



ABOUT OUR HOTEL

Ocean breezes, stunning sunsets and a true place of relaxation, all at the Holiday Inn & Suites North Beach where every moment is a memory.

GUESTROOMS

238 Beautiful Guestrooms:
Queen / Queen Ocean View Rooms
Oceanfront King Rooms
Oceanfront One-Bedroom Suites

Guestroom Amenities:
Refrigerator
Microwave
Keurig Coffee Maker
I-Pod Docking Station
Flat Screen TV
Private Balcony or Patio
Complimentary Wireless Internet

AMENITIES

3 Outdoor Pools
Indoor Lazy River
Onsite Fitness Center
Complimentary Business Center
48 Seat Movie Theater
Splash Kamp, Kids Activity Center

PARKING

Complimentary Self Parking, 1 (one) Car per Guestroom



Restaurants



Gourmet Breakfast Buffet



Seasonal Oceanfront Lunch & Dinner



Fine Dining Italian



BREAKFAST BUFFETS

Minimum 40 Guests | 1.5 Hour of Service
25% Surcharge Applies for Groups of Less Than 25 Guests

Continental | \$10

Freshly Brewed Regular & Decaffeinated Coffee
Selection of Herbal Teas
Chilled Orange Juice
Fresh Seasonal Sliced Fruits
Assortment of Muffins and Bagels

Executive Continental | \$14

Freshly Brewed Regular & Decaffeinated Coffee
Selection of Herbal Teas
Chilled Orange Juice
Fresh Seasonal Sliced Fruits
Assortment of Sweet & Savory Pastries
Assortment of Breakfast Breads with Assorted Jams & Butter
Variety of Yogurts

Hot Breakfast | \$18

Freshly Brewed Regular & Decaffeinated Coffee
Selection of Herbal Teas
Chilled Orange Juice
Fresh Seasonal Sliced Fruits
Assortment of Sweet & Savory Pastries
Fluffy Scrambled Eggs
Smithfield Bacon or Sage Sausage
Homestyle Potatoes

Hot Breakfast Enhancements

Cinnamon Glazed French Toast | \$5 each Per Person

Creamy Cheddar Grits | \$4 each Per Person

Buttermilk Biscuits & Country Sausage Gravy | \$5 each Per Person

Steel Cut Oats with Brown Sugar, Glazed Pecans & Craisins Topping Bar | \$4 each Per Person

MORNING REFRESH

30 minutes of Service

A variety of Classic Glazed and Cake Donuts

\$8 Per Person

Served with Freshly Brewed Regular, Decaffeinated Coffee, and Herbal Tea

Assorted individual Yogurt Parfaits, Granola Bars and

Whole Fruit | \$8 Per Person



AFTERNOON RECHARGE

Minimum 30 guests | 45 Minutes of Service |
+\$3 per Person for Groups Under 30 Guests

Donut Forget Doughnuts A Variety of Classic Glazed & Cake Donuts • Freshly Baked Morning Pastries
Seasonal Whole Fruit, Freshly Brewed Regular & Decaffeinated Coffee, Selection of Herbal Teas, Bottled Water | \$11 Per Person

Healthy Edition Selection of Vanilla, Blueberry & Strawberry Yogurt | Seasonal Berries | Shredded Coconut | Granola | Almonds | Greek Yogurt | Orange Juice | Freshly Brewed Regular & Decaffeinated Coffee | Selection of Herbal Teas, Bottled Water | \$9 Per Person

Midday Sugar Rush Freshly Baked Chocolate Chip Cookies, Sugar Cookies, Oatmeal Raisin Cookies
Double Chunk Chocolate Brownies Bites | Chilled 2% Milk, Assorted Soda, Bottled Water | \$10 Per Person

Chip & Dip Trio
Tortilla Chips | Pita Chips | Old Bay Dusted Potato Chips | Served with Salsa, Roasted Garlic Hummus, French Onion Dip | Assorted Soda | Bottled Water | \$9 Per Person

Snack Attack
Warm Bavarian Pretzels with Honey Mustard
Mini Corndog Nuggets with Ketchup & Mustard
Sugar Dusted Funnel Cake Fries | Variety of Full-Size Candy Bars | Assorted Soda | Bottled Water
\$12 Per Person

