

The art of holiday catering

packages

silver reception

gold reception

buffet dinner

enhancements

decor

mixology

general info

art washes away from the soul the dust of everyday life.

pablo picasso



EMBASSY SUITES

Charleston Area Convention Center



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holiday packages

Each Embassy Suites Holiday Package includes the following items complimentary to help make your event memorable and provide outstanding value.

Complimentary Dance Floor (150 guest minimum)

Complimentary Holiday Décor to Include:
Holiday Centerpieces, Standard Linens* & Votive Candles

Two Complimentary Suites Night of Event

Complimentary Staging for Band or D.J.

\$99 Suite Rate for Guests*

Personal Event Manager



prices are per person, unless noted.

a 22% taxable service charge and sales tax will be added to all prices. all menus and prices are subject to change. not all ingredients listed. please inform us of any food allergies. actual presentation of menu items and ingredients may vary from photos and descriptions.

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silver reception

\$31.95 per person

Artisan Cheese & Fruit

artistic and bountiful display of cheese and fruit to include asiago, boursin, chevre, camembert and havarti garnished with the sweetest fresh strawberries, cantaloupe, concord grapes and golden pineapple

Carved Perfection* (choose one)

oven roasted turkey breast or pitt-smoked ham with bourbon-spiked whole grain mustard, horseradish-thyme mayo & assorted rolls

Hot Hors d'oeuvres

miniature beef wellington
thai vegetable spring rolls with ponzu dipping sauce
sweet potato puff
chicken satay

Sweet Ending

freshly baked cookies and luscious fudge brownies



*carver fee @ \$100.00 ++ per 100 guests

All prices are subject to 22% service charge and applicable taxes

Reception is for two hours of food service

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gold reception (page 1 of 2)

\$47pp (two actions stations)

\$57pp (three action stations)



Welcome Beverage

guests will be greeted with a complimentary champagne toast

Artisan Cheese & Fruit

bountiful display of domestic and international cheese to include smoked gouda, wisconsin cheddar, brie and swiss cheese garnished with the sweetest honeydew, strawberries, cantaloupe, grape and golden pineapple

Upgrade Option ~ Creamery Cheese Board

dressed with grapes, dried fruits, candied almonds, crackers and breads

\$3.50++ per person

Action Stations (choice of two stations)

1) **“Do the Mashed Potato” Bar*** (choice of red bliss or sweet)

red bliss ~ accompaniments to include cheese, sour cream, bacon and chives

sweet ~ accompaniments to include cinnamon, sugar, butter, marshmallows

2) Tuscan Pasta Station*

Two varieties of pasta and sauces sautéed to order with mixed vegetables

includes chicken and sausage

3) Shrimp and Grits*

local shrimp sautéed with a mixture of sweet peppers, onion, andouille sausage, tomatoes and cream served over stone ground grits

Carving Station* (choice of one. Served with condiments & assorted rolls)

baked brown sugar cured ham
roasted baron of beef
drunken loin of pork
smoked turkey breast

Upgrade Option* ~ smoked brisket of beef
\$3++ per person

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Savory Hors d'oeuvres

crispy asparagus with asiago
wild mushroom purse with creole mustard
thai vegetable spring rolls with ponzu dipping sauce
southern style chicken tenders with buttermilk ranch dressing
coconut shrimp deviled eggs
spanikopita petite beef wellington

Upgrade Options - each selection @ \$2.00++ per person

pear with brie in phyllo
Maryland crab cake minis
Peking duck roll
Asian short rib pot pie

Sweet Ending

chef's selection of assorted pies & cakes, freshly baked cookies & luscious fudge brownies

Upgrade Options - each selection @ \$2.00++ per person

Assorted Cheesecake Pops
Mini Baklava
Assorted Petit Fours



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dinner buffet

\$31.95++ pp (1) Entrée | \$36.95++ pp (2) Entrées

\$41.95++ pp (3) Entrées | \$45.95++ pp (4) Entrées

Salads (select two)

spring mixed greens with walnuts and vinaigrette

caesar salad with shredded parmesan and herb croutons

romaine lettuce with arugula and maytag blue cheese

fresh fruit salad



Entrees (pricing based on number of entrée choices)

grilled flank steak with roasted peppers, mushrooms and caramelized onions

bourbon glazed ham

roasted salmon* or tender breast of chicken*

*choice of sauces include citrus beurre blanc, sun dried tomato,

lemon and garlic, jamaican jerk or pesto cream

chicken florentine chipotle seared pork loin

vegetable pasta primavera



Side Dishes (select two)

