

EMBASSY SUITES BY HILTON LOS ANGELES INTERNATIONAL AIRPORT SOUTH



# EMBASSY SUITES

by HILTON™

Los Angeles - International Airport/South

## YOUR MEETING IS OUR BUSINESS

### CATERING MENU



EMBASSY SUITES BY HILTON LOS ANGELES INTERNATIONAL AIRPORT SOUTH

1440 EAST IMPERIAL AVENUE | EL SEGUNDO, CA 90245

LAXSOUTH.EMBASSYSUITES.COM | (310) 640 3600

All food and beverage functions are subject to applicable sales tax and a taxable 17% Gratuity and 8% Facilities charge.

Package prices are per person and are subject to change.

Embassy Suites by Hilton Los Angeles International Airport South | 1440 E. Imperial Ave | El Segundo, CA 90245



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Los Angeles - International Airport/South

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## **BREAKFAST**

All buffet breakfasts are served with fresh squeeze orange juice, freshly brewed Starbucks premium coffee, decaffeinated coffee, assorted tazo hot teas, half & half, soy alternatives.

Buffets are priced per person and based on a minimum of 20 Guests for 1.5 Hours of Service. For events with 19 or fewer guests, an additional \$10 per person will be added to the price.

### **CONTINENTAL \$32**

Bakery display

Whipped butter, fruit preserves

Seasonal fresh fruit and berries

Greek yogurt, house granola

Freshly brewed Starbucks® premium coffee, decaffeinated coffee

Assorted Tazo hot teas

Fresh squeezed orange juice

### **LIGHT AND FIT \$37**

Bakery display

Whipped butter, fruit preserves

Seasonal fresh fruit and berries

Greek yogurt, house granola

Egg wrap, chicken sausage, spinach, feta, herb aioli or Soft scramble with cream cheese

Freshly brewed Starbucks® premium coffee, decaffeinated coffee

Assorted Tazo hot teas

Fresh squeezed orange juice

### **RISE & SHINE \$45**

Bakery display

Whipped butter, fruit preserves

Seasonal fresh fruit and berries

Soft scramble eggs

Bacon or sausage

Herbed crispy potatoes

Buttermilk pancakes or French Toast

Freshly brewed Starbucks® premium coffee, decaffeinated coffee

Assorted Tazo hot teas

Fresh squeezed orange juice

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## **BREAKFAST ENHANCEMENTS**

### **HANDHELDS**

\$120 PER DOZEN

MINIMUM 1 DOZEN PER SELECTION

Toasted english muffin sandwich, farm fresh scrambled eggs, applewood smoked bacon, cheddar cheese

Breakfast burrito, farm fresh scrambled eggs, served with or without chorizo, black beans, cheddar cheese, served with our house-made salsa

Fried egg, smoked bacon, croissant

### **AMP IT UP**

Chilaquiles, scrambled eggs, fresh corn tortilla chips, house-made salsa, queso fresco, cilantro, pickled red onion & crema \$15pp

Parfait bar, Greek yogurt, house made granola, dried fruit, toasted pepitas, honey, seasonal fruit compote \$12pp

Cured salmon display, sliced heirloom tomato, red onion, capers, chives, bagels & cream cheese \$25pp

Oats, berries in season, banana, local honey, granola, chia seeds, almond butter \$8pp

Assortment of bagels & sliced breads, butter, jams, whipped cream cheese, peanut or almond butter \$12pp

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## MORNING BREAKS

Breaks are priced per person and based on a minimum of 12 guests. For events 11 or fewer guests an additional \$5 per person will be added to the price.

### **1/2 Day / All Day Beverages | \$20 / \$26**

Freshly brewed Starbucks® premium coffee and decaffeinated coffee

Assorted gourmet Tazo teas

Assorted soft drinks—regular, diet

Bottled water

*Served at the start of your meeting, mid-morning refresh and afternoon refresh (6 hour max)*

### **Trail Mix Bar | \$24**

*Build your own...*

Chex mix, Honey Roasted Peanuts, Raisins, Banana Chips, Mini Pretzels, Granola

Cranberries, M&M's, Sunflower Seeds

### **Salsa Festival | \$18**

House-made salsa, Guacamole, Queso, Tortilla chips

### **Sea Salt | \$20**

House potato chips, corn chips, pita chips, beer & cheese dip, roasted red pepper hummus

### **Coctel de Frutas | \$27**

Jicama, Watermelon, Pineapple, Cucumber, Mango, Tajin, Chili Powder, Salt, Lime Wedges, Chamoy

## MORNING SIPS

\$15 per drink

### **Bloody Mary Bar**

Vodka, spiced tomato juice, olives, pickled veggies, hot sauce, fresh horseradish, lemons & lime, spicy salt rim

### **Bubbly**

House sparkling wine, fresh orange & grapefruit juice, fruit purees, fruit garnishes

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## **AFTERNOON BREAKS**

Breaks are priced per person and based on a minimum of 12 guests. For events 11 or fewer guests an additional \$5 per person will be added to the price.

