



*The Embassy Suites*

*Colorado Springs*

# *Wedding Planning*

*Guide and Menus*

**2011**

**Sales and Catering Department**

**Phone: 719-955-6807**

**Fax: 719-599-6466**

# Brunch Buffets

## *Our Special Day Brunch Buffet*

Array of Seasonal Sliced Fresh Fruit with Yogurt Dip  
Display of Seasonal Garden Vegetables with Herb Dip  
Spring Green Salad with Assorted Dressings  
Tri-Colored Pasta Salad  
Assorted Quiche  
Cheddar Cheese Scrambled Eggs  
Hickory Smoked Bacon and Sausage Links  
Lemon Pepper Artichoke Chicken  
Sliced Sirloin with Mushroom Demi-Glaze  
Rosemary Roasted Red Potatoes  
Medley of Fresh steamed Vegetables  
An Assortment of Breakfast Breads and Danishes  
Served with Butter and Fruit Preserves

**\$29.75 per person**

## *Optional Additions to add to your Buffet:*

|                      |                  |
|----------------------|------------------|
| Peel and Eat Shrimp: | Market Price     |
| Champagne:           | \$5.75 per Glass |
| Bloody Mary:         | \$5.00 per Glass |

*All Brunch Buffets are served for 1 ½ hours and available until 1:00 PM  
Regular, Decaffeinated Coffee, Herbal Tea, Iced Tea, and Assorted Fruit Juices are included*

**Prices are exclusive of the taxable 21% service charge & a 7.4% sales tax**



# Plated Entrees

All Dinner Entrees are served from 3:00PM to 10:00 PM. All dinner Entrees are served with a choice of Tossed Greens with Raspberry Vinaigrette or Traditional Caesar Salad and Warm Rolls and Butter, Chef's choice of a Starch and Seasonal Vegetables, Freshly Brewed Regular, Decaffeinated Coffee, Iced Tea & Water Service are also included.

## *Tortellini Primavera*

Cheese Filled Tortellini Pasta sauteed with Seasonal Vegetables tossed in a Light Cream Sauce

**Lunch: \$18.00 per person**

**Dinner: \$22.00 per person**

## *Grilled Basil Chicken*

Char-Broiled Chicken Breast topped with Mushrooms, Tomatoes & Artichokes in a Basil Cream Sauce

**Lunch: \$19.00 per person**

**Dinner: \$24.00 per person**

## *Alaskan Salmon*

Grilled Fillet of Salmon, served with a Roasted Red Pepper Coulis Sauce

**Lunch: \$20.00 per person**

**Dinner: \$25.00 per person**

## *Mile High New York Steak*

Char-Grilled New York Strip, thinly sliced, with Shallots and a Mushroom Demi-Graze

**Lunch: \$29.00 per person**

**Dinner: \$34.00 per person**

## *Bacon Wrapped Filet Mignon*

Pan Seared Beef Tenderloin, topped with Pesto Bread Crumbs, served with Brandied Demi-Graze

**Lunch: \$28.00 per person**

**Dinner: \$34.00 per person**

## *Chicken Cordon Bleu*

Chicken Breast rolled with Ham & Swiss Cheese, lightly breaded, served with a White Wine Cream Sauce

**Lunch: \$19.00 per person**

**Dinner: \$24.00 per person**

## *Chicken Oscar*

Sautéed Chicken Breast topped with Crab Meat, Fresh Asparagus and Béarnaise Sauce

**Lunch: \$28.00 per person**

**Dinner: \$32.00 per person**

## *Surf and Turf*

Beef Tornadoes with a Cabernet Demi-Graze & Grilled Shrimp with a Tequila Lime Beurre Blanc Sauce

**Lunch: \$29.00 per person**

**Dinner: \$34.00 per person**



## *Chicken Piccata*

Sauteed Chicken Breast, complimented by a Grappa Lemon Butter Caper Sauce

**Lunch: \$19.00 per person**

**Dinner: \$24.00 per person**

## *Salmon Wellington*

Duxelle Mushroom stuffed Salmon Filet in a Puffed Pastry Shell finished with a Bearnaise Sauce

