



**EMBASSY  
SUITES**  
by HILTON™

Arcadia - Pasadena Area

## *Wedding Ceremony*

*-Atrium Setting with White Draping*

*-Theater Style for 100 guests*

*-Sound System with One Microphone*

*-Fruit Infused Water*

*(Guest is responsible for Decor, Music and Minister)*



# *Reception Packages*

Minimum 100 People

## *Emerald*

Choice of Two Cold Hors d'Oeuvres  
Plated Entrée (Choice of 1 Entree)  
Champagne and Sparkling Cider Toast  
Specialty Cake  
White, Ivory or Black Floor-Length Table Linen  
Colored Napkins  
Chair Covers with Sashes  
Mirrored Rounds & (3) Votive Candles  
Private Bar Service (Cash Bar)  
Dance Floor  
(1) Suite for night of event

## *Diamond*

Buffet (Choice of 2 Entrees)  
Specialty Cake  
Champagne and Sparkling Cider Toast  
One Cold Hors d'Oeuvres  
Two Hot Hors d'Oeuvres  
One Bottles of House Wine per Table  
White, Ivory or Black Floor Length Linen  
Colored Napkins  
Chair Covers with Sashes  
Mirrored Rounds & Votive Candles  
Private Bar Service (Cash Bar)  
Dance Floor  
(1) Suite for night of event

## *Hors d'Oeuvres Selections*

### *Cold Hors d'Oeuvres*

Domestic Cheeseboard and Crackers  
Crudit  with Ranch Dip  
Sliced Fresh Fruit Display  
Bruschetta

### *Hot Hors d'Oeuvres*

Swedish or BBQ Meatballs  
Cheese Stuffed Mushrooms  
Eggrolls with Plum Sauce  
Mini Quiches

## *Plated Menu Selections*

All Entr es Include Assorted Rolls and Butter, Coffee, Decaffeinated Coffee, Iced and Hot Tea

### *Salad*

(Select One)

#### *Crisp Romaine Salad*

Romaine Lettuce Served with a  
Variety of Fresh Garden Vegetables  
Choice of Dressing

#### *Autumn Salad*

Roasted Beets, Frisee, Candied Walnuts and Goat Cheese  
Served with a Pomegranate Vinaigrette

#### *Fresh Spinach Salad*

Fresh Spinach, Bacon, Chopped Egg and Shredded Romano Cheese  
Served with Dijon Dressing

### *Entr es*

Served with Rice or Potato, Vegetables

You May Create a Combination Plate with Any Two of the Following Selections for an Additional \$5.00 per person

#### *Breast of Chicken*

Served with your Choice of One Sauce:  
Coq Au Vin, Picatta, Roasted Garlic, Teriyaki,  
Lime-Cilantro or Wild Mushroom

#### *Grilled Salmon Meuniere*

Grilled Salmon Drizzled with Lemon-Butter Sauce

#### *Pork Tenderloin Florentine*

Pork Tenderloin Stuffed with Spinach, Onions,  
Mushrooms, Herbs and Mozzarella Cheese  
Served with a Madera Demi-Glace

#### *Poulet Diana*

Pan-Fried Boneless Breast of Chicken, Saut ed Artichokes,  
Mushrooms, Green Onions and Jumbo Shrimp  
Served with a Beurre Blanc Sauce

#### *Top Sirloin Steak*

Served to Perfection with Wild Mushroom Gravy

## *Buffet Menu Selections*

Choice of Two Selections From Each of the Following Three Categories  
All Buffets Include Assorted Rolls and Butter, Coffee, Decaffeinated Coffee, Iced and Hot Tea

### *Salads*

Classic Caesar Salad  
Spinach Salad  
Mixed Green Salad with Choice of Dressing  
Greek Salad with Feta Cheese  
Penne Pasta Salad  
New Potato Salad  
Antipasto Salad

### *Sides*

Rice Pilaf  
Roasted New Potatoes  
Garlic Mashed Potatoes  
Mixed Seasonal Vegetables  
Green Beans Almandine  
Stir Fried Oriental Vegetables  
Rum Glazed Carrots

### *Entrées*

#### *Penne Margherita*

Penne Pasta Tossed with Fresh Tomato, Garlic, Basil and Olive Oil  
Topped With Fresh Romano Cheese

#### *London Broil*

Tender Flank Steak in Red Wine with Mushrooms and Onions

#### *Breast of Chicken*

Served with your Choice of One Sauce: Picatta, Roasted Garlic, Lime-Cilantro or Wild Mushroom

#### *Poulet Champignon*

Airline Chicken Stuffed with Mushrooms, Spinach, Cheese & Light Mushroom Sauce

#### *Grilled Filet of Salmon*

Served with Your Choice of Sauce or Cooking Style: Basil-Garlic, Ginger-Lime, Tarragon or Cajun Style

#### *Pork Tenderloin Florentine*

Pork Tenderloin Stuffed with Spinach, Onions, Mushrooms, Herbs and Mozzarella Cheese  
Served with a Madera Demi-Glaze

