

Embassy Suites Hotel, Colorado Springs

Wedding Planning Guide & Menus

January 2008

Embassy Suites Hotel Colorado Springs

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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.

Complimentary Amenities

China, Flatware, Glassware, Table Linens, Candlelit Centerpieces set upon ten-inch square mirror

Additional Services Available:

Fresh Flowers available at an additional charge, Dance Floor Rental, Use of the Luxurious Garden Atrium for your Ceremony, Embassy Suites Hotel can also assist you with your Rehearsal Dinner or Bridal Luncheon

Complimentary Guest Room

Bride and Groom will receive a complimentary guest room if \$6000.00 or more is spent. This room is based on availability and certain restrictions apply.

Cake & Cake Cutting

The Embassy Suites Hotel, Colorado Springs allows wedding cakes to be brought on-site. Cake cutting services are available at no charge if minimums are met; otherwise, a \$2.00 per person cake cutting fee will apply.

Brunch Buffets

Our Special Day Brunch Buffet

An Array of Seasonal Sliced Fresh Fruit
Display of Seasonal Garden Vegetables with Herb Dip
Spring Green Salad with Assorted Dressings
Savory Meat Quiche
Garden Vegetable Quiche
Hickory Smoked Bacon Strips & Spicy Sausage Links
Breast of Grilled Chicken with Artichoke Cream Sauce
Sliced Sirloin with Demi Glaze
Roasted Red Potatoes
Medley of Fresh Steamed Vegetables
Chef's Breakfast Breads
Served with Butter Chips and Fruit Preserves

\$29.75 per person

Optional Additions to add to your Buffet:

Peel & Eat Shrimp	Market Price
Champagne or Mimosa	\$5.75 per Glass
Bloody Mary	\$4.75 per Glass

All brunch buffets are served for 1 ½ Hours and available until 1:00 PM
Regular, Decaffeinated Coffee, Herbal Tea, Ice Tea, and assorted Fruit Juices are included

Plated Lunch Entrees

Plated Lunches are served with your choice of Tossed Seasonal Greens with House Dressing, Fresh Spinach Salad, or Traditional Caesar Salad

Chicken Picatta

Sautéed Chicken Breast draped with Grappa
Lemon Butter Caper Sauce

Chicken Lafayette

Breast of Chicken sautéed with Garlic, Julienne
Ham, Fresh Mushrooms & Parmesan Cheese
Sauce

Sliced London Broil

Served with a Peppercorn Demi Glaze

Lemon Sole Meuniere

Deep Cold Filet of Sole Sautéed and smothered
with a Garlic Butter Sauce

All lunch entrees are served with Rice Pilaf or Roasted Redskin Potatoes, Fresh Steamed Vegetables,
Warm Rolls & Butter

\$21.00 per person

One Glass of Complimentary Champagne per person

All Lunch Entrees are individually plated meals – Minimum of 25 people

Lunch Entrees are served from 11:00AM to 3:00PM

Regular, Decaffeinated Coffee and Ice Tea are included

Plated Dinner Entrees

Plated Lunches are served with your choice of Tossed Seasonal Greens with House Dressing, Fresh Spinach Salad, or Traditional Caesar Salad

Orange Basil Chicken Breast

Free Range Chicken with an Orange Basil Glaze, garnished with fresh Parsnip
\$26.00 per person

Top Sirloin

Top Sirloin served with a Wild Mushroom & Port Demi Glaze
\$28.00 per person

Surf & Turf

Top Sirloin a la Maison served with four Jumbo Shrimp finished with Tequila Lime Beurre Blanc
\$36.00 per person

Alaskan Salmon

Grilled Alaskan Salmon Steak, served with a Citrus Ginger Sauce
\$28.00 per person

Chicken Picatta

Sautéed Chicken Breast, draped with a Grappa Lemon Butter & Caper Sauce
\$26.00 per person

Mile High New York Steak

Char Grilled New York Strip thinly sliced, Roasted Shallots & Mushroom Demi Glaze
\$31.00 per person

