



EMBASSY SUITES®

Atlanta - Alpharetta  
atlantaalpharetta.embassysuites.com



## CONTINENTAL BREAKFASTS

(Minimum 10 guests)

### **The Sunrise... \$13**

An assortment, fresh from our bakeshop, to include Croissants, Bran and Fruit Muffins, and Danish Sliced Fruits and Seasonal Berries  
Sweet Creamery Butter, Marmalade, and Preserves  
Freshly Brewed Coffee, Decaffeinated Coffee, and Select Teas  
Chilled Orange, Cranberry, and Apple Juices

### **The Sweet Georgian... \$14**

An assortment, fresh from our bakeshop, to include Croissants, Bran and Fruit Muffins, Danish Sliced Fruits and Seasonal Berries  
Granola Bars, Assorted Yoplait Yogurt  
Bagels with Plain and Fat-Free Cream Cheese  
Sweet Creamery Butter, Marmalade, and Preserves  
Freshly Brewed Coffee, Decaffeinated Coffee, and Select Teas  
Chilled Orange, Cranberry, and Apple Juices

### Enhancements

**The following selections are available at an additional price.**

*Fresh Whole Seasonal Fruit.....\$13 per dozen*  
*Assorted Dry Cereals with 2% Milk .....\$2 per guest*  
*Lox, Bagels and Cream Cheeses .....\$ 5.25 per guest*  
*Hot Oatmeal or Grits .....\$2 per guest*  
*Assorted Yogurt.....\$2.75 per guest*

### Hot Item Enhancements

Buttermilk Biscuit with Bacon, Egg & Cheese.....\$4 per guest  
Buttermilk Biscuit with Country Gravy.....\$ 4 per guest  
Buttermilk Biscuit with Southern Fried Chicken.....\$ 4 per guest  
Ham and Cheese Croissants.....\$ 4 per guest  
Scrambled Eggs and Bacon.....\$ 4.75 per guest

All Menu Items Are Subject To A 22% Service Charge & Current Sales Tax  
All menu prices are subject to change and are not guaranteed until (60) sixty days prior to event date.



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## BREAKFAST BUFFETS

All Breakfast Buffets and Brunch Buffets include  
Freshly Brewed Coffee, Decaffeinated Coffee, and Select Teas  
Assorted Fruit Juices, Soft Drinks and Bottled Water

### **The Embassy Buffet... \$18**

(Minimum 20 Guests)

Selections of Seasonal Fruits and Berries  
Assorted Fruit-Flavored Individual Yogurt  
Fresh Scrambled Eggs  
Smoked Bacon,  
Buttermilk Pancakes with Warm Maple Syrup  
Breakfast Potatoes  
Assortment of Freshly Baked Pastries  
Sweet Creamery Butter, Marmalade, and Preserves



### **The Executive...\$23**

(Minimum 20 guests)

Selections of Seasonal Fruits and Berries  
Warm Oatmeal with Raisins and Almonds  
Cold Cereal Assortment with Nonfat and 2% Milk  
Assorted Fruit-Flavored Individual Yogurt  
Fresh Scrambled Eggs  
Country-Style Sausage Patties, Smoked Bacon,  
Homemade French Toast with Maple Syrup  
Breakfast Potatoes  
Buttermilk Biscuits and Country Gravy  
A selection of Freshly Baked Croissants, Muffins, and Danish  
Sweet Creamery Butter, Marmalade, and Preserves

### Breakfast Buffet Enhancements

The following selections are available for groups of 20 or more at an additional price

Belgian Waffles .....\$4 per guest  
French Toast .....\$4 per guest  
Pancakes .....\$4 per guest

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### BEVERAGES

Coffee, Decaf, Hot Tea  
\$5.50 per person (half day service)  
\$11 per pot (serves 8)  
\$34 per gallon (serves 20)  
Add flavors for coffee \$1.25 per person