### **Afterschool Delight | \$25**

Freshly baked cookies  
Fudge brownies  
Lemon bars

### **Game Day | \$27**

Soft pretzels with cheddar cheese dipping sauce and whole grain mustard  
Corn Tortilla Chips with Nacho Cheese Sauce  
Assorted Ice cream bars

### **Wine Country | \$29**

Assorted domestic cheese & charcuterie  
Water crackers and mixed nuts  
Mixed country olives

### **Protein Punch | \$32**

Assorted nuts & cheese  
Granola bars  
Roasted Tomato hummus with vegetable crudité & pita chips

## **BOARD BREAKS**

Each board serves up to 20 guests, prices are per board

### **Local seasonal berries, sliced citrus and fruits | \$255**

### **Farmer's market crudité with hummus & pita chips | \$255**

### **Charcuterie with sliced meats, assorted cheese, crackers | \$320**

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## BREAKS— A LA CARTE

### **beverages**

Freshly brewed Starbucks® premium regular, decaffeinated coffee	\$90 per gallon
Freshly brewed iced Starbucks® premium regular, decaffeinated coffee	\$90
Assorted Tazo Hot Teas	\$60
Hot Chocolate	\$60
Classic/strawberry lemonade, fruit punch	\$40
Assorted Tazo Iced Teas (regular, black or green)	\$60
Seasonal Agua Fresca	\$69
Orange, Apple, Cranberry or Pineapple juice	\$27 per carafe
Assorted sodas	\$7 each
Assorted starbucks iced frappuccino	\$10
Energy Drink—regular, sugar free	\$8
Acqua Panna water or San Pellegrino sparkling water	\$8
Perrier and San Pellegrino flavored water	\$8

### **snacks**

Freshly baked cookies, lemon bar or brownies	\$48 per dozen
Individually wrapped ice cream treats	\$60
Baked mini muffins and breakfast pastries	\$48
Bagels and assorted flavor cream cheese	\$48
Spiced mixed nuts	\$25 per pound
Granola bars	\$7 each
Protein bars	\$8
Variety of candy bars	\$7
Seasonal whole fruit	\$7
Bags of kettle chips	\$7
Freshly popped popcorn	\$6

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## **EXECUTIVE MEETING PLANNER PACKAGE**

**\$90**

(minimum of 10 guests, includes waived general session room rental)

### **Continental Breakfast**

Bakery display, butter, jam  
Seasonal fruits & berries  
House granola, Greek yogurt  
Freshly brewed Starbucks regular, decaffeinated coffee  
Fresh squeezed orange juice

### **Lunch**

(Choose One) - includes Iced Tea and Water Station

#### **Capri**

Char-grilled hearts of romaine with caesar dressing  
Herb grilled chicken with pesto cream sauce  
Campanelle pasta with tomato-garlic pesto cream  
sauce, zucchini, pine nuts  
Roasted fingerling potatoes

#### **Classic Deli Picnic**

Baby iceberg wedges with applewood smoked  
bacon, cherry tomatoes & bleu cheese dressing  
Smoked turkey & bacon club sandwiches  
Grilled vegetable, hummus, feta, greens, sun dried  
tomato in a spinach wrap  
House potato chips

### **Afternoon Break**

*Choose one item*

*\*add on an additional item for \$7 more per person*

Ice cream bars and sandwiches  
Soft pretzels with dijon mustard or cheesy dipping sauce  
Tortilla chips & pita chips with hummus and salsa  
Assorted cheese & crackers  
Cookies & brownies

### **All Day Beverages**

Freshly brewed Starbucks® premium regular, decaffeinated coffee  
Assorted gourmet Tazo teas  
Assorted soft drinks—regular, diet  
Bottled water

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## **BOXED LUNCH \$38**

each boxed lunch includes (1) sandwich, individual bag of kettle potato chips, freshly baked cookie, fresh seasonal whole fruit, bottled water .