**Lunch: \$21.00 per person**

**Dinner: \$26.00 per person**

## *Grilled Top Sirloin*

Char-Grilled Top Sirloin Steak topped with a Cabernet Mushroom Demi-Graze

**Lunch: \$20.00 per person**

**Dinner: \$25.00 per person**

## *Roast Prime Rib of Beef Au Jus*

Roasted Prime Rib, served with a Horseradish Cream Sauce

**Lunch: \$32.00 per person**

**Dinner: \$36.00 per person**

## *Baked Tilapia*

Oven Baked Filet of Tilapia topped with a Fresh Citrus Salsa, served with Rice Pilaf & Fresh Sautéed Garden Vegetables

**Lunch: \$19.00 per person**

**Dinner: \$24.00 per person**

Prices are exclusive of the taxable 21% service charge & a 7.4% sales tax

# Embassy Deluxe Dinner

## Appetizer

Choice of One

Crab Stuffed Mushrooms  
served with a Béarnaise Sauce

Sea Scallops atop a Lemon Beurre Blanc

## Salad

Timbale Field Greens in a European  
Cucumber Wrap, drizzled with  
Raspberry Vinaigrette

Freshly Baked Rolls served with Butter

## Entrée

Choice of One

### *Filet of Beef Farce Grilled Gambas*

Center Cut Tenderloin stuffed with Sun  
Dried Tomatoes, Roquefort Cheese & Grilled  
Fresh water Prawns served with Roasted Red  
Pepper Mashed Potatoes & Seasonal Fresh  
Vegetables



### *Shrimp Crusted Lemon Sole*

Seared Mild Filet of Sole, topped with Shrimp &  
Tomato Coulis served with a Forest Mushroom &  
Wild Rice Pilaf & Seasonal Fresh Vegetables



**\$43.00 per person**

Prices are exclusive of the taxable 21% service charge & a 7.4% sales tax

# Lunch & Dinner Buffets

Lunch Entrees are served from 11:00 AM to 2:00 PM. Dinner Entrees are served from 3:00PM to 10:00 PM. Buffets are served for 1 ½ hours with a minimum of 50 guests, Regular & Decaffeinated Coffee & Iced Tea are included.

## *The Big Day*

Seasonal Assorted Vegetable Display with Herb Dip  
Tossed Green Salad with a Selection of Dressings  
Fruit Salad & Rosemary Roasted Red Potatoes

### **Choice of Two Entrees:**

Honey Grilled Salmon  
Orange Ginger Sesame Chicken  
Mesquite Grilled Top Sirloin  
Char-Grilled Breast of Chicken Herb de Provence  
Pan Seared Salmon with Lemon Butter

**Lunch: \$24.00 per person**

**Dinner: \$29.00 per person**

## *Chef's Showcase*

Seasonal Assorted Vegetable Display with Herb Dip  
Tossed Green Salad with a Selection of Dressings  
Medley of steamed Seasonal Vegetables  
Oven Roasted Baby Red Potatoes

### **Choice of Two Entrees:**

Grilled Top Sirloin with a Merlot Peppercorn Sauce  
Fresh Mango Chutney Pepper Steak  
Orange Basil Grilled Chicken Breast  
Lemon Pepper Artichoke Chicken  
Seared Salmon with Cucumber Dill Cream Sauce

**Lunch: \$27.00 per person**

**Dinner: \$32.00 per person**



## *Sangre De Cristo Range*

Seasonal Assorted Vegetable Display with Herb Dip  
Tossed Green Salad with a Selection of Dressings  
Antipasto Salad & Steamed Italian Style Vegetables

### **Choice of Two Entrees**

Beef Lasagna or Vegetable Lasagna  
Chicken Marsala  
Baked Parmesan Tilapia  
Aged Balsamic Grilled Chicken  
Wild Mushroom Raviolis in a Basil Cream Sauce