# *Upgraded Wedding Package*

Minimum 100 People  
Your Choice of Three Course Plated or Buffet Menu

## *Ruby*

Buffet or Plated Entrée from our Upgraded Catering Menu

Specialty Cake or Dessert

Champagne and Sparkling Cider Toast

Two Hot Hors d'Oeuvres - Tray Passed

Two Cold Hors d'Oeuvres

Bottle of Wine Per Table

Private Bar Service

One Hour Hosted Bar for Pre-Reception

(Includes Non-Alcoholic, Bottled Domestic Beer, House Wine & Well-Brand Cocktails)

Elegant White, Ivory or Black Floor-Length Linen

Upgraded Table Overlays (Satin or Organza)

Chair Covers and Sashes

Mirror Rounds & Votive Candles

Dance Floor

6 - LED Uplights

(1) Suite for night of event

# *Ruby Package*

## *Cold Hors d' Oeuvres*

Crudité with Ranch Dip

Domestic Cheeseboard and Crackers

Smoked Salmon Bouchees  
Topped with Cream Cheese and Capers

Curry Crab Salad in Miniature Cucumber Cups

Smoked Chicken Salad on Baby Belgian Endive

Sliced Fresh Fruit Display

Spicy Shrimp Shooters

Basil, Fresh Mozzarella, and Roma Tomatoes Served  
on a Toasted Baguette

## *Hot Hors d' Oeuvres*

Mini Quiche

Cheese Stuffed Mushrooms

Grilled Curry Chicken Satays with Peanut

Artichoke Bottoms with Spinach Mousse  
Baked and Topped with Fresh Parmesan

Fresh Lobster with Beurre Blanc  
Baked in a Mushroom Cup

Swedish or BBQ Meatballs

Brie and Prosciutto Purses

Lamb Sliders

## *Ruby Plated Entrée Selections*

Each Entrée is Served with Rice or Potato Choice of Vegetables  
All Entrées Include Assorted Rolls and Butter, Coffee, Decaffeinated Coffee, Iced and Hot Tea

### *Plated Salads*

(Select one)

#### *Baby Mixed Greens*

Tossed with Toasted Almonds, Pecans and Gorgonzola Cheese  
Served with a Raspberry Vinaigrette

#### *Belgian Endive and Baby Mixed Greens*

Topped with Bleu Cheese Crumbles, Red and Yellow Pear Drop Tomatoes  
Served with a Roasted Shallot Vinaigrette

### *Plated Entrées*

(Select one)

#### *Filet Mignon*

Served with Port Wine Demi-Glace and Topped with Crispy  
Onion Fritters

#### *Petite Filet and Sautéed Shrimp*

##### *"Scampi" Style*

with Sautéed Spinach and Potato Puree

#### *Grilled New York Strip*

Served with a Four Peppercorn Sauce

#### *Cornish Game Hen*

Served with Blackberry Pepper Sauce

#### *Chicken Marsala*

Airline Style Chicken Breast Sautéed with Wild Mushrooms  
and Marsala Demi-Glace

#### *Salmon Oscar*

Grilled Salmon topped with Crab Bernaise Sauce,  
Mushrooms and Asparagus

#### *Macadamia Crusted Halibut*

Seared and Served with a Mango-Papaya Salsa

#### *Prime Rib*

A Premium Cut of Tender Prime Rib, Slow Roasted  
Served with Au Jus and Creamy Horseradish

## *Ruby Buffet Menu Selections*

Includes Assorted Rolls and Butter, Coffee, Decaffeinated Coffee, Iced and Hot Tea  
Please Select Two Selections From Each of the Following Three Categories:

### *Buffet Salads*

Baby Field Green Salad with Accents of Shoestring Vegetables  
Served with a Choice of Dressings

Roma Tomato and Mozzarella Salad Tossed with Extra Virgin Olive and Truffle Oil

Classic Hearts of Romaine Caesar Salad with Toasted Garlic and Parmesan Croutons

Fresh Spinach, Dijon Dressing, Bacon, Chopped Egg and Shredded Romano Cheese

### *Buffet Sides*

Wild Rice with Apples and Sun Dried Cherries

Baked Potato Fans with Parmesan Cheese and Bread Crumbs

Caramelized Baby Carrots with Orange Zest

Sautéed French Beans

### *Buffet Entrées*

#### *Roasted Tenderloin of Beef*

Served with a Port Wine Demi-Glace

#### *Roasted New York Strip*

Topped with a Bordelaise Sauce

#### *Macadamia Crusted Halibut*

Served with a Mango-Papaya Salsa

#### *Grilled Pacific Salmon Filet*

Topped with a Bay Shrimp Sauce

#### *Pork Tenderloin Florentine*

Pork Tenderloin Stuffed with Spinach, Onions, Mushrooms,  
Herbs and Provolone Cheese  
Served with a Madera Demi-Glace

#### *Breast of Chicken*

Stuffed with Roma Tomatoes, Onions,  
Mushrooms, Rice,  
Herbs and Mozzarella Cheese  
Baked and Served with a Creamy Tomato Sauce

