



Wedding Guide



State Fair Park Conference Center

Congratulations on your engagement!



Your wedding day is one of the most important days of your life. We understand careful planning is essential for each wedding to make it personal and exciting. At the Hampton Inn & Suites Milwaukee West, our experienced and professional staff is committed to exceeding your expectations. We look forward to designing and delivering your special day.

Let us assist you in making a memory that will last a lifetime.



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Hampton Inn & Suites Milwaukee West | 8201 W Greenfield Ave. , West Allis, WI 53214

www.hamptoninnmilwaukeeeast.com | (414) 436-2300

Wedding Package Selections

Silver **\$750**

- Overnight accommodation for the Bride and Groom
- Linen napkin in a color of your choice
- Cake Cutting and Serving
- Private Tasting
- Bartender Service
- Discounted group rates for wedding guests
- Dance Floor

Gold **\$1000**

- Overnight accommodation for the Bride and Groom
- Linen napkin in a color of your choice
- Cake Cutting and Serving
- Private Tasting
- Bartender Service
- Discounted group rates for wedding guests
- Dance Floor
- Vegetable Crudit  Display and Sliced Fresh Fruit & Berry Platter

Diamond **\$1,250**

- Overnight accommodation for the Bride and Groom
- Linen napkin in a color of your choice
- Cake Cutting and Serving
- Private Tasting
- Bartender Service
- Discounted group rates for wedding guests
- Dance Floor
- Vegetable Crudit  Display, Wisconsin Cheese & Sausage Platter
- Bruschetta Display
- Champagne Toast for all guests



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Wedding Package Enhancements

Wedding Package Enhancements are individually priced and can be added to any Wedding Package of your choice.
Customize your Wedding Package as you like it.

Slideshow Package (LCD Projector, Screen and HDMI Cable)

\$300

Late Night Hors d'oeuvres (House Made Pizzas and Silver Dollar Sandwiches: serves 50)

\$275

LED Uplighting Package

\$100

Chair Covers & Sashes

\$12 per Chair

Champagne Toast

\$3 per Guest | \$4 per Guest (with strawberry)

Bar West Rental (For the duration of the reception)

*\$650



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Beverage Selections

At the Hampton Inn & Suites Milwaukee West we give each couple the freedom to create their own bar package.
Customize your bar package as you like it.

Open Bar Options

Open Bar Options include Draft Beer, House Wine and Soda

Ultra Premium Brand Package

First Full Hour | \$20 per Guest

Each Additional Hour | \$14 per Guest

Ultra Premium Brands:

Johnny Walker Red, Grey Goose, Bombay Sapphire,
Jack Daniels, Bacardi Superior, Captain Morgan,
Patron Silver, Korbel Brandy

Premium Brand Package

First Full Hour | \$18 per Guest

Each Additional Hour | \$12 per Guest

Premium Brands:

Jim Beam, Dewar's White Label, Bombay Dry Gin,
Tito's Handmade Vodka, Seagram's 7, Bacardi Rum,
Jose Quervo, Korbel Brandy

Keg Beer

Domestic Half Barrel | \$375

Craft/Import Half Barrel | \$ Market Price

*Please inquire with the Catering Manager
regarding availability

House Wine

Pinot Grigio, Cabernet Sauvignon, Moscato,
Sauvignon Blanc, Chardonnay

Host Bar Options

Draft Beer, House Wine and Soda Package

First Full Hour | \$12 per Guest

Each Additional Hour | \$10 per Guest

Soda Only Package | \$5 per guest

Host Bar

Priced per Drink

Ultra Premium Brands: \$9

Premium Brands: \$8

Domestic Bottled Beer: \$5

Import & Microbrew Bottled Beer: \$6

House Wine: \$7

Soda: \$2

Cash Bar

Priced per Drink

Ultra Premium Brands: \$10

Premium Brands: \$8

Domestic Bottled Beer: \$5

Import & Microbrew Bottled Beer: \$6

House Wine: \$7

Soda: \$3



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Course Selections

Salad (choice of one)

Gathered Greens Salad

- Mixed greens, carrot, cucumber & tomato with Ranch & French dressing

Classic Caesar Salad

- Torn romaine hearts, shaved parmigiana, garlic croutons and parmesan-anchovy dressing

Buffet Dinner

All buffet dinners served with Warm Dinner Rolls & Butter, Chef's choice of Seasonal Vegetable and Starch

Choice of Two Entrees: \$42 | Choice of Three Entrees: \$48

Maple Glazed Ham

Sliced Inside Round of Beef

Italian Meatballs & Ziti

Rosemary Baked Chicken

Braised Beef Tips

Pulled Pork

Beer-Braised Pork Shoulder

Lemon Caper Cod

Chicken Marsala

Chicken Cacciátore

Peach Mostarda Pork Chop

Beer-Braised Brisket

Plated Dinner (Up to two choices)