**Lunch: \$23.00 per person**

**Dinner: \$28.00 per person**

## *Mount Colombia Deli Delight*

Seasonal Assorted Vegetable Display with Herb Dip  
Tossed Green Salad with a Selection of Dressings  
Creamy Potato Salad  
Pasta Salad with Fresh Vegetables

*Served with the following Sliced Meats and Cheeses:*

Smoked Angus Roast Beef  
Cured Ham  
Mesquite Smoked Turkey  
Corned Beef  
Genoa Salami  
Cheddar Cheese  
Served with Fresh Rolls and Breads

**Lunch: \$21.00 per person**

**Dinner: \$26.00 per person**

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## Carving Stations

*Serves 50 People*

|                                   |          |
|-----------------------------------|----------|
| Oven Roasted Baron of Beef        | \$250.00 |
| Applewood Smoked Honey Glazed Ham | \$250.00 |
| Prime Rib of Beef Au Jus          | \$350.00 |
| Roasted Turkey                    | \$215.00 |

All Carved Selections are served with Assorted Condiments and Warm Dinner Rolls. Carver's Fee - \$75.00 per station



## Assorted Trays and Platters

*Priced per Person*

|   |         |
|---|---------|
| Seasonal Assorted Fresh Sliced Fruit  | \$6.00  |
| Fresh Chilled Vegetables with Herb Dip  | \$6.00  |
| Domestic Cheese Display, Fruit Garnish, Crackers & Lavosh                                       | \$7.50  |
| Domestic & Imported Cheese Display, Fruit Garnish & Lavosh                                      | \$7.50  |
| Jumbo Shrimp on Ice or on a Mirror Display with a Cocktail Sauce                                | \$12.00 |
| Baked Brie En Croute  | \$9.00  |
| Smoked Salmon with Diced Tomato, diced Red Onion, Parsley, Capers & Hard Boiled Eggs            | \$7.00  |
| Antipasto Display: Meats, Cheeses, Olives, Artichoke Hearts, Roasted Peppers, Crackers & Lavosh | \$9.00  |



**Minimum Order – One Hundred (100)**

## Embassy Hors D' Oeuvres

### Cold Hors D' Oeuvres (Priced per Dozen)

|                              |         |
|------------------------------|---------|
| Deviled Eggs                 | \$22.00 |
| Assorted Canapés             | \$24.00 |
| Melon & prosciutto Parma Ham | \$24.00 |
| Fresh Fruit Kabobs           | \$22.00 |
| Southwestern Pinwheels       | \$22.00 |
| Caprese Salad en Croute      | \$24.00 |

### Hot Hors D' Oeuvres (Priced per Dozen)

|                                 |         |
|---------------------------------|---------|
| Swedish or BBQ Meatballs        | \$23.00 |
| Chicken Winglets with BBQ Sauce | \$23.00 |
| Assorted Mini Quiches           | \$23.00 |
| Cheese Stuffed Mushroom Caps    | \$25.00 |
| Artichoke Stuffed Wonton Cups   | \$25.00 |
| Teriyaki Beef or Chicken Satays | \$24.00 |
| Toasted Ravioli with Marinara   | \$25.00 |
| Oriental Potstickers            | \$24.00 |
| Mini Bruschetta                 | \$23.00 |



## Miniature Desserts

### Per Dozen

#### Minimum Order Four (4) Dozen

|                               |         |
|-------------------------------|---------|
| Chocolate Dipped Strawberries | \$24.00 |
| Mini Fruit Tarts              | \$22.00 |
| Mini Cheesecakes              | \$21.00 |
| Mini Chocolate Mousse Cups    | \$23.00 |



**Prices are exclusive of the taxable 21% service charge & 7.4% sales tax**

# Hors D' Oeuvres Buffet

Buffets are served for 1 ½ hours with a minimum of 50 guests  
Regular, Decaffeinated Coffee, and Iced Tea are included



