



EMBASSY SUITES

by HILTON™

Atlanta - Alpharetta



5955 North Point Parkway | Alpharetta, GA 30022 | 678.566.8800

All Day Meeting Package

\$70 per person

Includes:

All Day Beverage Service

Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas, Assorted Soft Drinks and Bottled Water

AM Break

Tropicana® Bottled Juices and Choice of Two Items Below:

Assorted Muffins & Pastries

Buttery Croissants

Sliced Seasonal Fruit & Berries with Yogurt Dipping Sauce

Assorted Greek Yogurts

Assorted Protein & Granola Bars

Whole Fruit

Domestic Cheese & Dried Fruit

Warm Cinnamon Rolls

Lunch

Choice of One Buffet Lunch

(for groups under (20), a lunch menu will be provided upon arrival)

PM Break

Choice of Two Items Below:

Warm Assorted Cookies

Lemon Bars

Chocolate Brownies & Blondies

Assorted Greek Yogurts

Tortilla Chips with Queso & Salsa

Mixed Nut Bowl

Assorted Candy Bars

Granola Trail Mix

Whole Fruit

Sliced Seasonal Fruit & Berries with

Yogurt Dipping Sauce

Individual Bags of Potato Chips

Assorted Protein & Granola Bars

Domestic Cheese & Crackers

Garden Crudité with

House-Made Ranch Dressing

House-Made Potato Chips & French Onion Dip

Beverages

All Day Beverages

Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas
Assorted Soft Drinks and Bottled Water
\$24 per person

All Day Coffee and Tea

Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas
\$18 per person

All Day Soft Drinks and Bottled Water

\$15 per person

A La Carte Beverages

Freshly Brewed Starbucks® Coffee and Decaffeinated Coffee	\$68 per gallon
Assorted Tazo® Teas	\$38 per gallon
Assorted Soft Drinks	\$4 each
Bottled Water	\$3.50 each
Red Bull Energy Drink®	\$5 each
Tropicana® Bottled Juices	\$4.50 each
Milk (Whole, 2%, Skim, Chocolate)	\$8 per carafe
Iced Tea or Lemonade	\$5 per person
Perrier®	\$4 each

Good Morning

Sunrise

Sliced Seasonal Fruit & Berries with Yogurt Dipping Sauce

An Assortment of Pastries to Include: Croissants, Danish, Bran and Fruit Muffins, Sweet Cream Butter & Preserves
Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas and Tropicana® Bottled Juices

\$18 per person

Bagel Bar

Assorted Freshly Baked Bagels with Smoked Salmon, Capers, Pickled Red Onion, Chopped Eggs, Sliced Tomato and Lemon Wedges
with Vegetable & Regular Cream Cheeses

Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas and Tropicana® Bottled Juices

\$28 per person

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### Omelet Action Station

Cage Free Eggs or Egg Whites with: Onions, Peppers, Mushrooms, Spinach, Tomatoes, Feta or Cheddar Cheese, Sausage, Bacon and Ham  
Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas and Tropicana® Bottled Juices

**\$16 per person**

### Pancake Action Station

With: Blueberries, Bananas, Strawberries, Chocolate Chips, Pecans, Hazelnut Spread, Whipped Cream and Warm Maple Syrup  
Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas and Tropicana® Bottled Juices

**\$16 per person**

*\$125 Culinary Attendant Fee Required per Action Station (One Attendant Required per 20 Guests)*

*20 Person Minimum – One Hour Service*

## BREAKFAST ENHANCEMENTS

### Breakfast Sandwiches

|                                                                |          |
|----------------------------------------------------------------|----------|
| Southern Fried Chicken on Crispy Waffles with Hot Honey        | \$8 each |
| Ham, Bacon or Sausage, Egg & Cheese Croissant                  | \$7 each |
| English Muffin with Ham, Bacon or Sausage, Egg & Cheese        | \$6 each |
| Buttermilk Biscuit with Ham, Bacon or Sausage, Egg & Cheese    | \$6 each |
| Breakfast Burrito with Sausage, Eggs, Cheese, Onions & Peppers | \$6 each |