California Stuffed Beef Tenderloin

Beef Tenderloin stuffed with Spinach, Cream Cheese & Sun Dried Tomatoes, glazed with Six Grape Port Demi Glaze
\$37.00 per person

Chicken & Shrimp Duet

Sautéed Breast of Chicken, served with a Marsala Wine Sauce, & Gulf Prawns in Herb Butter Lemon Sauce
\$34.00 per person

Roasted Prime Rib of Beef

Slow Roasted Strip Loin served with Au Jus Sauce
\$34.50 per person

Center Cut Filet Au Poivre

Our Famous Pepper Steak in Brandied Pepper Chutney Sauce
\$36.00 per person

All entrees are served with Rice Pilaf or Roasted Red Potatoes, Fresh Steamed Vegetables, and Warm Rolls & Butter

One Glass of Complimentary Champagne per person

All Dinner Entrees are served from 3:00 PM to 10:00 PM
Regular, Decaffeinated Coffee, and Ice Tea are included
In the event a split menu is chosen, the higher priced menu item will be charged

Embassy Deluxe Dinner

Appetizer

Choice of One

Crab Stuffed Mushrooms served with a Bearnaise
Sauce

Sea Scallops atop a Lemon Beurre Blanc

Starter

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

Freshly Bake Rolls served with Butter Chips

Entree

Choice of One

Filet of Beef Farce Grilled

Shrimp Crusted Lemon Sole

Gambas

Center Cut Tenderloin Stuffed with Sun Dried
Tomatoes, Roquefort Cheese & Grilled Fresh Water
Prawns

Seared Mild Filet of Sole, Topped with Shrimp and a
Tomato Coulis

Served with Roasted Red Pepper Mashed Potatoes
Seasonal Fresh Vegetables

Served with a Forest Mushroom & Wild Rice Pilaf
Seasonal Fresh Vegetables

\$43.00 per person

All Dinner Entrees are served from 3:00 PM to 10:00 PM
Regular, Decaffeinated Coffee, and Ice Tea are included

Lunch & Dinner Buffets

The Rocky Mountain Deluxe

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:

BBQ Roasted Beef or Chicken
Honey Dipped Fried Chicken
Mesquite Top Roast Sirloin

Char-Grilled Breast of Chicken Herb de Provence
Pan Seared Trout with Lemon Butter

Lunch: \$22.75 per person
Dinner: \$27.95 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
Vegetable Lasagna
Stuffed Manicotti

Aged Balsamic Grilled Chicken
Pork Loin Marsala

Lunch: \$21.75 per person
Dinner: \$26.75 per person

Chef's Showcase

Seasonal Assorted Vegetable Display with Herb Dip
Tossed Green Salad with a selection of dressings
Medly of Steamed Seasonal Vegetables
Oven Roasted Baby Red Potatoes

Choice of Two Entrees:

Marinated Pork Loin
Fresh Mango Chutney Pepper Steak
Chicken Wellington

Mesquite Grilled Chicken Breast
Seared Salmon with Cucumber Dill Cream Sauce

Lunch: \$27.00 per person
Dinner: \$32.00 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
Swiss Cheese
Cheddar Cheese

Served with Fresh Rolls and Breads

Lunch: \$18.50 per person
Dinner: \$23.50 per person

Lunch Entrees are served from 11:00AM to 3:00PM
Dinner Entrees are served from 3:00 PM to 10:00 PM
Buffets are served for 1½ hours with a minimum of 50 guests
Regular, Decaffeinated Coffee, and Ice Tea are included

Carving Stations

Serves 50 people

Oven Roasted Baron of Beef	\$250.00
Apple Wood 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 - \$60.00 per station

Embassy Hors D' Oeuvres

Cold Hors D' Oeuvres

Priced per Dozen

Deviled Eggs	\$21.00
Assorted Canapés	\$23.00
Melon & Prosciutto Parma Ham	\$23.00
Fresh Fruit Kabobs	\$21.00
Southwestern Pinwheels	\$21.00
Caprese Salad en Croute	\$20.25