## *Embassy's Mountain Range*

Roasted Sliced Baron of Beef  
Served with Warm Silver Dollar Rolls  
Sliced Array of Fresh Fruit  
Assorted Cheese Display  
Seasonal Assorted Vegetable Tray with Herb Dip  
Peel & Eat Shrimp  
**Choice of Four:**  
Chef's Assorted Canapés  
Teriyaki Chicken Skewers  
Sea Scallops Wrapped in Bacon  
Petite Mushroom Caps filled with Crab Stuffing  
Miniature Swedish or Barbeque Meatballs  
Savory Mini Quiche  
Chinese Egg Rolls with Plum Sauce  
Chicken or Beef Satay with Spicy Peanut Sauce  
**\$36.00 per person**



## *The Maniotu Incline*

Seasonal Assorted Vegetable Tray with Herb Dip  
Fresh Seasonal Sliced Fruit Tray  
Melons Wrapped with Prosciutto  
Chicken Satay with Spicy Peanut Sauce  
Chinese Egg Rolls with Plum Sauce  
Artichoke Stuffed Wonton Cups  
**\$22.00 per person**

## *King's Crown*

Assorted Domestic Cheese Display with Lavosh  
Seasonal Assorted Vegetable Tray with Herb Dip  
Fresh Seasonal Sliced Fruit Tray  
Savory Mini Quiche  
Swedish Meatballs  
Assorted Canapés  
**\$25.00 per person**

Prices are exclusive of the taxable 21% service charge & 7.4% sales tax

# Beverages

## Cocktails

### Cash Bar

#### Priced per Drink

|                       |        |
|-----------------------|--------|
| House and Well Brands | \$4.50 |
| Call Brands           | \$5.50 |
| Premium Brands        | \$6.00 |
| House Wine            | \$4.75 |
| Premium Wine          | \$5.75 |
| Domestic Beer         | \$4.25 |
| Imported Beer         | \$5.00 |
| Coca-Cola Soft Drinks | \$2.00 |



### Hosted Bar

#### Priced per Drink

|                       |        |
|-----------------------|--------|
| House and Well Brands | \$4.25 |
| Call Brands           | \$5.25 |
| Premium Brands        | \$5.75 |
| House Wine            | \$4.25 |
| Premium Wine          | \$5.75 |
| Domestic Beer         | \$4.00 |
| Imported Beer         | \$4.75 |
| Coca-Cola Soft Drinks | \$2.00 |

### Wine Price per Bottle

|                           |         |
|---------------------------|---------|
| House Wine (all types)    | \$16.00 |
| House Champagne           | \$17.50 |
| Non-Alcoholic Apple Cider | \$17.00 |



### Priced per Gallon

|  |         |
|--|---------|
| Fresh brewed Regular or Decaffeinated Coffee   | \$34.00 |
| Freshly Brewed Hot or Iced Tea                 | \$34.00 |
| Fruit Juice ~ OJ, Cranberry, Grapefruit, Guava | \$17.00 |
| Carafe of Milk ~ Whole, 2%, or Skim            | \$17.00 |
| Sherbet Fruit Punch                            | \$31.00 |
| Fruit Punch                                    | \$20.00 |
| Lemonade                                       | \$22.00 |

### Soft Drinks

### Keg Beer

#### Priced per Keg

|               |          |
|---------------|----------|
| Domestic      | \$255.00 |
| Domestic Pony | \$160.00 |
| Micro Beer    | \$295.00 |
| Micro Pony    | \$195.00 |



### Individually Priced

|                                |        |
|--------------------------------|--------|
| Assorted Coca-Cola Soft Drinks | \$2.00 |
| Assorted Sports Drinks         | \$3.00 |
| Red Bull Energy Drink          | \$4.00 |
| Bottled Water                  | \$2.00 |