sweet potato mash with brown sugar and butter

wild rice pilaf

roasted redskin potatoes

vegetable medley

squash casserole

green beans almondine

holiday cornbread dressing

Chef's Selection of Holiday, Cakes, Pies and Cookies

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dinner buffet enhancements

Passed Hors d'Oeuvres Upon Arrival

(select three)

thai chicken and cashew spring rolls

chicken satay

petite beef wellington

mushroom cap collection

bacon wrapped scallops

miniature crab cakes

parmesan artichoke hearts

swedish meatballs

coconut shrimp

deviled eggs

\$10.95++ per person

Pasta Station - \$9.95++

three varieties of pasta and sauces sautéed to order with mixed vegetables

add chicken or shrimp- \$11.95++ per person

add chicken **and** shrimp- \$13.95++ per person

Desserts

chocolate heaven - \$8.95++ per person

cubed pound cake, strawberries, oreos and pretzels with chocolate fondue

chocolate fountain rental- additional \$100.00++

Action/Carving Stations*

steamship round of beef - \$695++ (serves 150 guests)

bourbon, butter & thyme breast of turkey \$245++ (serves 40 guests)

baked brown sugar cured ham (serves 40 guests)

drunken loin of pork - \$215++ (serves 35 guests)

top round of beef - \$325++ (serves 75 guests)

mashed potato bar - \$9.95++ per person

accompaniments to include vermont cheddar, sour cream, bacon and chives

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décor enhancements



Satin napkins | \$2 pp |
(ivory, gold, white, garnet red, silver & black)

Chair covers w/ ties | \$5.50 pp |
(ivory, black or white chair covers with client's choice of sash color)

Complete Holiday Décor package | \$12 pp |
(includes colored satin napkins, chair covers with coordinating sash and choice of holiday centerpiece)

Make this year's event one to remember by providing your guests with special holiday décor designed by our professional décor team!



Holiday Centerpieces | \$4.50 pp |
Option 1: 20 inch clear vase with stems of dendrobium orchids, coordinating ribbon wrapped base and floating candle.

Option 2: silver or gold seven inch Charleston revere bowl filled with seasonal holiday foliage, seasonal white floral or matching napkin color.

A variety of additional décor options are available. Please ask your event coordinator for details. Images shown may not reflect actual décor available.

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holiday mixology

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open host bars

per person	beer/ copperidge	beer/ canyon road	classic	premium	super	ultra
1 hour	\$10	\$12	\$12	\$15	\$18	\$20
2 hour	\$18	\$20	\$22	\$26	\$31	\$35
3 hour	\$24	\$26	\$30	\$35	\$42	\$45
4 hour	\$30	\$32	\$36	\$42	\$51	\$55
5 hour	\$34	\$36	\$40	\$47	\$58	\$65

classic bar

gilbey's vodka, gordon's gin, castillo rum, montezuma gold tequila, beam 8 star whiskey, windsor canadian whiskey, grants scotch whisky

domestic & premium beers and copperidge wines

super premium bar

ketel one vodka, tanqueray gin, captain morgan original spiced rum, jose cuervo gold, jack daniel's whiskey, crown royal canadian whisky, johnnie walker black label scotch whisky

domestic & premium beers and canyon road wines

cordial classics

(ultra premium equivalent)
 romana white sambuca, kahlúa coffee liqueur, disaronno amaretto originale, baileys original irish cream, frangelico hazelnut liqueur, godiva original chocolate liqueur, grand marnier cordon rouge liqueur, courvoisier vsop cognac

premium bar

smirnoff vodka, beefeater gin, bacardi superior rum, sauza gold tequila, jim beam bourbon, canadian club canadian whisky, j&b scotch whisky

domestic & premium beers and copperidge wines

ultra premium bar

grey goose vodka, tanqueray 10 gin, appleton estate rum, patron silver, bulleit bourbon, crown royal special reserve canadian whisky, glenlivet 12 year old scotch whisky

domestic & premium beers and canyon road wines

prudent cordials

(super premium equivalent)
 dekuyper amaretto almond liqueur, carolans irish cream liqueur, kamora coffee liqueur, grangala triple orange liqueur, korbelt brandy



*\$100 bartender fee (per 100 people)

all beverage services on the premises require the services of a bartender or attendant.. all personnel service fees are for up to 2 hours, additional hours are at \$25 per hour.

all of our servers and bartenders are certified by CARE, a skills-based training program that is designed to prevent intoxication, underage drinking, and drunk driving.