Hot Hors D' Oeuvres

Priced per Dozen

Swedish or BBQ Meatballs	\$22.75
Chicken Winglets with BBQ Sauce	\$22.75
Assorted Mini Quiches	\$22.75
Cheese Stuffed Mushroom Caps	\$25.00
Mini Beef or Chicken Wellingtons	\$27.00
Teriyaki Beef or Chicken Satays	\$24.00
Toasted Ravioli with Marinara	\$25.00
Polenta Bites with Marinara Sauce	\$22.00
Mini Bruschetta	\$23.00

Minimum Order – 3 Dozen

Assorted Trays and Platters

Priced per Person

Seasonal Assorted Fresh Sliced Fruit	\$5.50
Fresh Chilled Vegetables with Herb Dip	\$5.25
Assortment of Domestic Cheese Mirror Display with Fruit Garnish and assorted Crackers and Lavosh	\$6.50
Domestic & Imported Cheese Mirror with Fruit Garnish and assorted Crackers and Lavosh	\$7.50
Jumbo Shrimp on Ice or on a Mirror Display (peeled and de-veined) Served with a Cocktail Sauce	Market
Provolone En Croûte	\$8.50
Smoked Salmon with Diced Tomato, Diced Red Onion, Parsley, Capers and Hard Boiled Eggs	\$6.50
Assortment of Deluxe Thinly Sliced Meats and Domestic and Imported Cheese Display with Crackers and LaVosh	\$7.50

Miniature Desserts

Per Dozen

Chocolate Dipped Strawberries	Market
Mini Fruit Tarts	\$21.00
Mini Cheesecakes	\$22.00
Mini Chocolate Mousse Cups	\$23.00

Beaubien Peak Luxury Hors D' Oeuvres

Choice of Six Hors D'Oeuvres

Tartare de Saumon

Salmon Tartare served with Armenian Lavosh

Crabes en Croute

Crabmeat Moussoline baked in a Puff Pastry

Escargots en Croute

Garlic Butter Farm Snails baked in a Puff Pastry

Terrine de Confit de Legumes

Aromatic Vegetables Terrine

Aubergines au Chevre Roulade

Roasted Eggplant filled with Goat Cheese

Crevettes Portuguese

Bacon wrapped Fresh Water Shrimp with Ham and Swiss Cheese

Terrine de Crevettes aux Legumes

Terrine of Pacific Rim Shrimp with Vegetables

Soft Shell Crab Amandine

Baked Soft Shell Atlantic Crab sprinkled with Almonds

Tarte Flambé au Fromage

Alsatian Cheese Tart

Coquilles St. Jacques au Prosciutto

Sea Scallops wrapped in Italian Cured Parma Ham with a Button Mushroom Cream Sauce

D' Agneau ala Croute de Pommes

Loin of Spring Lamb in a Potato Crust

Canapés de Saumon Fume

Smoked Norwegian Salmon accompanied with Herbed Garlic Baguettes

Huiters Gratineé

Northeast Oysters topped with Hollandaise Sauce

\$46.00 per person

Buffets are served for 1½ hours with a minimum of 50 guests

Regular, Decaffeinated Coffee, and Ice Tea are included

Hors D' Oeuvres Buffets

Embassy's Mountain Range

Roasted Sliced Baron of Beef
Served with Warm Silver Dollar Rolls
Sliced Array of Fresh Fruit
Assorted Cheese Mirror
Seasonal Assorted Vegetable Tray with Herb Dip
Garden Green Salad

Choice of Four:
Chef's Assorted Canapes
Teriyaki Chicken Skewers
Sea Scallops Wrapped
Petite Mushroom Caps filled with Crab Stuffing
Miniature Swedish or Barbecue Meatballs
Savory Mini Quiche
Chinese Egg Rolls with Plum Sauce
Chicken or Beef Satay with Spicy Peanut Sauce

