



# 'Suite' Weddings by Embassy



Congratulations on your engagement! You have made an excellent first step in your planning process by considering the Embassy Suites Birmingham-Hoover to host your first events as husband and wife! We understand how important your wedding festivities are and we look forward to the opportunity to customize your event.

Delight your guests by selecting from the Amazon, Rio Grande, Murray/La Plata or our River Ballroom, all beautifully appointed, and certain to impress your guests. Our service and standards are unmatched in the Birmingham metro, and we take great pride in presenting the best events in the area.

All set up is included in the price of your room rental and includes basic linens in black or white. We have black chair covers available for \$3/chair and white chair covers available for \$4/chair. Set up also includes our tile and candle centerpieces. Any additional centerpieces or linens requested by the client will be the responsibility of the client. We have included a list of wedding vendors that are familiar with our hotel to assist you in your planning process. For specialty linens and additional colors in chair covers, please refer to this list.

You will find in this packet, five diverse Wedding Packages. They are an expression of our most popular selections and have been carefully chosen to be in line with the trends of today's most fabulous events. There is an option present for every budget, however, custom wedding packages are available. Please inquire directly about all of the current offerings to make your day memorable.

Special dietary needs will be accommodated, and we pride ourselves on executing marvelous ethnic events as well. Our Executive Chef, Wesley Shoultz, is well trained in the preparation of traditional Arabic, Lebanese, and Greek foods as well as many other cultural culinary favorites.

Thank you for considering the Embassy Suites Birmingham-Hoover. Cheers to you!



EMBASSY SUITES®

Birmingham - Hoover

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## General Information



1. **DEFINITIONS:** As used herein, the following terms shall have the following meanings | “Event” - the banquet, reception or other private function forming the subject of the Booking Agreement; “Hotel” - The Embassy Suites Birmingham-Hoover; “Patron” - the person, corporation, entity, organization or association contracting with the Hotel for the Event.
2. **OUTSIDE FOOD AND BEVERAGE:** Due to operation requirements as mandated by the Jefferson County Department of Health for food service outlets, all food and beverage to be served in the public space of the Hotel must be prepared and provided by the Hotel. The Hotel does not permit service of alcoholic beverages after 1:00 a.m.
3. **ALCOHOLIC BEVERAGES:** The Hotel shall not permit the Patron nor any of the Patron’s guests to bring into the public space alcoholic beverages. The Hotel reserves the right to inspect and control all Events. The Patron accepts responsibility to adhere to rules and regulations of the Alabama ABC Board pertaining to the serving and consumption of alcohol by minors. The Hotel reserves the right to refuse service to anyone.
4. **SERVICE AND LABOR FEES:** All food and beverage prices are subject to a 21% service charge, as well as any applicable sales taxes. The Service Fee is taxable as mandated by the Alabama Department of Revenue. All Carving and Action Stations requiring an attendant will be assessed a \$75 fee, per attendant, for a maximum of two (2) hours. All Bars require a bartender and will be assessed a \$75 fee per bartender. Hosted Alcoholic Beverage taxes will be assessed accordingly; In Alabama, beer, wine and liquor are taxed at different rates.
5. **PRICE INCREASES:** Prices quoted herein are subject to proportionate increases only in the event that the Hotel’s suppliers must significantly increase cost to the Hotel. While rare, in the event that a price increase does occur, the Hotel will provide the Patron with adequate notice of said increase as well as appropriate substitutions at the original price point.
6. **GUARANTEES:** You must submit your guarantee to your Event Manager prior to 12:00 p.m. (CST) three (3) days prior to your event. Once that guarantee has been submitted, it will be considered the final guarantee, not to be reduced. If no guarantee is given by the above stated time, the original number contracted for the Event will be considered the final guarantee. At your request, the hotel will prepare a 3% overage for your Event. You will be charged for the difference/addition of meals. Entrees added the day of the Event are subject to a \$15 service charge.
7. **CANCELLATION:** The cancellation clause is outlined in the Terms and Conditions of the Event Booking Agreement.
8. **DEPOSIT:** A deposit of \$1,000 is due within thirty (30) days of signing the Booking Agreement.
9. **PAYMENT IN ADVANCE:** For all social functions, the Hotel requires full pre-payment one (1) full week prior to your function. Payment plans can be established, however, items will not be ordered for your event until pre-payment has been received and cleared your bank.



