

The background of the menu is a photograph of a wedding reception. In the foreground, a round table is elegantly set with a white tablecloth, gold-rimmed plates, and folded purple napkins. Several tall, clear glass vases filled with vibrant floral arrangements, including purple, white, and yellow flowers, are placed around the table. In the background, a large window looks out onto a bright, sunny outdoor patio area with more floral decorations and a clear blue sky.

WEDDING AND SPECIALTY EVENT MENU

Hampton Inn & Suites Napa
945 Hartle Court, Napa, California, 94559
707.255.4000 | www.hamptoninnnapa.com



Thank you for your interest in hosting your Specialty Event at the Hampton Inn & Suites Napa. We understand this is a very special time for you and your family and we would love to be a part of it!

In the heart of wine country, you'll find the newly opened Hampton Inn & Suites Napa hotel. Located 2 miles from downtown Napa, this comfortable hotel exudes the ambience of California wine country. Outdoor fire pits, rooms with Napa River views, a ballroom with high ceilings and a welcoming staff await your arrival.

Ready to schedule a visit? Call us at

707-690-3074 or email our Director of Sales at Melissa.Samonte@Hilton.com.



Hampton Inn & Suites Napa
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CEREMONY FEE: \$500

Includes:

- One Hour Ceremony Rehearsal
- White Resin Chairs
- Cocktail tables and White Linen

Add Private His/Hers Dressing Suites available on day of Event at an additional cost. Includes Champagne in Dressing Suites.

Available 7:00am-5:00pm

Capacity: 50 Guests (25 guests at 50% capacity)





TURNER B RENTAL FEE: \$1,000

Friday/Saturday Pricing

Includes:

- 1,200 Square Feet of Event Space
- Use of Turner B for 7 hours
- Tables with White Linen
- Gray Banquet Chairs
- Bartender Service for 2 Hours

Available 3:00pm-10:00pm

Capacity: 62 Guests (38 guests at 50% capacity)





TURNER B RENTAL FEE: \$2,000

Friday/Saturday Pricing

Includes:

- 2,000 Square Feet of Event Space
- Use of Turner AB for 7 hours
- Tables with White Linen
- Gray Banquet Chairs
- Bartender Service for 2 Hours

Available 3:00pm-10:00pm

Capacity: 100 Guests (50 guests at 50% capacity)





BALLROOM RENTAL FEE: \$3,000

Friday/Saturday Pricing

Includes:

- 3,000 Square Feet of Event Space
- Use of Ballroom for 7 hours
- Tables with White Linen
- Gray Banquet Chairs
- Bartender Service for 2 Hours

Available 3:00pm-10:00pm

Capacity: 150 Guests (74 guests at 50% capacity)





PATIO RENTAL FEE: \$1,200

Includes:

- 1,200 Square Feet of Event Space
- Use of Patio for 7 hours
- Tables with White Linen
- Existing Patio Furniture

Available 3:00pm-9:00pm

Capacity: 100 Guests (50 guests at 50% capacity)



THE GLAM ROOM



MIMOSAS AND MIRRORS ROOM: \$500

Includes a private glam room, 2 bottles of champagne, 2 pitchers of orange juice and fruit. Additional bottles of champagne are \$15/each

BEVERAGES:

Gallon of Regular Coffee, Decaf, and Tea | *\$60.00 per service , \$6.00 per person all day service*

Lemonade | \$25.00 per pitcher

Ice Tea | \$25.00 per pitcher

Orange Juice, Apple Juice, Cranberry Juice, or Milk | \$25.00 per pitcher

Canned Soda Coke, Sprite, and/or Diet Coke | \$4.00+ each

Pure Life Water | \$5.00+ each

Figi Water | \$5.00+ each

Snapple Iced Tea | \$5.00+ each

Gatorade | \$5.00+ each

Red Bull Energy Drink | \$5.00+ each

Vos Still/Sparkling Water | \$6.00+ each

AL A CARTE BREAKFAST SELECTIONS :