Assorted Fruit Juice \$21 per carafe  
Milk \$16 per carafe  
Iced Tea or Lemonade \$21 per gallon  
Assorted Soft Drinks \$2.25 each  
Bottled Water \$2.75 each



### FRUIT / YOGURT / ENERGY BARS

Display of Sliced Fresh Fruit and Berries...\$6 per person  
Whole Fresh Seasonal Fruit..... \$13 per dozen  
Assorted Fruit Yogurts.....\$2.75 per person  
Granola Bars .....\$2.50 each

### FROM THE BAKERY

Assorted Freshly Baked Danish .....\$27 per dozen  
Selection of Fruit Muffins ..... \$27 per dozen  
Buttery Croissants with Preserve.....\$27 per dozen  
Bagels with Cream Cheese ..... \$27.50 per dozen  
Assorted Cookies ..... \$27 per dozen  
Brownies .....\$27 per dozen  
Chef's Assorted Cakes..... \$35 per cake



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## **SPECIALTY BREAKS**

### **To Your Health...\$12 per guest**

An Assortment of Fruit-Flavored Yogurts, Assorted Fruit Juices  
Whole and Sliced Fresh Fruit, Banana Nut and Bran Muffins, Granola Bars,  
Coffee Service and Bottled Water

### **Crackers and Cheese, Please...\$12 per guest**

Imported and Domestic Cheese Tray presented, with Fresh Fruits and Seasonal Berries  
Cracker Selection and Veggie Display with Coffee Service and Assorted Soft Drinks

### **Cookies and Milk...\$12 per guest**

Chocolate Chip Cookies, Sugar Cookies, and Peanut Butter Cookies  
Carafes of 2% Milk, Soft Drinks, and Coffee Service

### **Intermission...\$13 per guest**

Mini Soft Pretzels with Mustard Dipping Sauce, Popcorn, and Cookies  
Assorted Soft Drinks and Coffee Service

### **Down to Business...\$13 per guest**

Assorted Fruit Juices, Seasonal Vegetables with Dip, Fruit and Cheese Platter, Mini Croissants,  
Soft Drinks and Coffee Service

### **The Chocolate Fix...\$12 per guest**

Chocolate Chip Cookies, Assorted Chocolate Candy Bars, Fudge and Caramel Swirl Brownies  
Carafes of 2% Milk, Soft Drinks, and Coffee Service



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## BEVERAGE BREAKS

### Beverage Break I

(Half Day Service)

Freshly Brewed Regular and Decaffeinated Coffee and  
Assorted Hot Herbal Teas

**\$5.50 per Person**

### Beverage Break II

(Half Day Service)

Freshly Brewed Regular Coffee and Decaffeinated Coffee  
Assorted Hot Herbal Teas,

Assorted Fruit Juices

**\$7.75 per Person**



### Beverage Break III

(Half Day Service)

Freshly Brewed Regular Coffee and Decaffeinated Coffee and  
Assorted Hot Herbal Teas,

Bottled Water, and Assorted Soft Drinks

**\$8.75 per Person**

## SNACKS

<b>Granola Bars</b>	<b>\$2.50 each</b>	<b>Assorted Cookies</b>	<b>\$27/Dozen</b>
<b>Individual Yogurts</b>	<b>\$2 each</b>	<b>Brownies</b>	<b>\$27/Dozen</b>
<b>Sliced Fruit Display</b>	<b>\$6 per person</b>	<b>Assorted Candy Bars</b>	<b>\$2 each</b>
<b>Bowl of Popcorn or Pretzels</b>	<b>\$3 per person</b>	<b>Bowl of Chips with Dip</b>	<b>\$3.25 per person</b>
<b>Mixed Nut Bowl</b>	<b>\$3 per person</b>	<b>Mini Soft Pretzels</b>	<b>\$3.25 per person</b>

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## **Breaks & Luncheon Package**

