

# WEDDINGS by HILTON

## All reception packages include:

- \* *Floor Length Table Linens*
- \* *Accompanying Napkins*
- \* *Flatware, Glassware*
- \* *Room Set Up & Tear Down*

## Grand Ballroom Rentals

- \* 2 and 4 Hour Receptions
- \* Rental Fees vary by dates, times and availability

## Ceremony Fees

1 Hour Rental for Matrimonial Service  
includes Set up of Ceremony Seating & Use  
of A/V



**Hilton  
Garden Inn®**  
Martinsburg WV

# Twilight

## Display – Select One

### Domestic Cheese Board

*Swiss, Pepper Jack, & Cheddar, fruit garnish,  
variety gourmet crackers*

*Seasonal Fresh Fruit carved seasonal variety,  
Romanoff Dipping Sauce*

*Southwest Station house made guacamole, salsa, & black  
bean hummus with fresh tortilla chips & vegetables*

*Vegetable Crudit  locally sourced fresh vegetables, house  
Ranch & traditional hummus*

## Hors d'oeuvres – Select Two

*Mushrooms Stuffed with Sausage & Cheese*

*Quiche Lorraine*

*Quiche with Spinach, Roasted Red Pepper & Goat Cheese*

*Spinach & Artichoke Dip with House Made Tortilla Chips*

*Spring Rolls with Sesame Drizzle*

*Tomato & Basil Bruschetta on Crostini*

## Salad – Select One

*Chopped Salad Iceberg lettuce, tomatoes, red onion, bacon,  
house made croutons, & cheddar cheese*

*House Salad Arcadian lettuce blend, grape tomatoes,  
cucumber, & red onion*

## Buffet Entrees – Select Two

*includes choice of two accompanying side dishes*

*Baked Virginia Ham local apple & honey compote*

*Beef Tips cabernet mushroom sauce*

*Chicken Marsala seared breast, mushroom sauce*

*Flank Steak cold smoked & finished with red wine,  
chimichurri*

*Grilled Portobella topped with spinach, roasted red  
peppers, goat cheese*

*Lemon Chicken white wine & lemon sauce*

*Pasta Primavera grilled seasonal vegetables in garlic &  
white wine sauce*

*Pork Tender Medallions slow roasted with Virginia plum  
chutney & pan sauce*

*Salmon Florentine baked filet topped with roasted red pep-  
per & spinach cream sauce*

*Stuffed Tilapia imperial stuffed, citrus beurre blanc*

*Includes complimentary Iced Tea, Coffee and Water*

# Enchanted

## Display – Select Two

### Domestic Cheese Board

*Swiss, Pepper Jack, & Cheddar, fruit garnish,  
variety gourmet crackers*

**Seasonal Fresh Fruit** *carved seasonal variety,  
Romanoff Dipping Sauce*

**Southwest Station** *house made guacamole, salsa,  
& black bean hummus with fresh tortilla chips & vegetables*  
**Vegetable Crudit ** *locally sourced fresh vegetables, house Ranch  
& traditional hummus*

## Hors d'oeuvres – Select Three

**Caprese Skewers**, Balsamic drizzle  
**Crab Dip** with flatbread chips  
**Cucumbers Topped** with Shrimp  
**Quiche Lorraine**  
**Quiche** with Spinach, Roasted Red Pepper & Goat Cheese  
**Meatballs** (Choose Sweet n Sour or Tomato Basil)  
**Mushrooms Stuffed** with Sausage & Cheese  
**Mushrooms Stuffed** with Crabmeat Spinach & Artichoke Dip with  
House Made Tortilla Chips  
**Spring Rolls** with Sesame Drizzle  
**Tomato & Basil Bruschetta** on Crostini

## Salad – Select One

**Chopped Salad** *Iceberg lettuce, tomatoes, red onion, bacon, house  
made croutons, & cheddar cheese*  
**House Salad** *Arcadian lettuce blend, grape tomatoes, cucumber,  
& red onion*

