



*A letter from us to you*

## CONGRATULATIONS

We are absolutely thrilled for you as you embark on this beautiful journey together. It's an honor to be part of this special day, and we are excited to assist in hosting and ensuring everything is perfect for your celebration. Rest assured, we are committed to taking care of every detail, so you can focus on enjoying every precious moment. Here's to a lifetime of love and happiness!



During this process, if you have any questions or concerns, please feel free to reach out to our sales department. We are more than happy to help with your special event.

*The Hilton Garden Inn Sales Team*

# GENERAL INFORMATION

## **Function Arrangements**

Banquet menus, room set-ups, and other details pertaining to your event should be arranged with the sales team at least 3 weeks prior to your event. Our sales team will work with you in selecting the proper menu items and room arrangements to ensure a successful function.

## **Billing**

All payments are to be made by credit card, cash, cashier's check, or a certified check. Acceptance of personal checks and company checks must be paid 14 business days prior to your contracted final payment due date. Initial deposit of \$1,500 is due upon signature of contract. Final payments are due 10 business days prior to event date.

## **Sales and Service Charge**

A 9.75% food and beverage tax is added to all totals. A 22% service charge is added to all events. The service charge is the property of the hotel to cover discretionary costs of the event. It is not a gratuity and will not be distributed as gratuity to hotel employees.

## **Function Rooms**

Subject to availability, weddings will be assigned all of the function space from 8 AM to 11:59 PM.

## **Personal Property**

All displays and/or decorations proposed by the patrons will be subject to approval of the hotel. Any property of the patron or of the patron's guests brought on the premises will be at the sole risk of the patron. The Hilton Garden Inn will not be liable for any loss or damage to any such property for any reason.



All food and beverage are subject to 22% service fee and 9.75% tax.

# GENERAL INFORMATION

## **Food and Beverage Service**

No outside food/drink of any kind may be brought into the banquet facility. Wedding desserts from a licensed baker are the only exception to this rule. Please use the enclosed menu for your function planning. The Hilton Garden Inn holds a license granted by the Liquor Control Commission of the State of Illinois and is held responsible for complying with its regulations. Therefore, neither patrons, nor their invited guests will be allowed to bring in alcoholic beverages into the banquet space. Please review your contract on fines that can be associated with breaking these regulations. Food prepared by/and beverages supplied by the hotel are not allowed to be taken off property by the hotel guests or invited guests.

## **Wedding Tasting**

We are happy to provide a complimentary tasting for up to 4 people. You are able to choose up to 3 entrées, with 1 vegetable, and 1 starch per entrée.

## **Prices**

Prices are subject to change until 90 days prior to your event date. All wedding packages are subject to appropriate taxes and service charge.

## **Guarantees**

The exact number of persons in attendance must be given to the sales team 10 days prior to the date of your function, as well as the full payment. This number is not subject to reduction. If no guarantee is received, the number of guests indicated on your original estimate will be considered as such. You will be charged for the guarantee or the number attending, whichever is greater.



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# EVENT MINIMUMS

	Friday/Sunday	Saturday
Off-Peak Jan- Apr & Nov-Dec	\$0	\$0
Peak Season May-Oct	\$3,500	\$5,000

## WEDDING PACKAGE INCLUSIONS

### All packages include:

- Wedding suite for the newlyweds the night of the reception, subject to availability.
- Complimentary post-reception breakfast vouchers for the newlyweds
- 15% Discount on your rehearsal dinner
- Champagne toast for all of your guests
- An invitation for up to 4 guests to attend your personal wedding tasting
- Skirted DJ table, guest book table, gift table, and a cake table
- Dance floor
- Head table for up to 12 people
- Complimentary cake cutting and serving



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# WEDDING PACKAGES

## Silver | \$35/person

- Ceiling lanterns throughout the room
- Table mirrors and 3 votive tealight candles
- Champagne toast for all guests
- Assorted veggie platter with veggie dip
- 1 choice of hot hors d'oeuvres to be stationed
- Your choice of 2 entrées
- Honeymoon suite for bride and groom \*\*subject to availability upon contract signing\*\*