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10. **DÉCOR/ENTERTAINMENT:** The Embassy Suites Birmingham-Hoover offers basic linens for your Event. The use of live flower petals, confetti, glitter and other items which may damage or stain the ballroom carpet is prohibited. Hanging items from the walls, ceilings, lighting fixtures, air walls, columns, or other stationary items in the function space without express permission from the Hotel is forbidden. Tapered candles and candles which produce heavy smoke upon being extinguished are not allowed. The Hotel will hang ALL banners. Events that require excessive clean-up will incur an excessive clean-up fee. Fee will be per man hour required for clean-up.
11. **AUDIO VISUAL EQUIPMENT:** Tech Rentals provides all of our in-house Audio Visual services. Any services requested will need to be contracted directly through Tech Rentals and are subject to a 21% service charge and applicable sales taxes.
12. **SECURITY:** If the Hotel should so require, depending on the size and nature of the Event, a minimum of one uniformed, un-armed guard per 50 guests shall be provided for the Event, at the expense of the Patron. Hotel-hired Security is required for all events in which the majority of attendees are under the age of 21. Hired Security shall have restricted access to only those spaces at the Hotel contracted by the Patron.
13. **CONDUCT OF THE EVENT:** The Patron agrees to conduct the event in an orderly manner, in full compliance with applicable laws, regulations and hotel rules. Patron accepts full responsibility for the conduct of all persons in attendance and for damage done to any part of the Hotel's premises during any time that said premises are under the control of the Patron, Patron's guests, invitee, employees or dependent contractors hired by the Patron. Additional Indemnification and Insurance information is located within the Terms and Conditions of the Booking Agreement.



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All Weddings hosted by Embassy include:



White or Black Floor Length Linens, Overlays and Napkins

Basic Ceramic Tile and Hurricane Centerpieces with Tea Light Candles

Draped Cake Table, Guestbook Table, Gift Table and Escort Card Table

Staging

DJ Table and Power

'Suite' Cake Service  
*(includes Devoted Cake Cutting & Presentation)*

Exceptional & Dedicated Event Captain and Service Staff

Sparkling Wine or Cider Toast  
*(for Bride & Groom only)*

Courtesy Room Block  
*(based on availability)*

Complimentary Guest Parking in our Covered Deck and Lot

Complimentary Guest Suite for the Bride & Groom on the evening of the Wedding Events  
with a special Wedding amenity

Available at an Additional Cost:

Black chair covers for \$3/chair

White chair covers for \$4/chair

Appropriately sized Dance floor

'Suite' Weddings by Embassy are completely customizable to suit the individual needs of our clients. Please inquire directly about additional amenities which can be added to enhance your package.



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Pricing for Outside Catered Events includes:



Set-up and tear-down  
Tables & Chairs  
Basic black or white linens  
Staging  
Plates, Glassware, Silver, Chaffing Dishes  
Exceptional & Dedicated Service Staff  
Iced Tea, Water, Coffee, and Soft Drinks

Available at an Additional Cost:

Black chair covers for \$3/chair  
White chair covers for \$4/chair  
Appropriately sized Dance floor

Price is subject to 21% service charge and 14% Occupancy Tax as mandated by the  
State of Alabama Department of Revenue.

*'Suite' Weddings by Embassy* are completely customizable to suit the individual needs of our clients. Please inquire directly about additional amenities, which can be added to enhance your package.



