

Suite-er Wedding Packages

Congratulations on your engagement!

The **Embassy Suites by Hilton Richmond** is located in the west end of Richmond, Virginia, in the County of Henrico. We are the consummate address for both superior all-suite accommodations and an impeccable setting for a memorable wedding. Our experienced sales and catering staff is dedicated to making this very special occasion one filled with festivity and enjoyment. Please consider the exciting banquet and guestroom opportunities that **Embassy Suites** has to offer!

Banquet Facility Needs

With 3,700 square feet of elegantly designed space, **Embassy Suites** is the ideal venue for wedding ceremonies and receptions, bridesmaid's luncheons, and rehearsal dinners. Our beautiful Wilson Room can accommodate events up to 100 guests. Our wedding team has a commitment to service and detail and we will help you create the wedding day of your dreams!

Guest Room Accommodations and Amenities

- ◆ 224 two-room suites, featuring spacious living rooms with wet bar and separate bedrooms.
- ◆ Specially discounted corner suite that is perfect for the bridal party to dress in (if available)
- ◆ Complimentary cooked-to-order daily breakfast including omelet station
- ◆ Complimentary Evening Reception 5:30 p.m. to 7:30 p.m. daily
- ◆ Heated indoor pool, whirlpool and sauna
- ◆ Fully equipped fitness room
- ◆ Room service
- ◆ Complimentary parking
- ◆ Complimentary shuttle within a five-mile radius, when available

Our mission at **Embassy Suites by Hilton Richmond** is to provide our guests a unique and memorable experience accompanied by Embassy Suites' signature "Catch Me at My Best" service. Please do not hesitate to contact the Catering Department at **(804)521-1601** with questions.

Thank you and we look forward to welcoming you here at the **Embassy Suites by Hilton Richmond**.

*Embassy Suites by Hilton Richmond ~
Sweeter Wedding Packages*



EMBASSY SUITES HOTEL®
Richmond - The Commerce Center

All prices are subject to 20% service charge, 4% county tax and 5.3% state tax. Substitutions will incur a surcharge. Menu prices are subject to change without notice.

Suite-er Wedding Packages

For weddings from 50 to 100 guests we include the following services in a one-price per person package

- ◆ *Room rental, set-up & break-down of your customized reception up to 5 hours*
- ◆ *Sweetheart table setting for Bride & Groom OR Head table for up to 10 guests*
- ◆ *Dance floor*
- ◆ *Hotel centerpieces & hotel white linens with your choice of napkin color*
- ◆ *Gift table, cake table, and DJ table including your choice of linen color*
- ◆ *Elegant menus including:*
 - ◆ *Cocktail Hour Refreshments and First—Hour Bar*

Open bar for the first hour featuring our deluxe liquor brands, red and white wine, 2 domestic and 2 imported beers, soft drinks, bottled waters and juice. Appropriate bartending staff required—\$100 per bartender
 - ◆ *Choice of Three-Course Served Meal, Buffet or Heavy Hors D'oeuvres*
 - ◆ *Sparkling Wine Toast*
- ◆ *Cake cutting and serving, including china and silver*
- ◆ *Courtesy overnight room block for your wedding guests*
- ◆ *Custom bridal amenity and complimentary one night stay for Bride & Groom*
- ◆ *Dedicated Hotel Wedding Planner from start to finish including day of services*

Pricing ~ See Menus on Following Pages

No room rental if food and beverage minimum is met

50 guests minimum, 100 guests maximum

*5 hours of event time ~ including one hour pre-reception and 4 hours reception
A la carte personalized pricing is available for weddings with fewer than 50 guests*

Ask about customizing your Ceremony!



