



**EMBASSY
SUITES**
by HILTON™

Santa Clara - Silicon Valley

BANQUET MENU
2024

GUIDELINES

MEAL SERVICE

Meal service is based on a one (1) hour service time for any plated entrees and one and a half (1 ½) hours for buffets. Breaks are based upon a thirty (30) minute serve time. Due to health and quality concerns, items from the buffet cannot be done during mid-morning, afternoon, or evening breaks.

For plated meals, the price per person will be determined by the entrée with the higher price.

MENU SELECTION

In addition to our published menu suggestions, our culinary, catering, and events teams can create customized solutions to accommodate special requests, budget wants, and dietary requirements. Prices are all per person unless noted otherwise. We are committed to our guest's needs, including those with special dietary restrictions (such as food allergy, intolerance, or other medically restricted diets). We also know that some may offer a vegetarian or vegan diet. Our goal is to deliver a memorable experience through culinary skills.

Due to health regulations and liabilities, all food and beverage requirements must be contracted with Embassy Suites Santa Clara. The Hotel is responsible for the quality and freshness of the food for all of our guests; therefore, no outside food and beverage may be brought in from another source for consumption in our facilities.

- Our menus are subject to change, and ingredients may vary based on the seasonality of availability.
- Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.
- All food and beverage, including alcohol, must be purchased through the hotel and served by hotel staff
- All pricing is guaranteed ninety (90) days before your event date.

BEVERAGE SERVICE

Suppose alcoholic beverages are to be served on the hotel's premises elsewhere under the Hotel's alcoholic beverage license). In that case, the Hotel requires that beverages be dispensed only by the Hotel servers and bartenders. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID of any person of questionable age and refuse alcoholic beverages service if the person is either under age or proper identification cannot be produced) and (2) refuse alcoholic beverage service to any person who, in the Hotel's sole judgment appears intoxicated. The Hotel, a licensee, is responsible for administering the sales and service of alcoholic beverages with the California Department of Alcoholic Beverage Control. It is a House Policy. Therefore that the hotel must supply all alcoholic beverages.

Mobile bars require a minimum spend of 800 for a minimum of 4 hours. Within 90 minutes of service, if bar sales are minimal, hotel reserves the right to close the mobile bar. If bar sales do not reach this amount, a bartender fee of 350 will be applied to the client's banquet check.

GUARANTEES AND PAYMENT

Final attendees must be seven (7) business days before noon. This number will be considered your minimum guarantee. Should the guarantee not be received, your expected attendance on your banquet event order will be regarded as the final guarantee. You will be charged for your guarantee or the number in attendance, whichever is greater. Guarantees cannot decrease beyond 90% of the original contracted estimated number of attendees. Additional onsite dietary requests will be added to the bill if not accounted for in the original guarantee.

Dietary restriction numbers are required when the guarantee is provided. If no nutritional selections are listed on the original arrangement, the hotel reserves the right to offer special meals to a number not greater than 5% of the actual guarantee.

Payment shall be made before the function (when a guarantee is provided) unless credit has been established with some of the hotels. In some cases, the complete account is due and payable by 30 days from the date of the function. The credit card on file will be authorized an additional 5% to cover any overage on the event day.

ROOM ASSIGNMENTS AND SETUP

The hotel assigns function rooms according to the anticipated guest count and set-up requirements. The hotel reserves the right to make room changes to a more suitable room should the initial requirement change. Banquet seating will be rounds of eight (8) guests each.

The Re-set: If a room setup is changed within seventy-two (72) business hours of the event, there will be a minimum 250 additional fee for the reset. Cost is subject to increase based on the nature of change, labor, needed, and room size.

AUDIO VISUAL

Embassy Suites Santa Clara has essential equipment in-house. Any additional needs will be ordered through a third party. Please ask your Events Manager for information and pricing.

SIGNAGE

The hotel does not permit affixing anything to the walls, doors, or ceilings that would leave damage without hotel approval. Pre-approved signage is permitted in the registration area and private functions only. No signs are allowed in the hotel lobby, exterior, or other public places. The hotel reserves the right to approve all signage. All posters must be professionally printed and should be free-standing or on an easel. A labor fee of 250 will apply for all banners hanging in the meeting room.