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## Carving Stations



### **Roast Top Round of Beef**

*Served with Dijon Mustard, Dill Mayonnaise,  
and Horseradish Sauce*

*Silver Dollar Rolls*

### **Steamship of Beef**

*Slow Oven-Cooked Beef*

*Served with Dijon Mustard, Dill Mayonnaise,  
and Horseradish Sauce*

*Silver Dollar Rolls*

### **NY Strip**

*Choice NY Strip Steak*

*Served with Au Jus and Horseradish Sauce*

*Silver Dollar Rolls*

### **Mustard Glazed Virginia Ham**

*Served with Stone Ground Mustards*

*Silver Dollar Rolls*

### **Crusted Pork Loin**

*Herbed Crusted Pork Loin*

*Served with Thyme Mustard Reduction*

*Dijon Mustard*

*Silver Dollar Rolls*

### **Slow Roasted Turkey Breast**

*Served with Cranberry Relish*

*Silver Dollar Rolls*

*All Carving and Action Stations require an attendant. There is a \$75 attendant fee per attendant for 90 minutes.  
Attendant fees are subject to applicable service charges and taxes.*



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## Action Stations



### Mashed Potato Station

*Creamy Yukon Gold and Brown Sugar Sweet Potatoes served with Bacon, Shredded Cheddar Cheese, Brown Sugar, Green Onion, Butter, Candied Pecans, Sour Cream, Sautéed Mushrooms, and Grilled Onions*

### Italian Pasta Station

*Penne and Bow Tie Pasta served with your choice of sauce: Basil Marinara, Creamy Parmesan Alfredo, and Creamy Pesto Blended with Primavera Vegetables and topped with Shaved Parmesan*

### Southern Shrimp and Grits Station

*Creamy Polenta style grits cooked with Smoked Gouda, topped with sautéed Blackened Shrimp, and drizzled with a Cajun Cream sauce  
Topped with fresh, chopped parsley*

### Fajita Station

*Fajita style grilled steak and chicken sautéed with cumin spiced peppers and onions  
Served with warm flour tortillas, salsa, sour cream, and limes*

*All Carving and Action Stations require an attendant. There is a \$75 attendant fee per attendant for 90 minutes. Attendant fees are subject to applicable service charges and taxes.*



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## Hors D'oeuvre Levels



### Gold Level Hors D'oeuvres

Roasted Tomato and Basil Bruschetta  
Honey Grilled Pears and Gorgonzola Crostini  
Mini Kosher Beef Franks  
Fried Jalapenos  
Loaded Potato Croquettes  
Quesadilla Triangles  
*(Chicken and Cheddar Jack or Steak, Goat Cheese, and Roasted Peppers)*  
Fried Mozzarella  
Fried Dill Pickles  
Petite Quiche

### Platinum Level Hors D'oeuvres

Boneless Wings  
*(Spicy Buffalo or Sweet Teriyaki)*  
Vegetarian Antipasto Skewers  
Chicken Dumplings  
Swedish Meatballs  
Buffalo Wings  
*(Spicy Buffalo or Sweet Teriyaki)*  
Spanakopita  
Mushroom Caps stuffed with Spinach and Feta  
Streudel  
*(Stuffed with Spinach and Artichoke or Cajun Andouille Sausage and Peppers)*  
Chicken Tenders  
Fried Risotto Truffles  
Vegetable Spring Rolls



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## Hors D'oeuvre Levels Cont'd.



### Diamond Level Hors D'oeuvres

Margarita Chicken Kabobs

Teriyaki Beef Kabobs

Coconut Shrimp

Mini Angus Cheeseburgers

Raspberry Brie en Croute

Beef Wellington

Shrimp and Ceviche Phyllo Cup

Artichoke Crostini

Scallops or Shrimp Wrapped in Bacon

Petite Maryland Crab Cakes

Shrimp and Grits



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The Amazon



Beverage Station

*Chilled Southern Iced Tea (available sweetened or unsweetened), Sweet Lemonade,  
Cucumber and Lemon Infused Still Water*

Your Choice of Four Gold Level Hors D'oeuvres

*Stationed*

*Based on 100 pieces per hors d'oeuvre*

Your Choice of Two Platinum Level Hors D'oeuvres

*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

Your Choice of Two Diamond Level Hors D'oeuvres

*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

Reception Stations

*Select one from each Category:*

*Carving Station*

*Action Station*

Cake Presentation

*With our Chef's special Cheesecake Stuffed Strawberries*

Sparkling Wine or Cider Toast

*For Bride & Groom only*

*\$55 per guest*



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The La Plata



Beverage Station

*Chilled Southern Iced Tea (available sweetened or unsweetened), Sweet Lemonade,  
Cucumber and Lemon Infused Still Water*