A \$75.00 Bartender fee will be applied for bar sales less than \$300.00

Prices are exclusive of the taxable 21% service charge & 7.4% sales tax

# Wine List

## WHITE WINES

### BOTTLE

SALMON CREEK CHARDONNAY (HOUSE WINE)  
 CUPCAKE CHARDONNAY  
 7 HEAVENLY CHARDONNAY  
 KENDALL JACKSON CHARDONNAY  
 CUPCAKE REISLING  
 SALMON CREEK WHITE ZINFANDEL  
 CUPCAKE SAUVIGNON BLANC  
 CAPPOLA PINOT GRIGIO



\$17.00  
 \$24.00  
 \$32.00  
 \$36.00  
 \$24.00  
 \$17.00  
 \$24.00  
 \$26.00

## CHAMPAGNE

J ROGET (HOUSE CHAMPAGNE)  
 NON-ALCOHOLIC APPLE CIDER  
 KORBEL BRUT  
 MOET CHANDON WHITE STAR

\$21.00  
 \$17.50  
 \$29.00  
 \$80.00

## RED WINES

SALMON CREEK CABERNET SAUVIGNON (HOUSE WINE)  
 SALMON CREEK MERLOT (HOUSE WINE)  
 KENDALL JACKSON CABERNET SAUVIGNON  
 KENDALL JACKSON MERLOT  
 CUPCAKE PINOT NOIR  
 CUPCAKE RED VELVET  
 MARK WEST PINOT NOIR  
 7 DEADLY ZINS  
 SIXTH SENSE SYRAH



\$17.00  
 \$24.00  
 \$36.00  
 \$36.00  
 \$24.00  
 \$24.00  
 \$28.00  
 \$32.00  
 \$32.00

Prices are exclusive of the taxable 21% service charge & 7.4% sales tax

# Audio Visual Equipment

Prices are per person unless otherwise indicated  
 Prices are exclusive of the taxable 21% service charge & 7.4% sales tax.



|                                 |               |
|---------------------------------|---------------|
| Podium with Handheld Microphone | Complimentary |
| Wired Handheld Microphone       | \$20.00       |
| Wireless Lavalier Microphone    | \$110.00      |
| Wireless Handheld Microphone    | \$110.00      |
| 4 Channel Mixer                 | \$35.00       |
| 8 Channel Mixer                 | \$75.00       |
| AV 1 Box                        | \$25.00       |
| Potable P.A. System             | \$130.00      |
| Screen                          | \$25.00       |
| Overhead Projector              | \$35.00       |
| 35mm Slide Projector            | \$38.00       |
| 27" or 25" TV with VCR/DVD      | \$140.00      |
| 27" or 25" TV                   | \$90.00       |



|   |          |
|---|----------|
| VCR   | \$35.00  |
| DVD Player                                  | \$55.00  |
| LCD Projector- 1000 ANSR Lumens             | \$150.00 |
| LCD Projector- 2000 ANSR Lumens             | \$250.00 |
| LCD Projector- 3000 ANSR Lumens             | \$350.00 |
| Easels                                      | \$10.00  |
| 3X5 Whiteboard with Markers                 | \$40.00  |
| Flipchart with Pad & Markers                | \$27.00  |
| Phone Line- Not Available in Waterfall Room | \$50.00  |
| Wireless Internet (per connection)          | \$75.00  |
| Speaker Phone                               | \$100.00 |
| Laser Pointer                               | \$45.00  |
| Dance Floor- 15'X15'                        | \$75.00  |

# *Event Policies and Guidelines*

## **Meeting Room Rentals Charges**

Group meeting and banquet room space is reserved to accommodate anticipated attendance and program requirements. Charges are assigned accordingly. All details regarding menu selection, equipment, set up, coffee breaks, etc., should be finalized FOUR WEEKS in advance of arrival. Any changes made less than 72 HOURS in advance of function will result in additional labor and/or meeting room charges. If your original number reduces by more than 10% less than 30 days prior to your event, you will be responsible for the difference in charges in food, beverage and meeting room revenue. Once your room is set to the specifications provided to our banquet department there is a \$75.00 charge to make each change. Your function room is guaranteed to be set up no more or less than 30 minutes prior to your event.