### A La Carte

|                                                           |                   |
|-----------------------------------------------------------|-------------------|
| Sliced Seasonal Fruit & Berries with Yogurt Dipping Sauce | \$8 per person    |
| Whole Fruit                                               | \$12 per dozen    |
| Scrambled Eggs and Choice of Bacon or Sausage             | \$6 per person    |
| Buttermilk Biscuits with Country Gravy                    | \$6 per person    |
| Breakfast Potatoes                                        | \$4 per person    |
| Hot Oatmeal with Brown Sugar, Slivered Almonds & Raisins  | \$4 per person    |
| Creamy Grits with Butter & Cheese                         | \$4 per person    |
| Assorted Greek Yogurt s                                   | \$4.50 each       |
| Assorted Protein & Granola Bars                           | \$5 each          |
| Hard-Boiled Cage Free Eggs                                | \$2.00 per person |
| Domestic Cheese & Dried Fruits                            | \$7 per person    |

### Bakery

|                                             |                |
|---------------------------------------------|----------------|
| Assorted Freshly Baked Pastries             | \$30 per dozen |
| Assorted Freshly Baked Muffins              | \$32 per dozen |
| Warm Cinnamon Rolls                         | \$32 per dozen |
| Buttery Croissants with Preserves           | \$30 per dozen |
| Assorted Bagels with Cream Cheese           | \$28 per dozen |
| Buttermilk Biscuits with Butter & Preserves | \$24 per dozen |

## Good Afternoon

### **BUFFET LUNCH**

All Buffets Include: Chef's Dessert Selection, Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas, Iced Tea and Ice Water

(20 guests minimum)

#### **North Point Deli**

Chef Select Soup of the Day

Garden Salad with Assorted Dressings, Seasonal Fruit Salad with Fresh Mint, Creamy Southern Potato Salad

Boar's Head® Smoked Turkey Breast, Ham, Roast Beef, House-Made Egg or Tuna Salad, Assorted Sliced Cheeses with Assorted Baked Breads

Lettuce, Tomato, Red Onion, Spinach, Pepperoncini, Pickles and Appropriate Condiments

Individual Bags of Potato Chips

\$31 per person

#### **South of the Border**

Chopped Southwestern Salad Tossed in Cilantro Lime Vinaigrette, Tortilla Chips with House-Made Pico de Gallo

Chicken & Steak Fajitas Sautéed with Onions and Peppers

House-Made Cheese Enchiladas, Spanish Rice, Elotes (Mexican Street Corn)

Warm Tortillas, House-Made Guacamole, Lettuce, Sour Cream, Cheddar Cheese and Jalapenos

\$37 per person

#### **Blue Plate Special**

House-Made Vegetable Soup, Wedge Salad with House-Made Ranch Dressing, Broccoli Salad

House-Made Meatloaf, Country Fried Chicken with White Gravy

Creamy Mashed Potatoes, Country Style Green Beans, Squash Soufflé

Buttermilk Biscuits & Cornbread

\$37 per person

#### **Healthy Retreat**

House-Made Creamy Tomato Soup

Seasonal Fruit Salad with Fresh Mint, Marinated Grilled Vegetables

Herb Roasted Salmon, Grilled Chicken Breast with Lemon Basil Sauce

Roasted Asparagus, Long Grain Wild Rice, Fresh Warm Rolls & Butter

\$36 per person

## **BUFFET LUNCH (continued)**

### **Southern Style**

Garden Salad with House-Made Ranch and Thousand Island Dressings, Deviled Eggs, Creamy Cole Slaw

Southern Fried Chicken, Pot Roast with Root Vegetables

House-Made Macaroni & Cheese, Country Style Green Beans

Buttermilk Biscuits & Cornbread

**\$35 per person**

### **When in Rome**

House-Made Minestrone Soup

Caprese Salad with Balsamic Reduction

House-Made Meatballs, Sliced Grilled Chicken, Steamed Broccoli Tossed with Olive Oil & Garlic

Spinach & Ricotta Ravioli

Spaghetti Pasta with Choice of Marinara or Alfredo Sauce, Warm Sliced Baguette with Garlic Butter

**\$34 per person**

### **Lunch Box**

All Boxed Lunches Include: Whole Fresh Fruit, Assorted Individual Bags of Potato Chips, Chocolate Chip Cookie, Assorted Soft Drinks or Bottled Water