Assorted Pastries | \$40.00 per dozen

Bagels with Cream Cheese | \$45.00 per dozen

Fresh Fruit Bowl | \$36.00 each

Individual Yogurts | \$3.00 each / \$24.00 per dozen

Assorted Whole Fruit | \$30.00 per dozen

THE GLAM ROOM



IMPORTED AND ARTISAN CHEESE BOARD | \$18.00 PP

20 person minimum

Includes Imported and Artisan Cheese, Crackers, Baguette, Olives, Fresh Fruit and Roasted Nuts
Assorted canned sodas

CHARCUTERIE PLATTER | \$22.00 PP

20 person minimum

Includes Cured Italian Meats, Olives & Pickled Vegetables. Assorted canned sodas

FIT DELIGHT | \$18.00 PP

Includes Baby Carrots, Broccoli, Celery, Tomatoes, Ranch Dip Or Hummus. Still and sparkling water

SWEET TOOTH | \$18.00 PP

Includes Chocolate Chip Cookies, and Decadent Chocolate Brownies. Assorted canned sodas



BUFFET DINNER

Fiesta Taco Dinner



**Includes Assorted sodas and water station
Minimum 10 guests / \$60.00 Delivery charge

SALAD:

House Salad

Mixed Greens, Sliced Olives, Fried Tortilla Chips, and Raspberry Vinaigrette Dressing

\$32.00 Per Person

ENTRÉE:

Choose Two Proteins

Shredded Chicken, Shredded Beef, and Ground Beef

SIDES:

Corn Hard Taco Shells

Flour Soft Tortillas

Mexican Rice

Refried Beans

Shredded Cheese

Lettuce

Tomatoes

Onion

Cilantro Salsa

Sour Cream

Guacamole

BUFFET DINNER

Little Italy



**Includes Assorted sodas and water station
Minimum 10 guests / \$60.00 Delivery charge

SALAD:

Traditional Caesar Salad

Romaine Lettuce, Croutons, Parmesan Cheese and Caesar Dressing

\$42.00 Per Person

ENTRÉE:

Penne Pasta

Pasta with Meat Marinara and Vegetable Marinara Sauces on the Side

SIDES:

Grilled Vegetable Sauté

Garlic Bread

BUFFET DINNER

Fajita Buffet



**Includes Assorted sodas and water station
Minimum 10 guests / \$60.00 Delivery charge

SALAD:

Caesar Salad de Arturo

Chopped Romaine Lettuce, Queso Fresco Mixed with Caesar Dressing and topped with Fried Tortilla Strips

\$42.00 Per Person

ENTRÉE:

Chicken and Steak Fajitas

Cooked with Bell Peppers and Onions

SIDES:

Corn and Flour Tortillas

Refried Beans

Mexican Rice

Shredded Cheese

Pico De Gallo

Guacamole

Sour Cream

BUFFET DINNER

Napa Crush



**Includes Assorted sodas, water station, and dinner rolls and butter
Minimum 10 guests / \$60.00 Delivery charge

SALAD:

Napa Valley Harvest Salad

Romaine Lettuce, Jicama, Corn, Sliced Radishes, Grilled Bell Pepper, Chopped Tomatoes,
Mixed With Garlic Ranch Dressing

\$44.00 Per Person

ENTRÉE:

Grilled Chicken Breast

Topped in a Light Sauce that is Perfectly Blended with Thyme, Mushrooms, Potatoes, and Celery

SIDES: *(Select One)*

Herb Roasted Potatoes

With Garlic, Thyme, Dill, Onions and Peppers

Grilled Vegetable Sauté

BUFFET DINNER

Vineyard Buffet



**Includes Assorted sodas and water station
Minimum 10 guests / \$60.00 Delivery charge

SALAD:

Bacon Asparagus Salad

Mixed Greens, Bacon, Tomatoes, White Rice in a Garlic Ranch House Dressing

\$44.00 Per Person

ENTRÉE:

Grilled Vegetable Sauté

Grilled Chicken Breast

in a Creamy Oregano Sauce topped with Mushrooms and Tomatoes

SIDES:

Dinner Rolls and Butter

BUFFET DINNER

International Menu – 50 or 75 Guests



*Lechon can be added for \$480. Includes 7 dishes. Delivery charge 20% of total.