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consumption bars

per drink

classic bar

premium bar

super premium bar

ultra premium bar

domestic beer | budweiser, bud light, michelob ultra, o'doul's na

import beer | palmetto pale ale, heineken, samuel adams

Copperidge wines by the glass | chardonnay, merlot, white zinfandel

canyon road wines by the glass | chardonnay, merlot, pinot noir, pinot grigio

drink tickets – beer & copperidge wines

drink tickets – beer & canyon road wines

drink tickets – classic bar

drink tickets – premium bar

drink tickets – super premium bar

drink tickets – ultra premium bar

hosted

cash

\$6.50

\$7.00

\$7.00

\$7.50

\$8.00

\$8.50

\$9.00

\$9.50

\$4.50

\$5.00

\$5.00

\$5.50

\$5.00

\$5.50

\$6.00

\$6.50

\$5.50 ea

\$6.50 ea

\$7.00 ea

\$7.50 ea

\$8.50 ea

\$9.50 ea



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general information

to our customers and guests

we are eager to help you, both in the planning and serving of your function. should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs. thank you for choosing the embassy suites charlotte-concord golf resort & spa, concord convention center and our culinary and banquet teams.

food service

all food served on the hotel premises must be supplied and prepared by the hotel's culinary team. due to the hotel having no control of how food is transported, stored or secondarily prepared after it leaves the premises, no leftover food from catered functions may be taken from the hotel. **notice:** consuming raw or undercooked beef, steak, meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

beverage service

all alcoholic beverages, to be served on the hotel premises (or elsewhere under the hotels alcoholic beverage license) for the function, must be dispensed only by hotel servers and bartenders. alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age. all of our servers and bartenders are certified by TIPS. TIPS is the global leader in education and training for the responsible service, sale, and consumption of alcohol. TIPS is a skills-based training program that is designed to prevent intoxication, underage drinking, and drunk driving.

all prices are per person unless otherwise noted

tax and service charge

a customary **22%** service charge and applicable sales taxes will be added to all food and beverage charges as well as any meeting room rental and audio visual charges as specified on the contract and beo. all banquet functions require a minimum number of attendees. any banquet function not attaining listed minimums will be subject to published per person surcharges in addition to the customary service charge and sales tax. service fees for bartenders, food station attendants and other additional staff are applicable. all beverage services and hospitalities on the premises require the services of a bartender or attendant. all personnel service fees are for up to 4 hours, additional hours are at **\$25** per staff member, per hour.

pricing

confirmed food and beverage pricing will not be given more than 6 months prior to any event date. our culinary team uses only the finest ingredients in the preparation of your meals. due to fluctuating food and beverage prices, menu prices may change without notice unless arrangements are confirmed by a signed banquet event order (beo).

take the elevator home

deluxe accommodations can be reserved for your guests. reservation cards are available at no charge. all overnight guests are invited to enjoy our facilities. we will make our best rates available to you and your guests.

weather

any of the following locally forecasted weather conditions may require the relocation of an outdoor event to a indoor back-up location: 30% or higher chance of precipitation, temperatures below 60 degrees or over 100 degrees or wind gusts in excess of 15mph. decisions will be made no less than 4 hours prior to the scheduled start time. a client requested delay resulting in a double set-up will be assessed a service charge of **\$500**

entrée tasting

complimentary entrée taste panels may be arranged for definite business on special menus for up to 4 persons. additional attendees can be accommodated at 50% of the menu price.

event details & guarantees

to ensure our entire team is prepared and all your needs are accommodated we request that the final details of your event be submitted 2 weeks in advance of your event. confirmation of the final guaranteed attendance is required at least 3 working days in advance of all functions.

parking

the hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property.

special event services

our staff will be pleased to assist you with any recommendations for floral arrangements, decoration services, photographers and entertainment to create your event.

your catering contract will contain the complete terms and conditions

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info for our overnight guests

cooked-to-order breakfast

mon-fri | 6:00am-9:00am
sat, sun & holidays | 7am-10:30am

our complimentary cooked-to-order breakfast offers you a variety of great tasting and healthy options. so whether you're counting points, carbs or calories, you can count on us. it's convenient to just grab something on the go or sit down for an omelet made just the way you like it.

guests must present the hotel issued voucher to obtain breakfast. breakfast vouchers are available for local guests at \$11.50 each plus current sales tax.

