

# Weddings

at Embassy Suites by Hilton at LAX South



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

# Dear Guest,

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## **EXPERIENCE UNMATCHED HOSPITALITY & INNOVATIVE CUISINE**

## **ELEGANCE, CONVENIENCE & VALUE IN ONE STOP**

Life's special occasions become memorable celebrations; legendary service, uncompromising quality and creativity, and knowledgeable staff that are dedicated to making your wedding the most memorable day of your life.

Our Mediterranean inspired courtyard features lush landscapes and waterscapes. The elegant Imperial Ballroom holds up to 300 guests for a banquet reception. Create a unique catering menu, seating chart and dance floor arrangement with the help from our Wedding Events Manager.

Overnight guests can enjoy a two-room suite, complimentary cooked-to-order breakfast and complimentary evening reception. Consider our conveniently located hotel just minutes away from LAX and Manhattan Beach.

Our catering menu features an array of expertly prepared fare, from breakfast to lunch to dinner including morning and afternoon breaks fit for every budget and taste.

**WE CAN CUSTOMIZE ANY MENU TO YOUR  
SPECIFICATIONS. SHARE YOUR VISION  
WITH US!**

Maria Aguirre, Senior Catering Manager  
Maria. Aguirre2@@hilton.com  
Desk: (310)469-0037 | Fax: (310)640-8750

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## CATERING SERVICE AND GENERAL INFORMATION

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**AVAILABILITY**– Daytime events are held from 11am-4pm and evening events from 6pm-11pm (midnight on Saturday). Different times may be accommodated based on availability.

**PAYMENT SCHEDULE**–All social events require a deposit when the contract is signed. 25% of your minimum revenue guarantee (non-refundable) will be required in order to make the reservation definite. 50% of your minimum revenue guarantee will be due 90 days prior to your event. 100% of your estimated total cost will be due 21 business days prior to your event to be paid by money order, cashier's check or credit card.

**MENU**– Menu selection and set-up details should be arranged at least 30 days in advance of your function. If the function is booked within 30 days of occurrence, the menu selections are due with the signed contract and banquet events order. Menu tasting is offered complimentary for your wedding event, a maximum of (4) guests may attend the menu tasting. All menu tastings must be scheduled at least (2) weeks in advance from Tuesday-Friday 11AM-3PM. Contract must be signed and deposit received to schedule your menu tasting.

**BEVERAGE SERVICE**– Embassy Suites is responsible for the sale and service of alcoholic beverages as regulated by California. Embassy Suites alcoholic beverage license requires Embassy Suites to (1) request proper proof of legal age to consume alcohol (2) refuse alcoholic beverage service if the person cannot provide the proper identification (3) refuse alcoholic beverage service to any person who appears intoxicated.

**LINEN**– Wedding packages include standard white, black or ivory table cloths with an assortment of napkin colors to choose from at no additional cost. There is an additional fee for specialty linens.

**CAKE**– Please contact our preferred bakery Torrance Bakery to schedule your cake tasting.

**SPECIAL MEALS**– Please let your Event Manager know if you require special meals. Children's menus are available for those 11 and under. Meals can additionally be arranged for your vendors. Our staff will also work with you and your guests for any special dietary requests.

**DECORATION, FLORALS, MUSIC, ENTERTAINMENT**– All display and/or decorations will be subject to our prior written approval. Items may not be attached to walls, doors, windows or ceiling with tape, nails or staples. You are responsible for the removal of all decorations at the conclusion of the function. We are not responsible for any loss or damage to your property and do not maintain insurance covering it. An entertainment agreement must be signed for all events where the client offers musical entertainment such as live musicians or DJ's.

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# Ceremony

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**\$1,500.00 for up to 150 guests**

**\$1,700.00 for 151 to 200 guests**

**\$1,900.00 for 201 to 250 guests**

**\$2,500.00 for 251 to 300 guests**

## **PACKAGE INCLUDES**

Atrium Courtyard with Natural Light & Lush Greenery

Discounted Day of Event Self-Parking for Guests

Arch and Unity Table

White Folding Chairs

Preferred Room Rates for Overnight Guests

Beverage Station

## **UPGRADES**

**Wedding Officiant/ Non Denomination Minister** \$450-\$595 (if you book the DJ package). Ordained by American Marriage Ministries, president of Toastmasters, and a trained public speaker, our wedding officiant works closely with each couple to create a fully customized ceremony that celebrates their uniqueness. Includes phone consultation, planning, writing the ceremony, license guidance, and sending documents by certified mail to county office.