#### **(Choose One Salad)**

Creamy Cole Slaw

Broccoli Salad with Sweet Red Onion & Chopped Hickory Smoked Bacon

Pasta Salad with Kalamata Olives

Creamy Southern Potato Salad

#### **(Choose Three Sandwiches)**

Pimento Cheese on Hearty White Bread

Smoked Turkey Breast & American on Buttery Croissant

Roast Beef & Provolone on Sourdough

Ham & Cheddar on Buttery Croissant

Marinated, Grilled Portobello Mushroom, Sautéed Spinach, Tomato & Goat Cheese, Drizzled with Balsamic Reduction on Focaccia

**\$26 per person**

### **Tray of Assorted Freshly-Made Sandwiches**

**\$10 per person**

## A LA CARTE BREAK OPTIONS

Warm Assorted Cookies  
**\$30 per dozen**

Lemon Bars  
**\$32 per dozen**

Chocolate Brownies & Blondies  
**\$32 per dozen**

Popcorn Trio (Buttered, Cheddar, Caramel)  
**\$8 per person**

Assorted Greek Yogurts  
**\$4.50 each**

Sliced Seasonal Fruit & Berries with Yogurt Dipping Sauce  
**\$8 per person**

House-Made Potato Chips & French Onion Dip  
**\$6 per person**

Mixed Nut Bowl  
**\$7 per person**

Creamy Hummus with Warm Pita Bread  
**\$8 per person**

Warm Cinnamon Rolls  
**\$32 per dozen**

Warm Soft Pretzels with Warm Pub Cheese & Spicy Mustard  
**\$8 each**

Assorted Candy Bars  
**\$3.25 each**

Tortilla Chips with Warm Queso & Salsa  
**\$7 per person**

Granola Trail Mix  
**\$6 per person**

Whole Fruit  
**\$12 per dozen**

Individual Bags of Potato Chips  
**\$3.50 each**

Assorted Protein and Granola Bars  
**\$5 each**

Domestic Cheese & Crackers  
**\$7 per person**

Garden Crudité with House-Made Ranch Dressing  
**\$7 per person**



## **SPECIALTY BREAKS**

*(prices based on one hour of service, per person)*

### **Health Nut**

Whole & Sliced Fresh Fruit, Garden Crudité with House-Made Ranch Dressing, Mixed Nuts, Assorted Protein & Granola Bars, Trail Mix  
Assorted Greek Yogurts, Bottles of Perrier®

**\$16 per person**

### **Spring Training**

Warm Soft Pretzels with Warm Pub Cheese, Spicy Brown Mustard, Cracker Jacks®, Roasted Peanuts, Peanut M&M's®  
Ice Cream Sandwiches, Bottles of Gatorade® Fruit Punch

**\$17 per person**

### **Candyland**

M&M's®, Sour Patch Kids®, Malt Balls, Skittles®, Gummy Bears, Reese's Pieces®, Bottles of Assorted Flavored Dasani® Water

**\$14 per person**

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DISPLAYS

Mélange

Garden Crudité with House-Made Ranch Dressing and Creamy Hummus, Sliced Fruit & Berries with Yogurt Dipping Sauce
Imported & Domestic Cheeses, Local Honey and Assorted Breads & Crackers

\$18 per person

Charcuterie

Cured, Smoked Meats & Sausages, Imported & Domestic Cheeses, Marinated Artichokes, Pepperoncini, Olives
Whole Grain Mustard, Chutney and Assorted Breads & Crackers

\$20 per person

Good Evening

RECEPTION

Price per Piece - Minimum of (25) Pieces per Selection

Cold

- Deviled Eggs Garnished with Candied Bacon \$3
- Tortellini Skewers (Cheese Tortellini, Mozzarella, Cherry Tomato and Kalamata Olive) Drizzled with Pesto \$5
- House-Made Chicken Salad on Puff Pastry \$4
- Beef Tenderloin on Crostini with Whipped Horseradish Cream Cheese \$6
- Southern Tea Sandwiches (Cucumber Dill, Pimento Cheese, Egg Salad) \$3
- Pancetta Crisps with Goat Cheese, Pear and Drizzled with Honey \$4
- Smoked Salmon with Boursin Cheese on Rye Crostini \$5

