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C . B A L D W I N

CURIO COLLECTION BY HILTON

*C. Baldwin - Curio Collection by Hilton
Wedding Experience*



Hotel Information

Experience the epitome of elegance and sophistication for your special day at our exquisite wedding venue, boasting an impressive 14,000 square feet of meticulously designed event space. Situated on the second level of our property, our event space seamlessly integrates into the hotel's public area, granting guests direct access from the hotel tower. This exclusive setting offers a picturesque backdrop to fulfill all your wedding needs, ensuring an unparalleled and memorable experience for both you and your guests.

Address:

C. Baldwin Hotel

400 Dallas St

Houston, TX 77002

Phone: 713-759-0202

Concierge:

Conveniently located on the first floor of the hotel, our dedicated team of local experts stands ready to assist you in maximizing your stay, meticulously attending to every detail to ensure your special day exceeds expectations.

Parking & Transportation:

Daily Valet Parking: \$32.00 per day

Overnight Valet Parking: \$62.00 per day

House Car: Available daily from 7am to 10pm within a 2-mile radius, our house car service offers convenience and luxury for you and your guests, ensuring seamless transportation during your stay.



Her Story

The story of C. Baldwin Hotel unfolds as a tribute to the remarkable legacy of Charlotte Baldwin, an indomitable force in the founding days of Houston. Her pioneering spirit, unwavering determination, and boundless creativity laid the foundation for the thriving metropolis we know today. As we unveil the C. Baldwin, we pay homage to Charlotte's enduring influence and her profound impact on our city's evolution.

Nestled within the Allen Center, the C. Baldwin embodies the essence of Houstonian elegance and sophistication. Every facet of our hotel experience, from our meticulously curated interiors to our culinary offerings, reflects a deep appreciation for the rich tapestry of Houston's history and culture. Our esteemed design and culinary partners have collaborated to craft a setting where modern indulgence seamlessly intertwines with timeless charm.

Guests are invited to immerse themselves in the allure of the C. Baldwin, where luxurious materials, refined details, and unparalleled hospitality converge to create an unforgettable experience. Our guest rooms exude warmth and comfort, providing a sanctuary for relaxation and rejuvenation. Meanwhile, our culinary offerings showcase the culinary prowess of Houston, tantalizing the senses with a symphony of flavors and textures.

At the C. Baldwin, the past is celebrated, and the future is embraced. We invite you to join us on a journey that honors the legacy of Charlotte Baldwin while embracing the endless possibilities that lie ahead.

WELL
BEHAVED
WOMEN
SELDOM
MAKE
HISTORY.



Wedding Guestrooms & Room Block

Competitive Discounted Group Rates

One Complimentary Upgrade to a Suite for
Bride & Groom on Wedding Night

Romance Amenity on Wedding Night –
Chocolate Covered Strawberries & House
Champagne

Complimentary Wi-Fi

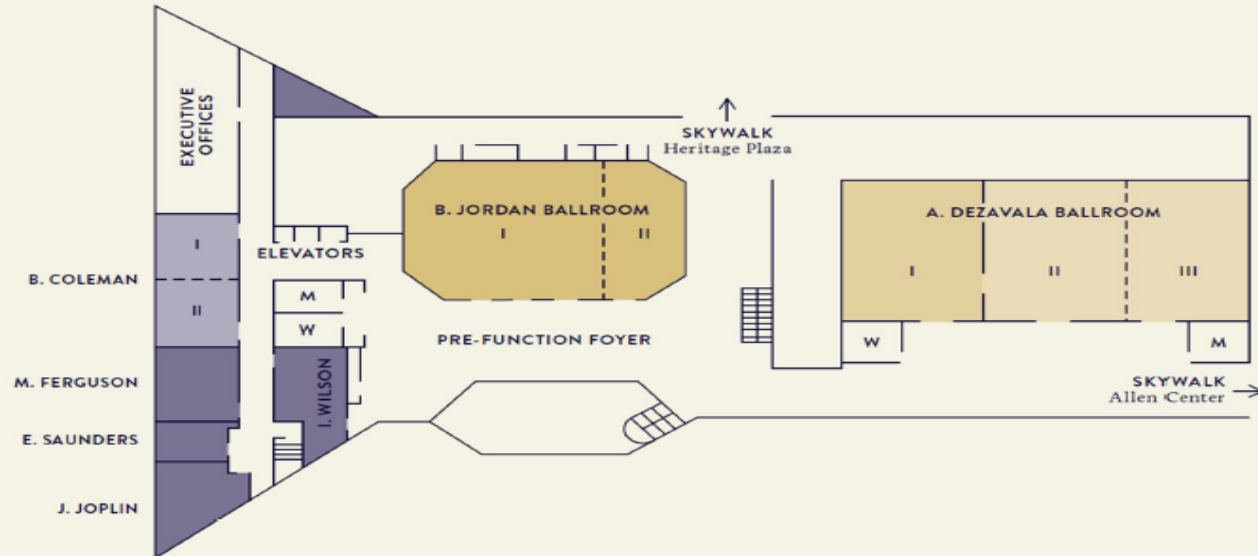
Complimentary Shuttle Service within a 2-
mile radius, on a first come, first served basis

Contact our Group Sales Manager for more
information.