**Include Assorted sodas and water station

50 Guest minimum

ENTRÉE:

\$30.00 Per Person

Roast Beef with Gravy

Slow oven-baked USDA-approved roast beef slices with our own signature brown gravy

Rotisserie Chicken

Our special juicy and seasoned self basting chicken cooked in a rotisserie oven

Pork Ribs

Pork cutlets smothered in a sweet and bold barbeque sauce

SIDES:

Garlic Mashed Potatoes with Gravy

Chunks of Russet potatoes mashed with garlic

Pancit

Combination canton and rice noodles with seasoned pork sautéed with fresh vegetables. Can be made with shredded chicken, tofu or vegetarian.

***Gluten Free option also available.*

Menudo

Delicious tomato pork stew with potato chunks, red bell peppers and peas

Pakbet OR Fresh Lumpia Vegetables*

Combination of fresh string beans, okra, eggplant, bitter melon and calabasa squash sautéed with shrimp-paste and seasoned pork -OR- "Naked" unwrapped 5-way mixed vegetable filling w/cabbage, jicama and seasoned ground pork. Served with a sweet peanut and garlic topping sauce on the side.

**Can also be made with ground turkey or tofu. Sauce contains peanuts*

BUFFET DINNER

Classic American Menu – 50 or 75 Guests



*Includes 7 dishes. Delivery charge 20% of total.

**Include Assorted sodas and water station

SALAD:

Tossed Green Salad with Ranch Dressing

Fresh Iceberg and Romaine lettuce tossed with carrots, purple cabbage and cherry tomatoes served with Ranch dressing (Caesar salad also available upon request)

\$30.00 Per Person

ENTRÉE:

Roast Beef with Gravy

Slow oven-baked USDA-approved roast beef slices with our own signature brown gravy

Rotisserie Chicken

Our special juicy and seasoned self basting chicken cooked in a rotisserie oven

Pork Ribs

Pork cutlets smothered in a sweet and bold barbeque sauce

ADDITIONAL ENTRÉE: SELECT ONE:

Baked Ham

Ham slices topped with a cinnamon, clove and pineapple glaze sauce

Beef Meatballs

Choice of Brown Gravy, BBQ Sauce or Sweet n' Sour Sauce with chunks of pineapple, bell pepper, carrots and onions. ***Turkey Meatballs also available*

SIDE:

Garlic Mashed Potatoes with Gravy

Chunks of Russet potatoes mashed with garlic

PASTA: SELECT ONE:

Savory Pasta

Penne pasta in a sweet tomato and meat sauce cooked with tons of fresh basil

Shrimp Fettuccine

Creamy fettuccine alfredo tossed with shrimp and fresh basil

BUFFET DINNER

International Menu – 100+ Guests



*Available in increments of 25. Includes 11 dishes. Delivery charge \$225.00

**Include Assorted sodas and water station

SALADS: SELECT ONE

Caesar Salad or Tossed Green Salad w/Ranch Dressing

\$35.00 Per Person

ENTRÉE:

Roast Beef with Gravy

Slow oven-baked USDA-approved roast beef slices with our own signature brown gravy

Rotisserie Chicken

Our special juicy and seasoned self basting chicken cooked in a rotisserie oven

Pork Ribs

Pork cutlets smothered in a sweet and bold barbeque sauce

Lechon (Whole Roasted Pig)

A slow roasted and marinated rub USDA-approved whole Lechon served with our house made recipe salsa. **Salsa contains peanuts*

SIDES:

Steamed Rice

White steamed calrose grain rice

Garlic Mashed Potatoes with Gravy

Chunks of Russet potatoes mashed with garlic

Pancit

Combination canton and rice noodles with seasoned pork sautéed with fresh vegetables. Can be made with shredded chicken, tofu or vegetarian.