LINEN, FLORAL, DÉCOR, ENTERTAINMENT

White and Black linens and napkins are available through the hotel at no extra charge.

The hotel has a list of recommended vendors and is happy to provide this list. Proper advance notification is required when scheduling entertainment and the use of volume-enhancing equipment. The hotel reserves the right to control the volume on all functions. All social events must end at 10:00 PM the latest to respect the quiet hours of hotel operations. It would help if you made your arrangements for specialty linen, floral, décor, and entertainment needs. All deliveries should be coordinated with your Events Manager.

CLEANING SERVICE

Meeting spaces are cleaned daily, including the removal of waste/trash. Any items left overnight that the group wishes to keep must be clearly labeled. Should Embassy Suites need to undertake cleaning beyond regular servicing, fees will be assessed. This includes but is not limited to confetti, glitter, and flower petal removal, disposal of boxes and meeting materials, and décor tear-down.

LOST AND FOUND

The hotel will not assume or accept responsibility for damages to or loss of any merchandise or articles in the hotel before, during, or following an event. If items need to be returned via postal services, Hotel is not responsible for any applicable fees.

SHIPPING AND PACKAGES

Packages for meetings may be delivered to the Hotel 3 working days before the date of the function. The package should be addressed as follows:

- Name of Organization
- Guest Name
- Attention Events Manager (indicate name)
- Date of Function
- 2885 Lakeside Drive, Santa Clara, CA 95054

Package handling fees will be assessed.

ADDITIONAL CHARGES

All services are subject to a 14.5% Service Charge, 11.5% Administrative Fee, and 9.125% Sales Tax. Service charge is fully distributed to servers, bussers, and bartenders assigned to the event. The administrative fee is not a gratuity and is the hotel's property to cover the event's discretionary costs. A 250 labor charge will be added if the number of guaranteed attendees is lower than the minimum number of guests. This will be used to cover our administrative costs of the event and will not be distributed as a gratuity to our employees working at your event.

PLATED BREAKFAST

Plated breakfasts have a ten-guest minimum order. Plated breakfasts of fewer than 10 guests will be required to pay for a minimum of 10 guests. Pricing is for a maximum of 90 minutes of service.

Plated Selections Include Assorted Breakfast Pastries, Orange Juice, Freshly Brewed Starbucks Regular & Decaffeinated Coffee, and Assorted Herbal Hot Teas

Mexican Breakfast Burrito

Scrambled Eggs, Spinach, Onions, Cheese, and Sausage in a Chipotle Tortilla topped with Salsa, Seasoned Breakfast Potatoes, and Sliced Fresh Fruit

36 per person

Bacon and Egg Breakfast

Scrambled Eggs, Bacon, Seasoned Breakfast Potatoes, and Sliced Fresh Fruit

38 per person

BREAKFAST BUFFET

Breakfast buffets have a 25-guest minimum order. Groups of less than 25 guests will be required to pay for a minimum of 25 guests. Pricing is for a maximum of 90 minutes of service.

Buffet Selections Include Seasoned Breakfast Potatoes, Sliced Fresh Fruit, Assorted Fruit Juices, Freshly Brewed Starbucks Regular & Decaffeinated Coffee, and Assorted Herbal Hot Teas

The All American

Smoked Bacon and Sausage, Scrambled Eggs, French Toast, Oatmeal

50 per person

The Embassy Breakfast Buffet

Smoked Bacon, Scrambled Eggs

47 per person

CONTINENTAL BREAKFAST

Continental Breakfasts are intended for one hour of service with a 12-guest minimum order. Groups of less than 12 guests will be required to pay for a minimum of 12 guests.