## **Meeting Room Assignments**

The Hotel does reserve the right to make changes in meeting room assignments, to better accommodate our clients.

## **Audiovisual Equipment**

The Hotel will provide a complimentary podium with microphone upon request. Other audiovisual equipment can be provided through the hotel at a rental charge. 72 hour advance notice is required. An additional charge will be assessed for delivery.

## **Menu Selection and Pricing**

Two or more entrée selections will be charged at the highest entrée price. The group is responsible for providing place cards indicating the choice of entrée for each guest along with the guaranteed breakdown of choice 72 hours prior to the function. Your menu prices will be based on our current menu. Menus and prices can not be guaranteed more than six months prior to an event.

## **Food and Beverage**

All food and beverage must be purchased from the Hotel. Donated food and beverage cannot be brought into the Hotel. No food or beverage of any kind will be permitted to be brought into the hotel by patrons or patron invitees. There will be a minimum \$300.00 charge for non-compliance of this hotel policy.

## **Custom Menus**

Our menus are designed to appeal to a broad spectrum of tastes. However, our staff would be pleased to design specialty menus for you.

## **Deposits**

Advanced deposits are non-refundable.

## **Payments**

Payment is required 3 business days prior to the function (unless credit arrangements have been established). If payment is not received five business days in advance the event will be cancelled at that time without refund of any deposits.

## **Music**

The Hotel must be notified in advance of any music in its banquet rooms. Music in any of the banquet space must be concluded by 11pm. Music in any of the Atriums must conclude by 7pm.

## **Decorations**

The Hotel will not permit the affixing of anything to the walls, floor, light fixtures, or ceiling without prior approval from the Catering Department. Absolutely no nails, tacks, or staples will be allowed.

## **Conference Materials**

The Hotel will receive any materials shipped three days prior to the function date. The Hotel will store materials one day after the scheduled function. All parcels must bear the name of the group and be addressed to the attention of your representative. All shipping charges must be paid by your company or organization. The hotel shall not assume responsibility for damage or loss of any materials or articles left in the hotel prior to, during, or following a function. Early deliveries will be charged \$10.00 per box/per day.

# EMBASSY SUITES HOTEL

## ~WEDDINGS~

### **Pikes Peak Room**

The Pikes Peak Room is 1,681 square feet and will accommodate (up to) 90 people including a dance floor. The food and beverage minimum is \$3000. You may reserve the room from 10:00 AM – 3:00 PM or from 5:00 PM – 12:00 AM. Any music in this room must be turned off by 11:00 PM and emptied of guests by midnight.

### **West Atrium**

The West Atrium can host a ceremony and reception between the hours of 1:00 PM - 7:00 PM. The food and beverage minimum is \$4500 and it will host (up to) 200 people. If you are only looking for a ceremony site with a reception in another area of the Hotel, the flat fee is \$700.00 and must be completed between 1:00 PM – 4:30 PM.

### **Continental Ballroom**

The Continental Ballroom will host up to 200 people with space for the dance floor. The food and beverage minimum is \$6000. you may reserve the room between the hours of 10:00 AM – 3:00 PM, or 5:00 PM – 12:00 AM. All music in this room must be completed by 11:00 PM and the room emptied of guests by midnight.

Each of the above rooms/spaces have a set food and beverage minimum. For example, if the minimum is \$2500 and you spend \$2250 in food and beverage you would have a room charge of \$250. However, if you spend \$2500, no room fee will apply.

( These price minimums are exclusive of a 21% service charge & 7.4% sales tax.)

**The Embassy Suites will provide all tablecloths, napkins, centerpieces, and complimentary cake cutting.**

*Menu Prices and selection are subject to change at any given time. Menus and prices are guaranteed once the contracts and Banquet Event Orders are signed for and approved by the client. If you should have further questions, please feel free to contact me at your convenience*

**Prices are exclusive of the taxable 21% service charge & 7.4% sales tax**