**Gluten Free option also available.*

Menudo

Delicious tomato pork stew with potato chunks, red bell peppers and peas

Pakbet OR Fresh Lumpia Vegetables*

Combination of fresh string beans, okra, eggplant, bitter melon and calabasa squash sautéed with shrimp-paste and seasoned pork -OR- "Naked" unwrapped 5-way mixed vegetable filling w/cabbage, jicama and seasoned ground pork. Served with a sweet peanut and garlic topping sauce on the side.

**Can also be made with ground turkey or tofu. Sauce contains peanuts*

PASTA: SELECT ONE:

Savory Pasta

Penne pasta in a sweet tomato and meat sauce cooked with tons of fresh basil

Shrimp Fettuccine

Creamy fettuccine alfredo tossed with shrimp and fresh basil

BUFFET DINNER

Classic American Menu – 100+ Guests



*Includes 7 dishes. Delivery charge 20% of total.

**Include Assorted sodas and water station

SALAD:

Tossed Green Salad with Ranch Dressing

Fresh Iceberg and Romaine lettuce tossed with carrots, purple cabbage and cherry tomatoes served with Ranch dressing (Caesar salad also available upon request)

\$35.00 Per Person

ENTRÉE:

Roast Beef with Gravy

Slow oven-baked USDA-approved roast beef slices with our own signature brown gravy

Rotisserie Chicken

Our special juicy and seasoned self basting chicken cooked in a rotisserie oven

Pork Ribs

Pork cutlets smothered in a sweet and bold barbeque sauce

ADDITIONAL ENTRÉE: SELECT ONE:

Baked Ham

Ham slices topped with a cinnamon, clove and pineapple glaze sauce

Beef Meatballs

Choice of Brown Gravy, BBQ Sauce or Sweet n' Sour Sauce with chunks of pineapple, bell pepper, carrots and onions. ***Turkey Meatballs also available*

SIDES:

Garlic Mashed Potatoes with Gravy

Chunks of Russet potatoes mashed with garlic

Pasta Salad

Colorful bowtie pasta, fresh basil, cucumbers, olives and green bell peppers tossed in a citrus Italian-pesto Dressing

Fresh Steamed Vegetables

Steamed broccoli, cauliflower, zucchini and carrots

PASTA: SELECT ONE:

Savory Pasta

Penne pasta in a sweet tomato and meat sauce cooked with tons of fresh basil

Shrimp Fettuccine

Creamy fettuccine alfredo tossed with shrimp and fresh basil

BUFFET DINNER GENERAL INFORMATION



*applies to International or American Buffets only

We can make changes/substitutions to any entree on the menu. Some changes may affect the price of the package depending on the value of each entree being changed. Please inquiry into substitutions available or can mix and match between International or Classic American Menu.

Automatic charge for Salmon, Oyster Sauce Shrimp and Mussels or Calamari Adobo. Based on # of guests.

ADDITIONAL DISHES CAN BE ADDED TO ANY PACKAGE:

Full Pans Average | \$210

1/2 Pans Average | \$132

Full Pan Rice | \$78

1/2 Pan Rice | \$54

Extra Lechon | \$480

Pasta Salad, Mac Salad, or Fruit Salad | \$144

Fresh Fruit Bowl | \$150 Large // \$198 Extra Large

DESSERTS



**Dessert available with all menu selections, with the exception of the International Buffet and the Classic American Buffet

\$7.20+++ EACH

CARAMEL FLAN

CHOCOLATE BROWNIES

SWEET CORN BREAD

FRUIT SKEWERS

CHEESECAKE

BEVERAGES



Gallon of Regular Coffee, Decaf, and Tea

\$60.00 per service

\$6.00 per person all day service

Lemonade

\$25.00 per pitcher

Ice Tea

\$25.00 per pitcher

Orange Juice, Apple Juice, Cranberry Juice, or Milk

\$25.00 per pitcher

Canned Soda *Coke, Sprite, and/or Diet Coke*

\$4.00+ each

Pure Life Water

\$5.00+ each

Figi Water

\$5.00+ each

Snapple Iced Tea

\$5.00+ each

Gatorade

\$5.00+ each

Red Bull Energy Drink

\$5.00+ each

Vos Still/Sparkling Water

\$6.00+ each

HOST BAR



**A bartender is required and will be subject to a \$80.00 per hour fee (2 hour minimum). An additional bartender is required for every 50 guests.