Condiments served on the side

Choose up to three sandwiches:

### **Turkey & Bacon Club**

Smoked turkey breast, gruyere cheese, applewood smoked bacon, lettuce & tomato served on a ciabatta roll

### **Ham & Cheese Sandwich**

Black forest ham, vermont tillamook sharp cheddar, lettuce & tomato served on a sourdough baguette

### **Caesar Chicken Wrap**

Grilled chicken, garlic croutons, parmesan cheese, tomatoes, romaine, whole wheat tortilla

### **Roast Beef Sandwich**

Pepper roast beef, pepper jack, arugula, roasted tomatoes served on a ciabatta roll

### **Chicken Salad Sandwich**

Roast chicken, celery, grapes, green onions, yogurt served on a croissant

### **Grilled Vegetable Wrap**

Grilled vegetables, zucchini, squash, onion, tomato, asparagus, hummus, seasonal greens, feta, sun dried tomato served in a spinach tortilla

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## **LUNCH BUFFET**

All buffets are priced per person for 90 minutes of service and include iced tea & water.

Based on a minimum of 20 guests, for events with 19 or fewer guests an additional \$10 per person will be added to the price.

### **Day of Week Lunches \$55**

To serve a day of the week lunch any day please add on additional \$10 per person to the price.

#### **Monday**

Garlic rolls

Little gem salad, dried cranberries, candied walnuts, pickled onion, champagne vinaigrette dressing

Grilled BBQ tri tip

Lemon garlic marinated grilled chicken breast

Grilled seasonal vegetables

Cajun mac & cheese

#### **Tuesday**

Tortilla chips

Barcotta salad, corn, black beans, tomato, pepper jack, cilantro lime vinaigrette

Chicken tinga

Marinated carne asada, grilled & sliced

Corn tortillas, lettuce, salsa verde, crema

Spanish rice, slow cooked black beans

#### **Wednesday**

Garlic bread

Romaine heart caesar salad, parmesan crisp, homemade garlic croutons, shaved parmesan & asiago cheese, toasted tomatoes, caesar dressing

Roasted seasonal vegetables

Chicken parmigiana

Pan seared salmon with roasted tomato cream sauce

Pasta primavera

Grated parmesan, chili flakes, parsley, olive oil

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#### **Thursday**

Hawaiian rolls, butter

Mixed greens, carrot, ginger sesame vinaigrette or macaroni salad

Kalua pig, charred pineapple, cabbage

Chicken teriyaki

Fried rice or stir fried noodles

#### **Friday**

Seasonal field greens, shaved carrots, cucumber, feta cheese, balsamic vinaigrette

Orzo salad, shallots, celery, parsley, sherry vinegar, roasted garlic aioli

Roasted turkey & applewood smoked bacon, lettuce, tomato, French baguette

Roast chicken, celery, cashews, grapes, green onions made with Greek yogurt, croissant

Grilled vegetables, zucchini, roasted peppers, avocado, seasonal greens, tortilla wrap (v)

Pickles | Condiments | Kettle chips

#### **Saturday**

Little gem salad, dried cranberries, candied walnuts, pickled onion, champagne vinaigrette dressing

Braised beef short ribs, roasted cipollini, red wine reduction

Herb roasted chicken with picatta

Whipped garlic mashed potatoes

Charred Broccolini

#### **Sunday**

Petite wedge salad, cucumbers, tomatoes, red onions, smoked bacon, chipotle ranch dressing

Biscuits with honey butter

Corn on the cob

BBQ baked beans

Grilled citrus chicken

BBQ beef tri tip

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## PLATED LUNCH SERVICE

lunch includes freshly baked artisan rolls & butter, locally grown seasonal vegetables, whipped potato pureé , ice tea and water

SALADS (choose one)

garden green salad with vine-ripened tomatoes, shaved carrots, cucumber, feta cheese, balsamic vinaigrette

romaine heart caesar salad, parmesan crisp, homemade garlic croutons, shaved parmesan & asiago cheese, toasted tomatoes, caesar dressing

MAIN COURSE (choose two entrees with a sauce)

**oven roasted chicken** | mushroom marsala or picatta \$42

**6 oz. beef tenderloin** | teriyaki, shitake mushroom jus, brandy peppercorn \$46

**pan seared salmon** | roasted tomato cream sauce \$48

**barcotta salad** | corn, black beans, tomato, avocado, pepper jack, cheddar, cilantro lime vinaigrette \$27

(add chicken \$10 or salmon \$15)

**(v) vegetable ravioli mélange** | roasted zucchini, eggplant, carrot, sautéed spinach, garlic, basil with braised swiss chard and san marzano tomato sauce \$37

