



*Holiday Inn®  
& Suites*

NORTH BEACH

2017- 2018 Event Menus

## BREAKFAST BUFFETS

Minimum 25 Guests | 1.5 Hour of Service

### Rise and Shine

|\$10 Per Person

Sliced Fresh Seasonal Fruits  
Assorted Breakfast Pastries  
Two Chilled Fruit Juices  
Freshly Brewed Coffee, Decaffeinated Coffee and Tea Selection

### Sunrise over Sand

|\$12 Per Person

Sliced Fresh Seasonal Fruits  
Assorted Pastries and Muffins  
Bagels with Cream Cheese  
Assorted Yogurts  
Two Chilled Fruit Juices  
Freshly Brewed Coffee, Decaffeinated Coffee and Tea Selection

### Good Morning Virginia Beach

|\$16 Per Person

Sliced Fresh Seasonal Fruit  
Assorted Warm Muffins **or** Danish  
Assorted Yogurts  
Scrambled Eggs  
Crisp Bacon **or** Sausage  
Breakfast Potatoes  
Two Chilled Juices  
Freshly Brewed Coffee, Decaffeinated Coffee and Tea Selection

### Breakfast Additions

Yogurt Parfaits	\$60	Per Dozen
Croissant Stuffed with Scrambled Eggs, Ham and Cheese	\$36	Per Dozen
Bagels and Cream Cheese	\$26	Per Dozen
Assorted Individual Yogurts	\$26	Per Dozen
Danish	\$26	Per Dozen
Cinnamon Rolls	\$26	Per Dozen
Muffins	\$26	Per Dozen
Country Sausage Biscuits	\$36	Per Dozen
Omelet Station*	\$7	Per Person
Shrimp & Grits Station*	\$7	Per Person
Bacon or Sausage	\$4.50	Per Person

*\*One chef per 25 Guests | Chef's fee of \$75 per station applies to each chef-attended station*

## MORNING REFRESH

*Replenished for 30 minutes*

A variety of Classic Glazed and Cake Donuts, Served with Freshly Brewed Regular and Decaffeinated Coffee and Hot Tea Selections |\$6 Per Person

Assorted individual Yogurt Parfaits, Granola Bars and Whole Fruit Served with Freshly Brewed Regular and Decaffeinated Coffee and Hot Tea Selections |\$7 Per Person

Banana Split Break with Honey Vanilla Greek Yogurt, Fresh Seasonal Berries & Bananas, Chopped Walnuts, Chocolate Chips and Granola Served with Freshly Brewed Regular and Decaffeinated Coffee and Hot Tea Selections |\$7 Per Person

## AFTERNOON RECHARGE

*Replenished for 30 minutes*

Rich Fudge Brownies with Nuts |\$9 Per Person  
Chocolate Chip Cookies  
White Chocolate Macadamia Nut Cookies  
Served with Chilled Milk, Assorted Sodas and Bottled Water

Create your own Trail Mix with an assortment of Dried Fruits, Walnuts, Almonds, Milk Chocolate Chips, Granola & Pretzels |\$10 Per Person  
Served with Freshly Brewed Regular and Decaffeinated Coffee and Iced Tea

Jumbo Soft Pretzels with Warm Cheese and Mustard, Mini Corndogs and Freshly Popped Popcorn |\$8 Per Person  
Served with Assorted Soda and Lemonade

Vegetable Crudit  with Roasted Red Pepper Hummus & Parmesan Peppercorn Dip, Seasonal Sliced Fruit Served with Freshly Brewed Regular and Decaffeinated Coffee and Iced Tea |\$9 Person

Ham and Swiss Sliders |\$8 Person  
Fried Chicken Sliders with Specialty Jam  
Ms. Vicki's Kettle Potato Chips  
Assorted Sodas and Iced Tea

## ALL DAY BREAK PACKAGE

Selection of one morning refresh, one afternoon recharge and Continuous beverage service for 8 hours including Freshly Brewed Coffee, Decaffeinated Coffee, Tea Selection, Assorted Sodas and Bottled Water  
\$27 Per Person

## ALL DAY BEVERAGE PACKAGE

Continuous beverage service for 8 hours including Freshly Brewed Coffee, Decaffeinated Coffee, Tea Selection, Assorted Sodas and Bottled Water  
\$20 Per Person