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Cocktail Hour Hors D'oeuvres

~Choose 4 Selections~
Included with listed package

- | | |
|---|---|
| ◆ Petite Finger Sandwiches | Bread |
| ◆ Vegetable Crudités with Ranch Dressing | ◆ Sliced Fresh Fruit with Chocolate Fondue |
| ◆ Sliced Fruit Platter with Yogurt Dressing | ◆ Antipasto Display, Italian Breads |
| ◆ International Cheese Display, Crackers | ◆ Chocolate Dipped Strawberries |
| ◆ Virginia Ham Biscuits | ◆ Maryland Mini-Crab Cakes |
| ◆ Golden Popcorn Shrimp Remoulade | ◆ Marinated Scallops Wrapped in Bacon |
| ◆ Sweet & Sour or Swedish Meatballs | ◆ Coconut Chicken with Orange Glaze |
| ◆ Vegetable Potstickers with Szechuan Sauce | ◆ Wild Mushroom Bruschetta on Crostini |
| ◆ Chicken Satay with Spicy Peanut Sauce | ◆ Filet Mignon with Horseradish on Crostini |
| ◆ Sesame Glazed Smoked Cocktail Franks | ◆ Skewered Barbeque Rubbed Shrimp |
| ◆ Grilled Vegetable and Cheddar Quesadillas | ◆ Warm Spinach & Artichoke Dip with Pita Points |
| ◆ Beef and Vegetable Kabobs | |
| ◆ Grilled Vegetables with Hummus & Pita | |

Add Butler Passed Hors D'oeuvres Attendants—\$75.00 for 2 hours

Cocktail Hour Enhancements

Carving Station

Carved Roast Round of Beef
Served with Horseradish Cream Sauce and Rolls
\$425 (serves 50)

Carved Virginia Ham
Served with Honey Mustard Sauce and Rolls
\$375 (serves 50)

Warm Chesapeake Crab Dip

Served with Pita Points
Market Price

Gourmet Coffee Station

Freshly Brewed Regular and Decaffeinated Coffee, Hot Teas
Flavored Syrups, Whipped Cream, Shaved Chocolate, Orange Zest, Cinnamon Sticks
\$8.00 per person



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Sweetheart Served Dinner

Starters

(Choose One)

Wild Mushroom Bruschetta on Crostini

Soup Du Jour—Seasonal Selection Available

Salads

Garden Salad or Caesar Salad

Entrées

Beef \$95

Choice New York Cut Strip Steak with Buffalo Bleu Cheese Butter

Grilled Filet Mignon Bernaise Sauce

Bone in Pork Chop with Green Apple Relish

Seafood \$88

Baked Jumbo Crab Cakes

Seared North Atlantic Salmon with Smoked Tomato Vinaigrette

Pecan Crusted Trout with Bourbon Peach Salsa

Chicken Breast \$81

Chicken Saltimbocca

Louisiana Chicken with Mushroom Cream Sauce

Lemon Pepper Chicken with Tomato Basil Beurre Blanc

Choice of Two Entrees — Additional \$2 per person

Choice of Three Entrees—Additional \$3 per person

Combination Plated Dinner \$100

Grilled Petite Filet Mignon with Smoked Tomato Poblano Sauce &

Jumbo Lump Crab Cake with Fresh Lemon Tartar Sauce

OR

Grilled Petite Filet Mignon with Smoked Tomato Poblano Sauce &

Jumbo Shrimp stuffed with Chesapeake Crabmeat and Wrapped in Prosciutto

*All Dinners Served with Warm Dinner Rolls & Butter,
Chef's Choice of appropriate Rice or Potato and Fresh Vegetable
Freshly Brewed Decaffeinated and Regular Coffee, Iced Tea, Ice Water*



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Romance Dinner Buffet

Salads

Mixed Baby Field Green Salad with Choice of Dressing
Marinated Mushroom Salad with Fresh Herbs & Diced Red Pepper
Roasted Corn and Black bean Salad with Red Onion, Cilantro, and a Tangy Lime Vinaigrette

Entrées

(Choose Two)

Rosemary-Garlic Crusted Loin of Pork with Rosemary Fond Lie
Sesame Ginger Seared North Atlantic Salmon with Fried Tobacco Onions
Sliced Roast Prime Rib of Beef with Roasted Garlic & Rosemary Au Jus
Louisiana Chicken with Mushroom Cream Sauce
Chicken Piccata
Crispy Baked Trout with Bourbon Peach Salsa