### *Prime Rib Carving Station*

Carved, Succulent Prime Rib with Horseradish and Au Jus  
Requires and Additional Carver Fee of \$100.00



## *Cocktails – Hosted Pricing*

Cocktails and Highballs – Well Brands  
Cocktails and Highballs – Call Brands  
Cocktails and Highballs – Premium Brands  
Domestic Beer  
Imported Beer

House Wine by the Glass  
White Zinfandel/Chardonnay/Cabernet Sauvignon/Merlot

### *Draft Beer* - (Approximately 200 Servings)

Domestic Beer  
Imported/Micro Beer

### *House Wine by the Bottle*

Chardonnay  
Cabernet Sauvignon  
Merlot  
Champagne  
Sparkling Cider (Non-Alcoholic)

2 Hours Host Bar (Red & White House Wine, Domestic & Imported Beers & Well Brands) - 21.00 per person  
Additional Hours 18.00 per person/per hour

2 Hours Host Bar (Red & White House Wine, Domestic & Imported Beers & Premium Brands) – 27.00 per person  
Additional Hours 20.00 per person/per hour

A wide variety of Imported and California wines are also available on our wine list  
We will be glad to serve guest-provided wine or champagne: Corkage fee 15.00 per 750-ml. bottle

### *Non-Alcoholic Beverages*

Fruit Punch (Approximately 12-16 servings)  
Assorted Coca Cola Soft Drinks  
Fiji Water

# *General Information*

## *Guarantee*

Together with our professional Catering and Banquet Staff we will provide you with the finest of service. Your Catering Manager will determine your group's minimum revenue guarantee at the time of the event booking. This will be considered your minimum financial guarantee, not subject to reduction, for which you will be charged, should less guests attend. your actual attendance must be confirmed fourteen (14) business days in advance by 10:00am

## *Non- Refundable Deposits*

A 25% Non-Refundable Deposits is required to confirm banquet space on a definite basis.

## *Payments*

Unless credit has been approved by the hotel, full estimated payment is required at time of guarantee in the form of cash, money order or cashier's check made payable to Embassy Suites three (3) days prior to your event date. Any additional charges are due at the conclusion of the function. If paying by check, payment must be given at least fourteen (14) days prior to the event. A credit card must be on file as guarantee for any extra charges.

## *Availability*

Daytime events may be scheduled between 11:00am - 4:00pm. Evening events may be scheduled between 6:00pm - 12:00 midnight. Hours are subject to hotel's space availability and may be flexible. In the event that the room is required for more than six hours time frame, there will be an additional room charge of \$350.00 per hour. Access to your room prior to the schedule event time for the purpose of decorating is subject to availability and may incur an additional charge.

## *Menu Tasting*

The Hotel will provide a complimentary food tasting to the Bride and Groom after signing agreement and deposit has been received. There is a \$35 charge for each additional person attending the tasting. All menu tastings are scheduled between Tuesday - Thursday from 11:00am - 2:00pm with a two week notice, excluding holiday. No Tastings will be available between 11/24/2016 to 01/07/2017. Reservation must be made two weeks prior with the Catering Department. Menu tastings does not include Hors d' oeuvres or desserts.

## *Rehearsals*

All rehearsals are done Monday - Saturday earliest 11:00am - 4:00pm the latest by appointment. Appointments are based on availability. Rehearsals are subject to change due to conflicting events.

## *Wedding Services*

For this most important event in your life, a highly trained and experienced staff is at your service to assist you in making your arrangements. Our lush atrium is the perfect setting for your wedding ceremony.

## *Decorations*

All decorations must meet with the local fire department specifications and approval. Recommendations for floral arrangements are available through the Catering Department. The Hotel will not permit the affixing of anything to the walls, floors or ceiling of rooms with nails, staples, tape or any other substance unless prior approval is given by your Catering Manager.

## *Music and Entertainment*

Recommendations for entertainment are available through our Catering Department. For evening functions, all music must end no later than 12:00am (midnight), however, if the hotel receives complaints we may ask you to turn music down or off prior to midnight. All entertainment must supply their own extension cords and duct tape. All cords must be safely secured. Music and entertainment are subject to the terms of our "Entertainment Agreement" where applicable.

## *Linens*

Ask about our wide variety of tablecloth and napkin colors. A nominal fee will be charged for special orders.

## *Security*

The Hotel shall not assume the responsibility for the loss or damage of any articles or merchandise left in the public function space. Security arrangements for exhibits, merchandise or articles must be made prior to your function through the Hotel.

## *Audio-Visual Equipment*

All state-of-the-art audio-visual equipment may be arranged through your Catering Manager.

## *Service Charge and Sales Tax*

All prices including food, beverages, meeting room rental and audio visual are subject to a mandatory taxable 21% service charge plus applicable 9% state and local taxes.

## *Miscellaneous*

Food and/or beverage may not be brought into the hotel or be taken from hotel. Banquet staff is not authorized to give To-Go boxes for any leftovers.