Continental Selections Include Sliced Fresh Fruit, Assorted Fruit Juices, Freshly Brewed Starbucks Regular & Decaffeinated Coffee, and Assorted Herbal Hot Teas

Embassy Continental Breakfast

Assorted Morning Pastries and Muffins

40 per person

The Executive Continental Breakfast

Assorted Coffee Cakes and Bundt Cakes, Assorted Bagels with Cream Cheese

43 per person



BREAKFAST ENHANCEMENTS

Breakfast enhancements can be added to any hot or continental breakfast, must equal a full guaranteed number of guests, and are not for individual sale

Pancakes | 8 per person
Scrambled Eggs | 8 per person
Assorted Bagels and Cream Cheese | 4 per person
Assorted Pastries | 4 per person
Assorted Breakfast Bread | 4 per person

Sausage | 8 per person
Breakfast Burrito | 10 per person
Assorted Muffins | 4 per person
Croissants | 4 per person
Assorted Yogurts | 5 each

ALA CARTE

Seasonal Sliced Fresh Fruits | 10 per person
Assorted Muffins | 54 per dozen
Croissants | 55 per dozen
Whole Fresh Fruits | 4 each
Granola Bars | 5 each

Assorted Bagels and Cream Cheese | 56 per dozen
Assorted Pastries | 54 per dozen
Assorted Breakfast Breads | 50 per dozen
Assorted Yogurts | 5 each
Power Bars | 6 each

AFTERNOON BREAKS

Assorted Cookies | 59 per dozen
Bagged Chips | 6 each

Brownies | 60 per dozen
Trail Mix | 6 each

BEVERAGES

Freshly Brewed Starbucks Regular Coffee | 115 per gallon
Freshly Brewed Starbucks Decaffeinated Coffee | 115 per gallon
Hot or Iced Chai | 123 per serving
Assorted Herbal Teas with Hot Water | 115 per gallon
Hot Chocolate | 123 per serving
Unsweetened Iced Tea | 65 per gallon
Fruit Punch | 65 per gallon
Assorted Soft Drinks | 7 each
Bottled Water | 5 each
Sparkling Water | 7 each
Red Bull | 8 each



BREAK PACKAGES

All break packages require a minimum of 25 guests, are intended for 30 minutes, and are not used as breakfast, lunch, or dinner. Break packages can only be added with lunch orders and must equal the full guaranteed number of guests.

The Sweet Tooth

Assorted Freshly Baked Cookies, and Brownies
Hot Chocolate

20 per person

The Salty Snack

Pretzel Display
Variety of Dips: Mustard, Queso, Butter
Fruit Punch

22 per person

Dessert Party

Chocolate Eclairs
Lemon Mousse
Mini Opera Cake
Cheesecake Bites
Baked Pear
Hot Chai

23 per person

The Healthy Choice

Seasonal Sliced Fruit
Assorted Yogurt and Granola Bars
Lemonade

24 per person

The Fiesta Break

Tortilla Chips
Salsa and Queso
Empanadas
Horchata

25 per person



THE ALL DAY BREAK

All-day break packages require a minimum of 12 guests. The package must remain in the same location and have an equal full guaranteed number of guests

AM Break: Assorted Pastries and Sliced Fresh Fruit

Freshly Brewed Starbucks Regular & Decaffeinated Coffee and Assorted Herbal Hot Teas

Mid-Morning: Freshly Brewed Starbucks Regular & Decaffeinated Coffee and Assorted Herbal Hot Teas

PM Break: Assorted Cookies

Freshly Brewed Starbucks Regular & Decaffeinated Coffee and Assorted Herbal Hot Teas

73 per person

GRAB-AND-GO

Grab and go lunch offerings are intended for off-property outings only. Please choose up to two selections; desired quantities of each are required with a minimum of 10

BOX INCLUDES

Bag of Chips | Cookie | Soft Drink

Grilled Chicken Caesar Wrap

Grilled Breast of Chicken Folded in a Spinach Tortilla Wrap with Romaine Hearts, Parmesan Cheese, and Classic Caesar Dressing

Smoked Turkey Avocado Croissant Sandwich

Thinly Sliced Turkey, Iceberg Lettuce, Steak Tomatoes, and Pepper Jack Cheese on a Fluffy Croissant with a Pepper Mayonnaise Spread

Caprese Sandwich

Beefsteak Tomatoes and Mozzarella, with fresh Basil and Balsamic Glaze on a Ciabatta Bread

50 per person

PLATED LUNCH

Plated lunch offerings are intended for a maximum of 60 minutes and served between 11am and 2pm with a 10 guest minimum order. Please choose up to 2 entrée selections. Plated lunch offerings include iced water and iced tea.

