

BREAKFAST BUFFET

(Minimum of 15 People)

All Prices per Person

Set-up fee of \$75.00 for less than 15 people

Plaza Continental

Individual Fruit Yogurts
Assortment of Breakfast Pastries
Butter Croissants
Scones
\$18.00

All American

Display of Seasonal Fruits
Assorted Kellogg Cereals with Whole, 2%
and Skim Milks
Individual Fruit Yogurts
Freshly Prepared Scrambled Eggs*
Bacon or Sausage Links
Diced Hashbrown Potatoes
Scones
\$21.00

Executive

Assorted Chilled Fruit Juices
Display of Seasonal Fruits
Individual Fruit Yogurts
Freshly poached Eggs laid atop Apple wood smoked Bacon
English Muffin Topped off with a Freshly Prepared Hollandaise Sauce
Diced Hashbrown Potatoes
Scones
\$26.75

To Enhance your Buffet, We Suggest the Following:

Gourmet Omelet Station

*Prepared to Order

With Choice of Smoked Ham or Turkey
Diced Tomatoes, Green & Red Peppers, Jack & Cheddar Cheese and Mushroom
\$12.00 plus your buffet selection

One Chef at \$150.00 is required

* May be substituted by Egg Beaters for \$4.00 extra per person

The Plaza Suites - 3100 Lakeside Dr, Santa Clara, CA 95054 - (408) 748-9800

Food, Beverage and Support Services are Subject to a 20% Service Charge and Prevailing Sales Taxes.

All Break and Buffet Services are Presented for a Period of One and One-Half Hours.

Lengthened Service Times May Be Arranged for an Additional Fee.

Pricing Subject to Change without Prior Notice

Revised 3/8/11

MEETING BREAKS

(Minimum of 10 People)

All Prices per Person

Set-up fee of \$75.00 for less than 10 people

Sweet Basket

Assortment of freshly baked Cookies

Lemon bars & Brownies bars

Assortment of Pastries

\$16.00

Field Break

Haagen Dazs Vanilla & Chocolate

Raspberry & Vanilla Sorbet Bars

Cheddar Cheese filled Soft Pretzel

Freshly Popped Popcorn

\$18.00

Energy Booster

Assorted Health, Power and Granola Bars

Seasonal Whole Fruit Basket

Freshly made Berry Yogurt Parfait

\$17.00

Southern Taste

Tri Colored Corn Tortilla Chips

Cheese Sauce, Salsa Picante, Guacamole Dip

Sausage Links in BBQ Sauce

Lemon Tarts

\$18.00

Executive Break

Assortment of freshly baked Cookies & Pastries

Sweet Streets Lemon Bars & Brownie Bars

Fresh market Crudités with homemade Dips

Freshly made Berry Yogurt Parfait

\$20.00

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STATION DISPLAY

(Minimum of 10 People)

All Prices per Person

Set-up fee of \$75.00 for less than 10 people

Fresh Market Crudités

Seasonal Fresh Vegetables with Assorted Homemade Dips

\$6.00 Per Person

International & Domestic Cheese Platter

Imported and Domestic Cheeses, Garnished with Seasonal Fresh Fruits and Berries

Served with Sliced Baguette and Crackers

\$6.75 Per Person

Grilled & Chilled Vegetables

Grilled and Seasonal Fresh Chilled Vegetables Sprinkled with Balsamic Vinegar topped with

Crumbled Feta Cheese

\$6.00 Per Person

Sliced Smoked Salmon

Smoked Salmon, Chopped Eggs, Onions and Capers served with Crackers on the Side

\$8.50 Per Person

Fresh Sliced Fruit Display

Seasonal Fresh Fruit Display with Yogurt

\$6.50 Per Person

Antipasto Tray

Pastrami, Smoked Turkey, Smoked Ham, Roast Beef

Assorted Cheeses, Olives and Pepperoncini

Served with Focaccia and Baguette

\$8.50 Per Person

Mini Sweet Treat Tray

A Delectable Assortment of Petit-Fours

Chocolate topped Éclairs

Vanilla Cream Puffs

Sweet & Creamy Cheese Blintz

\$8.00 Per Person

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SNACK AND BREAK ENHANCEMENTS