ALL DAY PACKAGES

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, Herbal Tea, Assorted Sodas and Bottled Water
\$42 Per Person

CONTINUOUS COFFEE & TEA

Full Day Continuous Coffee and Tea

Continuous Coffee and Herbal Tea for 8 hours
| \$12 Per Person

All Day Beverage Package

Continuous beverage service for 8 hours including Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Tea, Assorted Sodas, and Bottled Water | \$22 Per Person



ALA CARTE SIPS & SNACKS

***Minimum purchase of Three gallons**

*Freshly Brewed Coffee \$39 per Gallon
Regular | Decaffeinated

*Iced Tea | \$10 per Gallon

*Fruit Punch | \$10 per Gallon

*Lemonade | \$10 per Gallon

Hot Water and Assorted Teas | \$36 per Gallon

Assorted Can Soda | \$3 Each

Bottled Water | \$3 Each

Assorted Bagels with Cream Cheese | \$26 per Dozen

Freshly Baked Assorted Danishes | \$20 per Dozen

Gourmet Blueberry Crumb Warm Muffins | \$24 per Dozen

Country Sausage Biscuits | \$28 per Dozen

Freshly Baked Cookies | \$22 per Dozen
Chocolate Chip | Sugar | Oatmeal Raisin

Double Chunk Brownies | \$24 per Dozen

Dried Fruit & Nut Trail Mix | \$24 per Pound

Rice Krispy Bars | \$22 per Dozen

Oats & Honey Granola Bars | \$24 per Dozen



PLATED LUNCHES

Minimum 30 guests | +\$3 Charge Per Person for Groups of Less Than 30 Guests.

Salad (choose one)

Mixed Greens- Grape Tomato, Cucumber, Shredded Carrots, Dressings include Buttermilk Ranch, White Balsamic Vinaigrette

Spinach- Shaved Red Onion, Feta Cheese, Candied Pecans, Blood Orange Vinaigrette

Caesar- Romaine, Shaved Parmesan Cheese, Herb Croutons, Caesar Dressing

Vegetable (choose one)

Oven Roasted Broccolini

Steamed Asparagus

Succotash

Roasted Seasonal Blend

Protein (choose one)

Chicken Florentine with Spinach Creamy Rose Sauce **\$23**

Chicken Francese with Lemon Wine Butter **\$23**

Salmon Piccata with Lemon and Capers **\$26**

Pan Seared 6oz Sirloin with Roasted Garlic Demi **\$27**

Dessert (choose one)

Cheesecake with Strawberry Topping

Double Chocolate Cake

Flourless Chocolate Torte G.F.

Starch (choose one)

Oven Roasted Potatoes

Garlic Mashed Potatoes

Wild Rice Pilaf

Mac & Cheese

Plated Lunch includes Warm Bread & Butter, Freshly Brewed Coffee, Iced Tea, and Water Service

**Groups Exceeding count of 30: Should you select a choice of two entrees, the price of the higher entrée will prevail for all plates. Multiple entrees will share the same starch and vegetable. Higher price prevails for all plates.*

SOUP, SALAD & SPUDS



\$24 per person | Minimum 30 guest | 1.5 Hours of Service
+\$3 Charge per Person Applies for Groups of Less Than 30 Guests

Soup (choose two)

Broccoli Cheddar
Italian Sausage & Kale
Rustic Vegetable & Bean Chili
Chicken Florentine

Premium Russet Baked Potatoes

All-Beef Chili | Bacon | Cheddar Cheese | Green Onion
Sour Cream | Butter

Salad Bar

Mixed Greens | Romaine
Grape Tomato | Cucumber | Shaved Red Onion | Black
Olives | Sliced Mushrooms
Feta Cheese | Blue Cheese | Parmesan Cheese
Chickpeas | Chilled Grilled Chicken
Candied Pecans | Sunflower Seed | Herb Croutons
Variety of Dressings

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

GRAB N GO LUNCH



\$21 per person | Minimum 30 guest
+\$3 Charge per Person Applies for Groups of Less Than 30 Guests