\$32.25 per person

The Manitou 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
Smoked Salmon Display
Roasted Sliced Baron of Beef

\$29.00 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
Smoked Salmon Canapes
Sliced Roasted Turkey

\$31.25 per person

Buffets are served for 1½ hours with a minimum of 50 guests
Regular, Decaffeinated Coffee, and Ice Tea are included

Beverages

Cocktails

Cash Bar

Priced per Drink

House and Well Brands	\$4.50
Call Brands	\$5.50
Premium Brands	\$6.00
House Wine	\$4.25
Premium Wine	\$5.25
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	\$5.00
Domestic Beer	\$4.00
Imported Beer	\$4.75
Coca-Cola Soft Drinks	\$1.75

Wine

Price per Bottle

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

Keg Beer

Priced per Keg

Domestic	\$245.00
Domestic Pony	\$150.00
Micro Beer	\$290.00
Micro Pony	\$190.00

Priced per Gallon

Freshly Brewed Regular and Decaffeinated Coffee	\$34.00
Freshly Brewed Hot Gourmet Tea	\$34.00
Freshly Brewed Iced Tea	\$34.00
Fruit Juice (Orange, Ruby Red Grapefruit, Cranberry or Guava Juice – per Carafe)	\$17.00
Carafe of Milk (Whole, 2% or Skim Milk)	\$17.00
Lemonade	\$22.00
Sherbet Fruit Punch	\$31.00
Fruit Punch	\$20.00
Iced Tea	\$33.00

Individually Priced

Assorted Coca-Cola Soft Drinks	\$2.00
Assorted Sport 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

Wine Selection

Priced per Bottle

Whites

Salmon Creek	\$16.00
Woodbridge, California	\$20.00
Little Penguin, Australia	\$19.00
Kendall Jackson	\$28.00
Sonoma-Cutrer Russian River Ranches, California	\$37.00

Other Whites

Salmon Creek White Zinfandel California	\$16.00
Covey Run Sauvignon Blanc, California	\$20.00
Zenato Pinot Grigio, Italy	\$27.00
Beringer White Zinfandel, California	\$20.00

Reds

Salmon Creek Cabernet, California	\$16.00
Salmon Creek Merlot	\$16.00
Little Penguin Cabernet, Australia	\$19.00
Little Penguin Shiraz, Australia	\$19.00
Carmen Merlot, Chile	\$20.00
Woodbridge Cabernet, California	\$20.00
Kendall Jackson Merlot	\$28.50

Champagne

Korbel Brut, California	\$29.00
Gloria Ferrer, California	\$33.00
Moët Chandon, White Star, France	\$80.00

Audio Visual Equipment

Podium with Microphone	Complimentary
Wired Hand Held Microphone	\$20.00
Wireless Lavalier Microphone	\$110.00
Wireless Handheld Microphone	\$110.00
4 Channel Mixer	\$35.00
8 Channel Mixer	\$75.00
Portable P.A. System	\$130.00
Screen	\$25.00
Overhead Projector	\$35.00
Overhead Projector with Screen	\$45.00
35mm Slide Projector	\$38.00
35mm Slide Projector with Screen	\$55.00
27" or 25" Monitor with VCR/DVD	\$140.00
27" or 25" Monitor	\$90.00
VCR	\$35.00
DVD Player	\$55.00
Video Projector	\$200.00
LCD Projector – 1000 ANST Lumens	\$150.00
LCD Projector – 2200 ANST Lumens	\$300.00
LCD Projector – 3000 ANST Lumens	\$360.00
Easels	Complimentary
3x5 Whiteboard with Markers	\$40.00
Flipchart with Pad & Markers	\$27.00
Phone Line – Not Available in Waterfall Room	\$50.00
Wireless Internet (<i>per connection</i>)	\$75.00
Speaker Phone	\$100.00
Laser Pointer	\$45.00
Dance Floor – 15' x 15'	\$75.00

Audio Visual Equipment must be ordered 72 hours prior to arrival