## Full Day Continuous Coffee and Tea

Continuous Coffee and Tea Service for 8 hours  
\$16 Per Person

## Half Day Continuous Coffee and Tea

Continuous Coffee and Tea Service for 4 hours  
\$10 Per Person

## ALA CARTE SIPS & SNACKS

Assorted Sodas	\$3 Each
Bottled Water	\$3 Each
Premium Bottled Juices	\$5 Each
Gatorade	\$4 Each
Coffee	\$37 Per Gallon
Decaffeinated Coffee	\$37 Per Gallon
Hot Tea	\$37 Per Gallon
Iced Tea	\$37 Per Gallon
Lemonade	\$37 Per Gallon

Cookies	\$30 Per Dozen
Brownies	\$30 Per Dozen
Lemon Squares	\$30 Per Dozen
Individual Trail Mix	\$24 Per Dozen
Assorted Whole Fruit	\$24 Per Dozen
Granola Bars	\$30 Per Dozen
Bavarian pretzels & spicy mustard	\$30 Per Dozen
Chocolate Dipped Rice Krispy Treats	\$30 Per Dozen
Locally- Made Gourmet Cupcakes	\$36 Per Dozen
Tortilla Chips and Salsa	\$3.5 Per Person

## LITE LUNCHES

Each entrée accompanied by a Dessert  
Freshly Brewed Coffee, Decaffeinated Coffee, Iced Tea and Water Service

### Entrée Course

Spinach Salad with Grilled Chicken, Fresh Strawberries, Toasted Pecans and Goat Cheese with a Lite Red Wine Vinaigrette. |\$17 Per Person

Arcadian Mixed Greens with Sliced Flat Iron Steak, Grape Tomato, Crisp Fried Onion & Blue Cheese with Balsamic Vinaigrette |\$21 Per Person

Honey Walnut Chicken Salad Croissant served with Red Bliss Potato Salad |\$16 Per Person

Mediterranean Grilled Vegetable Wrap and House Salad |\$15 Per Person

### Dessert Course

#### Choice of one:

Double Chocolate Cake with Raspberry Coulis  
Cheesecake & Fresh Berries  
Classic Apple Pie

## PLATED LUNCHES

Each entrée accompanied by Freshly Baked Rolls and Butter, Salad and Dessert  
Chef's Starch and Seasonal Vegetable Paired with each Entrée  
Freshly Brewed Coffee, Decaffeinated Coffee, Iced Tea and Water Service

### Salad

House Salad- Mixed Greens, Cucumbers, Carrots, Radish, Olives, and Croutons.  
Caesar Salad- Romaine, Focaccia Croutons, Shredded Parmesan  
Spinach Salad- Baby Spinach, Cranberries, Toasted Pecans and Lite Red Wine Vinaigrette

### Entree

Marinated Grilled Chicken Breast with Champagne Cream Sauce |\$21 Per Person

Herb- Roasted Pork Tenderloin with Caramelized Onion Pan Gravy |\$22 Per Person

Over Roasted Atlantic Salmon with a Sherry Cream & Mango Salsa |\$23 Per Person

Eggplant Stuffed with Sautéed Spinach and Goat Cheese, Tomato Confit |\$18 Per Person

### Dessert

#### Choice of one:

Double Chocolate Cake with Raspberry Coulis  
Cheesecake with Fresh Seasonal Berries  
Flourless Chocolate Torte\*  
Key Lime Pie

*Choice of entrée available to groups of 30 or more.  
The highest priced entrée applies for all selections.*

\*Gluten Free

## CHILLED DELI LUNCHEON BUFFET

Freshly Brewed Coffee, Decaffeinated Coffee, Iced Tea and Water Service  
Available to groups of 20 or more | 1.5 Hours of Service

Garden Salad with Buttermilk Ranch and Balsamic Dressing

Spinach Orzo Pasta Salad with Feta

Red Bliss Potato Salad

Sliced Roast Beef, Smoked Turkey Breast and Honey Baked Ham

Provolone, Cheddar and Swiss Cheeses

Served With Sliced Tomatoes, Sliced Onions, Leaf Lettuce, Pickles,  
Mustard & Mayonnaise

Artisanal Bread Selection

Freshly Baked Cookies and Rich Fudge Brownies with Nuts

\$22 Per Person

## SOUP, SALAD AND SPUDS

Freshly Brewed Coffee, Decaffeinated Coffee, Iced Tea and Water Service  
Available to groups of 20 or more | 1.5 Hours of Service

