



BANQUET EVENT MENU

[2016]

Minimum 25 guests required. Prices are per person. All meals are designed for a maximum of 90 minute service.

Food and Beverage is subject to 22% service charge and applicable taxes.

Menus and Prices subject to change.

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

THE BREAKFAST BUFFET

24

Scrambled Eggs
 Applewood Smoked Bacon
 Sausage Links
 Home Fried Potatoes with Onion & Bell Pepper
 Assorted Breakfast Pastries, Croissants & Muffins
 Fresh Sliced Seasonal Fruit
 Chilled Fresh Juices
 Freshly Brewed Coffee & Decaffeinated Coffee
 Assorted Selection of Hot Teas

Additions

Additions are available only for purchase to enhance a hot Breakfast Buffet

Breakfast Bars	3
Assorted Fruit Yogurts	3
Steel Cut Oatmeal	4
Fruit & Yogurt Parfait with Granola & Berries	6
Bagels & English Muffins with Cream Cheese, Preserves & Butter	42 per doz
Croissant Sandwiches with Scrambled Eggs, Ham and Cheddar Cheese	6
Cheese Blintzes with Blueberry Compote	5
Chicken Apple Sausage Links	3
French Toast With Maple Syrup & Powdered Sugar	6
Breakfast Burritos with Scrambled Eggs, Diced Ham & Potatoes	7
Quiche Lorraine with Spinach, Bacon, Green Onion & Swiss Cheese	8
Omelet Station (Chef Attended \$150 fee) Peppers, Onions, Spinach, Fresh Tomato, Jalapeños, Olives, Mushrooms, Bacon, Ham, Breakfast Sausage, Cheddar Cheese, Mozzarella Cheese	10 Per Person

The Continental

20

Fresh Baked Muffins, Danish & Croissants,
Fresh Seasonal Fruit
Chilled Fresh Orange Juice
Freshly Brewed Coffee & Decaffeinated Coffee
Assorted Selection of Hot Teas

Additions

Available as additions to continental and buffet breakfasts

Fruit & Yogurts Parfait with Granola, Berries and Dried Fruit	6
Assorted Cereal with 2% milk	3
Smoked Cured Salmon Lox & Bagels	9
Lemon, Capers, Sliced Red Onion, Chopped Eggs, Dill Cream Cheese	
Bagels & English Muffins with Cream Cheese, Preserves and Butter	42 per doz

A la Carte

Whole Fresh Fruit	2
Granola Bars/Energy Bars	4
Chicken Apple Sausage Links	3
Steel Cut Oatmeal with Dried Fruit & Brown Sugar	4
Fresh Cut Fruit (serves up to 25)	\$80 per platter
Fruit Yogurt	3
Bagels with Assorted Jam, Jelly, Cream Cheese & Butter	4
Apple Juice, Orange Juice or Cranberry Juice	50 per gallon

PLATED BREAKFAST

Includes Orange Juice, Freshly Brewed Coffee, Decaffeinated, and Selection of Hot Teas
Choice of 1 of the following

All American Breakfast	18
Two Scrambled Eggs, Home Fried Potatoes, Bacon or Sausage Served with Assorted Pastry and Muffin Basket	
Croissant Breakfast Sandwich	21
Fried Egg, Applewood Smoked Bacon & Melted Cheese on a Toasted Croissant served with Home Fried Potatoes and a Fruit Garnish	
Huevos Rancheros	22
Two Scrambled Eggs, Topped with Homemade Tomatillo Salsa served with Rice, Beans and Warm Corn Tortillas	
Sweet Tooth	19
Short Stack of Blueberry or Chocolate Chip Pancakes or Cinnamon French Toast with Maple Syrup, Home Fried Potatoes and Bacon Or Sausage	
Healthy Start	20
Scrambled Egg Whites, Sautéed Spinach, Cottage Cheese with Tomato Slices & Onion	
Steak & Eggs	31
Grilled New York Strip, Scrambled Eggs, Assorted Bakeries, Breakfast Potatoes with Bell Peppers & Onion	