**\$39 Per Person includes**

**All Day Beverage Service, AM and PM Breaks listed below,  
and Choice of a Themed Lunch Buffet**

Minimum of 20 Guests required for Package. If Final Numbers are Less Than Minimum,  
a \$5 per person Surcharge will be added For Each Person Attending

## **Break Package**

**\$11 Per Person for One Break listed below**

**\$19.50 for Both Breaks listed below**

## **AM Break Includes**

Assorted Breakfast Breads with Fruit Preserves & Butter  
Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Juice and Sodas  
(Includes a mid-morning Refresh)

## **Lunch Includes**

Choice of one Themed Lunch Buffet Selection  
Minimum of 20 guests Required for All Buffet Selections

## **PM Break Includes Choice of Two:**

Brownies	Granola Bars
Chex Mix	Popcorn
Cookies	Pretzels
Assorted Candy Bars	Mini Soft Pretzels
Tortilla Chips with Salsa	Whole Fruit
Mixed Nuts	Veggies W/ Dip
Potato Chips with Dip	Goldfish

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## **THEMED LUNCH BUFFETS**

All Buffet Selections include Fresh Brewed Coffee, Decaffeinated Coffee, Iced Tea, Iced Water, and Assorted Sodas  
Minimum of 20 Guests required for all Buffet Selections.

### **Pizza Buffet**

Garden Salad with Ranch and Italian Dressing, Caesar Salad, Pasta Salad  
Assorted Pizzas to include Pepperoni, Veggie, and Supreme  
Garlic Breadsticks  
Assorted Cookies and Brownies  
**\$21 per person**

### **Soup, Salad and Pasta Bar**

Baked Potato Soup  
Garden Salad with the following toppings available: Grilled Chicken, Diced Turkey and Ham  
Shredded Cheddar Cheese, Tomatoes, Mushrooms, Green Peppers, Bacon Bits, and Croutons  
Penne Pasta with Sundried Tomatoes, Capers, and Olive Oil, Breadsticks and Crackers  
Chef's Selection of Dessert Display  
**\$22 per person**

### **Deli Buffet**

Chef Select Soup Of The Day  
Garden Salad with Ranch and Italian Dressing,  
Sliced Cheese, Turkey, Ham, and Chicken Salad with Assorted Sandwich Breads  
Pickles, Lettuce, Tomato, Red Onion, and Appropriate Condiments  
Individual Bags of Potato Chips  
Assorted Cookies and Brownies  
**\$22 per person**

### **South of the Border Buffet**

Garden Salad With Ranch and Italian Dressing, Avocado Salad with Diced Tomatoes and Red Onion  
Chicken Fajitas Sautéed with Onions and Peppers, Seasoned Ground Beef, Spanish Rice,  
Mini-Tortillas and Taco Shells, Lettuce, Sour Cream, Grated Cheese, and Jalapenos  
Tortilla Chips with Salsa  
Chef's Selection of Dessert Display  
**\$22 per person**

### **Italian Pasta Buffet**

Italian Wedding Soup, Greek Salad with Balsamic Vinaigrette  
Penne and Linguini Pasta Served with Meat Sauce, Marinara Sauce, and Alfredo Sauce,  
Grilled Chicken and Italian Mixed Vegetables for Topping,  
Garlic Breadsticks  
Chef's Selection of Dessert Display  
**\$25 per person**

### **Down South Buffet**

Garden Salad with Ranch and Italian Dressing, Seasonal Fruit Salad  
Southern Fried Chicken, Home-style Roast Beef with Vegetables,  
Macaroni & Cheese, Country Style Green Beans,  
Fresh Baked Rolls and Butter  
Chef's Selection of Dessert Display  
**\$26 per person**

### **The All-American Cookout**

Garden Salad with Ranch and Italian Dressing, Cole Slaw  
Grilled Angus Burgers, Grilled Marinated Chicken Breast, Baked Beans,  
Sliced Deli Cheeses, Lettuce, Tomato, Onion & Pickles, Appropriate Condiments, Assorted Buns,  
Individual Bags of Chips  
Chef's Selection of Dessert Display  
**\$26 per person**

