes
Vegetable Bundle

Garlic Roasted Green Beans

Parmesan Risotto

Wild Mushrooms Fresh

Asparagus Herbed

Rice Pilaf

Crisp Haricot Verts

Buttermilk Mashed Potatoes

Seasonal Roasted Vegetables

Southwestern Black Beans & Seasoned Rice

Inclusions

Fresh Brewed Coffee, Decaffeinated Coffee,
Herbal Teas and Iced Tea

Champagne and Sparkling Cider for Toast

A 23% service charge (or prevailing service charge rate at time of event) and current Virginia Sales Tax (5.3%) and Henrico Meals Tax (4%) will be added to all food and beverage. Our Cocktail Reception and Buffet Stations are based upon 1.5 or 2 hours. All food and beverage guarantees are due a minimum of 7 days prior to the event.

Plated Platinum Dinner Package

Minimum 50 Guests \$109.00++ per person

Open Premium Bar

A fully stocked continuous four hour bar
Featuring our Premium Brand Liquors,
Red & White House Wine, Assorted Domestic &
Imported Beer, Soft Drinks, water, Juices & Mixers
One Bartender is provided for every 100 guests

Butler Passed Hors d'oeuvres (Please select three)

Spiced Jumbo Shrimp Shooter,
Zesty Cocktail Sauce

Herbed Crusted Beef Tenderloin on Potato Cake,
With Horseradish Crème

Vegetable Spring Rolls with Ginger Honey Sauce

Cheese Tortellini, Salami Wrap Skewers

Reception Stations (Please select two)

Gourmet Slider Station (Choice of two)

Traditional Cheese Burgers
Black Bean Burgers
Pulled Chicken BBQ
Maryland Style Lump Crab Cakes
Gourmet Grilled Cheese

Wok Station

Served with Steamed White Rice
(choose two)

Mandarin Orange Chicken Schutzyan
Shrimp and Water Chestnuts Mongolian
Ginger Beef and Broccoli Rabe
Sesame Glazed Pot Stickers with Tamari Lime
Vegetable Stir Fry with Lo Mein Noodles,
and Daikon Sprouts

Lettuce Wrap Station (choose two)

Chicken Ginger and Water Chestnut
Hoisin Beef with Green Onion
Southwest Turkey Taco
Mango Shrimp and Chili Sauce

Plated Dinner

Served with fresh baked rolls & Hilton whipped butter

Starter (Please select one)

Goat Cheese and Basil Ravioli, Roasted Pepper Cream
Maryland Crab Cakes with Apple Slaw, Lemon Vinaigrette

Baby Spinach, Roasted Mushrooms, Pancetta,
Red Onions and Sherry Vinaigrette

Traditional Caesar Salad with Garlic croutons and
shaved Parmesan Cheese

Entrée (Please select two)

Grilled Filet Mignon
With Merlot Demi Glaze

Sugar Cane Pork Tenderloin
With Bourbon Apple Glaze

Herb Roasted Chicken Breast
With Garlic Cream Sauce

Marinated Norwegian Salmon
White Wine Butter Sauce

Herb Goat Cheese Stuffed Chicken Breast
With Roasted Red Pepper Sauce

Penne Pasta with Vegetables
Julienne Fresh Vegetables Tossed with Pasta
and Béchamel Sauce

Sides (Please select two)

Garlic Mashed Potatoes
Asparagus Spears
Broccolini
Crisp Haricot Verts
Basmati Rice
Roasted Seasonal Vegetables

Inclusions

Fresh Brewed Coffee, Decaffeinated Coffee,
Herbal Teas and Iced Tea

Champagne and Sparkling Cider for Toast

A 23% service charge (or prevailing service charge rate at time of event) and current Virginia Sales Tax (5.3%) and Henrico Meals Tax (4%) will be added to all food and beverage. Our Cocktail Reception and Buffet Stations are based upon 1.5 or 2 hours.
All food and beverage guarantees are due a minimum of 7 days prior to the event.

Wedding Luncheon Package

Minimum 50 Guests \$75.00++ per person

Open Bar with Beer and Wine

A three hour beer and wine bar
Featuring house red and white wines,
assorted domestic and imported beers, soft drinks,
juices and mixers
One Bartender is provided for every 100 guests.

