

*Embassy Suites Williamsburg*

**Banquet Menu**

## Morning Breaks and Breakfast

### Bakery Items

Krispy Kreme doughnuts.....	\$15.00doz
Fresh Baked Muffins.....	\$18.00doz
Breakfast Bars.....	\$21.00doz
Bagels & Cream Cheese.....	\$18.00doz
Danish Pastry.....	\$15.00doz
Toaster Items.....	\$1.00each
(English Muffins, Whole Wheat, White Bread)	

### Beverages

Bottled Water, 10oz.....	\$ 2.25 each
Assorted Juice Carafe (orange, apple, cranberry)	\$ 7.50
Soft Drinks, 10oz.....	\$ 1.50 each
Hot Chocolate.....	\$ 2.00 p/p
Coffee, Tea.....	\$18.00gal
Milk, 8oz carton.....	\$1.25 each
Fruit Punch.....	\$18.00 gal

### Create your Own Break

*Select any three food items and any two beverage items for a simple custom break  
\$7.25 p/p*

### Breakfast Entrees

*All Breakfast Entrees include Coffee, Tea, Decaffeinated Coffee and a selection of juices.  
(Minimum 15 guests)*

*The Continental.....\$6.95*

Whole fresh fruit and your choice of bagels, cream cheese and jelly or assorted muffins and breads.

*The Embassy Breakfast Buffet.....\$9.95 (served in the Atrium Café)*

Assorted fresh fruit, yogurt, cereal, grits, cooked to order eggs, omelets, sausage, bacon, breakfast potatoes, assorted muffins and bagels.

All Prices Subject to 18% taxable Service Charge and Applicable Sales Tax.

All Prices are Subject to Change.

Embassy Suites Williamsburg 3006 Mooretown Road Williamsburg, VA 23185  
(PH) 757-229-6800 (FX) 757-220-3486

**“Anytime Break”**

**Includes 2 types of munchies, assorted soft drinks and bottled water - \$6.95 per person**  
*Additional items add \$1.00 per person*

**Munchies**

Soft New York Pretzels with Mustard  
Fresh Baked Cookies  
Brownies and Blondies  
Assorted Yogurts  
Tortilla Chips with Salsa  
Goldfish/Chex Mix  
Potato Chips, individual bags  
Whole Fruit

**THEMED BREAKS**

<b><u>Tutti Frutti</u></b>	<b><u>SPORTS BREAK!</u></b>	<b><u>Dying for Chocolate!</u></b>	<b><u>Viva La Mexico</u></b>
Fruit Kabobs	Virginia Peanuts	Chocolate Chip Cookies	Tortilla Chips
Yogurt dip	Popcorn	Brownies/Blondies	Queso Dip
Granola Bars	Hot Pretzels w/ Stone	Assorted Chocolates	Mini Tacos or
Assorted Juices	Ground Mustard	Cold Milk	Quesadillas
	Lemonade	(Chocolate and Plain)	Guacamole, Sour Cream
\$7.95pp	\$7.95pp	\$8.95pp	\$8.95

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## Lunch Fare

### Fresh Spinach Salad

Baby spinach leaves served with sliced egg, red onion, seasonal tomatoes and tossed in a warm bacon vinaigrette. Served with rolls and butter  
\$8.95

### Classic Caesar Salad

Crisp romaine lettuce tossed with homemade croutons, parmesan cheese and creamy Caesar dressing. Served with rolls and butter.  
\$7.95

### Garden Salad

A variety of fresh seasonal garden vegetables atop a mix of lettuce greens. Served with rolls, butter and your choice of dressing.  
Small, \$4.95  
Large, \$6.95

*Add Grilled Chicken to any salad for only \$1.95*

*Add Shrimp or Steak to any salad for \$2.99*

Available dressings: Ranch, Blue Cheese, House Vinaigrette, Honey Mustard

### Prime Rib Sandwich

Slow roasted Prime Rib sliced thin and piled high on a Kaiser roll. Topped with provolone cheese and served with au jus and horseradish sauce.  
\$11.95

### Grilled Chicken Club

Boneless marinated chicken breast topped with bacon, lettuce, tomato and mayonnaise on a Kaiser roll.  
\$9.95

### Chicken Caesar Wrap

A flour tortilla jam packed with grilled chicken, romaine lettuce, parmesan cheese and creamy Caesar dressing.  
\$8.95