All plated dinners served with Warm Dinner Rolls & Butter, Chef's choice of Seasonal Vegetable and Starch

Italian Boneless Chicken \$46

Boneless chicken breast stuffed with roasted tomato, basil, mozzarella, Israeli cous cous and parmesan cream

Bleu Cheese Crusted Ribeye \$50

Ribeye steak crusted with panko and bleu cheese crumbles topped with a peppercorn demi-glaze

Braised Boneless Beef Short Ribs \$48

Slow braised short rib with a red wine sauce

Roasted Pork Chop \$40

Bone-in pork chop topped with peach Mostarda

Chicken Marsala \$38

Chicken breast topped with Marsala wine sauce and foraged mushrooms

Stuffed Mushrooms \$30

Marinated portabella, spiced greens, mozzarella, roasted tomato and basil emulsion

Wisconsin Maple Glazed Salmon \$47

Pan seared wild caught salmon filet with maple glaze

Beef Filet of Tenderloin \$55

Cast-Iron seared filet mignon with a port wine dem-glaze



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BANQUET MENUS

Thirty (30) days prior to your event, the Catering Department requests final menu selections, bar arrangement and set-up requirements. Menu pricing is subject to change without notice. If requested, pricing may be confirmed sixty (60) days only, in advance, of your event.

GUARANTEE

The Catering Department should be notified of your expected attendance ten (10) days prior to your event. If the Catering Department does not receive a guarantee by this time, the booking party will be charged for the full person count listed on the contract, unless the actual number of persons in attendance of the event is greater. The guarantee is the minimum count you will be charged for and cannot be decreased. Please notify the Catering Department immediately if the guest count increases. The Hampton Inn & Suites Milwaukee West will not be responsible for service in excess of 3% over the guaranteed guest count.

FUNCTION ROOMS

Function rooms are assigned according to the guaranteed minimum number of guests anticipated. Room rental fees are applicable at the time of the booking. Hotel may make reasonable changes to assigned function rooms based on the final number of guests attending the event.

FOOD SERVICE

All buffets are prepared and served for one hour based on your final guarantee. Buffet items will be refreshed until all guests in attendance have proceeded through the buffet line. Once attendees have been served, only one buffet line will remain open for an additional 20 minutes to accommodate any late arrivals or second helpings. Buffet items will not be replenished during this time. Functions will be staffed to properly service your event. If additional staffing is requested, additional charges will be applied.

Wisconsin health code states that no food and beverage items, which remain uneaten after an event, may be removed by the customer or its attendees. The only exception is the wedding cake top. Food and beverage items will not be allowed to be taken off property or used elsewhere in the hotel. Serving any food or beverage on hotel premises that is not purchased from the hotel is prohibited. Wedding cakes are allowed when purchased through a licensed vendor. A copy of the license will be required.



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BEVERAGE SERVICE

The sale and service of alcoholic beverages to your guests are regulated by the state of Wisconsin. The Hampton Inn & Suites Milwaukee West is responsible for the administration of their regulations. Alcoholic beverages may be purchased by guests 21 years of age or older. Hotel staff may request to see a valid government-issued photo identification card, proving they are of legal age to consume alcohol. Outside alcoholic beverages may not be brought into any of the banquet or restaurant areas and will be confiscated. Hotel staff reserves the right to refuse beverage service to any guest if it is believed that the guest's or any other person's safety is a concern. The hotel reserves the right to change from a host bar or a cash bar to a cocktail server if the count falls below 25 guests.

Host Bar – Guests order choice of the available selections on the bar. The price plus gratuity and tax is sent to the host of the event. Hosted bars can be arranged as a package.

Cash Bar – Guests purchase their drinks individually at the bar. Prices include gratuity and tax.

Bartenders – The hotel staffs one bartender for every 75 guests. The Bartender Fee is \$125.00 for the entire evening per bartender.

Cocktails Servers – Cocktail service must be pre-arranged through the Catering Department. There is a \$25.00 per hour, per cocktail server fee assessed.

PAYMENT SCHEDULE AND BILLING

First Deposit: \$1,000.00 due at Contract Signing

Second Deposit: 50% of Total Estimated Charges due Six (6) Months Prior to Event Date

Final Deposit: Remaining Estimated Total due Three (3) days Prior to Event Date

The Hampton Inn & Suites Milwaukee West requires a valid credit card on file for each event. All catering charges are subject to a service charge (22%) and state and local taxes (currently 6%). **The contracted food and beverage minimum must be met prior to the service charge and tax.** All deposits listed above are non-refundable deposits. In the event of cancellation all deposits are forfeited and cannot be used towards any future events or services.



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