Event Space & Capacity Space

2ND FLOOR EVENT SPACE & CAPACITY CHART



ROOM NAME	SQ. FT.	DIMS.	CEILING HT.	ROUNDS OF 10	ROUNDS OF 8	THEATER	CLASSROOM	CONF.	U SHAPE	H SQUARE	CRESCENT	RECEPTION	WEDDING
B. JORDAN BALLROOM	5,580	120' x 93'	12'6"	400	320	450	286	74	90	96	240	500	350
B. JORDAN I	3,780	60' x 63'	12'6"	250	200	400	190	50	70	70	150	300	-
B. JORDAN II	1,800	60' x 30'	12'6"	120	96	150	80	36	40	46	72	150	-
A. DEZAVALA BALLROOM	4,961	89' x 167'	12'	300	240	400	200	-	-	-	120	300	150
A. DEZAVALA I	1,650	30' x 55'	12'	120	96	150	70	50	40	46	72	150	50
A. DEZAVALA II	1,881	33' x 57'	12'	120	96	150	70	50	40	46	72	150	50
A. DEZAVALA III	1,430	26' x 55'	12'	100	96	150	70	50	40	46	72	150	50
B. COLEMAN	1,300	25' x 52'	9'6"	80	64	80	48	30	30	36	48	100	60
B. COLEMAN I	650	25' x 26'	9'6"	40	32	40	20	18	15	19	24	50	-
B. COLEMAN II	650	25' x 26'	9'6"	40	32	40	20	18	15	19	24	50	-
I. WILSON	975	25' x 39'	9'6"	40	32	40	20	15	15	19	24	50	-
M. FERGUSON	700	25' x 28'	9'6"	40	32	40	20	18	15	19	24	50	40
J. JOPLIN	700	25' x 28'	9'6"	30	24	40	20	14	12	10	18	50	-
E. SAUNDERS	264	22' x 12'	9'6"	10	8	15	6	10	6	8	6	-	-



Ceremonies

For all ceremonies conducted on the C. Baldwin property in conjunction with a reception, a room rental fee, in addition to service charges and applicable taxes, applies.

Furthermore, the hotel offers the option for a ceremony-only location, subject to a rental fee alongside service charges and taxes.

In instances where both the ceremony and reception occur in the same space, the hotel allows for a minimum of three hours for the room flip between events. This ensures a seamless transition and optimal experience for all guests involved.



Outside Ceremony Space

In addition to our indoor venues, I'm thrilled to inform you that we offer two exceptional outdoor ceremony spaces that provide unforgettable settings for your special day:

Allen Center Green Acre: Imagine exchanging vows surrounded by lush greenery and serene landscapes. Our Allen Center Green Acre offers a picturesque outdoor setting for your ceremony, creating a romantic and intimate atmosphere that will leave a lasting impression on you and your guests.

Cascading Windowed Sky Bridge: For those seeking a blend of indoor comfort and outdoor ambiance, our stunning cascading windowed sky bridge provides the perfect solution. With floor-to-ceiling windows offering breathtaking views of the surrounding cityscape, you'll enjoy the beauty of an outdoor ceremony while remaining sheltered from the elements.

Whether you're envisioning an intimate gathering or a grand celebration, we have the expertise and resources to bring your dream ceremony to life. Please don't hesitate to reach out to me for more information or to schedule a consultation



Charlotte's Wedding Celebration Package

The wedding package offered at C. Baldwin begins at \$175.00 per person, exclusive of service charges and taxes. This package includes several amenities and services designed to enhance the wedding experience:

Scheduled photo shoot on the Wedding Day throughout the property, allowing for up to 2 hours of photography sessions.

Event valet parking is available at a rate of \$32 per vehicle, plus tax.

A complimentary menu tasting session for up to three guests, is to be conducted no sooner than 60 days before the wedding date, specifically for plated menu options.

(2) Passed Hors D 'Oeuvres

(1) Starter/ Salad

(2) Selections f Entrees

(1) Dessert (available for an additional \$14 per person)

A four-hour open bar featuring C. Baldwin Deluxe Brands.