LUNCHEON BUFFETS

The Deli	31
Mixed Field Greens Salad with Choice Of Two Dressings & Potato Salad. Thinly Sliced Roast Beef, Oven Roasted Turkey and Black Forest Ham with Cheddar and Swiss Cheese, Lettuce, Tomato, Red Onion and Pickles with Assorted Rolls, Sliced Breads, Mayonnaise & Mustard & House Made Chips	
The Great Wall	33
Zesty Orange Chicken and Marinated Beef and Broccoli, Fried Rice, Stir Fried Vegetables, Sesame Ginger Salad, Ponzu Noodle Salad, Pot Stickers	
On The Border	34
Cheese Enchiladas with Choice of Beef or Chicken, Fajitas with Onions and Peppers, Chips and Salsa, Cilantro Roasted Corn Salad, Jicama Salad, Served with Mexican Rice, Refried Pinto Beans, Tortillas, Guacamole, Sour Cream, Salsa, Pico De Gallo	
The Low Cal	35
Grilled Salmon and Herb Roasted Chicken Breast Served with Steamed Brown Rice, Steamed Garden Vegetables, Caesar Salad, Fresh Mixed Field Greens Salad, Avocado Vinaigrette, Fresh Vegetable Crudités, Whole Wheat Rolls	
The Mediterranean	34
Grilled Citrus Marinated Chicken, Peppered Flatiron Steak, Olive & Feta Cheese Salad, Romaine Salad with Herb Dressing, Grilled Marinated Vegetable Platter, Trio of Hummus with Warm Pita Bread	

PLATED COLD LUNCHES

Includes Iced Tea, Coffee Service, fresh fruit, potato salad

Classic Club Sandwich	21
Thinly Sliced Roast Turkey, Lettuce, Tomato, Bacon and Aioli Served on a Fresh Baked Baguette	
Chicken Salad Sandwich	21
Shredded Chicken, Apple, Walnuts, Raisins, Lettuce & Tomato on Ciabatta Bread	
Veggie Wrap	19
Julienne Cucumbers, Tomato, Avocado and Crisp Romaine Lettuce Tossed with Feta Cheese & Hummus wrapped in a Spinach Flour Tortilla	
Chicken Caesar Salad	23
Hearts of Romaine, Garlic Croutons, and Fresh Shaved Parmesan Tossed with our Caesar Dressing and Topped with Char-Broiled Herb Marinated Chicken Breast	
Mediterranean Salad	23
Char-Broiled Chicken Breast, Tomato, Kalamata Olives, Cucumber and Red Onion, tossed with Oregano Vinaigrette and topped with Feta Cheese	
Cobb Salad	23
Crisp Romaine Lettuce, Tomato, Avocado, Applewood Bacon, Bleu Cheese, Egg, and a Grilled Chicken Breast with an Avocado Dressing	
Steak Salad	29
Grilled Flank Steak, served Atop Crisp Romaine Lettuce, Tomato, Cucumbers and Red Onions tossed with Balsamic Vinaigrette and Blue Cheese Crumbles	

All sandwiches are available as a Boxed Lunch. Each Boxed Lunch includes mustard and mayonnaise along with cutlery and napkins. Beverages not included. Boxed Lunches are “To Go” and cannot be served in a separate luncheon room.

PLATED HOT LUNCH OPTIONS

Select one Salad:

- Mixed Greens - carrot, cucumber & tomato
- Caesar - romaine lettuce, shredded parmesan, herb croutons
- Spinach Salad - baby spinach, havarti cheese & sliced strawberries
- Caprese Salad - mozzarella & tomato with basil, olive oil & balsamic reduction

SELECT ONE ENTRÉE

Chicken Marsala	27
Boneless Chicken Breast, Pan Roasted and Crowned with Marsala Sauce and Mushrooms Served with Garlic Mashed Potato and a Medley of Seasonal Vegetables	
Provençal Roasted Chicken	27
Pan Roasted Chicken Breast Coated In “Herb De Provence” with Garlic Mashed Potato and a Medley of Seasonal Vegetables	
Salmon	29
Pan Seared Citrus Butter Glazed with Orange, Grapefruit and Fennel Slaw with Rice Pilaf & Seasonal Vegetables	
Vino Infused Short Ribs	31
Slow Cooked in Aromatics & Wine with Herb Roasted Potatoes & Seasonal Vegetables	
Pasta Primavera	25
Fresh Seasonal Vegetables, Basil, Garlic, Olive Oil and Sun-Dried Tomato served over Steamed Pasta	
Flank Steak	29
Flavorful Cut of Seasoned Beef Broiled to perfection served with Herb Roasted Potatoes & Seasonal Vegetables	
Stuffed Filet of Sole	30
Crab & Shrimp Stuffing with Rice Pilaf & Seasonal Vegetables	

Dessert (additional \$4)