## DESSERT OPTIONS

Add \$8.00 (choice of one)

new york cheesecake with berry coulis

red velvet cake

chocolate mousse cake with freshly whipped cream

**(v) vegan**

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## **PLATED DINNER**

dinner includes freshly baked artisan rolls & butter, seasonal vegetables, choice of side, freshly brewed Starbucks® premium coffee , decaf, and hot tea service

### **SALADS (choose one)**

petite wedge salad, cucumbers, tomatoes, red onions, smoked bacon, chipotle ranch dressing  
romaine heart caesar salad, parmesan crisp, homemade garlic croutons,  
shaved parmesan & asiago cheese, toasted tomatoes, caesar dressing  
little gem salad, dried cranberries, candied walnuts, pickled onion, champagne vinaigrette dressing

### **MAIN COURSE (limited to 2 protein items and 1 vegetarian/vegan)**

**oven roasted chicken** | chicken mushroom au jus \$49

**pan seared salmon** | roasted tomato cream sauce \$55

**6 oz. beef tenderloin** | shitake jus \$52

**surf 'n turf petit sirloin and jumbo shrimp scampi** | brandy peppercorn \$63

**braised short rib, crispy shallots** | red wine reduction \$56

**(v) vegetable ravioli melange** | roasted zucchini, eggplant, carrot, sautéed spinach, garlic, basil with braised swiss chard and san marzano tomato sauce \$44

**(v) sautéed quinoa** | market vegetables, braised greens, chimichurri \$44

### **SIDES (choose one)**

herb roasted fingerling potatoes

whipped garlic mashed potatoes

rice pilaf

parmesan polenta

### **DESSERTS**

Add \$8.00 (choice of one)

new york cheesecake with berry coulis

red velvet cake

chocolate fondant cake, freshly whipped cream

**(v) vegan**

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## DINNER BUFFETS

dinner buffet includes assorted artisan breads, creamy butter, choice of (1) salad, choice of entrées, (2) sides, (1) desserts, freshly brewed Starbucks® premium coffee, decaf, and hot tea service  
( 1.5 Hours of Service — Minimum of 25 guests )

### SALADS

petite wedge salad, cucumbers, tomatoes, red onions, smoked bacon, chipotle ranch dressing  
romaine heart caesar salad, parmesan crisp, homemade garlic croutons, shaved parmesan & asiago cheese, toasted tomatoes, caesar dressing  
little gem salad, dried cranberries, candied walnuts, pickled onion, champagne vinaigrette dressing

### ENTRÉES

herb roasted chicken with mushroom marsala, picatta or teriyaki sauce  
pan seared salmon with roasted tomato cream sauce  
sliced tri-tip with caramelized onion red wine sauce or bbq sauce  
braised beef short ribs, roasted cipollini, red wine reduction  
kalua pig, charred pineapple, cabbage  
campanella pasta with tomato-garlic cream sauce, pine nuts, zucchini (v)  
orzo risotto, mushrooms, herbs (v)

### SIDES

whipped mashed potatoes  
roasted heirloom fingerling potatoes  
sautéed green beans with almonds  
local seasonal vegetables  
rice pilaf  
cajun mac & cheese

### DESSERTS

new york cheesecake with berry coulis  
red velvet cake  
chocolate fondant cake, freshly whipped cream  
tiramisu, lady fingers, espresso mascarpone filling

Choice of (2) protein entrees plus 1 vegetarian—\$65  
Choice of (3) protein entrees plus 1 vegetarian—\$72

**\*\*Vegetarian option will be served plated\*\***

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## HORS D'OEUVRES

### **DISPLAYS** (Serves up to 25 Guests)

Vegetable crudité, crostini and buffalo chicken spread	\$140
Sliced seasonal fruit and berries selection	\$165
Artisan domestic cheese with gourmet crackers, crostini, & assorted charcuterie	\$220
Mediterranean platter, hummus & tzatziki with olives, feta, crackers, vegetable crudites	\$190
Choose one dip: Spinach Artichoke, Pimento Cheese, Beer Dip <i>served with assorted crackers, pretzels, pita chips</i>	\$140

### **CHILL**

\$8 per person

*Minimum of 25 pieces per order*

Shrimp cocktail shooters (2 pcs)

Gazpacho shooters (2 pcs)

Roasted tomato bruschetta (3 pcs)

Watermelon + feta, tain (3 pcs)

### **WARM**

\$9 per person

*Minimum of 25 pieces per order*

Vegetable spring roll with sweet chili sauce (3 pcs)