**Soups** *Choice of One :*

Broccoli & Cheddar

Chicken Noodle

French Onion

Spinach Mushroom Bisque

Salad Bar with Mixed Greens, Spinach, Tomato, Cucumber,  
Red Onion, Shredded Carrot, Walnuts, Sunflower Seeds, Croutons,  
Shredded Cheese with a selection of dressings

\*Add Grilled Chicken- \$2.00 per person

Premium Idaho Potatoes with Broccoli Florets, Bacon Bits, Cheddar Cheese,  
Chives, Sour Cream and Whipped Butter

Double Chocolate Cake with Raspberry Coulis

\$22 Per Person

## HOT LUNCHEON BUFFET

| 1.5 Hours of Service | 25 Guest Minimum Required

Served with Freshly Baked Rolls and Butter

Freshly Brewed Coffee, Decaffeinated Coffee, Iced Tea and Water Service

### Soup & Salad Selection

*Please Choose One of the Following Soups **or** Salads*

Broccoli & Cheddar | Chicken Noodle | Spinach Mushroom Bisque

Spinach Orzo Pasta Salad with Feta

Red Bliss Potato Salad

House Salad w/ Buttermilk Ranch & Balsamic Vinaigrette

### Entrée Selections

*Please Choose Two of the Following Entrees*

Grilled Breast of Chicken with Crispy Prosciutto and Sun-Dried Tomato Cream Sauce

Basil Dusted Breast of Chicken with Champagne Cream Sauce & Tomato Confit

Herb-Roasted Pork Tenderloin with Caramelized Onion Pan Gravy

Oven Roasted Salmon with Sherry Cream and Mango Salsa

Sliced Slow-Roasted Top Round

Eggplant Roulade with Sautéed Spinach and Goat Cheese atop Tomato Confit

### Starches

*Please Choose One of the Following Starches*

Wild Rice Pilaf

Herb-Roasted Potatoes

Southern Style Mac n Cheese

Garlic Whipped Potatoes

### Vegetables

*Please Choose One of the Following Vegetables*

Broccoli Sautéed with Garlic & Butter

Seasonal Vegetable Medley

Haricot Vert with Slivered Almonds

Honey Ginger Glazed Carrots and Green Beans

### Dessert

Assorted Cakes

\$27 Per Person

## Grab N' Go Lunch

Create your own Grab N' Go includes a Sandwich, Individual Bag of Kettle Chips, Whole Fruit, Home-style Cookie and Assorted Bottled Beverages.

*Maximum of 2 selections*

### **Fresh Mozzarella and Sliced Tomato**

Ciabatta with Drizzled Balsamic

### **Mediterranean Vegetable Wrap**

Roasted Red Pepper Hummus, Spinach, Kalamata Olives, Tomato and Red Onion

### **Tuna Salad**

Croissant with Lettuce, and Tomato

### **Honey Roasted Turkey Breast**

Brioche Roll Served with Smoked Gouda, Lettuce, Tomato and Chipotle Mayo

### **Smoked Ham**

Sourdough Served with Swiss Cheese, Lettuce, Tomato and Dijon Mayo

### **Italian**

Ciabatta with Salami, Capicola, Smoked Ham, Provolone Cheese, Lettuce, Tomato, Mayo and Italian Vinaigrette

\$18 Per Person



## HORS D'OEUVRES

### Display

Domestic & Imported Cheese Display Garnished with Seasonal Fresh Fruits, Berries, and Assorted Jams Served with Flatbread and Gourmet Crackers	\$8 Per Person
Seasonal Vegetable Crudité with Roasted Red Pepper Hummus and Buttermilk Peppercorn	\$6 Per Person
Spinach Artichoke Dip   Crisp Pita Chips	\$7 Per Person
Fresh Sliced Fruit and Berries Served with Yogurt Dip	\$7 Per Person

### Butler Passed

Priced Per 100 Pieces

#### Chilled

Fresh Mozzarella and Tomato	\$175
Key-lime Marinated Shrimp   Guacamole   Crisp Pita	\$250
Goat Cheese   Honey Drizzle   Seasonal Berry on Toasted Pita	\$150
Shrimp   Corn Salsa   Cocktail Sauce	\$200