- Tiramisu - layered ladyfingers with espresso mousse
- Cookies & Brownies - baked fresh in house
- Cheesecake - fluffy cheesecake with a graham crust & strawberry sauce
- Chocolate Lava Cake - rich chocolate cake with a warm smooth center
- Carrot Cake - sweet & spiced carrot cake with a cream cheese frosting

DINNER BUFFET

Minimum of 50 people

50 per person (two entrees)

55 per person (three entrees)

served with Fresh Seasonal Vegetables, Rice or Potatoes, Rolls and Butter

Assorted Desserts

Includes coffee, decaf and specialty tea selection

Choice of (2) Salads

Mixed Green Salad with Tomato, Cucumber and Carrot

choice of two dressings (ranch, balsamic vinaigrette or raspberry vinaigrette)

Caesar with Croutons and Parmesan Cheese

Spinach Salad with Strawberries, Goat Cheese and Candied Walnuts

Red Skin Potato Salad

Artichoke, Bell Pepper & White Bean

Marinated Cucumber and Tomato Salad

Tortellini Pesto Pasta Salad Pesto

Choice of (2) Entrées

Chicken Piccata

with butter, lemon and caper sauce

Chicken Marsala

with mushrooms

Beef Bourguignon

braised sirloin, onions, carrots & mushrooms
burgundy wine sauce

Sliced London Broil

in Port Wine and Mushroom Sauce

Braised Short Rib

Salmon with Citrus Butter Sauce with Mango Salsa

Roasted Rosemary Pork Loin

Dinner Buffet Themes:

American 36

fried chicken
bbq ribs
corn on the cob
corn bread
potato salad
roasted red potato
mixed vegetables
green bean casserole
fresh seasonal sliced fruit
mixed greens salad
peach cobbler

Manila 38

pork adobo
chicken inasal
garlic rice
fried spring rolls
vegetarian lumpia
pancit
spinach mango salad
mixed greens salad
pork sinigang soup
empanadas
caramel flan

Tuscan 43

chicken marsala
fillet of sole
pasta primavera
zucchini provencal
roasted garlic bread
cous cous
fresh seasonal sliced fruit
mixed greens salad
caesar salad
mixed vegetables
tiramisu

Asian 35

miso glazed salmon
hoisin bbq chicken breast
fried rice
Szechwan vegetables
korean cucumber salad
mixed greens with rice wine vinaigrette
pork pot stickers
white rice
fruit tart

On the Border 38

chicken or beef fajitas
flour & corn tortillas
chicken flautas
chipotle salsa
housemade guacamole
cilantro roasted corn salad
mixed greens salad
mexican rice
refried beans
churros

Classic 39

oven roasted turkey
sliced roast beef
garlic mashed potato
turkey stuffing
seasonal mixed vegetables
cranberry chutney
turkey gravy
green bean caserole
mixed green salad
caesar salad
warm apple pie

CARVING STATION
 (CHEF ATTENDED \$150)

Herb roasted New York strip loin with peppercorn sauce	(30 Servings)	450
Peppered tenderloin of beef with a mushroom ragout	(20 servings)	400
Steamship round of beef in a rosemary au jus and horseradish cream	(100 servings)	550
Prime rib of beef in an au jus and horseradish cream	(45 servings)	475
Roast turkey breast with a cranberry sauce	(40 servings)	300
Baked honey glazed ham Includes rolls and appropriate condiments	(50 servings)	300

Street Taco 14
 Pulled pork, tomatillo and cotija cheese
 Crispy fish taco with cabbage lime slaw
 Chicken al pastor, avocado salsa and roasted corn crème fraîche
 Carne Asada citrus marinated

Slider Station 14
 Beef sliders, aged cheddar, caramelized onions,
 Chicken sliders, aged Swiss cheese, pesto mayo (aioli)

Pasta Station 15
 Grilled chicken, shrimp, baby scallops, garlic, olives, shallots, tomato, basil, mushrooms,
 pine-nuts, capers, asparagus, sundried tomato, spinach, Pecorino Romano cheese, marinara
 sauce and cream and pesto sauce

Potato Bar 13
 Garlic mashed potato, baked potato, bacon bits, chives, sour cream,
 assorted shredded cheeses

PLATED DINNER OPTIONS

Select one Salad:

- Mixed Greens - shoestring carrot, cucumber & tomato
- Caesar - romaine lettuce, shredded parmesan, herb croutons
- Spinach Salad - baby spinach, havarti cheese & sliced strawberries
- Caprese Salad - mozzarella & tomato with basil, olive oil & balsamic reduction
- Mediterranean Salad - feta cheese, kalamata olives, artichoke heart

SELECT ONE ENTRÉE

Filet Mignon with Herb Roasted Potatoes, Seasonal Vegetables with Béarnaise Sauce	43
Grilled Chicken Breast with Herb de Provence, Herb Roasted Potato	36
Stuffed Chicken Breast Apple Almond Stuffing, Mashed Potato & Seasonal Vegetables	38
Roast Pork Tenderloin Apricot Herb Reduction, Mashed Potato & Seasonal Vegetables	36
Prime Rib Beef Aged and Slow Roasted, Green Beans Almondine & Twice Baked Potato	40
New York Steak Center Cut Steak Char-Broiled with Mashed Potato & Seasonal Vegetables	39

Salmon	38
Citrus Butter Glazed with Mango Salsa served with Rice Pilaf medley of Seasonal Vegetables	
Pacific Halibut or Seasonal Seafood	Market Price
Vegetable Napoleon	36
Portobello Mushroom, Zucchini, Squash & Bell Pepper on a Bed of Marinara with Herb Roasted Potato	
Filet Mignon and Prawns	53
Filet Mignon with Béarnaise Jumbo Prawns in Herb Lemon Butter Sauce with Mashed Potato & Seasonal Vegetables	
Chicken and Filet Mignon	49
Grilled Chicken Breast with Choice of Sauce Filet Mignon with Béarnaise with Mashed Potato & Seasonal Vegetables	

Select one Dessert:

- Tiramisu - layered ladyfingers with espresso mousse
- Raspberry Sorbet - fresh raspberries folded into smooth sorbet
- Fruit Tart - custard filled graham crust with sweet fresh fruit
- NY Style Cheesecake - fluffy cheesecake with a graham crust
- Chocolate Lava Cake - rich chocolate cake with a warm smooth center
- Carrot Cake - sweet & spiced carrot cake with a cream cheese frosting

MEETING BREAKS

All afternoon options include assorted soda and bottled water
All breaks are designed for 1 hour of service

Home Style Munchies Cookies and House-Made Brownies	12 per person
Baja Break Tortilla Chips, Guacamole, Salsa, Queso Fresco, Pico De Gallo, Sour Cream and Churros	13 per person
Power Up Assorted Fruit Kabobs, Granola Bars, Energy Bars, Trail Mix, and Assorted Energy Drinks	14 per person
The 7th Inning Stretch Warm Soft Pretzels with Mustard, Freshly Popped Popcorn, Salted Peanuts, Potato Chips and Assorted Candy Bars	15 per person
Cheese Platter Pause Cheese, Crackers, Fruit, Almonds, Dried Fruit Assortment	15 per person

ALA CARTE SNACKS AND BEVERAGES

Granola Bars	3 each
Potato Chips (individual bags)	3 each
Tortilla Chips with Salsa	3 per person
Assorted Candy bars	3 each
Assorted Individual Fruit Yogurt	3 each
House Made Kettle Chips	3 each
Protein Bars	4 each
Whole Fresh Fruit	2 each
Pretzels (individual bags)	3 each
Jumbo Warm Pretzels	3 each
House-made Brownies	3 each
House-made Cookies	3 each
Red Bull energy drink	4 each
Selection of juices	25 per carafe
Fresh lemonade, iced tea or fruit punch	25 per gallon
Assorted hot teas with honey, milk and lemon	20 per gallon
Freshly brewed Coffee and decaffeinated coffee	50 per gallon

RECEPTIONS

MINIMUM 2 ITEMS

ENHANCE ANY BUFFET WITH A CHEF ATTENDED ACTION STATION

Fruit Display Fresh Sliced Seasonal Fruits	6 per person
Crudités Platter Fresh Seasonal Vegetables with Assorted Dipping Sauces	6 per person
Imported and Domestic Cheese Display Artisan Cheeses from Around the Globe Garnished with Dried Fruits Assorted Crackers and Sliced Baguette	8 per person
Antipasto Station Artichoke Hearts, Fresh Mozzarella, Olives, Roasted Red Peppers, Genoa Salami and Herb Marinated Mushrooms.	7 per person
Seafood Cocktail Chilled Shrimp, Crab Claws, and Oysters with a Zesty Cocktail Sauce	MARKET PRICE
Sushi Platter Display of California and Spicy Tuna Hand Rolls with Wasabi and Soy Sauce	16 per person
Assorted Homemade Cookies and Brownies	36 per dozen

