



## Embassy Suites Tampa - USF/Near Busch Gardens

3705 Spectrum Boulevard

Tampa, FL 33612

813.977.7066

[embassysuitesusf.com](http://embassysuitesusf.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 Tampa-USF 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

All alcoholic beverages, served on the hotel premises (or elsewhere under the hotel 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 TIPS. TIPS is a 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 **24%** 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.

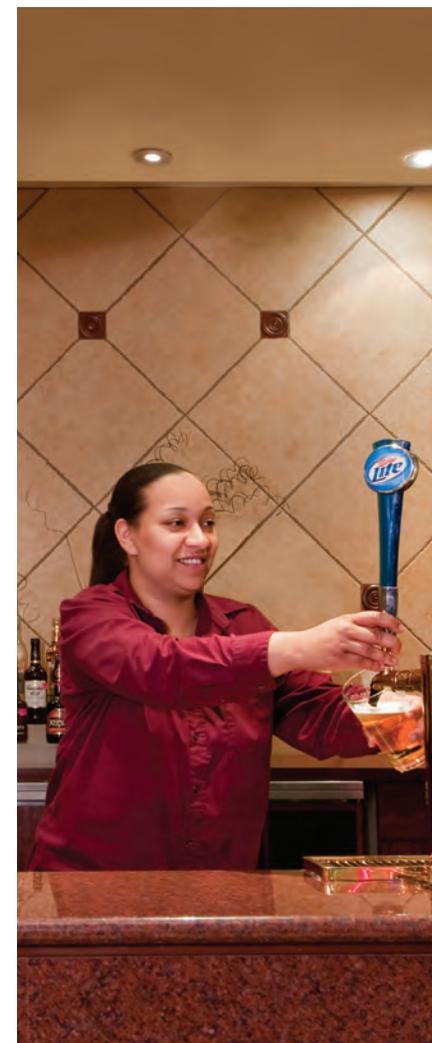
### Event details & guarantees

To ensure our entire team is prepared and all your needs are accommodated, we request that the final details of your event be submitted **(2)** weeks in advance of your event. Confirmation of the final guaranteed attendance is required at least **(3)** working days in advance of all functions.

### Weather

The following forecasted weather conditions may require the relocation of an outdoor event to a indoor back-up location: **30%** or higher chance of precipitation, temperatures **below 60° or over 100°** or wind gusts in excess of **15 mph**. Decisions will be made no less than 4 hours prior to the scheduled start time. A client requested delay resulting in a double set-up will be assessed a service charge of **\$500**

**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 Tampa-USF

Attn: Shipping & Receiving

**(Name of event manager)**

3705 Spectrum Blvd

Tampa, FL 33612

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

Special Delivery Instructions

There is a **\$10 per box** charge for boxes received at the hotel/convention center.

Because there is limited storage space, boxes can be accepted no more than **(3)** working days prior to your meeting. A storage fee of **\$5/per day, per box** will be applied to any materials shipped earlier than **(3)** days prior to the event. Boxes left on the premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company; your event manager can assist you with these arrangements.

### 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.

### 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.

### 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. Parking fee apply to all overnight guests.

### 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 **(3)** business days prior to the event. 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.

### High speed internet access

Available in guest suites at a daily rate of \$4.95 per 24 hour period. **(Complimentary for HHonors Gold & Diamond Members.)** Access includes guest room, atrium and Mangroves Grille. HSIA is available in the convention center and meeting rooms - arrangements must be made through the event department. **(charges are based on # of connections equipment needs)**



# GENERAL INFO

## info for our overnight guests

### Cooked-to-order breakfast

**Mon-Fri | 6:30am-9:30am**

**Sat, Sun & Holidays | 7am-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 key to obtain breakfast. Breakfast vouchers are available for local guests at \$9.95 each plus current sales tax.*

### Evening 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.

### Mangroves Grille

Nestled in the hotel's tropical eight story atrium. This first class restaurant is the ideal place to gather for a delightful lunch or dinner while taking in the spectacular gardens and water features. The Mangroves Grille specializes in Floridian-Bistro Style Cuisine with an International Flair. Enjoy "The Show" as our Culinary Staff prepares your heart's desire in our Exhibition Kitchen. Additionally, the Mangroves Grille offers an Express Lunch Buffet Monday-Friday.

**Lobby Level**

**Lunch | daily, 11am-2pm**

**Dinner | daily, 5pm-10pm**

### Oak Tree Lounge

A local favorite, cozy yet spacious, casual yet elegant — the Oak Tree Lounge is more than a place for a cocktail. With daily drink specials and a charged atmosphere, guests and locals mingle while enjoying premium spirits and an experienced, friendly staff. Make the Lounge your own personal haven and hideaway during your stay in Tampa.

**Lobby Level, adjacent to Mangroves Grille**

**Beverage Service**

**Daily | 2pm-midnight**

### 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.

**[www.visittampabay.com](http://www.visittampabay.com)**

### Transportation

The hotel provides limited complimentary shuttle service to local destinations, within 5 mile radius. Service is based on availability and schedules are available upon request. Limousine service and car rental services are available to arrange for VIP and group transportation. Tampa International Airport (TPA) **[www.tampaairport.com](http://www.tampaairport.com)** is located approximately 17 miles and 25 minutes from the hotel. Hotel shuttle service is not available.