Mac & cheese balls (3 pcs)

Petit beef wellington (2 pcs)

Beer battered mozzarella sticks with marinara sauce (3 pcs)

Mini beef sliders (2 pcs)

*upgrades \$10 per person*

Mini beef kabob with teriyaki (2 pcs)

Thai peanut chicken skewers (2 pcs)

Chicken quesadilla served with pico, guacamole, sour cream (2 pcs)

Sweet & spicy chicken wings with ranch (2 pcs)

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## CARVING STATIONS

*Your selection will be prepared by a uniformed chef attendant.*

*Chef carved items accompanied by handcrafted rolls.*

*1 chef per 50 guests*

### **HOUSE SMOKED TURKEY BREAST**

Cranberry Chutney, BBQ Sauce

\$475.00 (serves 25 people)

### **BOURBON AND HONEY GLAZED HAM**

Dijon Mustard, Hawaiian-Pineapple Salsa

\$500.00 (serves 25 people)

### **ROASTED PRIME RIB OF BEEF**

Horseradish Sauce, Caramelized Onion Jam

\$650.00 (serves 25 people)

## CHEFS IN ACTION

*Action stations require 1 chef per 50 guests.*

### **WOK ON**

Choice of jasmine rice or chow mein noodles

Snow peas, mushroom, sweet peppers, scallion, ginger, egg

Ground pork, marinated flank, tofu

Sesame, soy

\$25.00 pp

### **LATE NIGHT CRAVINGS**

Homemade sliders, chip & dip, wings with buffalo sauce, quesadillas

\$30.00pp

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## HOSTED BAR PACKAGES

Price per guest. One bartender per 75 guests is provided. For consumption bars, a \$500 minimum beverage revenue is required or a \$150 bar charge will apply. Bar service not to extend beyond 5 hours.

### HOUSE BRANDS

**One Hour \$25++ | Two Hours \$29++ | \$10++ each additional hour**  
Well brand vodka, gin, rum, tequila, whiskey, domestic/imported beers, house red/white wine

### CALL BRANDS

**One Hour \$31++ | Two Hours \$35++ | \$12++ each additional hour**  
Bacardi, Smirnoff, Tanqueray, Canadian Club, Seagram's 7, Jim Beam, Jack Daniel's, Jose Cuervo, Captain Morgan, Malibu, domestic/imported beers, red/white wine

### PREMIUM BRANDS

**One Hour \$35++ | Two Hours \$39++ | \$15++ each additional hour**  
Ketel One, Absolut, Bombay/Sapphire, Bacardi, Captain Morgan, Crown Royal, Maker's Mark, Johnny Walker Black, Hennessy VS, 1800 Silver Tequila, Microbrews/Imported Beers, Upgraded Red/White Wine

### SOFT BAR

**One Hour \$18++ | Two Hours \$22++ | \$10++ each additional hour**  
Selection of House wines to include 2 Whites, 2 Reds and 1 Sparkling, Microbrews/Imported/Domestic Beer, Soft Drinks, Mineral Water and Juice

### CASH/NON-HOSTED BAR (includes tax, must meet sales minimum or fee to apply\*\*)

Well Brands	\$13
Call Brands	\$15+
Premium Brands	\$18+
Domestic Beers	\$9
Imported/Microbrew Beers	\$10
Soft Drinks/Juice	\$6
House Wine by the Glass	\$11
Sangria by the Glass	\$12
Premium Wine by the Glass	\$13
Red Bull—regular and sugar free	\$8
Mineral Water	\$7

### NON-ALCOHOLIC & SODA BAR PACKAGES

Unlimited Soft Drinks & Juice Service	\$17 per person for 4 hours
Sparkling Cider (Non-Alcoholic)	\$22 per bottle

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## **SPECIALTY COCKTAILS**

\$16 per drink

Up to 2 for your hosted bar enhancements, not available in conjunction with no host bars

### **EL SEGUNDO BLUE**

Ketel One, Blue Curacao, Pineapple Juice, Coconut Water

### **SPICY HACIENDA MARGARITA**

1800, Jalapeno, Cucumber, Lime, Grand Marnier, Cilantro

### **JOSE'S OASIS**

Malibu, Strawberry, Pineapple, OJ, Sweet & Sour, Myers Dark Rum, Mint, Cherry & Basil

### **PALOMA**

Casamigos, Sparkling Grapefruit Soda, Fresh Lime

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## WINE LIST BY THE BOTTLE

### sparkling

House Champagne .....	\$35
Mionetto Prosecco, Veneto, Italy.....	\$40
Chandon Brut Classic, California.....	\$65