Complimentary cake-cutting service provided.

A celebratory Prosecco toast with house Champagne.

Choice of hotel linens, including options in black, white, or champagne.

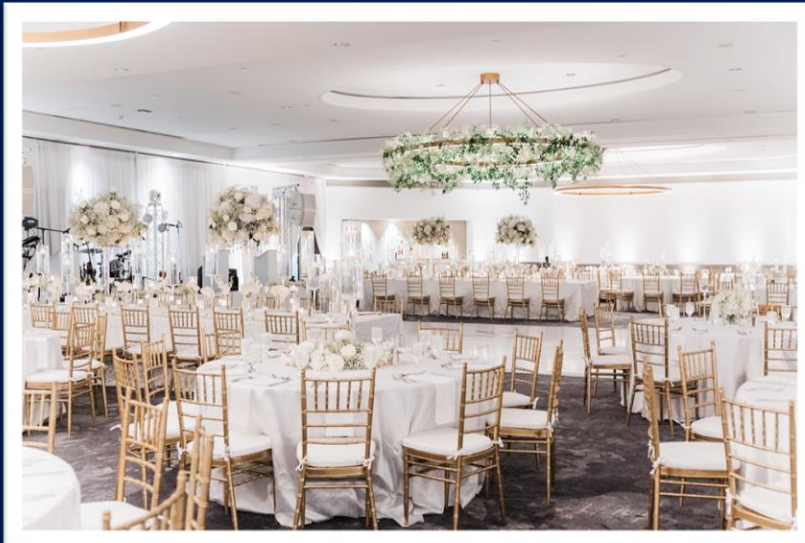
Inclusion of groom or bride-ready rooms, as well as a vendor room.

Provision of a complimentary dance floor.

Complimentary stage, available up to dimensions of 12'x24'.

Overnight suite accommodations are offered for the bride, subject to availability.

These offerings aim to ensure a seamless and memorable wedding experience for the couple and their guests, with attention to detail and personalized service at every step.



Choice of (2) Hors D' Oeuvres

The culinary offerings for your wedding reception at C. Baldwin feature a diverse selection of delectable appetizers, meticulously crafted to delight the palate of your guests.

COLD HORS D'OEUVRES

- Feta and Kalamata Olive Skewers with Lemon and Grilled Eggplant
 - Beet Chips and Goat Cheese with Cream Cheese and Chives
- Tomato Mozzarella Bruschetta with Mozzarella, Basil, and Balsamic Reduction
- Santa Fe Tostada with Bell Pepper, Onion, Corn, Black Beans, and Spicy Sauce
 - Seared Pineapple and Cheese Skewer
- Pepper Jack Cheese with Apricot Sauce and Ham Caprese Skewers
- Curry Chicken Salad with Grilled Chicken Breast, Cranberries, and Sesame Cone
- Cajun Shrimp and Corn Bread with Lightly Blackened Shrimp and Creole Sauce
- Cocktail Shrimp Shooter with Spicy Cocktail Sauce and Chiffonade Lettuce
 - Seafood Ceviche with Shrimp, Scallop, Mango, Citrus and Mint
 - Tuna Tartar with Poke Marinade and Cucumber

HOT HORS D'OEUVRES

- Arancini with Spinach, Ricotta, and Fondue Sauce
- Mini Twice Baked Potato with Truffle Oil, Chopped Bacon, Cheddar, and Chives
- Smoked Cheddar Mac 'N Cheese Spoons featuring Elbow Macaroni, Bacon, and Bread Crumb Casserole
 - Stuffed Mushroom Caps filled with Spinach and Cheese
- Petite Shrimp Tacos with Battered Shrimp, Cucumber Salad, and Spicy Dressing
 - Black Bean and Beef Empanadas served with Salsa Verde
- BBQ Pulled Pork Slider with Tamarind Mustard and Jicama Cilantro Slaw
 - Sesame Chicken Satay with Classic Peanut Sauce
- Beef Wellington showcasing Beef Tenderloin, Mushroom Duxelle, Prosciutto, and Puff Pastry
 - Seared Crab Cakes with Spicy Aioli Sauce and Brine Cabbage
- Seared Jumbo Shrimp wrapped in Applewood Smoked Bacon with BBQ Sauce
 - Herb Pepper Steak Skewers accompanied by Chimichurri Sauce
 - Grilled Herb Lamb Chops served with Demi-Glace

These appetizers showcase a fusion of flavors and culinary expertise, promising an exquisite dining experience for you and your guests on your special day.