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## Quick & Light Selections

All lunches include:

Includes Freshly Brewed Coffee and Decaffeinated Coffee, Iced Tea, Iced Water, and Assorted Sodas

A Chef's Selection of Dessert can be added to any plated lunch for an additional \$3 per person

## Roll-In Working Lunch

This menu must be delivered to the meeting room or served as a box lunch to-go

Assorted Pre-Made Sandwiches, Chips, Whole Fruit, Cookies, and Soft Drinks  
\$14 Per Person



## Plated Deli Lunches

### **Deli Sandwich**

Garden Salad  
Ham, Roast Beef or Turkey  
On Fresh Baked Bun with Cheese,  
Lettuce & Tomato,  
Pickle Spear and Chips  
\$17 per person

### **Triple Decker Club**

Garden Salad  
Sliced Turkey Breast, Bacon Strips,  
Lettuce, and Tomato  
served on Triple Slices of  
Wheat or White Bread  
Pickle Spear and Potato Chips  
\$17 per person

### **Chicken Caesar Salad/ Soup of the Day Combo**

Chefs Soup of the Day  
Romaine Lettuce Topped with Sliced  
Grilled Chicken Breast  
& Parmesan Croutons  
with Traditional Caesar Dressing  
\$17 per person

### **Chef's Soup and Salad**

Soup of the Day  
Crisp Lettuce topped with Ham, Turkey,  
Cheddar Cheese, Tomato and Cucumber  
\$17 per person

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## PLATED LUNCHEON SELECTIONS

All selections include a choice of House or Caesar Salad, Served with Appropriate Starch, Vegetable, Fresh Rolls, Freshly Brewed Coffee, Decaffeinated Coffee, Iced Tea, Sodas  
Choice of Dessert

### **Chicken Marsala**

Breast of Chicken Sautéed with  
Shitake Mushrooms and Marsala  
Wine Sauce  
\$23

### **Lemon Chicken**

Grilled Breast of Chicken Sautéed  
with a  
White Wine Lemon Sauce  
\$23

### **Chicken Parmesan**

Breast of Chicken Sautéed with a  
Sweet Italian Marinara and Topped  
with a Mozzarella/Parmesan Blend  
\$23

### **Tortellini Prima Vera**

With Spinach, Mushrooms,  
Sun dried Tomatoes  
& Pesto Cream Sauce  
\$20

### **Beef Medallions**

Tenderloin of Beef Medallions  
served  
With a Garlic Brandy Sauce  
\$24

### **Vegetable Strudel**

Grilled Vegetables with  
Boursin Cheese Wrapped in  
a Puffed Pastry and Baked  
with a Sherry-Cream Sauce  
\$22

### **Grilled Filet of Salmon**

Salmon Filet  
Served with a Dill Cream Sauce  
\$25

### **Pork Loin w/a Hunter Sauce**

Juicy Pork Loin Roasted and  
Served with Tomato/ Bordelaise Sauce  
\$23

## Dessert Selections

New York Cheesecake with Raspberry Coulis  
Chocolate Trilogy  
Key Lime Pie



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## General Information

09/10

**MENU SELECTIONS & PRICING:** Menu Selections should be submitted to the Catering Office at least (30) thirty days in advance of the planned function to ensure sufficient time to order all food items. Special dietary requirements must be indicated in advance. A customary 22% service charge and applicable sales tax will be added to the bill for all food and beverage charges. Menu prices/Quotes are subject to change and are not guaranteed until (60) sixty days prior to event date.

**MEAL GUARANTEES:** A Guaranteed number of guests is required by 12:00 noon, (3) three business days prior to the function date. This guarantee represents your billing minimum and will not be subject to reduction. If guarantee is not received, the original count or actual number of guests (whichever is greater) will be charged.