#### Warm

Coconut Shrimp	\$250
Mini Chesapeake Crab Cakes	\$295
Thai Vegetable Spring Rolls	\$200
Spanakopita	\$175
Asparagus and Asiago Cheese Phyllo	\$230
Bacon Wrapped Scallops	\$250
Teriyaki Chicken with Sweet Thai Chili Dipping Sauce	\$175

## RECEPTION STATIONS

1.5 Hours of Service | 25 Guest Minimum Required

All Stations must be guaranteed for full guest attendance

\$75 Fee for each Station Attendant\* | One Attendant Per 50 Guests Required

### Italian Pasta Station\* | \$11 Per Person

Cheese Tortellini and Penne Pasta  
Served with Creamy Alfredo, Marinara and Basil Pesto Sauce  
Seasoned Chicken and Meatballs  
Sautéed Vegetables, Parmesan Grated Cheese

### Seafood | \$18 Per Person

Chilled Shrimp Salad with Crisp Pita Chips  
Mediterranean PEI Mussels  
Bacon Wrapped Scallops  
Miniature Crab Cakes

### Mashed or Baked Potato Bar | \$8 Per Person

Red Bliss Mashed Potatoes  
Premium Idaho Baked Potatoes  
Butter, Sour Cream, Bacon Pieces,  
Scallions, Cheddar Cheese, Parmesan Cheese

### Taco Bar | \$12 Per Person

Corn and Flour Tortillas  
Chicken Carnitas or Seasoned Ground Beef  
All Served with Fresh Pico De Gallo, Sour Cream, Chipotle Aioli  
Shredded Cabbage, Diced Tomato

### Carvery\*

Oven Roasted Turkey *Serves 30* | \$250 Each  
Pan Gravy | Cranberry Sauce | Sweet Potato Biscuit

Slow Roasted Top Round of Beef *Serves 75* | \$275 Each  
Red Wine Demi | Horseradish Sauce | Rolls

Moroccan Spice-Rubbed Leg of Lamb *Serves 30* | \$375 Each  
Mint Jelly | Tzatziki | Warm Flatbread

Herb Roasted Prime Rib *Serves 30* | \$350 Each  
Au Jus | Horseradish Sauce | Rolls

## DESSERT DISPLAYS

1.5 Hours of Replenishment

Viennese Station | \$9 Per Person  
Petite Fours | Assorted Miniature Cheesecake | Baby Eclairs | Macaroons

Cheesecake Station | \$8 Per Person  
Classic New York Style | Raspberry Swirl  
Silk Tuxedo | Chocolate Chip

## PLATED DINNER

Each entrée accompanied by Freshly Baked Rolls and Butter, Salad and Dessert  
Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Iced Tea and Water Service

### Salad

House Salad  
Mixed Greens, Cucumbers, Carrots, Radish, Olives, and Croutons

Caesar Salad  
Hearts of Romaine, Focaccia Croutons, Shaved Parmesan

Spinach Salad  
Baby Spinach, Cranberries, Toasted Pecans and Lite Red Wine Vinaigrette

Beefsteak Tomato and Fresh Mozzarella on Baby Greens Drizzled with Balsamic  
Vinaigrette

### Entrees

Basil Dusted Breast of Chicken | \$28 Per Person  
Champagne Cream Sauce and Tomato Confit  
Garlic Infused Mashed Potato | Buttered Haricots Vert

Grilled Breast of Chicken | \$28 Per Person  
Crispy Prosciutto and Sun-Dried Tomato Cream Sauce  
Wild Rice Pilaf | Sautéed Broccolini

Oven Roasted Atlantic Salmon | \$28 Per Person  
Sherry Cream and Mango Salsa  
Wild Rice Pilaf | Buttered Haricots Vert

Flounder Roulade | \$32 Per Person  
Sautéed Spinach Crabmeat Finished with Caper Beurre Blanc  
Wild Rice Pilaf | Sautéed Broccolini

### Entrees Continued

Filet of Beef | \$36 Per Person  
Wild Mushroom Demi  
Garlic Infused Mashed Potatoes | Asparagus

NY Strip | \$33 Per Person  
Herb Infused Red Wine Reduction  
Rosemary Roasted Potatoes | Petite Carrot & Green Bean Medley