Caribbean Curry Chicken Salad on a Hawaiian Sweet Roll

Sweet Raisins | Walnuts | Celery | Curry Spiced Chicken

Smithfield Ham & Swiss on Marble Rye

Spicy Brown Mustard | Lettuce | Tomato

Roast Beef & Cheddar on Sourdough

Horseradish Aioli | Lettuce | Tomato

Roasted Turkey BLT on Sourdough

Provolone | Smoked Tomato Mayo | Bacon | Lettuce
Tomato

Chilled Roasted Vegetable & Hummus Wrap

Seasonal Roasted Vegetables | Roasted Garlic Hummus
Feta Cheese | Spinach Tortilla

Included in your Box:

Kettle Chips
Two Freshly Baked Cookies
Whole Fruit
Bottled Beverage

*30-50 Guest

Choice of Two Sandwiches

*50+ Guest

Choice of Three Sandwiches

Less than 25 guests: Choice of One Sandwich



LUNCHEON BUFFET

Minimum 40 guest | 1.5 Hours of Service
+\$3 Charge per Person Applies for Groups of Less Than 40 Guests

Deconstructed Deli | \$24 per person

Mixed Greens Salad with Choice of Two Dressings
Orzo, Spinach & Feta Pasta or Redskin Potato Salad
Smithfield Ham | Smoked Turkey Breast | Roast Beef
Tuna Salad or Chicken Salad
Swiss | Cheddar | Provolone
Lettuce | Tomato | Pickle | Red Onion
Mayo | Chipotle Mayo | Yellow Mustard | Brown Spicy Mustard
House-made Old Bay Dusted Potato Chips
Assortment Of Freshly Baked Cookies
Bread

Soup, Salad & Sammies | \$26 per person

Soup: Choose One

Broccoli Cheddar
Italian Sausage & Kale
Rustic Vegetable & Bean Chili
Chicken Florentine
Loaded Baked Potato

Salad: Choose One

Mixed Greens- Grape Tomato | Cucumber | Shredded Carrots | Dressings: Buttermilk Ranch & White Balsamic Vinaigrette

Spinach- Shaved Red Onion | Feta Cheese | Candied Pecans | Blood Orange Vinaigrette

Caesar- Romaine | Shaved Parmesan Cheese | Herb Croutons | Caesar Dressing

Chopped Mediterranean- Romaine | Grape Tomato Cucumber | Shaved Red Onion | Black Olives | Feta Cheese | Feta Greek Vinaigrette

Sandwiches: Choose Two

All Sandwiches served with Lettuce & Tomato

Italian- Salami | Pepperoni | Ham | Shaved Onion | Sweet Peppadew Relish on Ciabatta with Provolone Cheese & House Vinaigrette

BLT- Smithfield Bacon on Toasted Sourdough with Mayo

Turkey & Smoked Gouda- Focaccia Roll with Roasted Tomato Mayo

Roast Beef & Cheddar- Brioche Bun with Horseradish Mayo

Includes Freshly Brewed Coffee, Iced Tea, Water,
Assorted Freshly Baked Cookies & Double Chocolate Brownies Bites

Display

Domestic & Imported Cheese Display garnished with
 Seasonal Fresh Fruits, Berries, and Assorted Jams
 Served with Flatbread and Gourmet Crackers
 \$12 Per Person

Seasonal Vegetable Crudit  with Roasted Garlic
 Hummus and Ranch | \$10 Per Person