### Embassy Club

Mounds of shaved turkey breast topped with lettuce, tomato, mayonnaise, crisp bacon and Swiss cheese served between three layers of toast.  
\$8.95

### Vegetable Wrap

Grilled onions, red and yellow peppers wrapped in a soft flour tortilla with swiss cheese, romaine lettuce and Italian Dressing  
\$11.95

### Cold Salads and Croissant

Fresh Chicken and Tuna Salads served with a croissant and fresh fruit.  
\$8.95

### Classic BLT

Crisp bacon served with fresh lettuce, tomatoes and mayonnaise served on whole wheat bread.  
\$6.95

*All sandwiches are served with homemade potato chips or fries*

**Assorted Chef's Deserts \$2.95 pp**

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## **Lunch Buffets**

(minimum 25 guests)

### **Deli Buffet**

Choice of two salads:

Pasta or potato salad, tossed salad,

Or coleslaw

Sliced Ham, Turkey Breast, Roast Beef,  
Swiss and Cheddar Cheeses, Lettuce,  
Tomato, Pickle, Potato Chips, Selection of  
Fine Breads and Chocolate Brownies

\$9.95

### **Pizza Hut Buffet**

Baked fresh at the hotel!

#### **Option 1 - \$8.95**

Your group's favorite one topping pizza  
With beverage

#### **Option 2 - \$10.95**

Assorted one topping pizzas

With tossed salad and beverage

#### **Option 3 - \$12.95**

Choice of any three topping pizzas, tossed  
Salad, breadsticks, beverage and Chef's  
Dessert

### **Baked Potato Bar**

Baked Russet potatoes served with all the  
Fixins'! Broccoli, sour cream, cheddar cheese,  
Butter and chive; served with side salad bar

And rolls

\$12.95

### **Fiesta Buffet**

Taco/nacho bar includes seasoned ground  
Beef, shredded chicken, cheese, tomato, salsa,  
Sour cream, taco shells and soft flour tortillas;  
Served with black beans, Mexican rice and

Xango cheesecake

\$13.95

### **BOXED LUNCHES - \$10.95**

A variety of sandwiches, wraps and cold plates can be easily assembled and packed for on the go  
eating... Take it and a beverage along with you!

## **Lunch Entrees**

*Served with rolls and butter*

### **Roast Beef**

Tender slices of roast beef served with  
Rosemary roasted potatoes, seasonal  
vegetables and a cabernet sauce

\$15.95

### **Broiled Fresh Catch**

Broiled and served with roasted rosemary  
Potatoes and seasonal vegetables

\$14.95

### **Grilled Pork Chop**

Grilled center cut pork chop with apple  
Chutney garnish accompanied by garlic  
Mashed potatoes and seasonal vegetables

\$13.95

### **Chicken Florentine**

Tender, boneless chicken breast rolled  
With spinach and served with rice  
Pilaf and seasonal vegetables

\$12.95

### **Pasta Primavera**

Seasonal vegetables sautéed and tossed  
In a chardonnay sauce with penne pasta

\$10.95

*Add grilled chicken for \$1.95*

All lunches served with coffee, tea or iced tea

*Add \$1.00 for soft drinks or milk*

Desserts - \$2.50

Ask your catering specialist about the  
Delicious Embassy Suites desserts

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## **Dinner Entrees**

*All entrees include a garden fresh salad with choice of dressing, Fresh vegetable, rolls and butter, Chef's dessert and beverage.*

### **Filet Mignon**

Grilled tenderloin crowned with a mushroom cap and finished with a cabernet mushroom demi sauce. Served with garlic mashed potatoes or baked potato  
\$27.95

### **Roasted Prime Rib of Beef**

Juicy prime rib seasoned and cooked to perfection. Served with natural au jus and creamy horseradish. Accompanied by rosemary roasted potatoes  
\$25.95

### **Salmon Oscar**

Filet of fresh salmon with sautéed Chesapeake crab and tender asparagus spears. Topped with hollandaise and served with rice pilaf  
\$22.95

### **Rosemary Roasted Pork Loin**

Fresh pork loin coated with our chef's special garlic and rosemary rub and slow roasted to perfection. Garnished with sautéed Washington apples.  
\$21.95

### **Chicken Florentine Pinwheels**

Fresh chicken breast stuffed and rolled with spinach, feta cheese and finished with a chardonnay supreme sauce. Served with steamed rice  
\$18.95

