



Embassy Suites by Hilton Albuquerque Hotel & Spa:

2018

1000 Woodward Place NE

Albuquerque, NM 87102

505.245.7100

albuquerque.embassysuites.com

GENERAL INFO

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function & event info

to our customers & guests

We are eager to help you, both in the planning and serving of your function. Should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs. Thank you for choosing the Embassy Suites by Hilton Albuquerque Hotel & Spa and our culinary and banquet teams.

food service

All food served on the hotel premises must be supplied and prepared by the hotel's culinary team. Due to the hotel having no control of how food is transported, stored or secondarily prepared after it leaves the premises, no leftover food from catered functions may be taken from the hotel. Notice: consuming raw or undercooked beef, steak, meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

beverage service

Alcoholic beverages, served on hotel premises (or elsewhere under the hotels alcoholic beverage license), must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age. All of our servers and bartenders are certified by skills-based training program that is designed to prevent intoxication, underage drinking, and drunk driving

pricing

Confirmed food and beverage pricing will not be given more than (6) months prior to any event date. Our culinary team uses only the finest ingredients in the preparation of your meals. Due to fluctuating food and beverage prices, menu prices may change without notice unless arrangements are confirmed by a signed banquet event order (BEO). All prices are per person unless otherwise noted.

tax & service charge

A customary 23% service charge and applicable sales taxes will be added to all food and beverage charges as well as any meeting room rental and audio visual charges as specified on the contract and BEO. All banquet functions require a minimum number of attendees. Any banquet function not attaining listed minimums will be subject to published per person surcharges in addition to the customary service charge and sales tax. Service fees for bartenders, food station attendants and other additional staff are applicable. All beverage services and hospitalities on the premises require the services of a bartender or attendant. All personnel service fees are for up to 4 hours, additional hours are at \$25 per staff member, per hour.

menu availability times

Breakfast | selections are available to order for event start times before 11am.
Lunch | selections are available to order for event start times before 3pm.

children meals

Pricing for children ages 5 -12yrs is 50% of the regular menu for buffet & reception style events. For plated meals, a custom plated meal from our Children's Menu. All plated Children's Meals are \$15.00++ per child. Children 4 years & under will be served complimentary. All children will be served first unless requested otherwise.

entrée tasting

Complimentary entrée taste panels may be arranged for definite business on special menus for up to 4 persons. Additional attendees can be accommodated at 50% of the menu price.

event details & guarantees

To ensure our entire team is prepared and all your needs are accommodated, we request that the final details of your event be submitted (30) days in advance of your event. Confirmation of the final guaranteed attendance is required at least (3) working days in advance of all functions.

Your catering contract will contain the complete terms and conditions.

GENERAL INFO

function & event info (cont.)

shipping & receiving

All incoming packages should be addressed to your event manager and marked with the company's name and date of your meeting. Embassy Suites Albuquerque Hotel & Spa
Attn: Shipping & Receiving
(Name of event manager)
Embassy Suites Albuquerque
1000 Woodward Place NE
Albuquerque, NM 87102
Hold For: (Client Contact Name)
or Group and Event
First Date of Event
of Boxes (i.E. 1 of 2, 2 of 2, etc...)

special delivery instructions

Boxes left on the premises for longer than one week after departure without shipping instructions will be discarded

drayage - incoming and outgoing

package <50lb \$10 ea
package >100 \$25 ea
package/pallet >250 lb+ \$200 ea
forklift & operator, as req \$100 per item

drayage - storage

arrival/departure 72 hours prior/after event
package <50lb \$5 ea
package >100 \$10 ea
package/pallet >250 lb+ \$50 ea

security

Security arrangements should be made for all merchandise or articles set-up prior to the planned event, or left unattended for any time. The hotel may require security officers for certain events. Only hotel approved security firms may be used.

internet access

Available in guest suites at a daily rate of \$9.95 per 24 hour period. (Complimentary for HHonors Members.) Complimentary wireless internet access is available in Caffeinas Marketplace, Atrium and Cyprus Grille. HSIA is available in the convention center, meeting rooms - arrangements must be made through the event department.