## Gold | \$55/person

- Ceiling lanterns throughout the room
- Table mirrors and 3 votive tealight candles
- Champagne toast for all guests
- Cocktail hour includes domestic beer, house wine, and soda
- Your choice of 2 cold hors d'oeuvres
- 1 hot hors d'oeuvres to be stationed
- Your choice of 2 entrées
- Honeymoon suite for bride and groom with complimentary bottle of champagne in the suite  
\*\*subject to availability upon contract signing\*\*

## Diamond | \$65/person

- Ceiling lanterns throughout the room
- Table mirrors, 3 votive tealight candles, 3 hurricane glasses with choice of rock and floating candles
- White or black chair covers
- Champagne toast for all guests
- Cocktail hour includes domestic beer, house wine, and soda
- 2 bottles of wine at each table for dinner service (1 white, 1 red)
- Your choice of 2 cold hors d'oeuvres
- 2 hot hors d'oeuvres that can be butlered or stationed
- Your choice of up to 3 entrées
- Upgraded salad
- Honeymoon suite for bride and groom with complimentary bottle of champagne in the suite  
\*\*subject to availability upon contract signing\*\*



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# WEDDING PACKAGES CHART

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<b>Honeymoon Suite</b>	✓	✓	✓
<b>Champagne Toast for All Guests</b>	✓	✓	✓
<b>Ceiling Lanterns in Banquet Rooms</b>	✓	✓	✓
<b>Table Mirrors</b>	✓	✓	✓
<b>Tealight Candles</b>		✓	✓
<b>Hurricane Glass Centerpiece Display</b>			✓
<b>Cold Hors D'oeuvres</b>	1	2	2
<b>Hot Hors D'oeuvres</b>	1	1	2
<b>Entrées</b>	2	2	3
<b>Champagne in Honeymoon Suite</b>		✓	✓
<b>Complimentary Cocktail Hour</b>		✓	✓
<b>Upgraded Salad</b>			✓
<b>2 Bottles of Wine per table</b>			✓
<b>White or Black Chair Covers</b>			✓

# HORS D'OEUVRES

## **Cold**

- Veggie Platter with veggie dip
- Veggie Ranch Tortilla Pinwheels
- Boursin Stuffed Mini Peppers
- Roasted Red Pepper Hummus on Mini Flatbreads
- Olive Tapenade Crostinis

## **Hot**

- Chili Garlic Sauce Dipped Chicken Skewers
- Vegetable Egg Rolls served with sweet chili sauce
- Meatballs with Choice of Sauce (BBQ, pineapple teriyaki, swedish)
- Fried Cheese Raviolis
- Raspberry Brie Bites

# ENTREES

## **All Wedding Packages Include:**

- Fresh dinner rolls and butter on every table
- Water, coffee, and iced tea
- Your choice of starch and seasonal vegetable
- House salad

## **Salads**

- House Garden Salad (choice of 2 dressings)
- Caesar Salad (+\$1 upgrade)
- Seasonal Salad (+\$2 upgrade)

## **Starch**

- Garlic Mashed Potatoes
- Roasted Yukon Gold Potatoes
- Rice Pilaf

## **Kids Menu (Under 12) | \$17/Child**

- Chicken strips, French fries, and a fruit cup



# ENTREES

## Chicken

- Baked Chicken with sundried tomatoes and mushrooms
- Herbed Chicken served with a lemon butter sauce
- Stuffed Turmeric Chicken with dried cherries and tomatoes
- Upgrade any chicken dish to an airline chicken breast (+\$4 per person)

## Beef

- Roasted Sirloin served with Northwoods sauce
- Herb Rubbed Beef Sirloin
- Coffee and Bourbon Braised Short Ribs
- Balsamic Roasted Beef
- Filet of Beef (+\$4 per person)