**Prices are per opened bottle.

CORKAGE:

Clients are permitted to bring in their own beer and wine that will be subject to a corkage fee. Liquor is not permitted.

Wine: \$20.00 per bottle opened

Beer: \$90.00 flat fee

BEER SELECTION: *(Plastic cups provided)*

DOMESTIC: \$7.00

Blue Moon

Coors Light

Light Pale Lager

Samuel Adams

Amber Golder Pilsner Lager

Pale Lager Lagunitas IPA

New Belgium Gluttony

Pale Ale Napa Smith

IMPORTED: \$8.00

Heineken

Belgian White Ale

Guinness

Pale Lager Tecate

HOST BAR WINE SELECTION



****Prices are per opened bottle.**

***Most Popular**

RED WINE SELECTION

- *Round Hill Cabernet Sauvignon 2017 // \$24**
- *Robert Mondavi Cabernet Sauvignon // \$32**
- Hess Collection Cabernet Sauvignon 2016 // \$35**
- *Artesa Pinot Noir 2016 // \$35**
- Rutherford Ranch Cabernet Sauvignon // \$37**
- *Frog's Leap Zinfandel 2016 // \$38**
- White Lane Napa Valley Merlot // \$40**
- Symphonia Levendi Red Blend // \$69**
- Mazaika Levendi Cabernet Sauvignon // \$79**

WHITE WINE SELECTION

- Round Hill Chardonnay 2017 // \$24**
- Frog's Leap Sauvignon Blanc // \$29**
- Black Stallion Chardonnay // \$32**
- *Napa Cellars Chardonnay 2014 // \$35**
- *Hall Sauvignon Blanc 2017 // \$38**
- St. Supery Sauvignon Blanc 2017 // \$40**

ROSE AND SPARKLING WINE

- *CA' MOMI Heartcraft California Sparkling White // \$36**
- J Roget Brut // \$30**
- Domaine Carneros Brut Sparking // \$52**
- Mumm Napa Brut Prestige // \$40**

HOST BAR PACKAGE



\$35 per person (2 hour service)

Additional hours may be added for \$12+ per person, per hour

Beer and wine bar package includes 2 hours of service, unlimited consumption of beers and wine.

SELECT THREE: FROM BEER MENU

SELECT THREE: FROM WINE MENU

ALL-INCLUSIVE REHEARSAL DINNER PACKAGES



BOTH THE ALL-AMERICAN AFFAIR AND NAPA CRUSH EXPERIENCE PACKAGES INCLUDE:

- Tables & White Table Linens
- Assorted Soda & Water Station
- Private Function Space (Up to 5 Hours)
- Bartender (4 Hours)
- LCD Projector Package
- Sound System with One Microphone

UPGRADE/ ADD-ON OPTIONS:

Outside Patio // \$12.00PP+++

Host Bar Package // \$35.00 PP (2 hour service)

Additional hours may be added for \$12+ per person, per hour Beer and wine bar package includes 2 hours of service, unlimited consumption of beers and wine. Select Three: From Beer Menu // Select Three: From Wine Menu

Coffee & Tea Service // \$60.00+++

APPETIZERS:

Imported and Artisan Cheese Board // \$13.00 PP

20 person minimum

Imported And Artisan Cheese, Crackers, Baguette, Olives, Fresh Fruit and Roasted Nuts, And Assorted Canned Sodas

Charcuterie Platter // \$27.00 PP

20 person minimum

Cured Italian Meats, Olives & Pickled Vegetables

Fit Delight // \$13.00 PP

Baby Carrots, Broccoli, Celery, Tomatoes, Ranch Dip or Hummus

Sweet Tooth // \$13.00 PP

Includes Chocolate Chip Cookies, and Decadent Chocolate Brownies

CORKAGE:

Clients are permitted to bring in their own beer and wine that will be subject to a corkage fee. Liquor is not permitted.