Beverages

Regular Coffee	(per half gallon)	\$26.00
Decaffeinated Coffee	(per half gallon)	\$26.00
Hot Water and Assorted Tea Bags	(per half gallon)	\$26.00
Iced Tea	(per half gallon)	\$26.00
Raspberry Lemonade	(per half gallon)	\$26.00
Bottled Juices	(each)	\$3.50
Assorted Sodas	(each)	\$3.50
Bottled Water	(each)	\$3.50
Voss Sparkling Bottled Water	(each)	\$5.00
Voss Stilled Bottled Water	(each)	\$5.00
Individual Cartons of 2% Milk	(each)	\$4.00
Smoothie (minimum order of 15)	(each)	\$4.25
Freshly made Berry Yogurt Parfait (minimum order of 15)	(each)	\$3.50

Breakfast Items

Scones	(per dozen)	\$30.00
Croissants	(per dozen)	\$28.00
Danish	(per dozen)	\$28.00
Assorted Muffins	(per dozen)	\$28.00
Assorted Donuts	(per dozen)	\$28.00
Crumb Cake (serves 12-16 people)	(each)	\$32.00
Coffee Cake (serves 12-16 people)	(each)	\$32.00
Individual Yogurts (minimum order of 10)	(each)	\$3.00
Individual Cold Cereal with 2% Milk (minimum order of 10)	(each)	\$3.00
Hickory Smoked Ham & Cheddar Cheese		
Sandwich Croissant (minimum one dozen)	(each)	\$5.00
Whole Fresh Fruit (minimum order of 10)	(each)	\$2.00

Break Items

Assorted Cookies	(per dozen)	\$27.00
Brownies	(per dozen)	\$27.00
Blondies	(per dozen)	\$27.00
Fresh Fruit Skewers	(per dozen)	\$32.00
Popcorn	(per bowl)	\$10.00
Mini Pretzels	(per bowl)	\$10.00
Tri Color Tortilla Chips with Salsa	(per bowl)	\$10.00
Potato Chips with Ranch Dip	(per bowl)	\$10.00
Assorted Candy Bars (minimum order of 10)	(each)	\$3.50
Assorted Granola Bars (minimum order of 10)	(each)	\$3.50
Jumbo Soft Pretzels with Mustard (minimum order of 10)	(each)	\$3.50

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HORS D' OEUVRES

(Minimum of 50 Pieces per Selection)

Cold Hors D' Oeuvres

Cherry Tomatoes Stuffed with Shrimp	\$3.00 ea.
Duck Mousse Bruschetta	\$3.00 ea.
Crostini with Sundried Tomatoes & Cream Cheese	\$2.50 ea.
Cherry Tomatoes Stuffed with Crab	\$3.00 ea.
Deviled Eggs	\$2.50 ea.
Celery Stuffed with Cream Cheese	\$2.50 ea.
Crostini with Smoked Salmon and Cream Cheese	\$3.00 ea.
Chilled Jumbo Shrimp with Cocktail Sauce	\$3.00 ea.
Tomato Basil Bruschetta	\$2.50 ea.

Hot Hors D' Oeuvres

Shitake Springrolls with Sweet & Sour Dipping Sauce	\$3.00 ea.
Chicken, Pork, Shrimp & Vegetable Eggrolls with Sweet & Sour dipping Sauce	\$4.00 ea.
Tomato-Mozzarella Brochettes	\$3.00 ea.
Scallops Wrapped In Bacon	\$4.00 ea.
Coconut Shrimp with Apricot Plum Sauce	\$4.00 ea.
Dungeness Crab Cakes with Red Pepper Sauce	\$4.00 ea.
Chicken Satay and Peanut Sauce	\$2.75 ea.
Mushrooms stuffed with Crab Meat	\$3.50 ea.
Beef Brochettes with Teriyaki Glaze	\$2.75 ea.
Florentine (Vegetarian) & Lorraine Quiche	\$2.75 ea.