## Pork

- Bacon Wrapped Pork Loin Medallions
- Herb and Caper Stuffed Pork Chop
- Roasted Pork Loin with Sauteed Butter Lettuce and Pancetta
- Cider Braised Bone-in Pork Chop (+\$4 per person)

## Fish

- Baked Cod with Garlic and Herb Ritz Crumbs
- Miso Glazed Salmon
- Sweet and Savory Teriyaki Salmon
- Baked Tilapia with a cornmeal crust

# STATIONS

## Dessert Stations

- **Petite Sweet Table (2-3 Pieces Per Person) | \$6/Person**
  - Assorted Dessert Bars: caramel apple bar, lemon berry, Oreo dream, pecan chocolate chunk, lemon, assorted mini cheesecakes, assorted mini cookies
- **Royal Sweet Table (4-6 Pieces Per Person) | \$9/Person**
  - Assorted Dessert Bars: caramel apple bar, lemon berry, Oreo dream, pecan chocolate chunk, lemon, brownie, assorted mini cookies, mini cannolis, tiramisu bites

## Display Selections

Must be Accompanied by an Entree Selection  
\$150 Chef Fee

- **Mashed-tini Potato Bar | \$8/Person:** Whipped potatoes scooped into martini glass with an assortment of toppings.
  - Yukon Gold: Chives, fresh crumbled bacon, shredded cheddar cheese, sour cream, French fried onions, crushed roasted red peppers, broccoli.
  - Sweet Potato: Brown and maple sugars, mini marshmallows, raisins, crystallized ginger, candied nuts, coconut, whipped butter, cinnamon, nutmeg.
- **Deluxe Pasta Station | \$13/Person:** Pasta and sauce with your guest's choice of Italian sausage, grilled chicken, artichokes, spinach, broccoli, tomatoes, mushrooms, onions, black olives, and parmesan cheese. Your choice of 2 pastas and 2 sauces.
  - Penne, linguini, cheese tortellini, or farfalle
  - Alfredo, Bolognese, marinara, or a creamy vodka sauce
  - Garlic bread sticks

# BEVERAGES

## Open Bar

### **Beer/Wine/Soda - Must be continuous service from start**

- First Hour: \$12/person (+\$5 to include cocktails)
- Second Hour: \$10/person (+\$5 to include cocktails)
- Each Hour After: \$8/person (+\$5 to include cocktails)

## Hosted Bar

- Soda: \$1.75
- Domestic Bottled Beer: \$3.75
- Premium Beer: \$5.75
- Wine By Glass: \$5.75
- Premium Cocktails: \$7.75
- Top Shelf Cocktails: \$9.25

## Cash Bar

- Soda: \$2
- Domestic Bottled Beer: \$4
- Premium Beer: \$6
- Wine By Glass: \$6
- Premium Cocktails: \$8
- Top Shelf Cocktails: \$10

## À la Carte

- Bottles of Wine: \$20
- Bottles of Champagne: \$25

\*\* A \$150 Bartender Fee is applied for all private bar set ups in the meeting spaces, but is WAIVED for Gold and Diamond Packages. This provides continuous bar service for the full event.

\*\* The Hotel is the sole alcoholic beverage licensee on premises. It is subject to the regulations of state alcoholic beverage control commission. Violations of these regulations may jeopardize the Hotel's license. Our policy prohibits the service of alcoholic beverages not purchased from or regulated by the Hotel. No outside alcoholic beverages may be consumed in the banquet rooms or public areas and the Hotel reserves the right to confiscate any outside alcoholic beverages brought into these areas. We reserve the right to decline service of alcohol for the safety of our guests.



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# LATE NIGHT BITES

**To be served after dinner for up to one and a half hours**

One Item | \$5 Per Person

Two Items | \$10 Per Person

Three Items | \$12 Per Person

Any Additional Menu Item | Add \$3 Per Person

- Beef Sliders served on a sesame brioche bun
- Spicy Chicken Sliders
- Petite Tacos
- Pigs in a Blanket
- Flatbreads: pepperoni, margarita, and chicken bacon ranch