PLATED SALAD SELECTIONS

Delight in a variety of refreshing salads, thoughtfully curated to tantalize the taste buds and provide a palate-cleansing interlude during your wedding reception. Each salad option showcases a harmonious blend of flavors and textures, promising a culinary journey that satisfies and invigorates:

- Arugula Salad featuring Candied Cranberries, Brioche Croûtons, Ricotta Salata, and Sherry Vinaigrette.
 - Baby Wedge Salad complemented by Candied Pecans, Blue Cheese, Tomatoes, and Ranch Dressing.
- Southwestern Caesar Salad offering Chopped Romaine, Cotija Cheese, Tortilla Strips, Black Bean Charred Corn, Pepita Seeds, and a Spicy Dressing.
- Classic Caesar Salad showcasing Baby Red and Green Romaine Hearts, Shaved Parmesan, Brioche Croutons, and Caesar Dressing.
- Field Greens Salad consisting of Mixed Field Greens, Shaved Carrot, Charred Tomatoes, Feta Cheese, Mushrooms, and Balsamic Vinaigrette.

Each salad is meticulously prepared with fresh, high-quality ingredients to provide a burst of flavor and a refreshing accompaniment to your wedding meal

PLATED DINNER ENTRÉE SELECTIONS

Indulge in a sumptuous array of main course options, each meticulously crafted to showcase exquisite flavors and culinary artistry, ensuring a memorable dining experience for you and your guests:

- Seared Chicken Breast accompanied by Creamy Potato and Smoked Gouda Gratin, Herb Grilled Broccolini, and Pan Jus.
- Herb Roasted Chicken Breast served with Braised Fingerling Potatoes, Foraged Mushrooms, and Smoked Tomato Velouté.
- Pan Seared Salmon paired with Blue Cheese Potato Cake, Seasonal Succotash, and Meyer Lemon Aioli.
- Bacon Wrapped Pork Loin accompanied by Sweet Potatoes Puree, Braised Brussels Sprouts, and Wild Berry Reduction.
- Braised Beef Short Rib served with Yukon Gold Mashed Potatoes, Carrots, and Demi-Glace.
- Grilled New York Strip complemented by Roasted Wild Mushroom Ragout, Garlic Mashed Potatoes, and Herb Butter.
- Bacon Wrapped Roasted Filet accompanied by Parmesan Crushed Potatoes, Grilled Broccolini, and Peppercorn Demi.
- Gulf Red Snapper served atop Wild Mushroom Risotto, accompanied by Blistered Tomatoes and Citrus Herb Butter.

DESSERT SELECTIONS

Indulge your guests with an array of decadent dessert selections, available for an additional **\$14** per person, to sweeten the celebration and leave a lasting impression. Each dessert option is meticulously crafted to provide a delightful conclusion to your wedding reception:

- Chocolate Lava Cake with Raspberry Coulis and Vanilla Bean Ice Cream
 - Classic New York Cheesecake with Strawberry Compote
 - Lemon Tart with Whipped Cream and Candied Lemon Zest
- Flourless Chocolate Torte with Salted Caramel Sauce and Chantilly Cream
 - Tiramisu with Espresso Soaked Ladyfingers and Mascarpone Cream
 - Key Lime Pie with Graham Cracker Crust and Lime Zest Garnish
 - Mixed Berry Crumble with Vanilla Bean Gelato
 - Assorted French Macarons in a variety of flavors
- Red Velvet Cupcakes with Cream Cheese Frosting and Chocolate Shavings
 - Mini Fruit Tartlets with Fresh Seasonal Fruit and Pastry Cream

The Baldwin Wedding Celebration Package

Starting at \$145.00 per person plus service charge and taxes

Scheduled photo shoot on Wedding Day throughout the property for up to 2 hour (Approval
from Director of Catering)

Event valet parking at \$32 per vehicle plus tax

Complimentary menu tasting for up to (3) guest(s) no sooner than 60 days before the date of the
wedding for plated menu options only

(2) Passed Hors D 'Oeuvres

(1) Starter/ Salad

(1) Selection of Entree

(1) Dessert (available for an additional \$14 per person)

(2) (4) Hour Open Bar – C. Baldwin Classic Brands

Complimentary Cake Cutting Service

Celebratory Prosecco Toast House Champagne

Choice of Hotel Linens – Black or Grey

Includes: Groom OR Bride Ready Rooms &
Vendor Room

Complimentary Dance Floor

Complimentary Stage up to 12'x24'

Overnight Suite Accommodations for Bride and Groom (Based on Availability)