Hot

- Fried Vegetarian Spring Rolls with Thai Chili Sauce \$4
- Macaroni & Cheese Lollipops \$5
- Lump Crab Cake with Remoulade Sauce \$7
- Chicken Satay with Peanut Sauce \$5
- Marinated, Grilled Shrimp Skewers with Lemon Wedges \$6
- House-Made Classic Pork & Beef Meatballs with Sweet Marinara \$5
- Buffalo, Lemon Pepper, Jerk, Barbeque or Teriyaki Chicken Wings with Celery, Carrots and Blue Cheese & Ranch Dressings \$2
- Grilled Skirt Steak with Chimichurri \$6
- Marinated Portobello Mushrooms Filled with Boursin Cheese \$3
- Blackened Chicken Breast Skewer with Remoulade \$5
- Chicken Fingers with BBQ Sauce, Honey Mustard & Ranch Dressing \$3
- Spinach, Mushroom & Goat Cheese Quiche \$4
- Philly Cheese Steak Egg Rolls \$6

CARVING STATIONS

\$125 Culinary Attendant Fee Required for All Carving Stations (One Attendant Required per 50 Guests)

50 Person Minimum – Prices per Person – 1 ½ Hour of Service

Beef Tenderloin with Au Jus & Horseradish Cream **\$18**

Roasted Turkey Breast with Brown Country Gravy & Cranberry Apple Chutney **\$14**

Bourbon and Brown Sugar Glazed Ham with Natural Pan Drippings and Wholegrain Mustard **\$13**

Prime Rib with Mushroom Au Jus & Horseradish Cream **\$20**

Roasted Whole Chicken with White Wine & Herb Sauce **\$13**

Cedar-Plank Salmon with Sea Salt, Fresh Dill and Sliced Lemon **\$16**

All Carving Stations Include Fresh Warm Rolls & Butter

ACTION STATIONS

\$125 Culinary Attendant Fee Required for Action Stations (One Attendant Required per 50 Guests)

50 Person Minimum – 1 ½ Hour of Service

Little Italy

Spaghetti Pasta and Cheese Tortellini with House-Made Classic Pork & Beef Meatballs, Sliced Grilled Chicken or Shrimp
Creamy Alfredo Sauce, Marinara, Garlic Herb Infused Olive Oil

Sautéed Zucchini, Onions, Red and Green Bell Pepper, Sun-Dried Tomatoes, Spinach, Mushrooms and Steamed Broccoli
Shaved Parmesan Cheese, Crushed Red Pepper Flakes and Warm Sliced Baguette with Garlic Butter

\$26 per person

Slider Bar

Grilled Angus Beef Patties, Grilled Chicken Breast, Pulled Pork
Pimento, Blue, American, Swiss and Pepper Jack Cheeses

Lettuce, Tomato, Sautéed Onions & Mushrooms, Sliced Dill Pickles, Jalapenos

Mayonnaise, Mustard, Ketchup, House-Made Ranch Dressing, Barbeque Sauce, Bacon Jam & Garlic Aioli

Hawaiian Sweet Rolls, Pretzel Buns, French Fries and Onion Rings

\$24 per person

All Carving & Action Stations Include Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas, Iced Tea and Ice Water

DELUXE DINNER BUFFET

All Buffets Include: Fresh Warm Rolls & Butter and (2) Desserts
Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas, Iced Tea and Ice Water

Choose Any Four Accompaniments and Two Entrées \$57 per person

Choose Any Four Accompaniments and Three Entrées \$60 per person

Soup

House-Made Chicken Noodle Soup

French Onion Soup

Broccoli & Sharp Cheddar Soup

Creamy Tomato Basil

New England Clam Chowder

Salad

House Garden Salad

Caesar Salad

Mixed Greens with Blue Cheese, Candied Walnuts, Green Apples and House-Made Vinaigrette

Creamy Coleslaw

Seasonal Fruit Salad with Fresh Mint

Creamy Southern Potato Salad

Broccoli Salad with Sweet Red Onion & Hickory Smoked Chopped Bacon

Vegetable

Grilled Jumbo Asparagus with Garlic & Butter

Green Beans Almondine

Steamed Broccoli Sautéed with Olive Oil & Garlic

Sweet English Peas

White Wine Braised Brussel Sprouts with Garlic & Bacon

Sautéed Seasonal Vegetables

Buttered Corn

Grilled Marinated Vegetables

Roasted Plum Tomatoes with Olive Oil & Garlic

Squash Soufflé

DELUXE DINNER BUFFET (Continued)

