

Hilton Garden Inn Suffolk Riverfront

WEDDING PACKAGES



100 East Constance Road
Suffolk, Virginia 23434
757.925.1300

www.suffolk.gardeninn.com
www.suffolkconferencecenter.com



BAR OPTIONS

Call Brands Selection

Pinnacle Vodka, Beefeater Gin, Bacardi Rum,
J&B Scotch, Jim Beam, Canadian Club,
Suaza Gold Tequila,
Budweiser, Bud Light, Coors Light, Michelob Ultra,
Miller Lite, Corona, Heineken

Call Brand Host Bar

Mixed Drinks \$8.00
Wine: \$7.00
Domestic Beer: \$6.00
Imported Beer: \$7.00
Soft Drinks: \$2.00

Call Brand Cash Bar

Mixed Drinks \$8.00
Wine: \$7.00
Domestic Beer: \$6.00
Imported Beer: \$7.00
Soft Drinks: \$2.00

Premium Brands Selection

Absolut Vodka, Tanqueray Gin,
Captain Morgan Rum, Bacardi Rum,
Dewar's Scotch, Jack Daniel's, Jim Bean,
Crown Royal Whiskey, Suaza Gold Tequila,
Amaretto Disaronno, Bailey's Irish Cream,
Kahlua, Hennessy,
Budweiser, Bud Light, Coors Light, Michelob Ultra,
Miller Lite, Corona, Heineken

Premium Brand Host Bar

Mixed Drinks \$9.00
Cordials: \$9.00
Wine: \$7.00
Domestic Beer: \$6.00
Imported Beer: \$7.00
Soft Drinks: \$2.00

Premium Brand Cash Bar

Mixed Drinks \$9.00
Cordials: \$9.00
Wine: \$7.00
Domestic Beer: \$6.00
Imported Beer: \$7.00
Soft Drinks: \$2.00

Cash Bars and Hosted Bars are Served for up to 4 Hours.

Cash Bar Prices include State Sales Tax.

Cash Bars Must Meet a Minimum of \$250.

Hosted Bar Prices Do Not Include Service Charge and State Sales Tax.

A 21% service charge and 12.5% state sales tax will be added to all food and beverage arrangements.

GENERAL INFORMATION

Food & Beverage

All food and beverages served in the banquet rooms must be provided by the hotel and cannot leave the banquet room/pre-function area. Any exceptions (i.e. wedding cake) must have the prior written approval by our Catering Representative. Event timelines are critical to the freshness and quality of your food selection. Changes to food service timeline on the day of your event must be given a minimum of one hour in advance or timeline cannot be change.

Guarantees

In order to ensure the success of your event, we require your guarantee of attendance three business days prior to your event. Your expected attendance will be considered your final guarantee if the guarantee is not received by the Catering office by noon three days prior to your event. Your actual bill will reflect the greater of the actual meals served or the guarantee. All functions are held to a minimum of food and beverages purchases.

Tax and Service Charge

All food and beverage is subject to 12.5% Sales Tax and a 21% Taxable Service Charge. Meeting room rental and miscellaneous charges are subject to 6% Sales Tax and a 21% Taxable Service Charge. The Commonwealth of Virginia states fixed service charge is subject to sales tax. All overnight guest rooms are subject to State, Local and Hotel Tax totaling 14% plus \$1 occupancy tax per night.

Menu Selection

Your complete menu selection must be given to your Catering Representative thirty days prior to your event.

Meeting Room

Access to meeting room is guaranteed only during contracted times. Please note that other events may be going on at the same time, prior to, or directly following your event. All equipment and decorations must be removed from the property immediately following the event.

Deposit and Payment

All menu items reflect a price before service charge and taxes. In order to hold your event on a definite basis, a nonrefundable deposit will be required along with a signed contract. Failure to meet contract deadlines may result in forfeiture of meeting room space. Payment may be made by cashier's check, money order, cash or credit card. Final Payment is due three business days prior to the scheduled event.