Wine // \$20.00 per bottle opened

Beer // \$90.00 flat fee

Bartender Fee // \$125.00 per event

***Inquiry into specific dates as menu and spaces are subject to availability.*

***To ensure the superior service of Hampton Inn & Suites Napa, 12% Facilities Fee and 11% Service Fee will be added to all Room Rentals, Food, Beverage, and Audiovisual costs. Sales tax, currently 8.75% will apply.*

ALL-INCLUSIVE REHEARSAL DINNER PACKAGES

The All-American Affair



Minimum 50 guests

\$75.00 Per Person+++

SALAD:

Tossed Green Salad w/ Ranch Dressing

Fresh Iceberg & Romaine Lettuce with Carrots, Purple Cabbage, and Cherry Tomatoes
(Caesar Salad Available Upon Request)

ENTRÉES:

Slow Oven-Roasted Beef

with Signature Brown Gravy

Rotisserie Chicken

Seasoned and Self-basted

Sweet & Bold BBQ Pork Ribs

ADDITIONAL ENTRÉE – SELECT ONE:

Baked Ham

with Cinnamon, Clove & Pineapple Glaze

Beef or Turkey Meatballs

Choice of Brown Gravy, BBQ, or Sweet & Sour

SIDE:

Garlic Mashed Potatoes

with Gravy

PASTA – SELECT ONE:

Savory Penne Pasta

with Tomato Basil Meat Sauce

Shrimp Fettuccine Alfredo

with Fresh Basil

ALL-INCLUSIVE REHEARSAL DINNER PACKAGES

Napa Crush Experience



SALAD:

\$57.00 Per Person+++

Napa Valley Harvest Salad

Romaine Lettuce, Jicama, Corn, Sliced Radishes, Grilled Bell Peppers,
Chopped Tomatoes, tossed in Garlic Ranch Dressing

ENTRÉE:

Grilled Chicken Breast

Finished with a Light Thyme Sauce featuring Mushrooms, Potatoes, and Celery

SIDE – SELECT ONE:

Herb Roasted Potatoes

with Garlic, Thyme, Dill, Onions & Peppers

Grilled Vegetable Sauté

ALL-INCLUSIVE BRUNCH PACKAGE

The Napa Farewell Brunch



\$300.00-\$400.00

Depending on guest count OR complimentary if your group actualizes 20+ room nights within your contracted room block.

Gather your guests one last time for coffee, conversation, and a warm Napa goodbye before departures begin.

Your guests will enjoy the Hampton Inn & Suites Napa signature hot breakfast buffet, set up exclusively in your private function space.

BUFFET HIGHLIGHTS INCLUDE:

- Scrambled Eggs or Omelet
- Breakfast Potatoes
- Applewood Smoked Bacon or Sausage
- Fresh Waffles
- Assorted Pastries & Breads
- Seasonal Fresh Fruit
- Yogurt & Cereals
- Freshly Brewed Coffee & Hot Tea
- Assorted Juices

All presented in a relaxed, private environment reserved just for your group.
Subject to availability.

UPGRADE/ ADD-ON OPTIONS:

Outside Patio // \$12.00PP+++

Mimosa Station & Bartender // \$30.00 per bottle, includes OJ

Bartender fee // \$80 per 2 hours

AUDIO VISUAL



****Audio/Visual equipment not included in pricing list may be requested. Please inquire for pricing**

Logitech MEETUP Video Conference Package // \$650

Includes All-in-one Logitech Conference Cam, 43-inch screen with built in PC,AV Cart with Wireless keyboard, mouse, and camera remote.