### rosé & whites

Sofia Rosé, Monterey, California.....	\$46
Chateau St. Michelle Riesling, Columbia Valley, Washington.....	\$40
Casa Lunardi Pinot Grigio, Veneto, Italy.....	\$40
Sonoma-Cutrer Chardonnay, California.....	\$55
Martin Ray Chardonnay, Sonoma, California.....	\$49

### reds

Murphy Goode Pinot Noir, Sonoma, California.....	\$44
Greystone Merlot, Napa, California.....	\$43
Coppola Director's Cut Cabernet Sauvignon, Sonoma/San Luis Obispo, California.....	\$58
Terrazas Altos Del Plata Malbec, Mendoza, Argentina.....	\$43
Apothic Red Blend, California.....	\$40
Storypoint Cabernet Sauvignon, California.....	\$49

### bottles—domestic

- Budweiser
- Blue Moon
- Michelob Ultra
- Coors Lite
- Bud Lite

### bottles—imported/microbrew

- Newcastle
- Corona Extra
- Heineken
- Guinness
- Stella Artois
- Modelo
- Lagunitas
- Sierra Nevada
- Dos Equis

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## AUDIO VISUAL EQUIPMENT

*We have partnered with Spectrum AV to provide onsite services for our meetings and events. Should you decide to hire an outside company or bring in your own Audio Visual equipment, there is a 10% charge per total revenue that will be applied to your final bill.*

### POPULAR PACKAGES

LCD Projector Packages Includes LCD Projector, 8' Tripod Screen (up to 1024x768 Resolution & 5000 Lumens Brightness) \$400

LCD Projector Packages Includes LCD Projector, 8' Tripod Screen (up to 1024x768 Resolution & 7000 Lumens Brightness) \$500

Upgrade either LCD Projector Package to a 10' Roll Up Screen \$100

8' LCD Support Package Includes 8' tripod screen, Projector table or AV cart & AC cable with a strip \$175

10' LCD Support Package Includes 8' tripod screen, Projector table or AV cart & AC cable with a strip \$225

Fast Fold Screen Package Includes Fast-Fold Screen with drape kit, Projector table or AV cart & AC cable with a strip: 6'x8' Fast Fold Screen (Front or Rear Projection) \$225

Hardwire Internet Connection \$150

Podium with Wired Microphone \$125

Flipchart Package Includes easel, pad & markers \$90

Upgrade to Self-Adhesive Pad \$100

Pipe & Drape (per foot) \$18

Wash Lights for Pipe & Drape (each) \$45

Flat Screen TV/DVD Package Includes 32" Flat Panel TV with a Rolling Cart, DVD Player & all required cables \$275

Flat Screen Monitor Package Includes 42" Flat Panel TV with a Rolling Cart & Cables (to connect to a laptop of any other media source provided by the client) \$225

Sound System Package A Includes (1) Wired microphone, (1) 4-channel mixer & (2) Speakers on stands \$300

Sound System Package B Includes (1) Wireless microphone (Lavalier or Handheld-please specify), (1) 4-channel mixer & (2) speakers on stands \$375

Laptop/ipod Audio Package Includes an audio connection for client's laptop/ipod through the meeting room's built-in sound system or through a self-powered speaker \$175

Polycom Speakerphone Sound Package includes a Polycom speakerphone with the audio patched through the in-house sound system or a portable self-powered speaker \$175

Web Video Conferencing Package (for Zoom, Teams) includes an LCD Projector Package with an 8ft screen, audio mixer, one wireless microphone (lavalier or handheld), sound patch for incoming Zoom audio, a tri-

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## **AUDIO VISUAL EQUIPMENT CONTINUED...**

### **CONFERENCE AIDS**

- Wireless Presenter with Laser Pointer \$50
- Polycom Speakerphone \$100
- PC Laptop Computer \$250
- Flipchart Easel (no paper) \$45
- Display Easel \$25
- 3x4 Whiteboard includes Markers & Eraser \$90
- 4x6 Whiteboard Includes Markers & Eraser \$150
- AV Cart or Projection Stand \$25
- Extension Cord \$25
- Power Strip \$25
- 42" Confidence Monitor \$175

### **AUDIO EQUIPMENT**

- Wired Microphone (Table Top or Floor Standing) \$75
- Wireless Microphone (Lavalier) \$150
- Wireless Microphone (Handheld) \$150
- Wireless Microphone (Headset) \$165
- 4 Channel Audio Mixer \$100
- 8 Channel Audio Mixer \$200
- Portable Self-Powered Speaker \$125
- Laptop/ipod Audio Connection/Sound Patch \$100  
(Add to any Sound System Package)
- Patch Fee Charge—for clients to connect their own audio equipment to the house sound system \$75