Starch

House-Made Macaroni & Cheese
Creamy Mashed Potatoes with Butter
Potatoes Au Gratin
Long Grain Wild Rice
Smashed Red Potatoes with Garlic Butter
Gnocchi with Sun-Dried Tomatoes & Parmesan Cheese
Angel Hair Pasta Tossed in Garlic Herb Butter
Spinach & Ricotta Ravioli
Sweet Potato Soufflé

Entree

Grilled Beef Medallions with Herbed Garlic Butter
Braised Red Wine Beef Short Ribs
Grilled Chicken Breast with Lemon Basil Sauce
Oven Roasted Salmon with Sliced Lemon and Creamy Dill Sauce
Pot Roast with Root Vegetables
Chicken Parmesan
House-Made Southern Fried Chicken with Creamy Gravy
Pork Medallions with Apple Balsamic Reduction
Pan Seared Mahi-Mahi with Lemon, Garlic Butter
Herb Roasted Bone-In Chicken Quarters
Baby Back Ribs with Sweet Baby Rays BBQ Sauce
Breast of Chicken Stuffed with Brie Cheese & Green Apple

Choose (2) Desserts from the Dessert Bar

DESSERT BAR

Choose Any (4) Desserts

4-Layer Chocolate Cake

Carrot Cake

New York Style Cheesecake with Fresh Berries & Whipped Cream

Red Velvet Cake

Southern Pecan Pie

Key Lime Pie

Triple Chocolate Cheesecake

House-Made Banana Pudding

Apple or Peach Cobbler

\$16 per person

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## Hot Chocolate & Coffee Bar

*(One Hour Service)*

Gourmet Hot Chocolate and Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Assorted Tazo® Teas

With: Shaved Chocolate, Cinnamon Sticks, Fresh Whipped Cream, Marshmallows, Andes Candies® and Freshly Ground Nutmeg

**\$16 per person**

## Liqueur Enhancement

*\$125 Bartender Fee Required*

Baileys, Kahlua and Amaretto

**\$22 per person**

# Nightcap

**\$125 Bartender Fee Required for All Bars**

## **BEER & WINE BAR**

Heineken  
Corona  
Yuengling  
Bud Light  
Red Hare Pale Ale (Local)  
Jekyll IPA (Local)  
DeLoach Chardonnay  
Root 1 Cabernet  
Soft Drinks  
Bottled Water  
**1<sup>st</sup> Hour \$23 per person**  
**2<sup>nd</sup> Hour \$15 per person**  
**Each Additional Hour \$10 per person**

## **CALL LIQUOR BAR**

Johnny Walker Red  
Jack Daniels Whiskey  
Jim Beam Bourbon  
Tito's Vodka  
Tanqueray Gin  
1800 Silver Tequila  
Bacardi Rum  
House Chardonnay  
House Cabernet  
Imported & Domestic Beers  
Soft Drinks  
Bottled Water  
**1<sup>st</sup> Hour \$26 per person**  
**2<sup>nd</sup> Hour \$18 per person**  
**Each Additional Hour \$12 per person**

## **TOP SHELF LIQUOR BAR**

Johnny Walker Black  
Knob Creek  
Crown Royal Canadian Whiskey  
Grey Goose Vodka  
Bombay Sapphire Gin  
Patron Tequila  
Bacardi 8 Rum  
Captain Morgan Rum  
House Chardonnay  
House Cabernet  
Imported & Domestic Beers  
Soft Drinks  
Bottled Water  
**1<sup>st</sup> Hour \$32 per person**  
**2<sup>nd</sup> Hour \$25 per person**  
**Each Additional Hour \$18 per person**

## **HOSTED/CASH BAR - Price per Drink**

|                        |        |
|------------------------|--------|
| Top Shelf Liquor       | \$13   |
| Call Liquor            | \$11   |
| Domestic Beer          | \$6    |
| Imported Beer          | \$8    |
| Local Craft Beer       | \$8    |
| House Wine             | \$10   |
| Assorted Soft Drinks   | \$4    |
| Bottled Water          | \$3.50 |
| Red Bull Energy Drink® | \$5    |

**STATE LAW MANDATE:** Must be 21 years of age to be served or consume alcoholic beverages. Guests should be prepared to show ID upon request. Failure to comply may result in termination of function. Licensed bartender required by law for all alcoholic beverage service. No outside alcohol permitted.