Eggplant Roulade | \$25 Per Person  
Stuffed with Sautéed Spinach and Goat Cheese, Tomato Confit  
Garlic Infused Mashed Potatoes | Asparagus

### Dessert

#### Choice of one:

Ultimate Chocolate Cake  
Banana Caramel Cheesecake Xango  
Flourless Chocolate Torte  
Lemon Sorbet

*\*Should you select a choice of two entrees, the price of the higher entrée will prevail for all guests.  
Multiple entrees will share the same starch and vegetable.  
All Beef is prepared medium.*

## DINNER BUFFET

1.5 Hours of Service | 40 Guest Minimum Required

Served with Freshly Baked Rolls and Butter

Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Iced Tea and Water Service

### Salads

*Please Choose Two of the Following Salads*

House Salad with Ranch & Balsamic Vinaigrette

Vine-Ripe Tomato and Mozzarella

Classic Caesar

Spinach Salad with Cranberries, Toasted Pecans and Lite Red Wine Vinaigrette

### Entrée Selections

*Please Choose Two of the Following Entrees*

\*Add additional entrée for \$6 Per person

Grilled Breast of Chicken with Crispy Prosciutto and Sun-dried Tomato Cream Sauce

Basil Dusted Breast of Chicken with Champagne Cream Sauce and Tomato Confit

Herb Roasted Pork Tenderloin with Caramelized Onion Pan Gravy

Oven Roasted Salmon with Sherry Cream and Mango Salsa

Caribbean Mahi with Sweet Pineapple Jerk Sauce

Sliced Brisket with BBQ Brown Gravy

Slow-Cooked Beef Tips with Mushroom

Eggplant Roulade with Sautéed Spinach and Goat Cheese atop Tomato Confit

### Starches

*Please Choose Two of the Following Starches*

Wild Grain Rice Pilaf

Rosemary Roasted Potatoes

Southern Style Macaroni and Cheese

Garlic Infused Mashed Potatoes

### Vegetables

*Please Choose Two of the Following Vegetables*

Broccoli Sautéed with Garlic & butter

Vegetable Medley

Haricot Vert with Slivered Almonds

Honey Ginger Glazed Carrots and Green Beans

Steamed Broccolini

Country Green Beans with Bacon and Sweet Onion

### Dessert

Chefs Assortment of Sweets

\$36 Per Person

## THEMED BUFFETS

1.5 Hours of Service | 40 Guest Minimum Required

Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Iced Tea and Water Service

### A Taste of the South

Lunch \$27

Dinner \$32

Red Bliss Potato Salad

Pulled Pork Sliders

Country Fried Chicken

Macaroni and Cheese

BBQ Baked Beans

Sweet Corn on the Cobb

Green Beans with Red Onion, Garlic and Bacon

Southern Cornbread, Honey Butter

Warm Peach Cobbler

### Little Italy

Lunch \$25

Dinner \$30

Caesar Salad

Grape Tomato Mozzarella Salad

Chicken Marsala with Caramelized Mushroom and Onion

Baked Ziti with Sweet Sausage

Tortellini Alfredo

Tuscan Style Vegetables

Garlic Bread

Traditional Cheesecake

### Fiesta Buffet

Lunch \$24

Dinner \$29

Southwest Salad

Corn, Grape Tomato, Cucumber, Yellow Corn Tortilla Strips,

Roasted Poblano Ranch Dressing

Taco Bar

Chicken Carnitas and Slow-Roasted Pork

Roasted Peppers and Onions, Shredded Cabbage

Diced Tomato, Black Bean and Corn Salsa

Cheddar Cheese, Sour Cream, Flour and Corn Tortillas

Cilantro-Lime Jasmine Rice

Tortilla Chips and Salsa

Oreo Crème Filled Churros

**Deluxe Brands**

Absolut, Bacardi, Tanqueray,  
Jack Daniels, El Jimador, Dewar’s

**Premium Brands**

Grey Goose, Bombay Sapphire,  
Makers Mark, Jameson,  
Jose Cuervo, Hennessy,  
Captain Morgan

**Imported Beer**

Corona, Heineken

**Domestic Beer**

Budweiser, Bud Light,  
Sam Adams, Yuengling

**Robert Mondavi House Wines**

Chardonnay, Merlot, Cabernet  
Sauvignon, White Zinfandel

**BEVERAGES**

**Non-Alcoholic Beverages**

Iced Tea, Freshly Brewed Coffee, Decaffeinated Coffee, Premium Hot Teas, Iced Tea and Water