PLATED LUNCH OPTIONS INCLUDE

Salad: Baby Spring Mixed Greens | Cherry Tomatoes, Shredded Carrots with Ranch Dressing

Dessert: Chef's Choice of Dessert

Chicken Marsala 46 per person

Boneless Skinless Chicken topped with Mushroom Marsala Sauce served with Rice Pilaf and Sautéed Seasonal Vegetables

Rib-Eye 60 per person

Red Wine Demi served with Fingerling Potatoes and Asparagus

Pan Seared Salmon 49 per person

Salmon Filet with Lemon Caper Sauce, served with Mashed Potatoes and Sautéed Seasonal Vegetables

Roasted Vegetables 46 per person

served with Saffron Risotto

LUNCH BUFFET

Lunch Buffet offerings are intended for a maximum of 60 minutes. Served between 11 am and 2 pm with a 25-guest minimum order. Lunch buffet offerings include iced water and iced tea

LUNCH BUFFET OPTIONS INCLUDE

Salad: Baby Spring Mixed Greens | Cherry Tomatoes, Shredded Carrots with Ranch Dressing

Dessert: Chef's Choice of Dessert

Asian Buffet 62 per person

Ginger Soy Chicken
Pineapple Teriyaki Salmon
Vegetarian Fried Rice
Stir Fry Vegetables in Plum Sauce

Deli Buffet 55 per person

Sandwich Board: Turkey and Ham
American and Pepper Jack Cheeses
Lettuce, Sliced Tomatoes, Cucumbers,
Sweet Onions, Bell Peppers,
White and Sourdough Bread

Taco Bar 60 per person

Chicken Fajitas with Sautéed Red and Green Peppers and Onions
Ground Beef with Caramelized Onions
Vegetarian Spanish Rice and Black Beans
Fresh Pico De Gallo, Guacamole and Queso
Warm Flour Tortillas

LUNCH ENHANCEMENTS

Upgrade the house salad to one of the following for 2 per person

Caesar Salad | Hearts of Romaine with Shaved Asiago Cheese, Herb Croutons with Caesar Dressing
Spinach Salad | Baby Spinach, Red Onions and Gorgonzola Balsamic with Balsamic Vinaigrette
Beet Salad | Beets with Arugula, Feta Cheese, Toasted Pecans and Balsamic Vinaigrette
Caprese Salad | Layers of alternating slices of mozzarella and tomatoes and drizzled with olive oil

Upgrade the dessert to one of the following for 2 per person

Carrot Cake | Double Chocolate Cake | Raspberry Filled Cake | Churros

Rolls and Butter | 2 per person

PLATED DINNER

Plated Dinner offerings require a 10-guest minimum order. Please choose up to 2 entrée selections. Additional entrée selection can be added for 12 per person. Plated dinner offerings include iced water, Starbucks regular and decaffeinated coffee, and assorted herbal hot teas.

PLATED DINNER OPTIONS INCLUDE

Salad: Baby Spring Mixed Greens | Cherry Tomatoes, Shredded Carrots with Ranch Dressing
Dessert: Chef's Choice of Dessert

Chicken Picatta 68 per person

Boneless Skinless Chicken Breast with
White Wine and Capers served with
Rice Pilaf and Sautéed Seasonal Vegetables

Filet Mignon 84 per person

Grilled Filet Mignon served with
Rosemary Roasted Potatoes and
Sautéed Seasonal Vegetables

Swordfish 76 per person

Filet with Cilantro Cream Sauce
Served with Jasmine White Rice and
Baby Bok Choi

Capellini Pasta 68 per person

Served with Cherry Tomatoes,
Fresh Basil and Garlic

DINNER BUFFET

Dinner Buffet offerings are intended for a maximum of 60 minutes with a 25-guest minimum. Buffet dinner offerings include iced water, Starbucks regular and decaffeinated coffee, and assorted herbal hot teas.