### **Chicken Supreme**

Grilled marinated chicken breast topped with a creamy chardonnay supreme sauce.  
\$16.95

### **Broiled Tilapia**

Fresh white tilapia broiled in a chardonnay butter marinade. Served with rice pilaf  
\$17.95

### **Chef's Desserts** *served with entrees*

Carrot Cake, New York Cheesecake,  
Key Lime Pie, Chocolate Cake,  
Southern Pecan Pie, Sheet Cakes

### **Premium Desserts** - \$3.00

Key Lime Cheesecake, Fruit Parfait, Oreo  
Cookies 'n Ice Cream Cake  
Chocolate Decadence Cake

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## **Dinner Buffets**

*All buffets include coffee, tea and decaffeinated coffee.  
(minimum 25 guests)*

### **Stars and Stripes**

Fresh Garden Salad

Choice of two starch and meat:  
Potato salad, coleslaw, mashed potatoes

Southern Fried Chicken  
Roast Turkey and Dressing  
Roast Beef with Cabernet Sauce  
Center Cut Pork Chops  
Fried Catfish

Seasonal vegetable  
Rolls and butter  
Chef's Dessert

\$22.95

### **The Plantation Dinner**

*Served Buffet Style*

Choice of Soup

Virginia Ham and Corn Chowder  
Or Peanut Soup

Choice of Two Entrees

Country Ham with Raisin Sauce  
Roasted Breast of Turkey  
Roast Beef with Cabernet Sauce  
Baked Chicken

Apple Coleslaw  
Cornbread  
Candied Yams

Southern Green Beans

Dessert

Apple Brown Betty

\$26.95

### **Prime Rib Buffet**

Mesclun Salad

Carved Roasted Prime Rib au jus  
Seasonal vegetable

Choice of one

Chicken Florentine  
Center Cut Pork Chops  
Broiled Tilapia  
Pasta Primavera

Choice of one

Wild Rice, baked potato  
Seasoned roasted potatoes

Rolls and butter  
Chef's Dessert

\$25.95

*Additional entrée add \$2.00*

### **Italian Buffet**

Tossed garden salad, pasta salad, garlic  
Bread, Chef's Dessert and  
three of the following entrees:

Chicken Alfredo  
Lasagna  
Baked Ziti  
Pasta Primavera  
Chicken Parmesan  
Spaghetti with Meatballs

\$17.95

*Ask for our heart healthy selections  
And preparations*

*Beverage Service Charges:*

*For host bars, a gratuity of 18% and 8.5% Virginia tax will be added to the final bill.  
All bar services will include a \$20.00 bartender fee for the first three (3) hours and \$10.00 for each  
additional hour.*

## **Hor D'Oeuvres**

Served in quantities of 50

### **Cold Hors D'Oeuvres**

Deviled Eggs - \$40.00  
Stuffed Salami Rolls - \$45.00  
Hummus with Pita Chips \$60.00  
Spinach Dip - 60.00  
(Served in a bread bowl)  
Antipasto Meat Tray - \$70.00  
Cheese Tray with Crackers – sm. \$45; lg. \$85  
Veggie Tray with Ranch dip – sm. \$45; lg. \$85  
Fruit Tray with Sweet Dip – sm. \$45; lg. \$85  
Special Fruit Palm Tree \$80

### **Hot Hors D'Oeuvres**

Jalapeno Poppers - \$65.00  
Breaded Chicken Tenderloin \$75.00  
Beef Teriyaki Kabobs - \$75.00  
Assorted Mini Quiche - \$65.00  
Swedish Meatballs - \$60.00  
Barbeque Meatballs - \$60.00  
Fried Chicken Drumettes - \$65.00  
Mini Tacos - \$60.00  
Chicken Quesadilla's - \$85.00  
Country Ham Biscuits - \$100.00

### **Premium Selections**

Crab Rangoon's - \$65.00  
Baked Wheel of Brie - \$75.00  
Chicken, Spinach Feta Pinwheels - \$75.00  
Spinach and Feta Triangles - \$75.00  
Scallops Wrapped in Bacon - \$80.00  
Coconut Crusted Shrimp - \$115.00  
Shrimp Cocktail - \$95.00  
Virginia Crab Cakes - \$110.00  
Crab Stuffed Shrimp - \$125.00  
Smoked Salmon Presentation - \$150.00  
*(With capers, red onions, black olives)*