Spinach Artichoke Dip | Assorted Gourmet Crackers | \$7
 Per Person

Fresh Sliced Fruit and Berries Served with Yogurt Dip
 \$8 Per Person

Butler Passed or Displayed Priced Per 100 Pieces

Chilled

Fresh Mozzarella and Tomato Skewers | \$175

Shrimp Cocktail with Cocktail Sauce | \$350

Strawberry Tomato Bruschetta (Vegan) | \$175

Dill Cream Cheese Canap  | \$150

Classic Deviled Eggs | \$135

Warm

Fried Shrimp | \$ Market Price

Thai Vegetable Spring Rolls with Sweet Thai Chili Dipping
 Sauce | \$200

Spanakopita | \$225

Asparagus and Asiago Cheese Phyllo | \$300

Bacon Wrapped Scallops | \$Market Price

Teriyaki Chicken with Sweet Thai Chili Dipping
 Sauce | \$300

Mini Chicken Quesadillas | \$300

BBQ or Sweet & Sour Meatballs | \$175

Miniature Crab Cakes | \$Market Price

Roast Beef Sliders with Horseradish Cream | \$250



RECEPTION STATIONS

30 Guest Minimum Required | 1.5 Hours of Service

All Stations must be guaranteed for full guest attendance

\$100 Fee for each Station Attendant* | One Attendant Per 50 Guests Required
| Station Will Not Be Attended with Less Than 50 Guests Attending

Italian Pasta Station* | \$12 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

Mashed or Baked Potato Bar | \$12 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 and Seasoned Ground Beef
Served with Fresh Pico De Gallo, Sour Cream,
Chipotle Aioli, Shredded Cheese
Shredded Cabbage, Diced Tomato

Carvery*

Slow Roasted Top Round of Beef | Red Wine Demi |
Horseradish Sauce | Rolls | Serves 75 | \$300 Each

Herb Roasted Prime Rib | Au Jus | Horseradish Sauce |
Rolls | Serves 30 | \$400 Each

*Reception station can be added to a buffet or
plated meal or purchase a minimum of three (3)
Reception stations.

DESSERT DISPLAYS

1.5 Hours of Service

Viennese View | \$12 Per Person

Petite Fours | Assorted Miniature Cheesecake | Baby
Eclairs | Macaroons

Cheesecake Exhibit | \$12 Per Person

Classic New York Style | Raspberry Swirl
Silk Tuxedo | Chocolate Chip



PLATED DINNER

+\$3 per Person Surcharge Applies for Groups of Less Than 30 Guests

Salad (choose one)

Mixed Greens - Grape Tomato | Cucumber | Shaved Red Onion | Dressings: Buttermilk Ranch and Balsamic Vinaigrette

Caesar – Romaine | Shaved Parmesan Cheese | Herb Croutons

Greek Salad - Shaved Onion | Feta Cheese | Cucumber | Tomato | Black Olives | Greek Dressing

Protein

Basil Dusted Chicken with Sweet Sherry Cream & Tomato Jam | \$28 Per Person

Chicken Florentine with Wilted Spinach & Creamy Rose' Sauce | \$26 Per Person

Chicken Rustica - Sun Dried Tomato Cream & Crisp Bacon | \$28 Per Person

Salmon with Tomato, Caper Beurre Blanc Sauce \$28 Per Person

Baked Salmon with Dill Cream \$28 Per Person

Slow Roasted Pork Loin with Dijon Cream \$27 Per Person

Slow-Roasted Beef Tenderloin with Roasted Garlic Demi Glaze | \$36 Per Person

Starch (choose one)

Oven Roasted New Potatoes
Garlic Mash Potatoes
Wild Rice Pilaf
Roasted Tomato Risotto

Dessert (choose one)

Cheesecake with Raspberry Sauce
Double Chocolate Cake
Flourless Chocolate Torte G.F

*Enhanced Desert Option: +\$2 per person

Triple Chocolate Cheesecake
Caramel Granny Smith Apple Pie
Lemon Berry Mascarpone Crème Cake

Vegetable (choose one)

Steamed Broccolini
Charred Asparagus
Succotash
Roasted Country Green Beans

Plated Dinner includes Warm Bread & Butter, Freshly Brewed Coffee, Iced Tea & Water Service

**Groups Exceeding count of 30: Should you select a choice of two entrees, the price of the higher entrée will prevail for all plates. Multiple entrees will share the same starch and vegetable. Higher price prevails for all plates.*



DINNER BUFFET

\$40 per person | Minimum 50 guest | 1.5 Hour of Service
25% Surcharge Applies for Groups of Less Than 50 Guests

Salads (choose one)

Mixed Greens- Grape Tomato | Cucumber | Shaved Red Onion | Dressings: Buttermilk Ranch and White Balsamic Vinaigrette