LCD Projector Package // \$175

Built-In Epson LCD projector and screen (96" x 153"), MAC or PC Adapter, and HDMI Cable
(Available in Turner A, Turner AB, and Turner Ballroom only)

Smartboard Interactive Whiteboard Package // \$125

Built-In Epson and White Board/Screen with 1 specialty pen Bright Link Pro 1420wi Projector
(Available in Turner C, Turner BC, and Turner Ballroom Only)

Sound System Package #1 // \$125

Built-In Audio System and 1 Wired Microphone (Only) *Substitute Wired Microphone for a Wireless Microphone for an additional \$80.00

Sound System Package #2 // \$725

Built-In Audio System, Mackie 14 CH Audio Mixer (6 XLR), up to 3 Wireless Microphones
*Add additional Wireless Handheld/Lavalier Microphone for \$160.00

Polycom Speaker // \$175

Phone Telephone line and all domestic/local calls

Video Packages // \$175

Smart TV Includes 65" TV, MAC or PC Adapter and HDMI Cable

Equipment Packages // \$75

Includes Self-Adhesive Pad, Silver Easel, Whiteboard Markers, and Eraser

EVENT AIDS

Post-It Flipchart Pad // \$25

Flipchart Easel // Complimentary

Flipchart and Whiteboard Markers // \$40

Extension Cord and Power Strip Wireless // \$10

Presentation Remote // \$20

Mac Adapter // \$10

PC Adapter // \$10

12'x 15' Oak Dance Floor – Inquire for pricing

12'x 18' Oak Dance Floor – Inquire for pricing

Wi-Fi // Complimentary

Podium // Complimentary

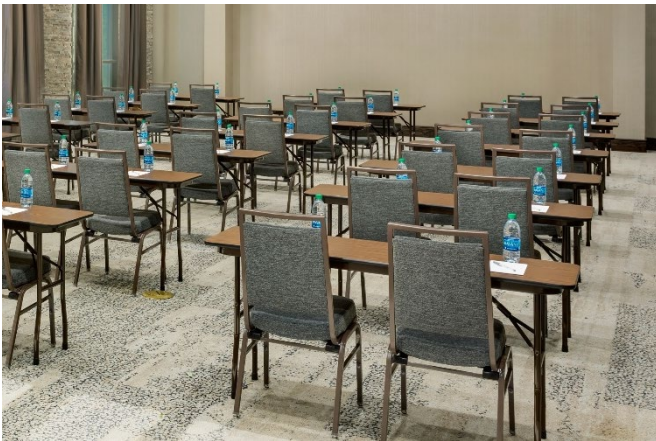
AUDIO VISUAL



CHAIRS UPGRADE: \$5.00 PER CHAIR

Upgrade your event chairs from our standard banquet chairs to White Resin specialty event chairs.