DINNER BUFFET OPTIONS INCLUDE

Salad: Baby Spring Mixed Greens, Cherry Tomatoes, Shredded Carrots with Ranch Dressing
Dessert: Chef's Choice of Dessert

Italian Table 80 per person

Chicken Picatta
Mushroom Ravioli in Pesto Cream Sauce
Grilled Vegetables
Garlic Bread

California Cuisine 84 per person

Sliced Prime Rib
Baked Lemon & Garlic Chicken
Garlic Mashed Potatoes
Sautéed Seasonal Vegetables

Embassy Suites Buffet 83 per person

Chicken Marsala
Lemon Pepper Salmon with Mango Salsa
Garlic Mashed Potatoes
Sautéed Seasonal Mixed Vegetables

DINNER ENHANCEMENTS

Upgrade the house salad to one of the following for 2 per person

Caesar Salad | Hearts of Romaine with Shaved Asiago Cheese, Herb Croutons with Caesar Dressing
Spinach Salad | Baby Spinach, Red Onions, and Gorgonzola Cheese with Balsamic Vinaigrette
Beet Salad | Beets with Arugula, Feta Cheese, Toasted Pecans, and Balsamic Vinaigrette
Caprese Salad | Layer alternating slices of tomatoes and mozzarella drizzled with olive oil

Upgrade the dessert to one of the following for 2 per person

Carrot Cake | Double Chocolate Cake | Raspberry Filled Cake | Tiramisu

Rolls and Butter | 2 per person

HORS D'OEUVRES

Reception Hors D'oeuvres are subject to change. Minimum order of 24 pieces per selection

Assorted Mini Quiche | 7 per person
Spinach Spanakopita | 7 per person
Chicken Satay with Peanut Sauce | 8 per person
Beef Empanada | 8 per person
Spiced Potatoes Samosa | 8 per person
Crab Cakes | 10 per person
Beef Teriyaki Skewers | 10 per person
Crab Stuffed Mushrooms | 10 per person
Tomato, Basil & Mozzarella Bruschetta | 10 per person
Chicken or Vegetables Pot Stickers | 10 per person
Egg Rolls | 10 per person

ADD ON

Ceviche Cocktail | 18 per person

DISPLAY PLATTER

Display Platter offerings require a minimum of 25 guests and must equal full guaranteed number of guests

Charcuterie Board | 25 per person

Salami, Prosciutto, Smoked Sausage, Olive Tapenade & Spicy Mustard, Domestic and Imported Cheeses with a Dried Fruit Garnish, Served with Assorted Crackers

Hummus Platter | 18 per person

Homemade Hummus, Marinated Artichokes and Kalamata Olives, Tzatziki Sauce, Assorted Vegetables and Pita Bread

Fresh Fruit Platter | 15 per person

Seasonal Sliced Fresh Fruit

Vegetable Crudités | 15 per person

Assorted Vegetables with Ranch Dressing

APPETIZER PACKAGE | 40.00

Appetizer Package is a station set up only, requires a minimum guests of 25 guests, and are intended for a minimum of 2 hours No substitution. Price charged per person

Fresh Seasonal Fruit Display/ Cheese Board/ Spanakopita / Assorted Mini Quiche

BEVERAGES

BEER

Domestic | 12

Budweiser
Bud Light
Miller Lite
Michelob Ultra
Coors Light

Imported | 15

Corona Extra
Modelo
Heineken
Stella Artois
805 Firehouse
Dos Equis

Microbre | 15

Sierra Nevada
Samuel Adams
Boston Lager
Blue Moon

Non-Alcoholic | 10

Heineken 0.0

Can | 10

Truly's
Hop Valley

NON-ALCOHOLIC | 8

Coke
Squirt
Orange Juice

Diet Coke
Ginger Ale
Sweet Tea

Sprite
Apple Juice
LeCroix

Dr. Pepper
Cranberry Juice
Pellegrino

Water

WINES

SPARKLING

	BOTTLE
Florinda Cava Brut NV	48.00
Prosecco Minetto	53.00
Chandon Brut Classic, California	61.00
Champagne, Moet Chandon	125.00

WHITE

Chardonnay, Geyser Peak 2020	53.00
Sauvignon Blanc, Foppiano 2021	53.00
Rose, Joel Gott, California	48.00

RED

Pinot Noir, Joel Gott	48.00
Merlot, Greystone, California	48.00
Cabernet Sauvignon, Joel Gott, California	48.00
Pinot Noir, Lucas & Lewellen 2019	53.00
Cabernet Sauvignon, Joseph Thomas 2020	53.00
Zinfandel, Ironstone Reserve ROUS Ancient Vine	53.00
Sirah, Foppiano Petite 2019	53.00
Rioja, Muriel Reserve 2016	53.00
Port, Quinta do Vallado LBV 2017	53.00