APPETIZERS

PRICES BASED ON 100 PIECES

Assorted Cold Canapés	200
Antipasto Skewer	200
Salami Cornucopia	250
Prosciutto wrapped Melon	250
Tomato & Feta Bruschetta	200
Danish Ham Pinwheel	200
Celery with Herb Cheese	200
Jumbo Shrimp on Ice	MARKET PRICE
Grilled Shrimp Crostini with Tarragon Crème Fraîche	350
Sliced Tenderloin and Brie with Caramelized Onion on a Baguette	250
Asian Beef in a Wonton Cup with Wasabi Aioli	250
Smoked Salmon, Mascarpone and Chives on Pumpernickel Bread	300
Pesto Chicken Crostini with Tomato Basil Relish	250
Pan-seared Tuna in a Wonton Cup with Sweet Chili Sauce	300
Cold Assorted Seafood Bar (presented on ice)	MARKET PRICE
Roasted Red Pepper Hummus with Grilled Crouton *	200
Raspberry Brie in a Phylo *	200
Caprese Salad on a Skewer with a Lemon Basil Pesto *	250
Petite Quiche	250
Crab Stuffed Mushrooms	350
Buffalo Wings	300
Chicken Brochettes	300
Beef Empanadas	300
Chicken Empanadas	300
Pot Stickers	300
Mini Quesadillas	200
Beef Sliders	350
Chicken and Vegetable Egg Roll with Spicy Mango Jelly	300
Chicken Satay with a Chili Lemongrass Glaze or Peanut Sauce	300
Pulled Pork Phyllo Cups, Sundried Tomato and Chipotle Cream Sauce	350
Chimichurri Beef Satay	300
Prosciutto wrapped Asparagus	350
Mozzarella Bruschetta, Oven Roasted Tomato, Balsamic Reduction *	300
Vegetable Spring Roll with a Sweet Chili Sauce *	250
Spanakopita	200

EXECUTIVE DAY PACKAGE

Everything you need in one convenient package
68 per person, 25 person minimum

The Early Morning Breakfast

Scrambled Eggs
Applewood smoked bacon
Breakfast potatoes
Assorted Muffins, breakfast pastries,
croissants
Sliced seasonal fresh fruit
Fresh orange, cranberry & apple
Coffee, decaffeinated coffee, assorted tea

Lunch

Garden green salad
Red skin potato salad
Rolls and butter

Choose (1) Entrée

Chicken Marsala
Grilled chicken breast with mushrooms
in a marsala wine sauce with roasted red
potatoes & seasonal vegetables

Florentine Ravioli
Spinach & cheese ravioli in a cream sauce
with bell pepper confetti

Citrus Salmon
Citrus butter glazed with a mango salsa,
quinoa and seasonal vegetables

Dessert

Assorted Chef's choice cakes

Beverage

Iced tea and lemonade

Afternoon Break

Cookies & House-made brownies
Served with freshly brewed coffee, decaf
and specialty tea selections

EXPRESS MEETING PACKAGE

50 per person, 25 person minimum

The Wake Up Call

Assorted Muffins, breakfast pastries,
croissants
Coffee, decaffeinated coffee, assorted tea

Lunch

Garden green salad
Red skin potato salad
Rolls and butter

Choose (1) Entrée

Chicken Marsala
Grilled chicken breast with mushrooms
in a marsala wine sauce with roasted red
potatoes & seasonal vegetables

Florentine Ravioli
Spinach & cheese ravioli in a cream sauce
with bell pepper confetti

Dessert

Assorted Chef's choice cakes

Afternoon Break

Cookies & House-made brownies
Served with freshly brewed coffee, decaf
and specialty tea selections

Bar Ideas

Open Bar Options

Call Brand Liquors, House Wine, Domestic & Imported Beers, Soft Drinks, Bottled Water
\$19 per guest for the first hour
\$9 per guest for each additional hour

Premium and Call Brand Liquors Select Wines, Domestic, Imported & Craft Beer,
Soft Drinks, Juices, Bottled Water
\$24 per guest for the first hour
\$12 per guest for each additional hour

Beer & Wine

House Wines and Domestic & Imported Beers Soft Drinks, Juices, Bottled Water
\$15 per guest for the first hour
\$7 per guest for each additional hour

Cash & Host Bar

Premium Liquors, Wine, and Beer
Premium Liquors \$8 House Wines \$7
Imported and Domestic Beers \$6 Soft Drinks, Juices, Bottled Water \$3

By Request

Craft Beers \$8
Select Wines \$10/glass

Champagne Toast \$4 per guest
Highlight your celebration with a festive toast.