Choice of (2) Hors D' Oeuvres

COLD HORS D'OEUVRES

- Feta and Kalamata Olive Skewers with Lemon and Grilled Eggplant
 - Beet Chips and Goat Cheese with Cream Cheese and Chives
- Tomato Mozzarella Bruschetta with Mozzarella, Basil, and Balsamic Reduction
- Santa Fe Tostada with Bell Pepper, Onion, Corn, Black Beans, and Spicy Sauce
 - Seared Pineapple and Cheese Skewer
 - Pepper Jack Cheese with Apricot Sauce and Ham Caprese Skewers
- Curry Chicken Salad with Grilled Chicken Breast, Cranberries, and Sesame Cone

HOT HORS D'OEUVRES

- Arancini with Spinach, Ricotta, and Fondue Sauce
- Mini Twice Baked Potato with Truffle Oil, Chopped Bacon, Cheddar, and Chives
- Smoked Cheddar Mac 'N Cheese Spoons featuring Elbow Macaroni, Bacon, and Bread Crumb Casserole
 - Stuffed Mushroom Caps filled with Spinach and Cheese
- Petite Shrimp Tacos with Battered Shrimp, Cucumber Salad, and Spicy Dressing
 - Black Bean and Beef Empanadas served with Salsa Verde
- BBQ Pulled Pork Slider with Tamarind Mustard and Jicama Cilantro Slaw
 - Sesame Chicken Satay with Classic Peanut Sauce

PLATED SALAD SELECTIONS

Arugula Salad

Candied Cranberries | Brioche Croûtons | Ricotta Salata | Sherry Vinaigrette

Baby Wedge

Candied Pecans | Blue Cheese | Tomatoes | Ranch Dressing

Southwestern Caesar Salad

Chopped Romaine | Cotija Cheese | Tortilla Strips | Black Beans & Charred Corn | Pepita Seeds | Spicy Dressing

Classic Caesar Salad

Baby Red and Green Romaine Hearts | Shaved Parmesan | Brioche Croutons | Caesar's Dressing

Field Greens Salad

Mixed Field Greens | Shaved Carrot | Charred Tomatoes | Feta | Mushrooms | Balsamic Vinaigrette

PLATED DINNER ENTRÉE SELECTIONS

Seared Chicken Breast | Creamy Potato and Smoked Gouda Gratin | Herb Grilled Broccolini | Pan Jus

Herb Roasted Chicken Breast | Braised Fingerling Potatoes | Foraged Mushrooms | Smoked Tomato Veloute

Pan Seared Salmon | Blue Cheese Potato Cake | Seasonal Succotash | Meyer Lemon Aioli

Bacon Wrapped Pork Loin | Sweet Potatoes Puree | Braised Brussel Sprouts | Wild Berry Reduction

DESSERT SELECTIONS

**Available for an additional \$14 per person*
Ricotta Cheesecake

Lemon Blueberry Sauce

Chocolate Flourless Cake **gf*

Raspberry Coulis | Assorted Berries

Classic Crème Brûlée

Tiramisu(Vegan Option)

Whipped Mascarpone | Fresh Berries

Citrus Berry Tart

Citrus Custard | Sweet Raspberry Crème | Sugared Berries | Micro Herb

New York Style Cheesecake

Brandy-Soaked Petite Orange Segments



Social Wedding Package

Starting at \$155.00 per person plus service charge and taxes

Scheduled photo shoot on Wedding Day throughout the property for up to 1 hour

- Event valet parking at \$32 per vehicle plus tax
 - (2) Passed Hors D 'Oeuvres
- (1) Station Option(excluding seafood option; if selected an upsell will apply)
 - (1) Carving Station Selection
- (4) Hour Open Bar – C. Baldwin Classic Brands
 - Complimentary Cake Cutting Service
 - Celebratory Prosecco Toast Champagne
 - Vendor Room
- Overnight Suite Accommodations for Bride and Groom (Based on Availability)



Parlour Hideaway Package

Starting at \$155.00 per person plus service charge and taxes

Scheduled photo shoot on Wedding Day throughout the property for up to 1 hour

- Event valet parking at \$32 per vehicle plus tax
 - (2) Passed Hors D 'Oeuvres
- (1) Station Option(excluding seafood option; if selected an upsell will apply)
 - (1) Carving Station Selection
- (4) Hour Open Bar – C. Baldwin Classic Brands
 - Complimentary Cake Cutting Service
 - Celebratory Prosecco Toast Champagne
 - Vendor Room
- Overnight Suite Accommodations for Bride and Groom (Based on Availability)