Your Choice of Two Gold Level Hors D'oeuvres  
*Stationed*

*Based on 100 pieces per hors d'oeuvre*

Your Choice of Two Platinum Level Hors D'oeuvres  
*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

Your Choice of Two Diamond Level Hors D'oeuvres  
*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

Reception Stations

*Select one from each Category:*

*Carving Station*

*Action Station*

Cake Presentation

*With our Chef's special Cheesecake Stuffed Strawberries*

Sparkling Wine or Cider Toast

*For Bride & Groom only*

*\$49 per guest*



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## Beverage Station

*Chilled Southern Iced Tea (available sweetened or unsweetened), Sweet Lemonade,  
Cucumber and Lemon Infused Still Water*

Your Choice of Two Gold Level Hors D'oeuvres  
*Stationed*

*Based on 100 pieces per hors d'oeuvre*

Your Choice of Two Platinum Level Hors D'oeuvres  
*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

Your Choice of Two Diamond Level Hors D'oeuvres  
*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

Your Choice of One Reception Display

*Cheese & Crackers*

*Seasonal Fruit*

*Vegetable Crudités*

Sparkling Cider Toast

*For Bride & Groom only*

*\$42 per guest*



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# The Cahaba



## Beverage Station

*Chilled Southern Iced Tea (available sweetened or unsweetened), Sweet Lemonade,  
Cucumber and Lemon Infused Still Water*

### Your Choice of Two Gold Level Hors D'oeuvres

*Stationed*

*Based on 100 pieces per hors d'oeuvre*

### Your Choice of Two Platinum Level Hors D'oeuvres

*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

### Your Choice of One Diamond Level Hors D'oeuvres

*Butler Passed or Stationed*

*Based on 100 pieces per hors d'oeuvre*

## Sparkling Cider Toast

*For Bride & Groom only*

*\$35 per guest*



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# The Rio Grande



## *Your Choice of the following:*

### *Cocktail Hour Display (choose 1):*

*Domestic Fruit and Cheese  
Spinach and Artichoke Dip  
Vegetable Crudités*

**AND**

### *Butler Passed Hors D'oeuvres (choose 2):*

*Roasted Tomato and Basil Bruschetta  
Chicken Dumplings  
Spanikopita  
Stuffed Mushroom Caps  
Vegetable Spring Rolls*

## ***Plated Dinner:***

### *Choice of (1) Salad:*

*Market Salad  
Baby Field Greens, Roma Tomatoes & English Cucumbers  
Petite Caesar Salad  
Spinach Salad*

*Fresh Spinach Leaves with Tomatoes, Mandarin Orange Segments & Sweet Red Onion Vinaigrette*



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The Rio Grande Cont'd.



*Choice of Entrée:*

**Chicken Picatta \$42.95**

*Sautéed Boneless Breast of Chicken, Flour Breaded and topped with Capers,  
Sundried Tomatoes and Artichokes in a Lemon White Wine Sauce*

**Chicken Marsala \$42.95**

*Sautéed Boneless Breast of Chicken with Fresh Mushrooms,  
Scallions and Garlic in a Marsala Wine Sauce*

**Roulade of Chicken Breast \$43.95**

*Stuffed with Baby Spinach and Herbed Cheeses*

**New York Strip \$45.95**

*Hand Cut Strip Steak topped with Madeira Sauce or Brushed Butter*

**Filet Mignon \$52.95**

*Hand Cut Beef Tenderloin topped with Madeira Sauce or Brushed Butter*

**Petite Filet and Jumbo Shrimp \$56.95**

**Vegetarian Meals Available Upon Request**

*Above Meals will include:*

*Your choice of Rice or Potato*

*Your choice of Sautéed Vegetables*

*Freshly Baked Rolls with Butter*

*Freshly Brewed Iced Tea (sweetened or unsweetened)*



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