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# Receptions

**For up to 250 Guests**

## **PACKAGES INCLUDE**

Custom Table Linen and Napkin Selections

Complimentary Wood Sectional Dance Floor

Discounted Day of Event Self-Parking for Guests

Personalized Seating Diagram

Preferred Room Rates for Overnight Guests

Champagne/Cider Toast

Dedicated Events Manager

Banquet Captain and Service Staff

1 Night Accommodations in a 2-room Suite with  
breakfast & evening reception included

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# Pearl

## Lunch \$59 | Dinner \$65

*includes freshly baked artisan rolls & butter, local grown seasonal vegetables, freshly brewed Starbucks® premium coffee, decaf, and hot tea service, champagne/cider toast, complimentary cake cutting service*

### **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

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

### **MAIN COURSE (choose two proteins)**

**oven roasted chicken** | chicken mushroom au jus

**6 oz. beef tenderloin** | shitake jus

**pan seared salmon** | roasted tomato cream sauce

**surf 'n turf petit sirloin and jumbo shrimp scampi** | brandy peppercorn (add \$7pp)

**(v) campanella pasta** | tomato-garlic cream sauce, pine nuts, zucchini

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

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

roasted heirloom fingerling potatoes

whipped garlic mashed potatoes

rice pilaf

\*add on a third entrée for \$5 more per person

\*add on a tiered Torrance Bakery cake for \$9 more per person

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# Ruby

## Lunch \$66 | Dinner \$75

*includes freshly baked artisan rolls & butter, local grown seasonal vegetables, freshly brewed Starbucks® premium coffee, decaf, and hot tea service, complimentary cake cutting service, champagne/cider toast*

**1 display + 2 Hors D'oeuvres:** roasted tomato bruschetta, vegetable spring roll with sweet chili sauce, beer battered mozzarella sticks with marinara sauce, chicken quesadillas, sweet & spicy chicken wings  
Mediterranean platter, hummus, charred feta, vegetable crudité or Artisan domestic cheese with gourmet crackers & crostini or Spinach Artichoke Dip with assorted pita & crackers

### **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

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

### **MAIN COURSE (choose two proteins)**

**oven roasted chicken** | chicken mushroom au jus

**6 oz. beef tenderloin** | shitake jus

**pan seared salmon** | roasted tomato cream sauce

**braised beef short ribs** | crispy shallots, red wine reduction

**surf 'n turf petit sirloin and jumbo shrimp scampi** | brandy peppercorn (add \$7pp)

**(v) campanella pasta** | tomato-garlic cream sauce, pine nuts, zucchini

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

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

roasted herb fingerling potatoes

whipped garlic mashed potatoes

rice pilaf

**\*add on a third entrée for \$5 more per person**

**\*add on a tiered Torrance Bakery cake for \$9 more per person**

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# Diamond

**Lunch \$77 | Dinner \$87**

*includes freshly baked artisan rolls & butter, local grown seasonal vegetables, freshly brewed Starbucks® premium coffee, decaf, and hot tea service, complimentary cake cutting service, champagne/cider toast*

**1 display + 2 Hors D'oeuvres:** roasted tomato bruschetta, vegetable spring roll with sweet chili sauce, beer battered mozzarella sticks with marinara sauce, chicken quesadillas, sweet & spicy chicken wings  
Mediterranean platter, hummus, charred feta, vegetable crudité or Artisan domestic cheese with gourmet crackers & crostini or Spinach Artichoke Dip with assorted pita & crackers

**Hour hosted soft bar:** House Red and White Wine, Sparkling Wine, Microbrews, Domestic Beer, Soft Drinks and Juice

## **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

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

## **MAIN COURSE (choose two proteins)**

**oven roasted chicken** | chicken au jus

**6 oz. beef tenderloin** | shitake jus

**pan seared salmon** | roasted tomato cream sauce

**braised beef short ribs** | crispy shallots, red wine reduction

**surf 'n turf petit sirloin and jumbo shrimp scampi** | brandy peppercorn (add \$7pp)

**(v) campanella pasta** | tomato-garlic cream sauce, pine nuts, zucchini

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

## **SIDES (choose one)**

roasted herb fingerling potatoes

whipped mashed potatoes

rice pilaf

**\*add on a tiered Torrance Bakery cake for \$9 more per person**

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# Children's Plated Menu

Select one (1) option from one of the following options for all children 12 years and under

—\$34.00++ per person

All options served with fresh fruit and milk or lemonade

## **CHICKEN STRIPS & FRIES**

## **HAMBURGER OR CHEESEBURGER & FRIES**

## **GRILLED CHEESE SANDWICH & FRIES**

## **SPAGHETTI WITH MARINARA SAUCE & VEGETABLES**

Select from one of the following themed buffets: Includes 5 hour continuous soda and lemonade bar, choice of themed buffet and ice cream sundae bar—\$48.00 per person

## **THE ITALIAN MARKET**

Caesar Salad

Penne Pasta with Marinara Sauce

Chicken Parmesan or Beef Meatballs

Garlic Bread

## **TAKE ME OUT TO THE BALLGAME**

Hamburgers & Cheeseburgers Sliders

Chicken Tenders

French Fries

Soft Pretzels with Cheddar Cheese Dipping Sauce

## **LATIN TWIST**

Taco Bar with Hard and Soft Shells

Ground Beef, Lettuce, Shredded Cheese

Sour Cream, Salsa

Spanish Rice & Refried Beans

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# Hors D'Oeuvres

## DISPLAYS (Serves up to 25 Guests)

Vegetable crudité, crostini and buffalo chicken spread	\$145
Sliced seasonal fruit and berries selection	\$170
Artisan domestic cheese with gourmet crackers, crostini, & assorted charcuterie	\$225
Mediterranean platter, hummus & tzatziki with olives, feta, crackers, vegetable crudites	\$195
Choose one dip: Spinach Artichoke, Pimento Cheese, Beer Dip <i>served with assorted crackers, pretzels, pita chips</i>	\$145