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CARVING STATIONS

(Minimum of 25 people required for carving stations)

All Carving Stations require a \$100.00 per chef attendant fee

All Prices per Person

Herb rubbed Roast Beef Tenderloin	\$31.50
Smoked Ham topped with Pineapple Glaze	\$23.50
Turkey Breast served with Brown Gravy	\$23.50
Prime Rib Served with Au Jus Sauce and Horseradish Cream	\$29.50
Peppercorn Pork Loin	\$26.50
Rack of Lamb in a Mustard Pepper Crust with Horseradish Cream	\$31.50
Tri Tip and Peppercorn Sauce on the side	\$26.00

Side Dishes

(Please choose two)

Rice Pilaf
 California Potato Salad
 Roasted Red Potatoes
 Steamed Vegetables
 Honey Glazed Baby Carrots
 Steamed Green Beans

Served with Garden Salad, your choice of Dressing and Assorted Rolls

Dressing options:

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

(Please Select Two)

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ENTRÉE SALADS

All Prices per Person

Caesar Salad

Crisp hearts of Romaine tossed with our own Caesar dressing, Garlic Croutons, Kalamata Olives, Cherry Tomatoes, topped with Parmesan Cheese

\$14.50

Chicken Caesar Salad

Grilled Marinated Chicken Breast served on a bed of Romaine Lettuce with Kalamata Olives, Cherry Tomatoes, Garlic Croutons, Homemade Caesar Dressing and topped with freshly Shredded Parmesan Cheese

\$18.00

Asian Chicken Salad

Sliced Grilled Chicken Breast served over Mixed Green Salads and garnished with Wonton Crisps, Green Onions, Cherry Tomatoes, Shredded Carrots, Mandarin Oranges, Sliced Almonds tossed with our Homemade Asian Dressing

\$18.00

Garden Salad

Fresh California Mixed Greens, Cherry Tomatoes served with your choice of dressing

\$12.00

Dressing options:

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Substitute Chicken: Seared Lemon-Pepper Salmon Filet	\$20.50
Infused Grilled Lemon Shrimps glazed w/garlic butter	\$20.50

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SOUPS

(Minimum of 15 People)

All Prices per Person

(Please Select Two)

New England Clam Chowder

Chicken & Mushroom

Crab Bisque

Beef Barley

Beef Stew

Bowl \$9.50

Cup \$4.75

Vegetarian Options

Cream of Mushroom

Tomato Bisque

Corn Chowder

Hot & Sour

Potato Leek

Bowl \$8.75

Cup \$4.50

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PLATED LUNCH & DINNER

(Minimum of 15 people)

All Prices per Person

THREE COURSE LUNCH & DINNER

All Plated Luncheon & Dinner Options are served with your choice of **EITHER** Soup **OR** Salad, Entrée, Side Dishes and Dessert.

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

Soups & Salads

(Please Select One)

Creamy Potato Leek Soup, Mushroom Soup, Hot & Sour Soup, New England Clam Chowder

OR

Caesar Salad, Baby Mixed Greens, Pasta Salad with Vinaigrette Dressing

Dressing options:

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

(Please Select Two)

Entrées

(Please Select One)

Grilled Lemon-Pepper Salmon

Lunch \$30.00

Dinner \$31.00

Rosemary Grilled Chicken &

Sautéed Shrimps

Lunch \$30.00

Dinner \$31.00

Spinach & Goat Cheese

Stuffed Chicken Breast

Lunch \$29.00

Dinner \$31.00

Grilled Fillet Mignon Steak

Lunch \$34.50

Dinner \$36.50

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PLATED LUNCH & DINNER (continued)

Shrimp Scampi

Lunch \$29.50

Dinner \$31.50

Marinated Grilled Lamb Chop

Lunch \$28.50

Dinner \$30.50

Grilled New York Sirloin Steak

Lunch \$33.50

Dinner \$35.50

Vegetarian Options

Eggplant Parmesan & Braised Spinach

Lunch \$28.00

Dinner \$31.00

Grilled Portabella Mushroom stuffed with
Spinach, Tomato & Goat cheese

Lunch \$30.00

Dinner \$32.00

Side Dishes

(Please Select Two)

Rice Pilaf

Roasted Potatoes

Mashed Potatoes

Grilled Vegetable Skewers

Sautéed Fresh Vegetables

Penne Pasta tossed with Truffle Oil

Dessert

(Please Select One)

NY Style Cheesecake

Chocolate Seduction Cake

Croissant Bread Pudding

Chocolate Torte

Carrot Cake

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LUNCHEON AND DINNER BUFFET

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Entrée, Side Dishes and Dessert