### **VIDEO EQUIPMENT**

- LCD Projector 2500 Lumens XGA (no screen) \$300
- LCD Projector 5000 Lumens XGA (no screen) \$400
- DVD Player \$85
- Scalar/Scan Converter Provides Seamless Switching between VGA, HDMI & Video Sources \$275
- 2-in-1-out VGA Switcher \$95
- 4-in-1 out VGA Switcher \$125
- VGA Extension Cable 25' \$30
- VGA Extension Cable 50' \$35
- HDMI Cable 25' \$35
- VGA 4-Way Splitter (to connect multiple projectors to a single laptop/source or to a switcher/scaler) \$275
- Apple Mac Mini-Display Port to VGA Adaptor \$40
- HDMI to VGA Adaptor \$40

### **LABOR RATES**

- On-site AV Tech (per hr, 4 hr minimum) Monday-Friday \$85
- On-Site AV Tech (per hr, 4 hr minimum) Weekends & Holidays \$95
- Technical Support Package to assist clients who provide their own AV \$150

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## **GENERAL INFORMATION**

### **SHIPPING & RECEIVING:**

Due to limited storage, we request that shipments not arrive any earlier than three days prior to your arrival. A surcharge of \$25.00 per package, per day will be applied to packages being stored for more than three (3) business days prior to scheduled event.

Receive, store, deliver packages to your meeting rooms – charge per package:

0 to 10 pounds, up to 3 boxes: complimentary  
A \$5.00 per box charge will be assessed after the first three

11 pounds to 50 pounds: \$15.00

Over 50 pounds: \$25.00

Pallets - \$75.00

Crates – dependent upon size/weight

A handling fee will be charged for outbound shipments as well. For crates and pallets delivered through UPS and FedEx there will be an additional lift charge dependent upon size/weight.

### **ROOM ASSIGNMENTS:**

Function rooms are assigned based on the expected number of guests. If the final guaranteed number of attendees drops or increases, the hotel reserve the right to change, with notification, reassign function to a room suitable of accommodating the group and requirements.

### **ROOM BLOCKS:**

Room blocks are available for your event. Depending on the time of year discounts may be available. Should you wish to reserve a block of rooms one of our Sales Managers will be happy to get in touch with you and provide you with details. A courtesy block of up to 10 rooms may be reserved at a discounted rate, reservations will need to be made by each individual prior to 21 days before your function, otherwise the special rate will drop back into inventory and each guest will be subject to our best available rate.

### **SECURITY:**

The hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the hotel for securing a limited number of valuable items. If additional security with respect to such items or for any other reason is requested, the Hotel can assist in making these arrangements with the hotel's authorized security agency.

We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide at your expense, security personnel supplied by the hotels security agency.

### **LABOR CHARGES/EVENT TIMES:**

Your event includes 5 hours of event time. Additional reception time may be added. Labor charges in the amount of \$150 per hour for events with up to 200 guests or \$300 per hour for events of more than 200 guests will apply to the final bill. Overtime charges do not include additional food and/or beverage.

A \$150 administrative fee will be applicable for any buffet food functions with fewer than 25 guests. A \$150 administrative fee will be applicable for all bartenders, carver fees, chef's fees and attendant fees. All labor charges are subject to current facilities charge and state sales tax.

### **DAMAGE TO FUNCTION SPACE:**

Client will agree to pay for any damage to the function space that occurs during your event. client will not be responsible, however, for ordinary wear and tear or for damage that they can show was caused by persons that were not their function attendees.

### **PARKING:**

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on or off hotel property. The hotel is pleased to offer a discounted day of event parking rate for your event attendees.

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## **GENERAL INFORMATION**

### **FOOD & BEVERAGE MINIMUMS**

A Food & Beverage Minimum will be included on your Event Contract. This figure is the least amount of money you will spend on a combination of food and beverage at your event. The minimum does not include service charge, tax, bartender and/or labor fees, cash bar revenue, incurred overtime, rentals arranged through the hotel or other ancillary food and/or beverage purchased outside of your contracted event. The minimum is guaranteed when your contract has been received by the hotel.

Your Catering Manager will create an initial estimate of charges outlining suggested food and beverage options that will get you to your Food & Beverage Minimum. The estimate is a proposal that is subject to change during the planning of your event and is not guaranteed with your contract.