## Buffet Entrees – Select Two

includes choice of two accompanying side dishes

**Baked Virginia Ham** *local apple & honey compote*

**Chicken Chesapeake** *seared breast topped with  
Virginia ham & crabmeat, Imperial sauce*

**Beef Tips** *cabernet mushroom sauce*

**Chicken Marsala** *seared breast, mushroom sauce*

**Crab Cakes** *house made, lemon & dill tarter*

**Flank Steak** *cold smoked & finished with red wine,  
chimichurri*

**Grilled Portobella** *topped with spinach, roasted red  
peppers, goat cheese*

**Lemon Chicken** *white wine & lemon sauce*

**Pasta Primavera** *grilled seasonal vegetables in garlic  
& white wine sauce*

**Pork Tender Medallions** *slow roasted with Virginia  
plum chutney & pan sauce*

**Prime Rib** *sliced thin, au jus & horseradish sauce*

**Salmon Florentine** *baked filet topped with roasted  
red pepper & spinach cream sauce*

**Shrimp Alfredo** *tortellini & shrimp in creamy alfredo*

**Stuffed Tilapia** *imperial stuffed, citrus beurre blanc*

*Includes complimentary Iced Tea, Coffee and Water*

# Luna

## Display – Select Two

**Domestic Cheese Board**

*Swiss, Pepper Jack, & Cheddar, fruit garnish,  
variety gourmet crackers*

**Seasonal Fresh Fruit** *carved seasonal variety,  
Romanoff Dipping Sauce*

**Southwest Station** *house made guacamole, salsa,  
& black bean hummus with fresh tortilla chips & vegetables*

**Vegetable Crudit ** *locally sourced fresh vegetables, house  
Ranch & traditional hummus*

## Hors d'oeuvres – Select Three

**Ahi Tuna Wontons** with Asian Slaw

**Antipasto Skewers**, Herb Vinaigrette drizzle

**Caprese Skewers**, Balsamic drizzle

**Crab Dip** with flatbread chips

**Cucumbers Topped** with Shrimp

**Mini Avocado & Salmon Tarts**

**Mini Quiche Lorraine**

**Mini Quiche** with Spinach, Roasted Red Pepper, & Goat  
Cheese

**Mushrooms Stuffed** with Crab Dip

**Mushrooms Stuffed** with Local Sausage & Cheese

**Petite Jumbo Lump Crab Cakes** with House Made Tarter

**Shrimp Cocktail Cups**

**Spinach & Artichoke Dip** with House Made Tortilla Chips

## Salad – Select One

**Chopped Salad** *Iceberg lettuce, tomatoes, red onion, bacon,  
house made croutons, & cheddar cheese*

**Caesar Salad** *Romaine wedge, house made dressing, croutons  
& Pecorino Romano cheese*

**House Salad** *Arcadian lettuce blend, grape tomatoes,  
cucumber, & red onion*

## Plated Entrees – Select Two

includes Chef's accompanying side dishes

**Bone-In Pork Chop** *Virginia chutney, pan sauce*

**Chicken Picatta** *seared breast, citrus beurre blanc, capers*

**Chicken Chesapeake** *seared breast topped with Virginia  
ham & crabmeat, Imperial sauce*

**Filet Mignon** *grilled medium with red-wine garlic butter*

**Jumbo Lump Crab Cakes** *house made, lemon & dill tarter*

**Pecan Crusted Catfish** *citrus beurre blanc*

**Prime Rib** *sliced thin, au jus & horseradish sauce*

**Salmon Florentine** *baked filet topped with roasted red pep-  
per & spinach cream sauce*

**Seared Sea Scallops** *basil oil, balsamic glaze*

**Shrimp & Grits** *jumbo shrimp over ground jalepeno  
cheddar grits*

**Southwest Chicken** *over roasted garlic & pepper jack  
polenta*

**Stuffed Portobella** *spinach, roasted red pepper & goat  
cheese*

*Includes complimentary Iced Tea, Coffee and Water*

# Del Sol — *A Champagne Brunch*

## Display – Select One

### Domestic Cheese Board

*Swiss, Pepper Jack, & Cheddar, fruit garnish,  
variety gourmet crackers*

**Seasonal Fresh Fruit** *carved seasonal variety,  
Romanoff Dipping Sauce*

**Southwest Station** *house made guacamole, salsa,  
& black bean hummus with fresh tortilla chips & vegetables*

**Vegetable Crudit ** *locally sourced fresh vegetables, house  
Ranch & traditional hummus*

## Hors d'oeuvres – Select Two

Ahi Tuna Wontons with Asian Slaw

Antipasto Skewers, Herb Vinaigrette drizzle

Caprese Skewers, Balsamic drizzle

Crab Dip with flatbread chips

Cucumbers Topped with Shrimp

Mini Avocado & Salmon Tarts

Mini Quiche Lorraine

Mini Quiche with Spinach, Roasted Red Pepper, & Goat  
Cheese

Mushrooms Stuffed with Crab Dip

Mushrooms Stuffed with Local Sausage & Cheese

Petite Jumbo Lump Crab Cakes with House Made Tarter

Shrimp Cocktail Cups

Spinach & Artichoke Dip with House Made Tortilla Chips

## Breakfast Bakery Station

*Freshly baked muffins, pastries, glazed cinnamon rolls,  
croissants and scones*