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

(Minimum of 15 people)

All Prices per Person

EXECUTIVE SANDWICH BUFFET

Soups & Salads

(Please Select One)

Corn Chowder, Beef Barley

OR

Caesar Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrée

Roast Beef, Hickory Smoked Ham, Corned Beef, Salami & Turkey Breast

Side Dishes

American, Swiss and Provolone Cheese

Sliced Tomatoes and Onions

Crisp Lettuce, Black Olives and Dill Pickle Spears

Condiments: Mayonnaise, Dijon Mustard and Horseradish

Choice of Bread:

(Please Select Two)

White Pullman, Wheat Pullman, French Sourdough Roll, Kaiser Roll

Desserts

(Please Select One)

Fresh Fruit Salad, Chocolate Cake, NY Cheesecake

\$23.95 Lunch

\$29.95 Dinner

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LUNCHEON AND DINNER BUFFET

All Luncheon & Dinner Options are served with your choice of **EITHER** Soup **OR** Salad,
Entrée, Side Dishes and Dessert

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

(Minimum of 15 people)

All Prices per Person

FAJITA BUFFET

Soups & Salads

(Please Select One)

Chicken & Vegetable Soup, Tortilla Soup

OR

Caesar Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrée

Sautéed Beef and Chicken Fajitas with Onions and Peppers

Side Dishes

Warm Flour Tortillas

Guacamole, Sour Cream

Diced Tomatoes, Cilantro, Shredded Lettuce

Shredded Cheddar Cheese and Spicy Salsa

Spanish Rice

Desserts

(Please Select One)

Fresh Fruit Salad, Chocolate Cake, NY Cheesecake, Churros with Cinnamon Sugar

\$24.00 Lunch

\$31.95 Dinner

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LUNCHEON AND DINNER BUFFET

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Entrée, Side Dishes and Dessert

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

(Minimum of 15 people)

All Prices per Person

ASIAN STIR FRY STATION

Soups & Salads

(Please Select One)

Egg Drop Soup, Potato Leek Soup

OR

Caesar Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrées

(Please Select One)

Roasted Pork Loin with Peppercorn Sauce

Sweet & Sour Chicken

Side Dishes

Vegetable Eggrolls with Dipping Sauce

Choice of Fried Rice or Chow Mein

Dessert

(Please Select One)

Fudge Brownies / Lemon Bars

NY Cheesecake

Miniature Fruit Tarts

\$23.50 Lunch

\$28.50 Dinner

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Entrée, Side Dishes and Dessert

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

(Minimum of 15 people)

All Prices per Person

PASTA STATION

Soups & Salads

(Please Select One)

Cream of Broccoli, Tomato Bisque

OR

Caesar Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrées

(Please Select One)

Seared Chicken

Sautéed Shrimp

Side Dishes

Penne Pasta **or** Fusilli Pasta

Choice of Vegetable Marinara, Alfredo **or** Pesto Sauce

Focaccia Bread

Grated Parmesan Cheese

Dessert

(Please Select One)

Fresh Fruit Salad, Chocolate Cake, Tiramisu

\$23.50 Lunch

\$28.50 Dinner

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LUNCHEON AND DINNER BUFFET VEGETARIAN OPTION

All Luncheon & Dinner Options are served with your choice of **EITHER** Soup **OR** Salad, Entrée, Side Dishes and Dessert.

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

*Vegetarian meal requests will be plated for 15 people or less. Requests for 15+ Vegetarian meals will be placed on the buffet station.

(Minimum of 15 people)

All Prices per Person

EXECUTIVE SANDWICH BUFFET

Soups & Salads

(Please Select One)

Corn Chowder, Roasted Vegetable Soup

OR

Pasta Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrée

Seasonal Vegetables grilled in Olive Oil

Side Dishes

American, Swiss and Provolone Cheese

Sliced Tomatoes and Onions

Crisp Lettuce, Black Olives and Dill Pickle Spears

Condiments: Mayonnaise, Dijon Mustard and Horseradish

Choice of Bread:

(Please Select Two)

White Pullman, Wheat Pullman, French Sourdough Roll, Kaiser Roll

Desserts

(Please Select One)