manager's reception

daily | 5:30pm-7:30pm

our nightly manager's reception* features a variety of cold beverages, bar snacks and warm conversation, signaling the beginning of a relaxing evening. enjoy them in our atrium that offers you a tranquil place to unwind and socialize ***subject to state and local laws. must be of legal drinking age.**

lost & found

the housekeeping department administers lost and found. the hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your event or meeting.

palm tree grille

you have found the place where come-as-you-are dining gets upgraded to first class. where new world tastes cross through classic carolina cuisine and a charged atmosphere melds with hip comfort. enter a restaurant and lounge where great dining is underscored by informed, seamless service. menu selections feature the finest in beef, pork and ocean seafood, diverse, original and habit forming.

main dining room –ext 2036

lunch | closed
dinner | mon – sat, 5pm –10pm
sunday | closed

room service –ext 2040

Lunch & dinner | daily, 11am –11pm

Lounge – ext 2029

Daily | 11am –midnight

convention and visitors bureau (cvb)

cvb assists event planners by suggesting activities and providing visitor guides, maps, bargain books, etc. it is a one-stop shop to start your event planning. and these services are free.

transportation

the hotel provides complimentary shuttle service to and from the airport and limited shuttle service to downtown Charleston for \$10 per person round trip.

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function and event info

shipping & receiving

all incoming packages should be addressed to your event or convention services manager and marked with the company's name and date of your meeting.

EMBASSY SUITES NORTH CHARLESTON AIRPORT/CONVENTION CENTER
ATTN: SHIPPING AND RECEIVING (NAME OF EVENT MANAGER)
5055 INTERNATIONAL BLVD
NORTH CHARLESTON, SC 29418
HOLD FOR: (CLIENT CONTACT NAME)
NAME OR GROUP AND EVENT
FIRST DATE OF EVENT
OF BOXES (I.E. 1 OF 2, 2 OF 2, ETC...)

special delivery instructions

there is a \$10.00 charge per box received at the hotel/convention center. because there is limited storage space, boxes can be accepted no more than three working days prior to your meeting. a storage fee of \$5.00/per day, per box will be applied to any materials shipped earlier than three days prior to the event. boxes left on the premises for longer than one week after departure without shipping instructions will be discarded. any item over 250 pounds must be delivered to a drayage company; your event or convention services manager can assist you with these arrangements.

security

security arrangements should be made for all merchandise or articles set-up prior to the planned event, or left unattended for any time. the hotel may require security officers for certain events. only hotel approved security firms may be used.

setup and overtime

hotel standard practice is to make event space available one hour prior to the scheduled start time of each function for the clients arrival and setup. the hotel reserves the right to charge an additional fee for set-up changes made the day of the function and for events that exceed the scheduled event time. charges are based on a fifty dollar per personal hour required to accommodate the change in setup or timing.

signage, displays and decorating

in order to preserve the integrity of the hotel and to comply with local fire codes all signage, displays or decorations and their set-up is subject to prior approval of the hotel. scotch tape, nails, push-pins or any other damaging fasteners may not be used to hang any material on walls in the hotel. banners may be hung with the approval and coordination of the event department. fees apply based on number of banners. no hand-written signs or banners are allowed in the public areas of the hotel. please ask your event or convention services manager to assist in generating computer signs or recommend a professional sign maker. the hotel reserves the right to charge an additional fee for excess clean up and/or damage at the conclusion of the function. unless alternate arrangements have been made, all signage, displays and decorations should be removed at the conclusion of each function.

menu availability times

- **morning event** selections are available to order for event start times before 11am.
- **afternoon event** selections are available to order for event start times before 3pm.

children meals

unless noted, pricing for children aged 5-15 is ½ of menu pricing, children 4 and under are free. unless requested all children meals will be served first.

method of payment

unless billing arrangements have been established with the hotel, payment in full is required three business days prior to the event. accepted methods of payment include all major credit cards, cash and certified check. payments made with personal or business checks must be received at least 14 days prior to the event. a major credit card may be required for any incidental event charges.

hospitality suites

hospitality suites are available and must be reserved through the sales and catering department. advance order of food and beverage is recommended and selections are available onsite. client prepared food and beverage may be served in the hospitality suite. food preparation is not allowed in the suites. an attendant is required for alcoholic beverage service.

high speed internet access

high speed internet access is available in guest suites at a daily rate of \$9.95 per 24 hour period. (complimentary for our hilton honors gold and diamond members). this access includes wireless internet in the atrium, caffeinas marketplace and rocky river grille & lounge. high speed internet access is also available in the convention center, meeting rooms and botanica private dining rooms. arrangements must be made through the sales and catering department. (charges are based on # of connections and equipment requirements)