## Buffet Entrees – Select Three

*includes choice of three accompanying side dishes*

**Baked Virginia Ham** *local apple & honey compote*

**Beef Tips** *cabernet mushroom sauce*

**Chicken Marsala** *seared breast, mushroom sauce*

**Flank Steak** *cold smoked & finished with red wine,  
chimichurri*

**Grilled Portobella** *topped with spinach, roasted red  
peppers, goat cheese*

**Lemon Chicken** *white wine & lemon sauce*

**Pasta Primavera** *grilled seasonal vegetables in garlic &  
white wine sauce*

**Pork Tender Medallions** *slow roasted with Virginia plum  
chutney & pan sauce*

**Salmon Florentine** *baked filet topped with roasted red pep-  
per & spinach cream sauce*

**Stuffed Tilapia** *imperial stuffed, citrus beurre blanc*

*Includes 2 hours of unlimited Champagne & Mimosa Service  
Plus Complimentary Iced Tea, Coffee and Water*

# After Glow — Cocktail Reception

## Display – Select One

### Domestic Cheese Board

*Swiss, Pepper Jack, & Cheddar, fruit garnish,  
variety gourmet crackers*

**Seasonal Fresh Fruit** *carved seasonal variety,  
Romanoff Dipping Sauce*

**Southwest Station** *house made guacamole, salsa,  
& black bean hummus with fresh tortilla chips & vegetables*

**Vegetable Crudité** *locally sourced fresh vegetables, house  
Ranch & traditional hummus*

## Hors d'oeuvres – Select Five

Ahi Tuna Wontons with Asian Slaw

Antipasto Skewers, Herb Vinaigrette drizzle

Caprese Skewers, Balsamic drizzle

Crab Dip with flatbread chips

Cucumbers Topped with Shrimp

Mini Avocado & Salmon Tarts

Mini Quiche Lorraine

Mini Quiche with Spinach, Roasted Red Pepper, & Goat  
Cheese

Mushrooms Stuffed with Crab Dip

Mushrooms Stuffed with Local Sausage & Cheese

Petite Jumbo Lump Crab Cakes with House Made Tarter

Shrimp Cocktail Cups

Spinach & Artichoke Dip with House Made Tortilla Chips

## Buffet Entrees – Select Two

includes choice of three accompanying side dishes

**Baked Virginia Ham** *local apple & honey compote*

**Beef Tips** *cabernet mushroom sauce*

**Chicken Marsala** *seared breast, mushroom sauce*

**Flank Steak** *cold smoked & finished with red wine,  
chimichurri*

**Grilled Portobella** *topped with spinach, roasted red  
peppers, goat cheese*

**Lemon Chicken** *white wine & lemon sauce*

**Pasta Primavera** *grilled seasonal vegetables in garlic &  
white wine sauce*

**Pork Tender Medallions** *slow roasted with Virginia plum  
chutney & pan sauce*

**Salmon Florentine** *baked filet topped with roasted red pep-  
per & spinach cream sauce*

**Stuffed Tilapia** *imperial stuffed, citrus beurre blanc*

*Includes 2 hours of unlimited Champagne, Beer & Wine  
Plus Complimentary Iced Tea, Coffee and Water*



# Accompaniments

Brussels Sprouts, roasted with bacon & onions

Buttered Linguine, parsley garnish

Corn, sweet chipotle cream

Green Beans, toasted almonds

Mashed Potatoes, garlic & cream

Risotto (chefs choice to compliment entrée)

Roasted Asparagus, olive oil drizzle

Roasted Fingerling, potato medley

Seasonal Squash, sautéed with red peppers

Stone Ground Grits, cheddar & jalapeno

Wild Rice Pilaf, fresh herbs

# Carving Stations

Carving Stations are priced as *add on* to Packages & include appropriate condiments & house made rolls.  
All Carving Stations incur a Chef's Attendant Carving Fee.