Fresh Fruit Salad, Chocolate Cake, NY Cheesecake

\$21.00 Lunch

\$25.00 Dinner

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LUNCHEON AND DINNER BUFFET VEGETARIAN OPTION

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Entrée, Side Dishes and Dessert

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

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(Minimum of 15 people)

All Prices per Person

FAJITA BUFFET

Soups & Salads

(Please Select One)

Roasted Tomato Soup, Tortilla Soup

OR

Pasta Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrée

Red & Green Peppers, Sautéed Yellow Onions, Mushrooms & Refried Beans

Side Dishes

Warm Flour Tortillas

Guacamole, Sour Cream

Diced Tomatoes, Cilantro, Shredded Lettuce

Shredded Cheddar Cheese and Spicy Salsa

Spanish Rice

Desserts

(Please Select One)

Fresh Fruit Salad, Chocolate Cake, NY Cheesecake, Churros with Cinnamon Sugar

\$23.25 Lunch

\$29.95 Dinner

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LUNCHEON AND DINNER BUFFET VEGETARIAN OPTION

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Entrée, Side Dishes and Dessert

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

*Vegetarian meal requests will be plated for 15 people or less. Requests for 15+ Vegetarian meals will be placed on the buffet station.

(Minimum of 15 people)

All Prices per Person

ASIAN STIR FRY STATION

Soups & Salads

(Please Select One)

Egg Drop Soup, Potato Leek Soup

OR

Pasta Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrée

Stir Fry Seasonal Vegetables & Tofu

Side Dishes

Vegetable Eggrolls with Dipping Sauce

Choice of Fried Rice **or** Chow Mein

Dessert

(Please Select One)

Fudge Brownies / Lemon Bars

NY Cheesecake

Miniature Fruit Tarts

\$21.25 Lunch

\$27.50 Dinner

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LUNCHEON AND DINNER BUFFET VEGETARIAN OPTION

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Entrée, Side Dishes and Dessert

Choose **BOTH** Soup and Salad for an additional \$5.00 per person.

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(Minimum of 15 people)

All Prices per Person

PASTA STATION

Soups & Salads

(Please Select One)

Cream of Broccoli, Tomato Bisque

OR

Pasta Salad, Garden Salad

Dressing options:

(Please Select Two)

Blue Cheese, Ranch, Balsamic, Italian, Red Wine & Raspberry

Entrées

(Please Select One)

Grilled Seasonal Vegetables

Grilled Vegetable Patty

Side Dishes

Penne Pasta or Fusilli Pasta

Choice of Vegetable Marinara, Alfredo or Pesto Sauce

Focaccia Bread

Grated Parmesan Cheese

Dessert

(Please Select One)

Fresh Fruit Salad, Chocolate Cake, Tiramisu

\$21.25 Lunch

\$27.50 Dinner

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BUILD YOUR OWN SANDWICH BOXED LUNCH

All Prices per Person

All Box Lunches include Whole Fresh Fruit, Cookie, Potato Chips,
Condiments, Disposable Utensils and Bottled Water

10 people or less = Maximum 2 choices of sandwiches

11 – 25 people = Maximum 3 choices of sandwiches

26+ people = Maximum 4 choices of sandwiches

\$19.25 Lunch

\$24.00 Dinner

Turkey ~ Ham ~ Salami ~ Corned Beef ~ Roast Beef

Swiss Cheese ~ Cheddar Cheese ~ White Cheddar Cheese ~ American Cheese
Havarti Cheese ~ Provolone Cheese ~ Pepper Jack Cheese

Egg Salad ~ Tuna Salad ~ Chicken Salad

Side Dishes

Sliced Tomatoes and Onions

Crisp Lettuce, Black Olives and Dill Pickle Spears

Condiments: Mayonnaise, Dijon Mustard and Horseradish

Choice of Bread:

(Please Select Two)

White Pullman, Wheat Pullman, French Sourdough Roll, Kaiser Roll

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Pricing Subject to Change without Prior Notice

Revised 3/8/11

CLASSIC BOXED LUNCHES

All Prices per Person

All Box Lunches include Whole Fresh Fruit, Cookie, Potato Chips,
Condiments, Disposable Utensils and Bottled Water