Wine Service throughout Dinner \$14 per guest

Create a Signature Cocktail

The Perfect Manhattan? Pomegranate Cosmopolitan?
We can mix the specialty cocktail of your choice at no additional charge.

Call Liquor Brands:

Stoli Vodka – Bombay Gin – Jose Cuervo Tequila – Jack Daniels Bourbon –
Dewars Scotch – Bacardi Rum

Premium Liquor Brands:

Ketel One Vodka – Tanqueray Gin – Milagro Silver Tequila – Johnny Walker
Red Label Scotch – Appleton Rum

House Wine Varietals:

Cabernet Sauvignon – Merlot – Chardonnay – Pinot Grigio – White Zinfandel

Domestic & Imported Beers:

Budweiser – Bud Light – Coors Light – Corona – Miller Lite – Sam Adams
Boston Lager – Peroni – Modelo



*Shaken or stirred, we can mix the perfect cocktail bar
for your occasion.*

***All prices are subject to 22% Service Charge,
\$100 per bartender fee and 6.35% Sales Tax.***

Fun & Fine Bar Ideas

Wine Tasting

Discover Varietals & Regions with a Customized Selection of Wines.

Includes a presentation of paired cheeses, fruits, nuts, and chocolate with breads and crackers

\$24 per guest for the first hour

\$11 per guest for each additional hour

Margarita Bar

Selection of Premium Tequilas, and Unique Margarita Combinations

Includes a tortilla chip station, with salsas and guacamole

\$20 per guest for the first hour

\$10 per guest for each additional hour

Martini Bar

Selection of Premium Vodkas and Gins, Inventive Mixers and Garnishes

Includes an antipasti display of cheeses, cured meats & vegetables, breads and crackers

\$26 per guest for the first hour

\$12 per guest for each additional hour

DIY Bloody Mary Bar

A Variety of Bloody Mary Mixes and Vodka

Includes a garnishes bar of celery, olives, cucumber, cheeses, bacon, peppers, hot sauces and more

\$22 per guest for the first hour

\$11 per guest for each additional hour

Mimosa Bar

Selection of Sparkling Wines, Champagne, and Prosecco.

Includes fresh berries, fruits, and fruit juices.

\$9 per guest for the first hour

\$5 per guest for each additional hour

GENERAL INFORMATION

TO OUR CUSTOMERS AND GUESTS

We are eager to help you, both in the planning and servicing of the 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. Thank you for choosing our hotel and the food and beverage team.

FOOD AND BEVERAGE

All food items served on the hotel premises must be supplied and prepared by the hotel culinary team. All alcoholic beverages to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverage license) for the function must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

BILLING AND DEPOSITS

We welcome new accounts, and require that credit be established with our accounting office thirty days prior to your arrival date if you request billing privileges. Credit can only be established for functions over \$1,000.00. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due three working days prior to the event or guaranteed with a major credit card. Advance deposits are nonrefundable 60 days prior to the event.

ENGINEERING, ELECTRICAL AND 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 and power drain. A wide selection of audio-visual equipment and services are available in-house on a rental basis. Orders may be placed through the Catering Department.

GUARANTEE AGREEMENT

We require a confirmation of guaranteed attendance at least one week in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. Meals will be prepared for your guaranteed figure.

INSURANCE AND INDEMNIFICATION

Guests shall indemnify and hold hotel and its affiliates harmless from any and all claims, suits, losses, damages and 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 the hotel's premises.

LIABILITY

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought into the premises.

ROOM AND SET-UP FEE

Function rooms are assigned according to the anticipated guaranteed number of guests. The hotel reserves the right to assign the banquet function room and charge accordingly if there are fluctuations in the number of attendees.

SERVICE CHARGE AND TAX

All food and beverage functions are subject to applicable service charges and tax as specified on the contract.

SHIPPING AND RECEIVING

All incoming packages should be addressed to your Catering and Convention Services Manager and marked with the company's name and date of your meeting. Due to limited storage space, boxes can be accepted no more than three working days prior to your meeting.

This is general information. Please see your Catering Contract for full terms and policies.

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