### **Snacks by the Pound**

Potato Chips   Pretzels   Tortilla Chips   Mixed Nuts  
French Onion Dip   Queso Dip   Ranch Dip   Salsa

\$10 per pound

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### **“Back Yard Grill”**

*This fun meal can be served on the hotel’s outdoor patio, weather permitting*

#### **Choice of three side dishes:**

Potato Salad  
Coleslaw  
Pasta Salad  
Corn on the Cob  
Baked Beans

#### **Choice of three meats:**

All Beef Hot Dogs  
Hamburgers  
Ribs  
Pulled Pork Barbeque

Farm Fresh Watermelon  
Assorted Fresh Cookies or Brownies

Condiments, Rolls, Butter  
Lemonade, Iced Tea, Bottled Water

\$19.95

Beer and wine service is available in the patio area. Only food provided by the hotel is permitted in all function space.

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## Beverage Selections

### HOST BARS

(18% Gratuity and 8.5% tax added to final bill)

Call Brands	\$4.00
Premium Brands	\$4.50
Domestic Bottled Beer	\$2.25
Imported Bottled Beer	\$3.25
House Wine (Glass)	\$4.00
Cordials	\$5.00

### CASH BAR

(Guests are responsible for gratuity per drink)

Call Brands	\$4.25
Premium Brands	\$5.00
Domestic Bottled Beer	\$3.50
Imported Bottled Beer	\$4.50
House Wine (Glass)	\$5.25
Cordials	\$6.25

### PREMIUM WINES

MERLOT	CABERNET	SHIRAZ
Clos Du Bois	Robert Mondavi, Coastal	Rosemount, <i>Australia</i>
\$6.75, \$27.95	\$5.95, \$22.95	\$6.00, \$25.95

CHARDONNAY
Kendal Jackson
\$6.50, \$25.95

SAVIGNON BLANC
Geyser Peak
\$5.95, \$22.95

PINOT GRIGIO
Stella
\$5.95, \$22.95

FUME BLANC
Dry Creek
\$5.95, \$22.95

### CHAMPAGNE

Cooks  
\$12.00 bottle

### NON-ALCOHOLIC

Bottled Water - \$2.25  
Soft Drinks - \$2.00  
O'Douls Non-Alcoholic Brew - \$3.50

### Beverage Service Charges:

All bar services will include a \$30.00 bartender fee for the first two (2) hours and \$15.00 for each additional hour. Embassy Suites servers are TIPS® trained and reserve the right to refuse service.

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## **Audio Visual Equipment**

Flipchart with Pad and Markers	\$ 20
Easel	\$ 10
Additional Pad	\$ 15
Dry Erase Board & Markers	\$ 20
Podium	\$ 45
Overhead Projector	\$ 45
35 mm Projector	\$ 60
Multi Media LCD Projector	\$350
Projection Screen	\$ 50
Laser Pointer	\$ 40
Wireless Service	\$ 10.95
Power strip w/surge protection	\$ 10
VCR/21" Color Monitor	\$ 75
Wireless Lavalier Microphone	\$125
Speakerphone	\$125

Prices are per item, per day. All equipment subject to 5% tax. Groups are welcome to bring their own equipment upon approval by the hotel engineering department.

## ***Terms & Conditions***

### **Embassy Suites Williamsburg**

#### **BILLING and DEPOSITS**

We welcome new accounts, but require that credit be established with our Accounting Office thirty (30) days prior to arrival date if you request billing privileges. Credit can only be established for functions over \$500.00. A credit application is enclosed for your convenience. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due three days prior to the event or guaranteed with a major credit card. Advance deposits, when required, are non-refundable.

#### **FOOD and BEVERAGES**

All food items must be supplied by the Hotel. Off premise catering is available. Menu selections, room requirements and all other arrangements must be received thirty days prior to the function. These menus are only a general suggestion as to the range of selection and variety of entrees and complements available to you. We take great pride in developing specific ideas and themes or simply expressing your taste in a personally tailored menu. No food may be taken off premises. All food and beverages prices are subject to change and will be confirmed 90 days in advance.

The Embassy Suites Williamsburg, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance to the Virginia ABC regulations. It is Hotel Policy, therefore, that all-alcoholic beverages consumed in any function space or public area must be supplied by the Hotel.

If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverages license) the Hotel will require that Hotel Servers and Bartenders dispense beverages. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and (2) refuse alcoholic beverage service to any person who, in the Hotels' judgment, appears intoxicated.