Charges are based on # of connections and equipment needs.

signage, displays & decorating

To preserve the integrity of the hotel and comply with local fire codes all signage, displays and decorations are subject to prior approval of the hotel. Scotch tape, nails, push-pins or any other damaging fasteners may not be used to hang any material on walls in the hotel. Banners may be hung with the approval and coordination of the event department. (Fees apply based on number of banners.) No hand-written signs or banners are allowed in the public areas of the hotel. Please ask your event manager to assist in generating computer signs or recommend a professional sign maker. The hotel reserves the right to charge an additional fee for excess clean up and/or damage at the conclusion of the function. Unless alternate arrangements have been made, all signage, displays and decorations should be removed at the end of each function.

parking

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property.

special event services

Our staff will be pleased to assist you with any recommendations for floral arrangements, decoration services, photographers and entertainment to create your event.

method of payment

Unless billing arrangements have been established with the hotel, payment in full is required (7) business days prior to the event. A 15% overage will be applied to estimated balance. If this overage is not used, it will be refunded in the form of how the payment was received. Accepted methods of payment include all major credit cards, cash and certified check. Payments made with personal or business checks must be received at least (14) days prior to the event. A major credit card may be required for any incidental event charges.

hospitality suites

Must be reserved through the event department. Advance order of food and beverage is recommended and selections are available onsite. Food preparation is not allowed in the suites. An attendant is required for alcoholic beverage service.

setup & overtime

Event space is made available one hour prior to the scheduled start time of each function for the clients arrival and setup. The hotel reserves the right to charge an additional fee for set-up changes made the day of the function and for events that exceed the scheduled event time. Charges are based on a \$50 per personal hour required to accommodate the change in setup or timing.





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function & event info (cont.)

cooked-to-order breakfast

Mon – Fri | 6:00am-9:00am
Sat, Sun & Holidays | 7:00am-10:30am

Our complimentary cooked-to-order breakfast offers you a variety of great tasting and healthy options. So whether you're counting points, carbs or calories, you can count on us. It's convenient to just grab something on the go or sit down for an omelet made just the way you like it. *Guests must present the hotel issued voucher to obtain breakfast. Breakfast vouchers are available for local guests at \$12.95 each plus current sales tax.*

manager's reception

Daily | 5:30pm-7:30pm

Our nightly manager's reception features a variety of cold beverages, bar snacks and warm conversation, signaling the beginning of a relaxing evening. Enjoy them in our atrium that offers you a tranquil place to unwind and socialize. *Subject to state and local laws. Must be of legal drinking age.*

lost & 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 event or meeting.

Cyprus Grille

Dining out should be a distinctive and memorable experience. Indulge in the diverse menu and dynamic atmosphere of our signature restaurant Cyprus Grille. Traditional and New Mexico cuisine inspires our menu and endeavors to revolutionize the way you feel about hotel dining. With a wave of energy and culture all its own, it consistently rivals the best in town.

Main Dining Room –ext 5375

Daily | Lunch: 11am-2pm
Dinner: 5pm-9pm

Lounge Dining –ext 2007

Daily | 11am –10pm Monday-Saturday
Sunday 12noon- 10pm

Beverage Service

Mon – Thurs | 11am –11pm
Fri – Sat | 11am–11pm
Sun | 12noon – 10pm

spa botanica – ext 5444

Mon – Sat | 10am–8pm
Sun | 10am–4pm

You can pamper yourself in total comfort without ever leaving the resort. Spa Botanica offers à la carte services and a wide variety of packages to help you relax, rejuvenate and replenish your entire body, providing an unparalleled experience for both men and women.

convention & visitors bureau

Assists event planners by suggesting activities and providing visitor guides, maps, bargain books, etc. It is a one-stop shop to start your event planning. And these services are free. Visit www.itsatrip.com