**MEETING ROOMS:** Meeting rooms are assigned based on the type of event and anticipated number of guests attending the function. If attendance increases or decreases, the hotel may change meeting room assignments from their original booking to a room more suitable for attendance and type of function. Any room used for more than (8) eight hours in any one day is subject to additional room rental. Should your time schedule need to change, please notify the Catering Office and every effort will be made to accommodate a change. Any function assigned to the Atrium area must be completed by 10 p.m.

**SHIPMENTS:** In order to ship materials to the Hotel, please observe the following instructions to ensure proper handling and storage of your materials: Please notify your Conference Services Manager, at least one-week in advance, of the number and sizes of boxes being shipped. Ship all materials to arrive no sooner than 48 hours prior to the event. Please ensure that each box is clearly labeled with the group name, group's on site contact, date of function, and addressed to the attention of your catering contact.

First (5) five boxes are complimentary; any additional boxes will be subject to handling charges.

### **FOOD, BEVERAGE / ALCOHOL POLICIES**

Due to current Health Regulations, All food served in the hotel must be prepared by Embassy Suites Alpharetta Culinary Staff Therefore No Food or Alcohol may be taken off premises after it has been served. Also it is not permissible to bring food or beverage of any kind onto the property without the expressed written permission of Hotel Management. The Hotel must provide all Alcoholic beverages. Georgia Alcoholic Commission requirements will be strictly adhered to. **\*\*The city of Alpharetta requires that ALL guests (regardless of age) consuming alcohol on property must show proof of age via a valid Drivers License, Passport or State-issued Identification card. \*\***

**DEPOSITS/BILLING/PAYMENTS:** Deposits are required to reserve the date of your function and meeting rooms, and are based in accordance with the terms of the Booking Agreement/Catering Contract/Banquet Event Order (whichever is applicable). For banquet functions, an additional deposit of 50% of estimated total charges will be required (30) thirty days prior to the function date. All deposits will be credited to the final banquet billing. The balance of all estimated charges will be due (5) five business days prior to function, unless direct billing has been arranged. If your guest count should increase with final count, any remaining balance will be due at that time.

Corporate accounts may be considered for direct billing privileges. However, credit is not granted for private social functions, political, religious, fraternal or Charitable groups. To establish direct billing and credit with the Hotel, an approved direct bill application must be on file with the Hotel's Accounting office. Applications are available through the Sales and Catering Office.

All private social events must be paid in full a minimum of (10) ten business days in advance and must be paid in the form of cash, credit card, or cashier's check.

**CANCELLATIONS:** Should cancellation of the scheduled function (the entire event or any part thereof) become necessary, the Hotel must receive cancellation notification in writing prior to the cancellation date on the Booking Agreement/Catering Contract/Banquet Event Order (whichever is applicable). All deposits/payments are non-refundable.

**SPECIAL EQUIPMENT AND SERVICES:** Standard color cloths and napkins are provided for an all food functions. Special Engineering Services, Rentals, Audio/Visual Equipment or any other special requests can be arranged with our catering Office at least (2) weeks prior to any function date. Charges for any special services will be quoted through the Catering Office but are subject to change as event numbers or plans change. Quotes are subject to change and are not guaranteed until (60) sixty days prior to event date.

**MISCELLANEOUS:** The Hotel does not permit affixing of anything to the walls, ceilings, or floors. The display of any signs, pictures, posters, or boards that or not of professional quality are also prohibited. Balloon decorations are not allowed outside of the meeting rooms.

Reasonable behavior and sound levels are required to allow other guests to enjoy their activities. Sound amplification systems or music in the atrium must meet with the approval of the Hotel. Any functions assigned to the Atrium must conclude by 10:00 p.m. hotel. Quiet Hours Begin at 11:00pm all Music in Banquet Rooms must conclude by this time.

Please refer to your contract for a complete list of Terms & Conditions.