Display Station (Select one)

Domestic and Imported Cheese Display
with Assorted Crackers and Baguette Slices

Marinated Roasted Vegetables
With Complimenting Dips

Seasonal Fresh Fruit

Plated Luncheon Salad (Please select one)

Mixed Garden Salad with Fresh Vegetables
Served with Ranch and Balsamic Vinaigrette

Mixed Garden Salad with Candied Pecans,
Crumbled Goat Cheese and Served
Roasted Herb Vinaigrette

Mixed Field Greens, Shaved Parmesan, Sliced Pears
and Balsamic Vinaigrette

Insalata Caprese
Vine Ripened Roma Tomatoes with
Fresh Mozzarella and Basil

Chefs Soup Du Jour

Entrée Selections

(Please select one)

Spinach and Ricotta Stuffed Chicken Breast

Garlic Mashed Potatoes, Fresh
Asparagus and Baby Carrots

Chicken Marsala

Wild Mushrooms, Shallots, and Marsala Wine Sauce
Yukon Gold Roasted Potatoes and
Steamed Broccoli

Grilled Flank Steak with Bordelaise Sauce

Parmesan and Mushroom Risotto Fresh Asparagus
with Roasted Red Peppers

Roasted Norwegian Salmon

Ginger Lime Essence
Crisp Haricot Verts and Wild Rice Pilaf

Vegetarian Options

Roasted Vegetables Portobello Mushrooms

Spinach and Parmesan Cheese

Vegetable Lasagna

Layers of Roasted Vegetables,
Ricotta and Parmesan Cheese baked to perfection
Served with a Fresh Tomato Coulis

Dessert

Dark and White Chocolate Mousse
Served with Raspberry Coulis and Whipped Cream

Inclusions

Fresh Brewed Coffee, Decaffeinated Coffee,
Herbal Teas and Iced Tea

Luncheon Wedding Package available until 4pm
Add a Champagne Toast for \$5/person

A 23% service charge (or prevailing service charge rate at time of event) and current Virginia Sales Tax (5.3%) and Henrico Meals Tax (4%) will be added to all food and beverage. Our Cocktail Reception and Buffet Stations are based upon 1.5 or 2 hours.
All food and beverage guarantees are due a minimum of 7 days prior to the event.

Hilton Richmond Wedding Terms and Conditions

GUARANTEE

Final Headcount must be specified fourteen (7) business days in advance by 12:00 noon. Guarantee number is not subject to reduction. If the guarantee is not received within the above-mentioned time, the estimated figure will automatically become the guarantee. The Hotel will prepare and set for 5% over the guarantee and set up number. Counts cannot increase without a guarantee of payment for the additional numbers.

MEALS

Kosher Meals requested for any attendees will be subject to a \$75 delivery fee per day. Speak with your Catering Manager about any specialty meals that may be required.

EVENT TIMES

Luncheons are based upon a (4) four hour time frame and evenings are based upon a (5) hour time frame. Afternoon events must end by 4pm and Dinner events must end by Midnight. Additional hours are available upon request

DEPOSIT AND FINAL PAYMENT

A 25% Deposit is required with your signed contract to guarantee the event date. A 50% deposit is required six months prior to the event date. Final payment is due 14 days prior to the event. The deposit is nonrefundable and nontransferable.

SURCHARGE AND TAX

Menu prices have an additional 23% service charge and current Virginia sales tax and Henrico County Meals Tax added to your final bill.

SEATING

If guests are to be assigned to numbered tables, a special seating diagram will be provided. Banquet tables are draped in linen provided by the hotel in standard colors. Specialty linens (such as organza linens and chair covers) may be rented at an additional charge.

COATROOM/GIFT REGISTRATION

Coat Check Attendant - \$100.00 per every 100 guests

DECORATIONS

Use of a flame in any décor requires an approval from your Catering Manager or Henrico Fire & Rescue, in advance of the event. Arrangements for early decorating time or special requirements of your decorator/florist must be coordinated in advance. We also offer a preferred vendor list if you would like to work with the Hilton Richmond Selected Vendors. Please provide the Hilton with all of your vendors as well as their contact information so that we may confirm arrival and set up with each individual vendor prior to your Special Day.

AUDIO VISUAL SOUND AND LIGHTNING

We encourage the use of PSAV, our full-service audio-visual company to service your event.

SPECIAL CONDITIONS

No food or beverages from the outside of any kind will be permitted into the hotel by the client or their guests unless it is pre-arranged with our Catering Manager. The only items allowed are Your Wedding Cake and Favors. There will be a \$5.00 charge per person added to the menu price for breakfast functions prior to 6:30 a.m. and Dinners starting after 9:00 p.m. An additional charge of \$5.00 per person will be added for any holiday.

BANNERS, SIGNS AND FLAGS

Arrangements for hanging banners, signs, seals and flags must be handled by the Hotel. All banners and signs must be approved by the hotel prior to your event. We ask that all signage be placed on easels and not attached, nailed or taped to walls. All types of signage in public space areas throughout the Hotel must be approved through the catering managers in advance.

GUEST ROOM BLOCK

A Guest Room Block of 10 or more rooms is available should you need overnight accommodations

Aura Spa & Salon

The Hilton Richmond Hotel & Spa at Short Pump invites you
To Relax with us!



Revitalize mind, body & spirit and stimulate the senses in our seductive

World of Well-Being that is the Aura Spa & Salon.

This sanctuary of seclusion offers luxurious body treatments, sublime Skincare
and restoring hair and nail treatments in an
environment of sheer aesthetic bliss.

Start your special day here with rejuvenating treatments for both
bride and groom. The entire bridal party can join you later for
pedicures, manicures, and hair styling, up-do's and expert make-up applications.