Steamship Round of Beef

Roast Turkey Breast

Roasted Pork Loin

Virginia Baked Ham

Roasted Prime Rib

Roasted Beef Tenderloin

# Add Ons & Extras

Additional Entrée Selection

Additional Display Selection

Additional Hors d'oeuvres

Additional Salad Selection

# Bar Services

*All bars incur a Bartender Service Fee per Bartender. 1 Bartender is required per every 75 guests.*

## Beer & Wine Bar

*Domestic & Imported Beer & House Wine, Assorted Sodas*

## House Bar

*Call Brand Liquors to include Bacardi, Jack Daniels, Smirnoff, Captain Morgan, Dewar's, Baileys, & Beefeaters, Domestic & Imported Beer & House Wine, Mixers, Juices, Assorted Sodas*

## Top Shelf Bar

*Premium Brand Liquors to include Crown Royal, Grand Marnier, Gentleman Jack, Absolut, Maker's Mark & Tanqueray, Domestic & Imported Beer & Select Wine, Mixers, Juices, Assorted Sodas*

## Toasts & Champagne Punches

Champagne Toast (House)  
Sparkling Cider Toast  
Fruit Punch (non-alcohol)  
Champagne or Mimosa Punch  
Rum Punch

## Cash Bar

Classic Banquet Bar Service at Cash Prices  
Bar Set Up Fee



## **Hilton Garden Inn Wedding Reception Policies Agreement**

### **Private Tastings**

Private tasting appointments are arranged in advance of choosing entrée selections. Tastings are limited to 4 guests & are complimentary. All private tasting appointments require a two week notice for scheduling & ordering purposes.

### **Guarantees**

A guarantee is required for all private functions. It is the sole responsibility of the client to notify the Hotel, by 12:00 noon fourteen (14) business days prior to your event, the exact number you wish to guarantee. The bill will be prepared for the guarantee number, or the actual number served, whichever is greater. In the event a guarantee is not received three days prior to the event, the original estimated attendance, as indicated on the Banquet Event Order, will be considered the guarantee number. For plated entrée selections, if more than one entrée is selected, a fixed quantity of each entrée must be submitted to the hotel with the final guarantee fourteen business days prior to the event.

### **Food Service**

The Hotel does not allow any food to be brought in from the outside by guests due to city, state, health & liquor laws & regulations. The Hotels strictly prohibits the removal of food from any catered function by the client.

### **Beverage Service**

The hotel is the sole alcoholic beverage licensee on the premises. It is subject to the regulations of the West Virginia Alcoholic Beverage Control Commission & the violation of these regulations may jeopardize the hotel's license. It is a policy, therefore that all alcoholic beverage be purchased from & supplied by the Hotel. No outside alcoholic beverages may be consumed in the banquet room or public areas & the hotel reserves the right to confiscate any outside alcoholic beverages brought into these areas. We also reserve the right to decline service of alcoholic beverages to all persons for the safety of our staff & guest. The legal drinking age in the state of West Virginia is 21 years & proof of ID is required for service.

### **Minimum Spend**

There is a minimum Food & Beverage spend for wedding receptions.

### **Liability**

The Hotel will not assume any responsibility for damage to or loss of any merchandise or articles left in the Hotel prior to or after the function. The Hotel will hold responsible for any damages to carpeting, window coverings, wall covering, tables, chairs, lighting, fixtures, & audio equipment caused by attendees or outside vendors.

### **Pricing**

All of the included pricing is based on Fair Market Value. Due to the fluctuations in food costs, the quoted prices are subject to change without notice until confirmation of selected menus. All banquet prices (food & beverage) are subject to 21% service charge. Events Booked more than 10 months out from date are subject to Fair Market Value changes to menu up to 90 days prior to the event.

### **Deposits**

Deposits are required to confirm function space, & are due with the signed contract. Deposits are nonrefundable. All credit cards submitted for payment will be charged in full, prior to function. Thirty (30) days prior to the event 100% of the estimated total revenue, based on expected attendance, is due & payable. The balance is due fourteen (14) business days prior to the arrival/function date, along with final guarantees. Any remaining balance is due & payable at the end of the function either by cash or credit card.

### **Cancellations**

Cancellation within thirty (30) days of the scheduled function date will be subject to a cancellation fee of 100% of the total estimated food & beverage revenue, & 100% of the room rental/set-up fee. Additionally, any payments made to the hotel for entertainment, decorations or services provided by contracted suppliers will be forfeited. Cancellation 31-60 days prior to the function date is subject to a penalty fee of 50% of the hotels reflected on catering contract/banquet event orders. Deposits are nonrefundable.

### **Function Room Use**

Client agrees to begin function promptly at the scheduled times & agrees to have guests, invitees & other persons vacate the designated function area at the scheduled closing hour. The time of setup for your event is based on the hotel's scheduling of staffing & other events. There will be no guarantee of setup times prior to the event time.

No flames permitted of any kind. Decorative battery operated LED only.

No glitter, confetti or liquid bubbles permitted.

**I have read & understand the above policies.**

Client Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Hotel Received: \_\_\_\_\_ Date: \_\_\_\_\_