Choice of (2) Hors D' Oeuvres

COLD HORS D'OEUVRES

- Feta and Kalamata Olive Skewers | Lemon | Grilled Eggplant
- Beet Chips and Goat Cheese | Cream Cheese | Chives
- Tomato Mozzarella Bruschetta | Mozzarella | Basil | Balsamic Reduction
- Santa Fe Tostada | Bell Pepper | Onion | Corn | Black Beans | Spicy Sauce
- CurSeared Pineapple and Cheese Skewer
- Pepper Jack Cheese | Apricot Sauce ed Ham Caprese Skewers
- Curry Chicken Salad | Grilled Chicken Breast | Cranberries | Sesame Cone

HOT HORS D'OEUVRES

- Arancini | Spinach | Ricotta | Fondue Sauce
- Mini Twice Baked Potato | Truffle Oil | Chopped Bacon | Cheddar | Chives
- Smoked Cheddar Mac 'N Cheese Spoons | Elbow Mac | Bacon and Bread Crumb Casserole
- Stuffed Mushroom Caps | Spinach | Cheese
- Petite Shrimp Tacos | Battered Shrimp | Cucumber Salad | Spicy Dressing
- Black Bean and Beef Empanada | Salsa Verde **\$8 each**
- BBQ Pulled Pork | Mini Bun | Tamarind Mustard | Jicama Cilantro Slaw
- Chicken Satay | Sesame | Classic Peanut Sauce

COLD DISPLAYS

Minimum of 25 guests required. If less than 25 guests, a surcharge will apply

- Artisan Cheese Display

A Variety of Artisanal Cheeses | Honey | Seasonal Fresh and Dried Fruits | Assorted Jams | Mustard | Baguette and Crackers

- Artisan Cheese & Charcuterie Display

Artisan Cheeses and Cured Meats Locally Sourced from around Texas | Seasonal Fresh and Dried Fruits | Smoked Almonds | Pickled Vegetables | Local Honey | Artisan Breads | Lavish Crackers

- Antipasto Display Selection of Cured Meats | Pickled Vegetables | Grilled Asparagus | Peppers | Zucchini | Yellow Squash | Baby Carrots | Cucumber | Radishes | Tomato | Broccoli | Colorful Cauliflower | Red Pepper Hummus | Roasted Garlic Hummus | Grilled Bread

- Vegetable Crudit  | Collection of seasonal vegetables | Ranch Dip

- **SEAFOOD RAW BAR \$50 per person (UPGRADE CHARGE)**

Crab Claws | Half Shell Oysters | Jumbo Gulf Shrimp | Mussels

Lemon | Cocktail Sauce | Horseradish | Champagne Mignonette | Tabasco Sauce

RECEPTION STATIONS

A minimum of 25 guests is required. If less than 25 guests, a surcharge will apply

****Attendant required - \$175 each per 75 guests*

PASTA ACTION STATION ***

Shells | Linguine

Grilled Chicken | Fennel Sausage | Baby Shrimp

Sun Dried Tomatoes | Bell Peppers | Shaved Parmesan | Goat Cheese | Sautéed Mushrooms | Asparagus | Red Onion | Roasted Garlic | Scallions | Kalamata Olives

Crushed Chili Flakes | Fine Herbs | Extra Virgin Olive Oil

Marinara | Saffron Alfredo | Kale Pesto

SLIDER BAR

Choose two:

Classic Cheeseburgers | Gruyere | Tomato | House Aioli

Buttermilk Fried Chicken | Jalapeno Coleslaw

Pulled Pork Slider | Coleslaw | Hawaiian Roll

Classic Cuban | Ham | Swiss | Sweet Pickles | Mustard

**All stations can be enhanced to be interactive. Interactive stations require an attendant.*

RECEPTION STATIONS

A minimum of 25 guests is required. If less than 25 guests, a surcharge will apply

****Attendant required - \$175 each per 75 guests*

MAC & CHEESE BAR ***

Monterey Jack | Cheddar | Gruyere

Cajun Spiced Andouille Sausage | Chicken | Manchego

Umami Caramelized Onion | Mushroom | Goat Cheese

Smoked Brisket | Cheddar | Charred Onions | Roasted Heirloom Tomato

WOODFIRED PIZZA BAR

Margherita Pizza | Pepperoni Pizza | 4 Cheese Pizza

Fresh Oregano | Shaved Parmesan | Red Chili Flakes

STREET TACO BAR

**Choice of Two Proteins:*

Pork Al Pastor | Carne Asada | Cilantro Chile Chicken

Warm Corn & Flour Tortillas | Molcajete Salsa | Pico De Gallo | Marinated Onion | Cilantro | Shaved Cabbage | Lime | Crema