BEVERAGE PACKAGE | 40.00

Beverage Package is a station set up only, requires a minimum of 25 guests, and are intended for a minimum of 2 hours. A bartender fee of 350 will apply if a mobile bar is requested with a minimum of 4 hours. Price charged per person

WINE

Cabernet Sauvignon – Sutter Home
Pinot Noir – Joel Gott
Chardonnay – Sutter Home
Sauvignon Blanc – Joel Gott
Zinfandel – Sutter Home

BEER

Bud Light
Coors Light
Corona
Modelo
Stella
Heineken
Lagunitas IPA

CASH BAR

Choose up to 4 beers and up to 2 wines

WINES

	Per Glass
Cabernet Sauvignon – Sutter Home	12.00
Merlot – Sutter Home	12.00
Chardonnay – Sutter Home	12.00
White Zinfandel – Sutter Home	12.00
Cabernet Sauvignon – Joel Gott	15.00
Pinot Noir – Joel Gott	15.00
Chardonnay – Joel Gott	15.00
Sauvignon Blanc – Joel Gott	15.00
Rose – Joel Gott	15.00
Cabernet Sauvignon – Joseph Thomas	18.00
Pinot Noir – Lucas & Lewellen	18.00
Chardonnay – Geyser Peak	18.00
Sauvignon Blanc – Foppiano	18.00
Zinfandel, Ironstone Reserve ROUS Ancient Vine	18.00

BEER

	Per Bottle
Bud Light	12.00
Coors Light	12.00
Budweiser	12.00
Michelob Ultra	12.00
Modelo	15.00
Corona	15.00
Heneiken	15.00
Stella	15.00
Blue Moon	15.00

CASH BAR

Choose up to one brand of liquor each

Liquor - Vodka

	Per Glass
Barton	12.00
Smirnoff	15.00
Tito's	18.00

Liquor - Gin

	Per Glass
Barton	12.00
New Amsterdam	15.00
Tanqueray	18.00

Liquor - Rum

	Per Glass
Barton	12.00
Captain Morgan	15.00
Bacardi	18.00

Liquor - Tequila

	Per Glass
Montezuma	12.00
Hornitos	15.00
1800	18.00

Liquor - Bourbon

	Per Glass
Barton Reserve	12.00
Jack Daniels	15.00
Woodford	18.00

Liquor - Brandy

	Per Glass
Christian Brothers	12.00

Liquor - Scotch

	Per Glass
Lauder	12.00
J&B	15.00
Johnny Walker Red	18.00

HOSTED BAR

BLUE BRANDS

SUTTER HOME WINES | 10

Cabernet Sauvignon
Merlot
Chardonnay
White Zinfandel

BEER | 12

Bud Light
Coors Light
Budweiser
Michelob Ultra

LIQUOR | 18

Barton Vodka
Barton Gin
Barton Rum
Montezuma Tequila
Barton Reserve Bourbon
Christian Brothers Brandy
Lauder Scotch
Dekuyper Cordials
Martini and Rossi Vermouth

GOLD BRANDS

JOEL GOTT WINES | 12

Cabernet Sauvignon
Pinot Noir
Chardonnay
Sauvignon Blanc
Rose

BEER | 15

Lagunitas IPA
Bud Light
Budweiser
Modelo
Corona

LIQUOR | 22

Smirnoff Vodka
New Amsterdam Gin
Captain Morgan Rum
Hornitos Tequila
Jack Daniels Bourbon
Christian Brothers Brandy
J&B Scotch
Dekuyper Cordials
Martini and Rossi Vermouth

DIAMOND BRANDS

WINE | 14

Cabernet Sauvignon – Joseph Thomas
Pinot Noir – Lucas & Lewellen
Chardonnay – Geyser Peak
Sauvignon Blanc – Foppiano
Zinfandel – Ironstone Reserve ROUS
Ancient Vine

BEER | 15

Lagunitas IPA
Coors Light
Heineken
Stella Artois
Blue Moon

LIQUOR | 28

Tito's Vodka
Tanqueray Gin
Bacardi Rum
1800 Tequila
Woodford Bourbon
Christian Brothers Brandy
Johnny Walker Red Scotch
Dekuyper Cordials
Martini and Rossi Vermouth