Caesar- Romaine | Shaved Parmesan Cheese | Herb Croutons | Caesar Dressing

Greek Cucumber & Feta Salad – Salad Greens | Grape Tomato | Sliced Olives | Shaved Red Onion | Cucumber | Feta | Greek Vinaigrette

Protein Selections (choose two)

**Add additional protein for \$5 per person*

Smoked Bacon BBQ Chicken Breast

Chicken Florentine with Tomato Cream & Tomato Jam | Spinach

Chicken Rustica- Sun Dried Tomato Cream & Crisp Prosciutto

Oven-Roasted Salmon with Sweet Sherry Cream & Mango Salsa

Mahi Crusted with Panko and Lemongrass Cream

Slow-Roasted Top Round of Beef with Roasted Garlic Demi & Sun-Dried Tomato

Starches (choose two)

Herb Roasted Potatoes

Roasted Garlic Truffle Mashed Potatoes

Homestyle Mac & Cheese

Wild Rice Pilaf

Mac & Cheese

Vegetables (choose one)

Seasonal Roasted Vegetable Medley

Parmesan Crusted Brussels

Buttered Broccolini

Green Beans with Sautéed Onion & Bacon

Succotash

Dessert

Chefs Assortment of Sweets

Buffet Dinner Includes Warm Bread & Butter, Freshly Brewed Coffee, Iced Tea & Water Service



THEMED BUFFETS

Minimum 40 guest | 1.5 Hour of Service |
25% Surcharge Applies for Groups of Less Than 40 Guests

A TexMex Taco & Fajita Bar | Lunch \$29 | Dinner \$34

Black Bean & Corn Salad
Warm Corn & Flour Tortillas
Slow Roasted Shredded Pork
Smoked Chipotle Rubbed Chicken Breast
Fire- Roasted Pepper & Onions
Smashed Avocado | Shredded Cabbage | Pico de Gallo
Crema | Cotija Cheese | Shredded Cheddar
Cilantro- Lime Jasmine Rice
Churro Donuts

Mediterranean | Lunch \$32 | Dinner \$38

Roasted Garlic Hummus with Warm Pita Bread
Mediterranean Cucumber & Feta Salad- Grape Tomato
Shaved Red Onion | Romaine | Lemon Vinaigrette
Grilled Chicken with Fresh Herbs & Lemon
Oven-Roasted Salmon with Garlic Roasted Tomatoes |
Olives Feta
Garlic Dill New Potatoes
Seasoned Medley of Zucchini, Squash & Eggplant
Lemon Cream Cake

Pan Asia | Lunch \$26 | Dinner \$32

Asian Slaw- A Mix of Crisp Vegetables with Ginger-Soy Dressing
Vegetable Lumpia with Sweet Chili Sauce
Garlic Chicken Adobo
Beef Fried Rice
Steamed Jasmine Rice
Garlic Sautéed Green Beans
Layered Coconut Cake
Fortune Cookies

Country Fixin's | Lunch \$28 | Dinner \$36

Sweet Cornbread with Butter
Redskin Potato Salad
Coleslaw
Crisp Fried Chicken
BBQ Pulled Pork with Mini Rolls
Macaroni & Cheese
Sautéed Green Beans
Chef Choice Dessert

Ciao Italiano | Lunch \$27 | Dinner \$34

Crusty Bread with Butter
Caesar Salad
Chicken Rustica with Crisp Prosciutto
Herb Crusted Cod with Blistered Tomatoes
Roasted Red Potatoes
Grilled Seasonal Vegetables
Cheesecake with Seasonal Berries

Caribbean Feast | Lunch \$26 | Dinner \$32

Warm Sweet Rolls
Mixed Greens Salad with Mango Vinaigrette
Potato Salad
Jerk Spiced Grilled Chicken Breast with Pineapple
Barbeque Sauce
Slow-Roasted Marinated Pork
Coconut Rice
Sweet Plantain
Chef's Bread Pudding

Includes Freshly Brewed Coffee, Iced Tea and Water Service

Lunch Served from 11AM-3PM
Dinner Service begins at 4PM

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

\$15 Per Hour for First Two Hours, \$6 Each Additional Hour

Hosted Deluxe Bar

Serving Deluxe Brand Liquors, House Wines, Import Beer, Domestic Beer, Assorted Sodas and Bottled Water