**All stations can be enhanced to be interactive. Interactive stations require an attendant.*

CARVING STATION

A minimum of 25 guests is required. If less than 25 guests, a surcharge will apply

****Attendant required for each carving station - \$175 each per 75 guests*

Roasted Salmon | Fried Black Rice

Marinated Skirt Steak | Chipotle Glaze | Cilantro Chimichurri

Pork Loin | Leek-Potato Latkes

Prime Rib | Potatoes Gratin | Creamed Horseradish | Mustard

Beef Tenderloin | Fingerling Potatoes | Assorted Mustards | Port Wine Sauce

❖ *Rolls & butter accompany all Carving Stations*

**All stations can be enhanced to be interactive. Interactive stations require an attendant.*

SWEET STATION

A minimum of 25 guests is required. If less than 25 guests, a surcharge will apply

Choose 4 - \$20 per person

Choose 5 - \$24 per person

Choose 6 - \$28 per person

Assorted Chocolate Truffles

French Macarons

Assorted Cookies

Brownie Bites

Lemon Bar Bites

Assorted Tartlets

Assorted Mini Cheesecakes

Honey Mascarpone Cannoli

Assorted Petit Fours

Cinnamon Sugar Churros, Cajeta

- **All stations can be enhanced to be interactive. Interactive stations require an attendant.*

Charlotte's Cultural Wedding Celebration Package

Outside Catering is \$45.00 per person plus a 26% service charge 8.25% sales tax-
Function Space Rental additional plus 26% service charge 8.25% sales tax-

Includes Hotel's Tables and Chairs, Glassware, and Silverware

Choice of Hotel Linens – Black, White or Champagne

Dance Floor 21' x 21' max size

Stage 12' x 24' max size

Chafing Dishes and Sternos (caterer will provide inserts and serving utensils)

Up to 5 Hot Boxes to Store Prepared Entrees and Foods

(2) Hours of Non-Alcohol Beverage Service

Cake Cutting Service at \$5.00 per person

Celebratory Prosecco Toast Champagne

Includes: Groom OR Bride Ready Rooms & Vendor Room

Overnight Suite Accommodations for Bride and Groom (Based on Availability)

Scheduled photo shoot on Wedding Day throughout the property for up to 1 hour

Event valet parking at \$32 per vehicle plus tax



C. BALDWIN CLASSIC BAR SELECTIONS

- Vodka:** New Amsterdam
- Gin:** New Amsterdam Gin
- Rum:** Cruzan Rum
- Tequila:** Juarez Gold Tequila
- Brandy:** Torres 10
- Whiskey:** Jim Beam | Canadian Club
- Rye Whiskey:** Jim Beam Rye
- Irish Whiskey:** Jameson
- Scotch:** Dewars White Label
- Cordial:** Triple Sec | Aperol
- Wine:** Canyon Road: Chardonnay | Merlot | Cabernet Sauvignon | House Prosecco
- Beer:** Michelob Ultra | Coors Light | Shiner Bock



Bar Packages by the Hour
First Hour: **\$22 per person**
Each Additional Hour: **\$14 per person**

Beer & Wine Bar Packages by the Hour
First Hour: **\$18 per person**
Each Additional Hour: **\$8 per person**

Cash Bar
Mixed Beverage: **\$15 per drink**

Wine: **\$12 per drink**

Beer: **\$9 per drink**

Soft Drinks | Bottled Water | Fruit Juices: **\$6 per drink**

Hosted Bar
Mixed Beverage: **\$16 per drink**

Wine: **\$14 per drink**

Beer: **\$8 per drink**

Bartender Fee: \$200 for first two hours. \$50 for each additional hour.

Soft Drinks | Bottled Water | Fruit Juices: **\$6 per drink**

One Bartender per (100) Guests Required.

Vodka: Tito's Vodka | Grey Goose

Gin: Bombay Sapphire

Rum: Bacardi Light Rum

Tequila: Patron | Herradura

Brandy: Hennessy Vs

Whiskey: Makers Mark | Jack Daniels

Rye Whiskey: Templeton Rye

Irish Whiskey: Jameson

Scotch: Glenlivet

Cordial: Cointreau | Aperol | Campari | Grand Marnier | St. Germain

Wine: Edna Valley: Chardonnay | Sauvignon Blanc | Merlot | Cabernet Sauvignon | Prosecco

Beer: Michelob Ultra | Coors Light | Shiner Bock | Corona | Hopadillo IPA

C. BALDWIN DELUXE BAR SELECTIONS



Bar Packages by the Hour

First Hour: **\$30 per person**

Each Additional Hour: **\$16 per person**

Beer & Wine Bar Packages by the Hour

First Hour: **\$20 per person**

Each Additional Hour: **\$10 per person**

Hosted Bar

Mixed Beverage: **\$16 per drink**

Wine: **\$14 per drink**

Beer: **\$8 per drink**

Soft Drinks | Bottled Water | Fruit Juices: **\$6 per drink**

Cash Bar

Mixed Beverage: **\$18 per drink**

Wine: **\$15 per drink**

Beer: **\$9 per drink**

Soft Drinks | Bottled Water | Fruit Juices: **\$6 per drink**

Policies, Guidelines, & Procedures

Service Charge and Sales Tax:

All prices are subject to a 26% service charge and an 8.25% state sales tax. The service charge itself is also subject to the 8.25% state sales tax.