## CHILL

\$9 per person

*Minimum of 25 pieces per order*

Shrimp cocktail shooters (2 pcs)

Gazpacho shooters (2 pcs)

Roasted tomato bruschetta (3 pcs)

Watermelon + feta, tajin (3 pcs)

## WARM

\$10 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 \$11 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

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*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

\$27.00 pp

### **LATE NIGHT CRAVINGS**

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

\$32.00pp

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# Torrance Bakery

## 6 Best Selling Cake Flavors

Chocolate Cake with Strawberry Mousse & Chocolate French Cream Filling Wedding White Icing

White Cake with Lemon Mousse & Raspberry Jam Filling  
Wedding White Icing

Marble Cake with Chocolate Mousse & Fudge Filling & Buttercream Icing

White Cake with \*Fresh Strawberry & French Cream Filling\*  
Buttercream Icing

Red Velvet & Cream Cheese Filling\* & Cream Cheese Icing\*

Banana Cake with Custard Filling & French Cream Icing\*

\*\*\*Anything with an \* is considered a premium flavor\*\*\*

Each tier can be a different flavor

Wedding white and buttercream is the preferred icing overall for its holds color and design

**1341 El Prado Ave.**

**Torrance, CA 90501**

**310.320.2722**

**Press option 4 for the Wedding Showroom**

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# Hosted Bar

All hosted bars include beer, house wine and soft drinks. Price per guest.

## HOUSE BRANDS

**One Hour \$26++ | Two Hours \$30++ | \$10++ each additional hour**

Well brand vodka, gin, rum, tequila, whiskey, domestic/imported beers, house red/white wine

## CALL BRANDS

**One Hour \$32++ | Two Hours \$36++ | \$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 \$36++ | Two Hours \$40++ | \$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 \$19++ | Two Hours \$23++ | \$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

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# Cash/Non-Hosted Bar

## **CASH/NON-HOSTED BAR** (includes tax, must meet sales minimum of \$500 plus bartender fee\*\*)

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

\*\*Bartender Fee of \$150 will apply per bar\*\*

## **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

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\$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

*Inquire about curating your own specialty cocktail!*

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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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# Preferred Vendors

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## **CHAIRS/LINENS**

L.A. Chair Cover Rentals  
(310) 529-6229

Advanced Party Rentals  
(310) 331-1600

## **ENTERTAINMENT/LIGHTING/PIPE & DRAPE**

DJ Mijo Entertainment  
Richard Mojica  
[www.mijoent.com](http://www.mijoent.com)

DJ TEMPO  
(833) DJ-TEMPO  
[Www.DJTempoe.com](http://Www.DJTempoe.com)

Entertainment Services  
(661) 251-6468  
[ron@entertainment-srvcs.com](mailto:ron@entertainment-srvcs.com)

## **EVENT PLANNING**

Wedding & Events Specialist  
Violeta Londono  
323-712-1190  
Email: [vlondono513@gmail.com](mailto:vlondono513@gmail.com)

## **PHOTOGRAPHY**

Joey Ikemoto Photography  
310-212-7366  
[www.gotpics.vom](http://www.gotpics.vom)  
[joey@joeyikemoto.com](mailto:joey@joeyikemoto.com)

Jason Tran Photography  
(714) 308-8592  
[www.jasonqtran.com](http://www.jasonqtran.com)  
[jason@jasonqtran.com](mailto:jason@jasonqtran.com)

## **DECORATOR**

Monica Rose Decorations  
Monica Ramirez  
562-449-5746  
Email: [monicaruthrr@yahoo.com](mailto:monicaruthrr@yahoo.com)

## **DECORATOR**

Demetra Cunningham  
(323) 459-1569-Mobile  
Email: [Demetra@sbdevent.com](mailto:Demetra@sbdevent.com)  
Website: [www.sbdevent.com](http://www.sbdevent.com)

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# **GENERAL INFORMATION**

## **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 reserves 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 14 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 hotel's 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 discounted day of event self-parking 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 AND TAX

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.

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

# **GENERAL INFORMATION**

## **MENU CONTINUED**

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, and a \$150 administrative fee will be charged.

## **TASTINGS**

We offer complimentary tastings for events. Tastings are hosted for up to 4 guests. Tastings include your choice of (2) selections of each course you are planning on serving at your event. There is a 15 minute grace period, if you do not show up for your tasting or you are late, there will be a \$25 per person charged for the tasting and re-firing of the food. Additions, if any, will be charged to your master account.

## **TASTINGS CONTINUED**

Hors d'oeuvres, Buffet items, Desserts, Action Station selections or alcohol are not available for your tasting. Tastings can be scheduled Tuesday through Friday from 11:00am to 3:00pm. Please notify us at least (2) weeks in advance to schedule your tasting. Tasting dates and times are subject to availability. It is suggested that your Event Planner or Coordinator attend the tasting.

## **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 wedding 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.

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.

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