Side Dishes

Fresh Seasonal Vegetable Medley
Chef's Choice of Rice or Potato
Display of Fresh Baked Breads & Butter
Freshly Brewed Decaffeinated and Regular Coffee, Iced Tea, Ice Water

\$100.00 per person



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Diamond Hors D'oeuvres Package

Buffet and Passed Hors d'oeuvres ~ Select Eight Items, all are replenished for 2 hours

- ◆ Petite Finger Sandwiches
- ◆ Vegetable Crudités with Ranch Dressing
- ◆ Sliced Fruit Platter with Yogurt Dressing
- ◆ International Cheese Display, Crackers
- ◆ Virginia Ham Biscuits
- ◆ Golden Popcorn Shrimp Remoulade
- ◆ Sweet n Sour or Swedish Meatballs
- ◆ Vegetable Potstickers with Szechuan Sauce
- ◆ Chicken Satay with Spicy Peanut Sauce
- ◆ Sesame Glazed Smoked Cocktail Franks
- ◆ Grilled Vegetable and Cheddar Quesadillas
- ◆ Beef and Vegetable Kabobs
- ◆ Grilled Vegetables with Hummus & Pita Bread
- ◆ Sliced Fresh Fruit with Chocolate Fondue
- ◆ Antipasto Display, Italian Breads
- ◆ Chocolate Dipped Strawberries
- ◆ Maryland Mini-Crab Cakes
- ◆ Marinated Scallops Wrapped in Bacon
- ◆ Coconut Chicken with Orange Glaze
- ◆ Wild Mushroom Bruschetta on Crostini
- ◆ Filet Mignon with Horseradish on Crostini
- ◆ Skewered Barbeque Rubbed Shrimp
- ◆ Warm Spinach & Artichoke Dip with Pita Points

Action Stations—Select Three

Antipasto Display

Prosciutto, Provolone, Salami,
Sweet Copia, Mozzarella, Pepperoncini, Black Olives, Feta Cheese, Artichoke Hearts, Italian Breads

Southern Hospitality

Warm Chesapeake Crab Dip
Warm Spinach and Artichoke Dip
Served with Pita Points

Mashed Potato Bar

Freshly Made Mashed Potatoes to top with your choice of Cheddar Cheese, Bacon, Sautéed Mushrooms, Sour Cream, Chives

*Carving Station **

Carved Roast Round of Beef
With Horseradish Cream Sauce and Rolls
Carved Virginia Ham
With Honey Mustard Sauce and Rolls

*Pasta Station**

Fresh Pasta Prepared to Order
Classic Caesar Salad Station
Fresh Crisp Romaine Lettuce served with Creamy Garlic Caesar Dressing
Your Choice of Grilled Chicken Breast or Shrimp

Shrimp Cocktail on Ice

Chilled Jumbo Shrimp Cocktail with Smoked Tomato Poblano Sauce

* Requires Chef attendant—
\$75.00 per attendant

\$92.00 per person



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Beverages

Premium Brands \$8.00 per drink

Absolut Vodka, Bacardi Light Rum, Tanqueray Gin, Reposada 1800 Tequila, Chivas Regal Scotch, Maker's Mark Bourbon, Canadian Club Blended Whiskey

Cordials \$8.00 per drink

Bailey's Irish Crème, Sambucca Romano, Amaretto di Amore, Tia Maria Coffee Liqueur, Grand Marnier

House Brands \$7.00 per drink

Gordon's Vodka, Castillo Light Rum, Gordon's Gin, Sauza Tequila, Dewars Scotch, Jim Beam Bourbon, Seagram 7 Blended Whiskey

Specialty Drinks \$ 10.00 per drink

For example Martini, Long Island Iced Tea, Manhattan, or Shooters

House Wine-Copper Ridge \$7.00 per drink

Chardonnay, White Zinfandel, Cabernet Sauvignon, Merlot

St. Michelle Wine \$8.00 per drink

Chardonnay, Merlot, Cabernet, Sauvignon Blanc

Additional wines available—please ask for our wine list.

