



**EMBASSY
SUITES**
by HILTON™

Arcadia - Pasadena Area

Birthday Package

(Minimum of 75 Guests)

Includes the Following Items:

White, Ivory or Black Floor Length Table Linens

Colored Napkins

Specialty Cake

Dance Floor

Mirrors and Votive Candles

LED Up Lights

Bartender and Bar Set-Up

Champagne Toast

Complimentary Hotel Suite for the night of event.

Menu

All Entrees are Served with Chef's Choice of Vegetables, Dinner Rolls
Coffee, Iced Tea and Hot Tea

Plated Entree

Please select one of the following salads:

Tossed Caesar Salad

Mixed Greens Salad Served

with Your Choice of Two Dressings

Please select one of the following dinners:

-Marinated & Grilled Tri - Tip

-Breast of Chicken Served with

Your Choice of One Sauce:

Picatta, Roasted Garlic, Lime-Cilantro or Wild Mushroom

-Grilled Pacific Salmon Lemon Caper Sauce

-Vegetarian Entrée upon request

Buffet

Tray of Fresh Sliced Fruit and Berries

Tossed Caesar Salad or Mixed Greens Salad

Please Select Two Entrées from the Following:

-Grilled Pacific Salmon

Served with Your Choice of One Preparation:

Basil-Garlic, Ginger-Lime, or Cajun Style

-Tri-Tip Bourguignon

-Breast of Chicken

Served with Lime-Cilantro or Wild Mushroom

Red Roasted Potatoes with Garlic and Rosemary

Rice Pilaf

Sautéed Fresh Vegetables

General Information

Guarantee

Together with our professional Catering and Banquet Staff we will provide you with the finest of service. Your Catering Manager will determine your group's minimum revenue guarantee at the time of the event booking. This will be considered your minimum financial guarantee, not subject to reduction, for which you will be charged, should less guests attend. your actual attendance must be confirmed fourteen (14) business days in advance by 10:00am

Non- Refundable Deposits

A 25% Non-Refundable Deposits is required to confirm banquet space on a definite basis.

Payments

Unless credit has been approved by the hotel, full estimated payment is required at time of guarantee in the form of cash, money order or cashier's check made payable to Embassy Suites three (3) days prior to your event date. Any additional charges are due at the conclusion of the function. If paying by check, payment must be given at least fourteen (14) days prior to the event. A credit card must be on file as guarantee for any extra charges.

Availability

Daytime events may be scheduled between 11:00am - 4:00pm. Evening events may be scheduled between 6:00pm - 12:00 midnight. Hours are subject to hotel's space availability and may be flexible. In the event that the room is required for more than six hours time frame, there will be an additional room charge of \$350.00 per hour. Access to your room prior to the schedule event time for the purpose of decorating is subject to availability and may incur an additional charge.

Menu Tasting

The Hotel will provide a complimentary food tasting to the Bride and Groom after signing agreement and deposit has been received. There is a \$35 charge for each additional person attending the tasting. All menu tastings are scheduled between Tuesday - Thursday from 11:00am - 2:00pm with a two week notice, excluding holiday. No Tastings will be available between 11/24/2016 to 01/07/2017. Reservation must be made two weeks prior with the Catering Department. Menu tastings does not include Hors d' oeuvres or desserts.

Rehearsals

All rehearsals are done Monday - Saturday earliest 11:00am - 4:00pm the latest by appointment. Appointments are based on availability. Rehearsals are subject to change due to conflicting events.

Decorations

All decorations must meet with the local fire department specifications and approval. Recommendations for floral arrangements are available through the Catering Department. The Hotel will not permit the affixing of anything to the walls, floors or ceiling of rooms with nails, staples, tape or any other substance unless prior approval is given by your Catering Manager.

Music and Entertainment

Recommendations for entertainment are available through our Catering Department. For evening functions, all music must end no later than 12:00am (midnight), however, if the hotel receives complaints we may ask you to turn music down or off prior to midnight. All entertainment must supply their own extension cords and duct tape. All cords must be safely secured. Music and entertainment are subject to the terms of our "Entertainment Agreement" where applicable.

Linens

Ask about our wide variety of tablecloth and napkin colors. A nominal fee will be charged for special orders.

Security

The Hotel shall not assume the responsibility for the loss or damage of any articles or merchandise left in the public function space. Security arrangements for exhibits, merchandise or articles must be made prior to your function through the Hotel.

Audio-Visual Equipment

All state-of-the-art audio-visual equipment may be arranged through your Catering Manager.

Service Charge and Sales Tax

All prices including food, beverages, meeting room rental and audio visual are subject to a mandatory taxable 21% service charge plus applicable 9% state and local taxes.

Miscellaneous

Food and/or beverage may not be brought into the hotel or be taken from hotel. Banquet staff is not authorized to give To-Go boxes for any leftovers.