Vendor Services:

Third-party vendors planning to work in the facility must contact Encore and the Hotel at least 45 days before their load-in.

Vendors must provide a certificate of insurance showing a minimum coverage of \$1,000,000.00, naming the facility and its ownership as additional insured under the same policy. All products and services entering the hotel must be approved by hotel management 30-45 days prior to events.

Food and Beverage Outside of Hotel:

All food and beverage must be supplied by the hotel and consumed on the premises within the event's timeframe, including alcohol.

The hotel reserves the right to confiscate food or beverage brought into the hotel in violation of this policy without prior arrangements. The exception to this policy is the Wedding Cake provided by licensed and insured bakery.

Linen & Rentals:

White, cream, and black linens and corresponding napkins are available at no additional charge.

Specialty linens and napkins are available through a third-party vendor. Events will be set 3% over the guarantee.

Labor Charges:

Resetting meeting rooms from previously agreed set-ups per the Banquet Event Order(s) may result in additional costs to the group, typically in the form of meeting room rental fees.

Policies, Guidelines, & Procedures

Additional Charges:

There is a labor charge of \$175 for food functions with fewer than 25 guests.

Chef attendants, carvers, action station attendants, or butler-style servers are \$175 each per 3-hour shift, with one attendant/server per 100 guests.

The bartender fee is \$200 for the first two hours and \$50 for each additional hour, with one bartender required per 100 guests.

Function Guarantees:

A minimum guarantee of 25 guests is required for all options on the menu.

Food guarantees are due by noon three business days before the scheduled function and are considered the minimum guarantee, not subject to reduction.

If no guarantee is given, the expected attendance stated in the contract will be considered the guarantee.

The chef will prepare for 3% over the quoted guarantee, and charges are based on the guaranteed number of guests or the number of guests in attendance, whichever is greater.

Revisions to group counts, times, dates, or meal functions may require renegotiating charges.

Payment Terms:

All functions must be paid for ten days in advance, plus a 20% contingency to cover any last-minute add-ons or increases.

The 20% contingency is refunded back to the credit card on file if not needed toward the final check.

Signs and Displays:

All signs, displays, and decorations proposed by the client require approval from the hotel.

Registration, directional, or advertisement signage must be professionally printed.

Signs, banners, displays, or exhibits are not permitted in public areas of the hotel without hotel approval.

Decorations must meet the approval of the Houston Fire Department.

Affixing anything to the walls, floors, or ceiling without prior hotel approval is not permitted.

PREFERRED VENDORS LIST

Wedding Planners

Keely Thorne Events 99 Detering, Suite #150, Houston, TX 77007 Elle Inglish Wedding Planner elle@keelythorne.com

Belle Events 8582 Katy Freeway, Suite #250, Houston, TX 77024 info@belleevents.com

Peachy Events Stephanie Ton Owner & Lead Planner stephanie@peachyeventstx.com

NXT LVL Weddings & Events Brandi Ingram Owner & Lead Planner nxtlvlhouston@gmail.com

Polished Occasions Aiysha Minott Owner & Lead Planner info@polishedoccasions.com

Chic Affairs and Events Reagan Ring Wedding Planner reagan@chicaffairsandevents.com

Occasionals Events Emily Escobar Event Planner www.occasionalsevents.com

Wedding Cakes

Who Made the Cakes: 1811 S Shepherd Dr

Cakes by Gina: 14165 Bissonnet St M, Houston, TX 77083

Supreme Cakes: 12126 Westheimer Rd suite 124 Houston Texas 77077

Entertainment

PB&DJ Events-3508 W T C Jester Blvd, Houston, TX 77018

Décor & Floral

Swift+ Company- 1283 N Post Oak Rd

Plants N' Petals-3810 Westheimer Rd, Houston, TX 77027

College Park Flowers:- 4300 S Wayside Dr Suite 107, Houston, TX 77087

FloraEventi- 1414 Sakowitz St # B, Houston, TX 77020



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