#### **GUARANTEES/CANCELLATIONS**

It is a requirement that the hotel be notified of the exact number of attendees by noon, three (3) working days prior to the event (72 hours). This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours prior to the function (48 hours on weekends). The hotel will set up 5% over the final guarantee figure; however, food is prepared for the guaranteed number of people only. If the guaranteed attendance is not received in the Catering Office, the expected number of people will serve as the guarantee. Functions cancelled less than 14 days prior to scheduled date will be assessed 50% of actual set up fee indicated on contract. Full charges will be assessed for any functions cancelled within seven working days of the scheduled date. Cancellation must be made with our Catering Office between the hours of 8:00 AM and 5:00 PM, Monday through Friday. All cancellations must be confirmed in writing.

#### **ROOM and SET-UP FEE**

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the Hotel reserves the right to accordingly reassign the banquet functions room. The Hotel reserves the right to charge an additional fee for set-up of meeting rooms with extraordinary requirements. A room set-up fee will be charged where applicable.

## ***Terms & Conditions***

### REQUEST for MULTIPLE ENTREES

If multiple entrees are requested the following stipulations will apply:

1. If there is a price difference between the two entrees, the higher price will prevail for all entrees
2. Normal Guarantee procedure is required with indication for each entrée.
3. Some form of entrée indication is required at that guest table, i.e; colored ticket, coded name tags, etc. This will enable better service by our staff during meal service.
4. Minimum of 25 guests.

### FLOWERS and DECORATIONS

Flowers, candles and green plants provide a lovely atmosphere to make your special function an outstanding event. To complement your parties, you may make arrangements for your floral decoration through our Catering Office. Decorative ice pieces can be provided. The Catering Department is happy to assist you with decorations. The Hotel will not permit the affixing of anything walls, floors or ceilings with nails, staples, carpet tape or other substances. Please consult the Catering Department for assistance with displaying all materials.

### LOST and FOUND

The Housekeeping Department administers Lost and Found. The Hotel cannot be responsible for damage or loss of any articles or merchandise left in the Hotel prior to or following your function. Security arrangements should be made for all merchandise or articles set up prior to the planned event or left unattended for any time.

### SHIPPING and RECEIVING

The Hotel cannot be responsible for packages received more than three (3) business days prior to the event date. All packages must indicate the date of meeting, name of group and be sent to the attention of: Catering Service. Client is responsible for moving boxes more than fifty (50) pounds. An additional charge of \$20.00 per box for shipments over 10 boxes.

### PHOTOCOPIES and FAX

The Catering Department will be happy to make photocopies for your group. A charge of \$.10 each will be applied to your bill. Fax services are available at our Front Desk for a fee of \$1.50.

### ENGINEERING and AUDIO-VISUAL

Special electrical requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio-visual equipment and services are available through supplier on a rental basis. Orders may be placed through the catering department. For a dedicated telephone line, please call the Catering Department.

### LIABILITY

The Embassy Suites Williamsburg reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel cannot assume responsibility for personal property and equipment brought onto the premises.

## ***Terms & Conditions***

### SERVICE CHARGE and TAX

An 18% taxable service charge and a state sales tax of 9.0% will be added to all food, beverage and other services. Virginia law states that the service charge is subject to sales tax. Federal, state and local employees are tax-exempt if they are on government business, with proper identification. Any other individual is not tax exempt unless payment is made by a tax-exempt organization. A completed tax department tax-exempt form must be received with the signed letter of agreement.

### BEVERAGE CHARGES

Charges for all bar services will include a \$20.00 bartender set-up fee for the first hour. \$10.00 will be charged for each additional hour.

### LABOR CHARGES

All buffet meal functions under twenty five (25) people are subject to a \$25.00 labor charge. For menus where services of a carver or additional cook are required, there will be a \$30.00 charge.

### PARKING

Ample free parking is available.

### DEDICATED PHONE LINES

In order to obtain a dedicated phone line, contact our Catering Office at Ext. 143, prior to the scheduled event.

### SECURITY

If, in the sole judgment of the Hotel, security is required in order to maintain order due to the size or nature of your event, the Hotel may require you to provide, at your expense, uniformed and non-uniformed security personnel. Any and all provisions for security must be arranged through the Catering Representative. The Hotel shall have final approval on any and all security personnel to be utilized during your function.

I above information and detail specifications as outlined in the function order are approved and accepted.

Guests'  
Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_