STANDARD BANQUET CHAIR



Resin Specialty Event Chair

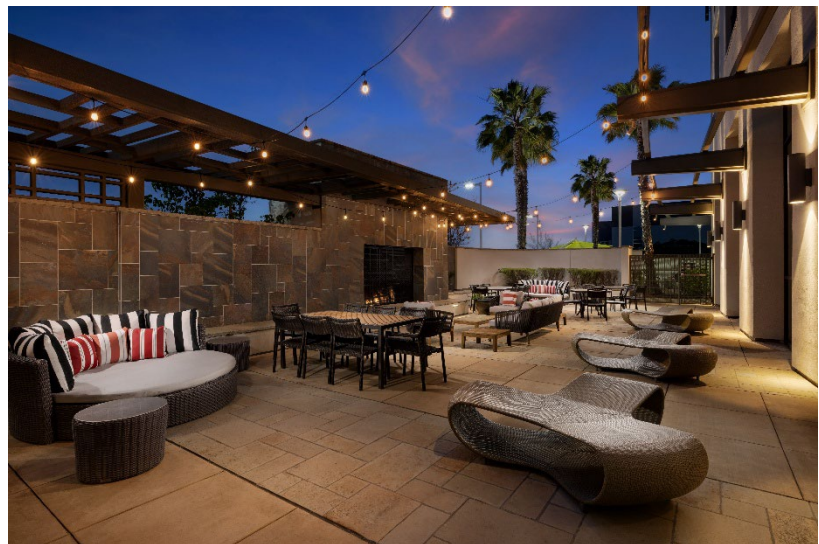


OUTSIDE PATIO

With the selection of any of the outlined packages, our 1,200 sq ft outside patio (equip with outdoor fireplace and firepit) becomes available for rent at an additional fee.

Existing furnishing left as is:
\$150.00 per hour

Reconfigure furnishings:
\$1,200.00 (6+ hours)



POLICIES



Tax & Gratuity: To ensure the superior service of Hampton Inn & Suites Napa, 12% Facilities Fee and 11% Service Fee will be added to all Room Rentals, Food, Beverage, and Audiovisual costs. Sales tax, currently 8.75% will apply.

Guarantee: In order to provide for all attendees, a guaranteed count will be needed one week in advance of the function. Unfortunately, this number may not be reduced. Should you be unable to provide us with a count, Hampton Inn & Suites Napa will refer to the originally contracted number and prepare accordingly. This will ensure the comfort of all in attendance.

Labor Charge: In the case on-site changes are requested, additional labor fees may be assessed.

Food & Beverage: Because of market fluctuations, all food and beverage prices are subject to change. Should our prices increase, written notification will be given. Outside food & beverage is permitted at a sur-charge of \$300.00 per day. Caterer must be licensed, insured, and provide staff, all plate and silverware, and glasses. Should they be unable to provide these, extra costs shall apply.

Room Rental: Room rental fees are determined upon original program details. Revisions from the original contract may necessitate a revision in room rental fees.

Packages: Hampton Inn & Suites Napa will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no sooner than 3 days prior to the function. A nominal-handling fee of \$5.00 per box, up to 50 lbs., ensures their delivery to your preferred location.

Signage and Banners: Signs and banners are not permitted in the hotel lobby. In an effort to maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited. Should these restrictions be of concern, please discuss them with your Catering Manager.

POLICIES



Billing: Credit Card Authorization Form.

Deposit: A 50% deposit will be due at the time of contact signing. The remaining balance will be authorized 7 days prior to the first event date with the final event charges occurring on the event date/s. Additional charges at time of event will be charged at the conclusion of event.

Set-Up Charges: Event set-ups shall be finalized (7) seven business days prior to event. Should an extensive change occur in set-up 48 hours prior to the event, an additional \$250 charge will be incurred. Extensive change is subject to Hotel staff. On the day changes cannot be guaranteed.

Decorations: No confetti, no live candles, sparklers or any decoration items that would be tacked onto the wall. Scotch tape only. Any decorative items would be the responsibility of the client to setup. Should room be available the day prior, decorations can be left for pick-up the next day

Compliance: Group agrees to comply with all Hotel rules set forth prior or during the event. All guests attending the event must stay in the event space. They cannot loiter in the lobby or any other areas of the hotel. Children under the age of 8 cannot be left unattended. Events with music will be required to conduct a sound check with hotel staff. Music and bass will need to be at a reasonable level and is at the hotel's discretion. Failure to do so may result in conclusion of event with no refunds and/or any refunds to other guests of the hotel due to complaints made for the event may be billed to the credit card on file. Hotel will determine whether it is a valid complaint and bill accordingly.

Cancellations: Hampton Inn & Suites Napa is holding the aforementioned space for the exclusive use by your group. Should the entire or partial program cancel, the Hotel will collect as liquidated damages, fees according to the following schedule:

Cancellation Prior Total Estimated Revenue

0 - 14 days - 100%

15 - 21 days - 50%

22 - 30 days - 30%

All cancellations must be submitted in writing to the hotel prior to the date of event.