**Hosted Soft Bar**

Serving an Assortment of Imported Beer, Domestic Beer, House Wines, Assorted Sodas and Bottled Water  
\$12 First Two Hours, \$4 Each Additional Hour

**Hosted Deluxe Bar**

Serving Deluxe Brand Liquors, House Wines, Champagne, Import Beer, Domestic Beer, Assorted Sodas and Bottled Water  
\$19 First Two Hours, \$5 Each Additional Hour

**Hosted Premium Bar**

Serving Premium Brand Liquors, House Wines, Import Beer, Domestic Beer, Assorted Sodas and Bottled Water  
\$22 First Two Hours, \$6 Each Additional Hour

Cash Bar per Drink Pricing \*

Premium Liquor |\$8.00  
Deluxe Liquor |\$7.00  
House Wine |\$7.00  
Import Beer |\$6.00  
Domestic Beer |\$5.00  
Soda |\$3.00  
Bottled Water| \$3.50

Consumption Bar per Drink Pricing

Premium Liquor |\$7.50  
Deluxe Liquor |\$6.75  
House Wine |\$6.00  
Import Beer |\$6.00  
Domestic Beer |\$5.00  
Soda |\$3.00  
Bottled Water |\$3.00

A \$75 Bartender Fee per Bartender will Apply to All Bars up to Four (4) Hours. Additional Hours are Charged at \$25 per Hour, per Bartender.

One (1) bartender required per one hundred guests

\*Cash Bar Pricing is Inclusive of Tax

## FOOD AND BEVERAGE POLICIES

### FOOD AND BEVERAGE

Due to Virginia State Laws all food and beverage served in the banquet rooms must be provided by the hotel. Any exceptions (i.e. wedding cakes) must come from licensed and insured vendor and be approved by your catering representative. No food or beverage may leave the hotel premises. Food stations must be guaranteed for full guest count.

### MENU SELECTION:

Your complete menu must be given to your Catering Representative 30 days prior to your event. Our professional staff will be happy to assist you in customizing a menu to fit your specific needs.

### PLATED ENTRÉE CHOICE:

We request that all menu selections (starter, entrée, and dessert) be the same for all guests in attendance. If you choose, you may select up to two (2) plated entrées for groups of 25 or greater and the price of the higher entrée will prevail for all guests. Multiple entrees will share the same starch and vegetable. Should you select a menu with two entrées, an exact entrée count must be provided to your catering representative at least four (4) business days in advance of the event. Should the hotel not receive the exact entrée counts prior to the event dates, we will prepare 50% of each entrée. The client must provide entrée cards for our staff to identify your guests' choice of entrée. In addition to the choice of two entrees, a Vegetarian and gluten free option is always available, regardless of group size.

### DEPOSIT AND PAYMENT

A non-refundable deposit is required with the signed contract to confirm the event. Remaining payment in full is due 7 business days prior to arrival. Acceptable forms of payment are Credit Card (Visa, MasterCard, American Express and Discover) or Cashier's Checks/Money Orders.

### GUARANTEES:

The number of guests attending your function must be given to our Catering Department at least 72 business hours prior to the event. This number will be considered your final guarantee and you will be charged for this number plus any guests that were in addition to the guarantee. If no final guarantee is provided the original amount contracted will be used as the guarantee. The Hotel will set for 5% over the guarantee to a maximum of 10 people.

### TAX AND SERVICE CHARGES:

All food, beverage, room rental, misc. fees / charges are subject to 22% service charge and current State and Local Tax. Audio Visual is also subject to 22% service charge and current State and Local Tax.

### AUDIO/VISUAL, ELECTRICAL & MECHANICAL REQUIREMENTS:

Arrangements for your Audio/Visual, Electrical and/or Mechanical requirements can be made with your Catering Representative. Charges will be assessed according to current specifications. The Catering Department requires notification of any equipment and/or unusual materials that the client wishes to bring into the hotel and reserves the right to inspect and approve in advance. Audio visual charges are subject to 22% service charge and current State and Local Tax.

### LIABILITY:

The Hotel cannot accept any responsibility for items left in the room during such times that the room is not occupied or after the room is vacated. All equipment and decorations must be removed from the property immediately following an event.