Beer

Import: Heineken, Corona, Amstel Light \$6.00 per drink

Seasonal, Local, and National Craft Beers are also available for \$6.00 per drink

Domestic: Miller Lite, Coors Light, Budweiser, Michelob Ultra, Yuengling, Bud Light \$5.00 per drink

Open Bar

Includes House Brand Mixed Drinks, Copper Ridge Red & White Wine and Import & Domestic Beer

Charges per guest based on event time:

| | | | |
|--------------------|----------------|-------------------|----------------|
| One Hour | \$18.00 | Two Hours | \$22.00 |
| Three Hours | \$25.00 | Four Hours | \$28.00 |

*All private bars include one bartender for a ratio of 1 bartender per 75 guests at \$100 per event (4 hours maximum)
Per Virginia Law only The Embassy Suites Hotel Staff is permitted to serve alcoholic beverages on the premises*

Non-Alcoholic Beverage Selections

| | |
|--|---------------------------|
| <i>Freshly Brewed Decaffeinated and Regular Coffee</i> | <i>\$40.00 per gallon</i> |
| <i>Freshly Brewed Iced Tea</i> | <i>\$38.00 per gallon</i> |
| <i>Sparkling Fruit Punch with Fresh Fruit Garnish</i> | <i>\$30.00 per gallon</i> |
| <i>Assorted Sodas</i> | <i>\$2.00 each</i> |



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Wedding Policies

Food and Beverage Minimum Purchase

A minimum purchase \$8000 before service and tax is required. This purchase includes all food, alcoholic and non-alcoholic beverages and any additional services, décor or other purchases. If the minimum purchase is not made, the difference will be made up with a room rental charge. This minimum purchase is subject to change.

Deposit and Payment Schedule

We require a non-refundable deposit of 25% of the anticipated event total to guarantee the event date. A total of 50% of the anticipated total must be paid by 180 days or 6 months in advance. Final payment of the anticipated number of guests is due 10 days in advance of the event. A credit card authorization form is required to guarantee incidental purchases during the event, including additional guests.

Function Guarantee

The anticipated headcount is due to the hotel by 10 days in advance of the event along with full payment. (See above.) The final headcount is due to the hotel by 12 noon, 72 business hours in advance of the event. If the guarantee is not received the anticipated headcount will be considered final. The final headcount is not subject to reduction after 12 noon, 72 business hours in advance of the event. The hotel prepares seating and food for 3% over the guaranteed number of guests. If additional guests are added after this date, the hotel cannot guarantee seating or that the same menu will be offered. Surcharges may apply. Full pre-payment or a pre-authorized credit card is required to add guests after the guarantee date. Additional chairs can not be added to the room without the same increase in the guaranteed headcount.

Entertainment

You may select your own live entertainment or DJ. The Hotel will provide a list of recommended companies. The Hotel reserves the right to control the volume level and the entertainer(s) must comply with volume reduction requests.

Specialty Decor

Your Wedding Event Planner can assist you with the rental of specialty décor such as overlays, runners, chair covers and sashes, specialty chairs. Lap length white tablecloths are provided as the standard.

Vendors

Arrival times for your vendors and special arrangements such as early access to the reception room must be planned in advance with your Wedding Event Planner. This will include your florist, bakery, photographer, videographer, musicians and any company providing services to you on the day of your event. We allow your vendors access to the reception room 2 hours in advance of the event start time unless otherwise planned. Additional charges may apply for additional set up time.

Event Times

We allow 5 hours of event time with 2 hours access in advance for vendors. Daytime events must conclude with all guests departed by no later than 4:00 p.m. Evening events must conclude no later 12:00 midnight.

Please refer to your event contract for all other guidelines and policies.



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Ceremony Possibilities

For The Ceremony:

- ◆ *Room rental, including set-up and break-down of your customized ceremony*
- ◆ *White chair covers for guest seating*
- ◆ *Your choice of decorative arch or columns*
- ◆ *Hotel Wedding Planner to assist with day-of services*

Ask for prices ~ based on availability.



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