\$21 Per Hour for First Two Hours, \$7 Each Additional Hour

Hosted Premium Bar

Serving Premium Brand Liquors, House Wines, Champagne, Import Beer, Domestic Beer, Assorted Sodas and Bottled Water

\$24 Per Hour for First Two Hours, \$8 Each Additional Hour

Cash Bar

per Drink Pricing *

Premium Liquor | \$12.00

Deluxe Liquor | \$10.00

House Wine | \$8.00

Import Beer | \$8.00

Domestic Beer | \$7.00

Soda | \$4

Bottled Water \$4.00

Consumption Bar

per Drink Pricing

Premium Liquor | \$10.00

Deluxe Liquor | \$9.00

House Wine | \$8.00

Import Beer | \$8.00

Domestic Beer | \$7.00

Soda | \$4.00

Bottled Water | \$4.00

Deluxe Brands

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

Premium Brands

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

Imported Beer

Corona, Heineken

Domestic Beer

Budweiser, Bud Light, Sam Adams, Yuengling

Robert Mondavi House Wines

Chardonnay, Merlot, Cabernet Sauvignon, Pinot Grigio, Rosé

A \$100 Bartender Fee per Bartender will apply to All Bars up to Two (2) 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 & 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 a 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 three (3) 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). Check/Money Order payment must be done 30 days in advance.

GUARANTEES

The number of guests attending your function must be given to our Catering Representative at least 7 business days 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.

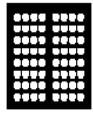
AUDIO/VISUAL, ELECTRICAL & MECHANICAL REQUIREMENTS

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.

Meeting & Banquet Capacities



Theater



Classroom

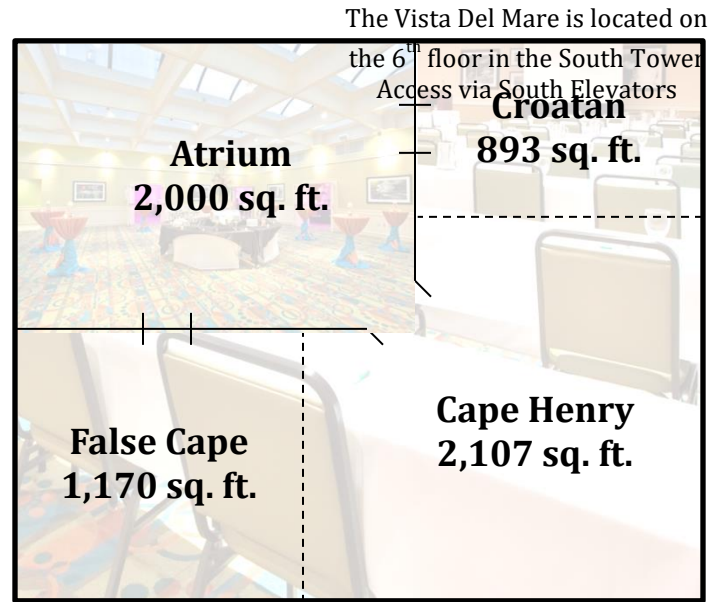


Conference



Banquet

Setup Styles



The main ballroom is located on the 1st floor located in the South Tower

ROOM	Theater	Classroom (3 per 6ft)	Conference	Banquet (Rounds of 10)	Size	Sq. feet	Ceiling Height
Vista A	75	50	25	70	25x36	900	8'
Vista B (pillars)	60	30	20	50	25x36	900	8'
Vista Del Mar	150	80	50	120	50x36	1,800	8'
Atrium	170	105	50	120	50x40	2,000	12'
Croatan	80	45	24	70	19x47	893	10'
Cape Henry	200	95	50	150	43x49	2,107	10'
False Cape	120	55	35	80	30x39	1,170	10'
Croatan/ Cape Henry	280	130	70	220	64x48	3,072	10'
Cape Henry/ False Cape	300	140	78	230	80x41	3,280	10'
Ballroom	350	200	-	300	-	4,170	10'
Suite 101	30	18	15	30	23x16 24x12	368 656	9'

Please note that these numbers are all maximum counts for each room