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SUITES**  
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Atlanta - Alpharetta

**GENERAL INFORMATION | BANQUET POLICIES**

All events hosted at the Embassy Suites Atlanta Alpharetta are subject to the following terms and conditions:

**Food & Beverage**

In cooperation with Georgia State Food & Liquor Licensing: No outside food & beverage is permitted in the Hotel banquet or public spaces. If Hotel Management discovers outside food & beverage has been brought into the Hotel, the Hotel incurs monetary damages and will therefore impose monetary penalties (to be determined by the Hotel), upon the Client. Under no circumstances will food & beverage from a catered event; be allowed to be taken off-property. Hotel banquet staff is not authorized to provide to-go boxes for any leftovers.

**Alcoholic Beverages**

Individual attendees are not permitted to bring outside alcoholic beverages to a catered event or to any of the Hotel public spaces. Any alcoholic beverages brought to an event or into the Hotel public spaces will be confiscated and may result in your event being immediately terminated. In accordance with Georgia law, the Embassy Suites Alpharetta, as a licensee, is responsible for the sale and service of all alcoholic beverages. No beverages may be taken off property. Guests must be (21) years of age to be served or to consume alcohol. Guests should be prepared to show ID upon request. Failure to comply may result in immediate termination of the function.

**Guarantee**

To ensure adequate food & beverage preparation, the actual number of guests attending the event must be provided to the Hotel before 11:00 a.m. EST, (4) business days prior to the event date. This number will be considered your "minimum guarantee" and may not be reduced. If a guarantee is not received (4) business days in advance, the expected attendance number as stated in your contract will be considered the "minimum guarantee" and the Hotel will prepare food for that number of guests, and you will be charged accordingly. If the actual attendance number is greater than the minimum guarantee, the actual attendance will be charged.

**Entertainment**

For evening functions, music and/or entertainment must end no later than 11:00 p.m., however, if the Hotel receives complaints from other guests prior to that time, we reserve the right to require the client and/or entertainment to lower the volume, or if necessary, to cease amplification altogether. All disc jockeys, musicians and entertainers are to be completely self-equipped and self-set. Smoke machines are not permitted. All extension cords must be safely secured. Supplementary electrical power is subject to additional charges. Damage waivers and proof of insurance are required. Appropriate attire and content is required for all entertainers and guests. The Hotel reserves the right to terminate any event deemed inappropriate or excessive. Individuals who are demonstrating poor behavior, who are dressed inappropriately or are negatively impacting other Hotel guests will be asked to leave the property.

**Decorations**

All decorations must meet with local fire department specifications and approval. The Hotel does not permit the affixing of anything to the ceiling, walls, doors or floor of Hotel banquet or public space with nails, staples, push pins, tape, carpet tape, or any other substance unless prior approval is given by your Catering Manager. Damage to the Hotel will result in charges for materials and labor for repairs. Confetti, glitter bombs and spray streamers are not permitted in the Hotel.

**Function Room & Setup Charges**

Banquet and/or meeting facilities will be available no more than (1) hour prior to the contracted time except by special arrangement, in which case additional fees may apply. A labor charge of not less than \$250.00 will apply for room set-up changes occurring on the day of the event. Function rooms are assigned according to the number of anticipated attendees listed on your contract. With notification, the Hotel reserves the right to change function rooms to ensure appropriate space utilization. All food and beverage services, meeting room rentals, and audio visual equipment are subject to an applicable service charge of (24%) and sales tax of (7.75%). Service charge and sales tax are non-negotiable.

**Deposits, Credit & Billing**

An advance deposit of (25%) of anticipated revenue is required for all social functions. The deposit is due when the contract is signed and is nonrefundable and non-transferable. Final payment must be made (5) days prior to the event, in order for the event to take place. Credit cards will be checked for approval of the total amount due, (5) days prior to the event. If paying by check, the check must be received at least (10) business days prior to event. Direct bill accounts with the Hotel must be established at least (30) days prior to the event.

By signing the Hotel Catering Agreement and Banquet Event Orders (BEO's), you are agreeing to comply with the terms and conditions above.