

**2011
BANQUET MENU**



BANQUET TERMS AND CONDITIONS

Audio/Visual Services

Our fully equipped Audio-Visual Department is available twenty-four (24) hours a day to assist you. Additional electrical power distribution is available in all function rooms. Charges will be based on labor and actual per dropped per specifications. Charges for power usage will be \$1.50 per amp, per leg, per day. All audio-visual services are subject to a 24-percent labor charge and applicable sales tax.

Damages

The client agrees to be responsible for any damages incurred to the premises or any other area of the Hotel by the host, his guests, independent contractors or other agents that are under the client's control. Please refer to the Sales or Vendor Agreements for further details.

Decorations, Music and Entertainment

Flowers, décor, specialty linens and entertainment can be ordered with your Catering or Event Manager, or directly with our in-house décor and floral company, Hello- Florida. Please be advised that all props and items contracted through outside vendors must file a Hold Harmless Agreement with us and be removed at the conclusion of your event, unless special arrangements have been made through your Catering or Event Manager.

Food and Beverage Prices

All food and beverage prices are subject to change without notice.

Food and Beverage Service

Hilton Orlando is the only licensee authorized to sell, serve, or distribute any food and beverages on property. The sale and service of alcoholic beverages are regulated by the Florida State Liquor Commission. The Hilton Orlando is responsible for the administration of these regulations. It is Hotel policy therefore, that liquor cannot be brought onto the property from outside source. Additionally the Hotel does not allow food to be brought onto the property, whether purchased or catered from outside sources.

Function Rooms

Function rooms are assigned by the Hotel according to the guaranteed minimum number of people anticipated. Room rental fees may be applicable if group attendance falls below the estimated attendance at the time of booking. The Hotel reserves the right to assign another room for function in the event the room originally designated for such function shall become unavailable or inappropriate in the Hotel's sole opinion. Extra charges may apply for unusual setup requirements, extra electrical hookups or telecommunication equipment.

Guarantees

In arranging for private functions, the final attendance must be specified and communicated to the Hotel by 11 a.m. a minimum of three (3) working days prior to the event. This number will be considered a guarantee not subject to reduction and changes will be made accordingly. Guarantees for Sunday and Monday are due by 11 a.m. on Thursday. Guarantees for Tuesday are due by 11 a.m. on Friday. If a guarantee is not given to the Hotel by 11 a.m. on the date it is due, the expected number(s) indicated on the banquet event order will become the guarantee. We will set up for 3 percent over the guarantee for the groups, after that a surcharge will apply. An increase in guarantee after the three (3) business days' count is given, is not subject to oversight. The Hotel will not be responsible for identical service to more than 3 percent over the guarantee. The set for all Continental breakfasts, coffee breaks and receptions will be the same as the guarantee.

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Labor Charges

WAITERS – On a reception where little or no food has been ordered, the cost of one waiter for each 100 guests will be applied as follows: \$175.00.

BARTENDERS – Bartenders are required and fee of \$715.00 is charged unless otherwise stated.

CHEFS and CARVERS – Some menu items require Chef Attendants or Carvers and are charged at \$175.00 each.

ROOM RENTAL/CEREMONY FEES – Your Catering Manager will quote you the applicable charges for meeting rooms or ceremony fees.

Lost and Found

Hilton Orlando will not assume or accept any responsibility for damages to or loss of any merchandise or articles left in the Hotel prior to, during or following any event.

Menu Selection

Our creative staff will assist you in planning special menus, theme parties and events. We do ask that your final menu selection be submitted no later than four (4) weeks prior to the event. All menus are limited to one entrée selection. All prices listed herein are valid through December 31, 2011, and are subject to a taxable 24 percent service charge and the applicable state sales tax. For bookings beyond December 31, 2011, please add 5-percent-per-year increase as a standard guideline.

Outdoor Events

Due to the demands of scheduling staff and equipment movement, the hotel will decide on the day of your function at 2:00pm (or 4 hours prior to your event) whether the function will be held inside or outside.

Packages

Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the function. The following information must be included on all packages to ensure proper delivery:

- 1) Name of Organization
- 2) Guest's Name
- 3) Attention Catering or Event Manager (indicate name)
- 4) Date of Function

Special mailing services are available through the Business Center at a nominal fee. For your convenience and safety, we ask that all deliveries made on your behalf to our conference center be made through our loading and unloading area. This includes all outside contractors such as musicians, florists, design companies etc.

Performance

Performance is contingent upon the availability of the Hotel to complete same and is subject to labor troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisition, restrictions upon travel, transportation, food, beverages, or supplies and other causes, whether enumerated herein or not which are beyond the control of the Hotel. In no event shall the Hotel be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise.

Property Damage

As a patron, you are responsible for any damage to any part of the Hotel during the period of time you, your attendees, employees, independent contractors or other agents under the control of any independent contractor hired by you are in the Hotel. The Hotel will not permit the affixing of anything to walls, floors, or ceilings without prior approval.

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Service Charges and Tax

A taxable 24% service charge and applicable state sales tax will be applied to all food and beverage charges. Current Florida State sales tax is 6.5% and is subject to change without notice. All Fees, including labor charges, set-up fees, ceremony fees, service charges and food and beverage charges are taxable in the State of Florida.

Signs and Displays

Pre-Approved signage is permitted in the registration area and in private function areas only. No signs are permitted in the Hotel Lobby, on the building exterior or other public area. With advance notice, our Business Center can prepare a sign for your function at a nominal charge. The Hotel reserves the right to approve all signage. All signs must be professionally printed and should be free standing or on an easel. Aerial Rigging will assist in placing all signs and banners. A \$50.00 charge per banner will apply.

Special Arrangements

VALET PARKING – Charges for Valet Parking will prevail at the current rates. Depending upon attendance, doormen may be required at an additional charge. Self-Parking is available, contact your Catering or Event Manager for further details.