Food and beverage pricing is subject to change and will be guaranteed in writing, upon request, 90 days from the date of your event.

### **SERVICE CHARGE/TAX AND ADDITIONAL CHARGES**

Prices do not include a 17% service charge, 8% administrative fee or applicable sales tax. California Law stipulates that the service charge is taxable. Sales tax is subject to change without notice. Additional charges may apply for changes made to your event less than 72 hours in advance or for extensive changes made after the room/venue has been set.

### **ADVANCE PAYMENTS**

To confirm your event date at Embassy Suites LAX South, we require an initial 25% deposit, along with a signed Contract, issued by your Catering Manager. The final balance of full estimated charges is due (21) days prior to your event. All deposits are non-refundable and will be applied to your final balance.

### **BANQUET EVENT ORDER**

Your Catering Manager will create a Banquet Event Order, or BEO, detailing your final food and beverage selections, set up specifications and event details and send to you for review on or before (21) days prior to the date of your event. Signed & approved BEO's are required to be returned with your preliminary guest count and final estimated payment (21) days prior to the date of your event. For extensive set ups or on request a diagram will be created and sent in conjunction with your BEOs. BEOs are sent out to our Banquets and Culinary teams so they can execute a flawless event.

### **GUEST COUNT GUARANTEE**

Preliminary guest counts must be submitted (21) days prior to the event. Your final guest count is due (7) days prior to your event. For your convenience, we will prepare food for 3% over the final guaranteed number of guests. Additional guests above the guarantee will be billed to your master account.

### **MENU**

Our Executive Chef and his team are happy to create a menu to fit the style of your event. We offer options for plated meals, buffets, and casual dinner stations featuring prepared to order selections.

Exact counts of each entrée are required with your guaranteed guest count (3) weeks prior to the date of your event. The hotel will provide meal cards to your guests so our staff may serve your guests their ordered entrée. If available, please provide your Catering Manager with a breakdown of guests and their entrée orders arranged by assigned table.

Please provide your Catering Manager details on any of your guests' dietary restrictions and/or allergies no later than (3) weeks prior to your event. We are able to accommodate Vegan, Vegetarian and Gluten Free meals. Many of our buffet menus have been created with a variety of diets in mind. On request, we can provide full details on the ingredients of items served to your guests.

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## **GENERAL INFORMATION**

### **MENU CONTINUED**

Children's meals are available for your little guests – ages 5 to 12. Plated options are \$30 per child for lunch & dinner and buffet service is 50% of the adult buffet menu price. Consult our Event Menus for Children's meal options.

All Food must be supplied by the hotel with the exception of certain outside catering options. Additional fees may apply.

### **BAR**

Refer to our Event Menus for host bar options. Hosted bars are available based on a per drink consumption charge or billed by the hour. Per hour package bars will be billed for each guest age 21 and over.

Your Catering Manager is happy to arrange for any special order beer, wine or hard spirit should you wish to arrange for something unique at your wedding. We can also craft a custom cocktail for your event. All special order beer and wine will be purchased outright by you and billed by the case. All special order hard liquor will be purchased outright by you and billed by the full bottle. In order to ensure availability of any special order items please have these details to your Catering Manager no later than (4) weeks prior to your event.

Please consult your Catering Manager for details on no-host bars. All no-host bars must meet a minimum of \$500, or a \$150 administrative fee will be charged.

### **OUTSIDE FOOD AND BEVERAGE**

Outside catering for banquet events is permitted in the event the food is not able to be prepared by Embassy Suites Culinary Team. All caterers must be approved and confirmed in advance with the Embassy Suites Catering Team, with a Hold Harmless Agreement & Proof of Insurance. Food and beverage minimums for the contracted event space must be met. Due to our licensing outside alcoholic beverages are prohibited in our event spaces. Please also be aware that we do not allow outside caterers access to our kitchen.

Should you wish to provide the wines for your event, please contact your Catering Manager for advance approval. A \$20 per 750ml bottle corkage fee will apply.

### **AUDIO VISUAL**

We use a preferred vendor for all of our AV needs. Please contact your Catering Manager for a list of pricing.

### **VENDORS**

Your Catering Manager will provide you with a list of approved vendors. You are not required to select your team from this list though it is strongly suggested. All vendors on our preferred list have the appropriate insurance and documents on file with the hotel. We may require proof of a current business license, health department certificate (where applicable), workers compensation insurance (where applicable) and a minimum \$1,000,000 general liability insurance policy naming Embassy Suites LAX South as additionally insured.

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