AUDIO VISUAL

Audio Visual are subject to change

EQUIPMENT PACKAGES

Flipchart Package (Easel, Pad & Markers).....	100.00 Per Day
Flipchart Package (Easel, Sticky Pad & Markers)	125.00 Per Day
Screen Package (Screen & Power).....	100.00 Per Day
42" LCD TV/DVD Package (TV on Cart and HDMI Cable)	300.00 Per Day
65" LCD TV Package (Smart TV on Cart, Cable and Power)	500.00 Per Day
LCD Projector Package (Screen, LCD Projector, Cable and Power)	300.00 Per Day
Video Polycom Package (LCD Projector Package & Video Polycom).....	500.00 Per Day
Speaker Package (PA Speaker & Cable).....	250.00 Per Day
Audio Package 1 (PA Speaker, Handheld Microphone and Cable).....	300.00 Per Day
Audio Package 2 (PA Speaker, 2 Microphones, 4 Channel Mixer and Cable).....	500.00 Per Day
Portable White Board Package	100.00 Per Day

PROJECTION AND ACCESSORIES

LCD Projector	250.00 Per Day
Screen.....	75.00 Per Day
Slide Advancer	75.00 Per Day
Video Polycom.....	350.00 Per Day

AUDIO EQUIPMENT

Lavaliere Microphone	250.00 Per Day
Wireless Handheld Microphone	150.00 Per Day
Wired Handheld Microphone	100.00 Per Day
Four Channel Mixer	100.00 Per Day
Computer Speakers	100.00 Per Day
Polycom Conference Call Phone	150.00 Per Day

INTERNET ACCESS

Standard Wireless Internet	10.00 Per Connection
Standard Unlimited Wireless Internet Connections	150.00 Per Day
Standard Wired Internet (one per room)	100.00 Per Day
Premium Wireless Internet	12.00 Per Connection
Premium Unlimited Wireless Internet Connections	250.00 Per Day
Premium Wired Internet (one per room)	150.00 Per Day

CONFERENCE AIDS & OTHER ACCESSORIES

Easel Tripod	50.00 Per Day
Power Strip / Extension Cord	25.00 Per Day
Flipchart Easel.....	50.00 Per Day
Flipchart Pad	50.00 Per Day
Sticky Flipchart Pad.....	75.00 Per Day
Cables.....	50.00 Per Day
Photo Copy (Single Sided) Black & White	0.50 Per Page
Photo Copy (Single Sided) Color.....	1.00 Per Page
Dance Floor	200.00 Per Day

MEETINGS MADE SIMPLE

(Requires a minimum of 25 people)

Continental Breakfast

Assorted Morning Pastries and Muffins, Whole Fresh Fruit, Fresh Fruit Juices, Freshly Brewed Regular & Decaf Coffee and Assorted Teas

Mid-Morning Break

Freshly Brewed Regular & Decaf Coffee and Assorted Teas

Lunch

Lunch Buffet of your choice

Afternoon Break

Assorted Cookies

Freshly Brewed Regular & Decaf Coffee and Assorted Teas

Meeting Room

Rental Fee and Set Up

Audio Visual

Screen, White Board, Flipchart with Pad, Pens & Markers and Wi-Fi

275.00 Per Person

Service Charges and Sales Tax Included

EXECUTIVE MEETINGS MADE SIMPLE

(Requires a minimum of 25 people)

American Breakfast

Scrambled Eggs, Bacon, Seasoned Potatoes, Whole Fresh Fruit, Fresh Fruit Juices, Freshly Brewed Regular & Decaf Coffee and Assorted Teas

Mid-Morning Break

Freshly Brewed Regular & Decaf Coffee and Assorted Teas

Lunch

Lunch Buffet of your choice

Afternoon Break

Assorted Cookies

Freshly Brewed Regular & Decaf Coffee and Assorted Teas

Meeting Room

Rental Fee and Set Up

Audio Visual

Screen, White Board, Flipchart with Pad, Pens & Markers, LCD Projector and Wi-Fi

350.00 Per Person

Service Charges and Sales Tax Included