10 people or less = Maximum 2 choices of sandwiches

11 – 25 people = Maximum 3 choices of sandwiches

26+ people = Maximum 4 choices of sandwiches

\$19.25 Lunch

\$24.00 Dinner

Turkey Club Sandwich

Triple Decker of Lightly Toasted Bread
With Turkey, Bacon, Lettuce and Tomato

Turkey Croissant

Layers of Smoked Turkey between Lettuce and Tomato
With Pepperjack Cheese inside Fresh Baked Croissant

Chicken Salad Sandwich

Chicken Salad with Finely Diced Scallions, Celery, Mayonnaise, Mustard and Lemon Pepper
Served between a Sweet French Roll

Roast Beef and Cheddar Hoagie

Thin Sliced Roast Beef, Sautéed Mushrooms and Cheddar Cheese
Between Lettuce and Tomato

All American Hero Sandwich

Smoked Turkey, Ham and Cheese with Lettuce and Tomatoes
Served in a Sweet Roll

Tuscan Submarine Sandwich

Ham, Salami and Provolone Cheese
With Slices of Roma Tomatoes, Peppercini and Romaine Lettuce

California Chicken Wrap

Grilled Chicken with Avocado and Bacon
With Shredded Jack, Chopped Romaine and Tomato in Flour Tortilla
Drizzled with Ranch Dressing and lightly coated with Cream Cheese

Turkey Wrap

Smoked Turkey wrapped in Sundried Tomato Flour Tortilla
Crisp Iceberg Lettuce, Chop Tomatoes and Cream Cheese

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MAKE YOUR OWN VEGETARIAN BOXED LUNCH OPTION

All Prices per Person

All Box Lunches include Whole Fresh Fruit, Cookie, Potato Chips,
Condiments, Disposable Utensils and Bottled Water

\$18.00 Lunch

\$23.25 Dinner

Marinated Grilled Vegetables & Provolone Cheese

~ Or ~

Grilled Seasonal Vegetables in Olive Oil

Choice of Bread:

(Please Select Two)

White Pullman, Wheat Pullman, French Sourdough Roll, Kaiser Roll

Side Dishes

Sliced Tomatoes and Onions

Crisp Lettuce, Black Olives and Dill Pickle Spears

Condiments: Mayonnaise, Dijon Mustard and Horseradish

CLASSIC BOXED LUNCHES

Grilled Vegetarian Wheat Sandwich

Grilled Bell Peppers, Squash and Red Onions

With Fresh Tomatoes and Crisp Lettuce

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### **Vegetarian Mediterranean Sandwich**

Kalamata Olives, Fresh Spinach, Grilled Eggplant, Cucumbers

Sundried Tomato Pesto, Fresh Tomatoes and Feta Cheese

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## General Information

Our printed menus are only guidelines designed to assist you in selecting a menu for your event. Our Sales Staff will be delighted to prepare customized proposals to meet your specific requirements. All prices are subject to change; menu prices will be confirmed by your Sales Manager or Sales and Catering Coordinator.

## Guarantee

We request your expected head count seven (7) days prior to your event. The final guarantee must be specified by 11:00AM; three (3) business days in advance. This number will be the guarantee, not subject to reduction and charges will be made accordingly.

## Food and Beverage

All food and beverage consumed in The Plaza Suites must be supplied by the hotel. Due to health regulations, no leftover food or beverage can be taken from the premises. Guest arrival time and dinner time will be established at your menu finalizing thirty (30) days prior to your event. A 1/2 hour grace period is allowed for function times running late. After that grace period, there will be a \$100.00 per 1/2 hour late or extend charge.

## Room Rental

Room rental charges will vary with room size, meeting, audio visual and food & beverage requirements. If room rental is waived, service charges may apply.

## Bartender Minimum

\$150.00 charge per hour, 2 hour minimum and \$75.00 for each additional hour will apply.

## Audio Visual

The Plaza Suites is pleased to offer an extensive inventory of equipment. Audio Visual charges may be billed to your master account. If you choose to provide your own equipment, you will be responsible for the set-up, tear down and facilitation of the equipment during the meeting, including technician duties.

Set-up and breakdown labor charges of \$35 will apply.

Disc jockey service and bands are required to end their music promptly by midnight. Power requirements for the band/disc jockey must be communicated to The Plaza Suites for approval at least two weeks prior to the event. Volume must be kept at an appropriate level. Hotel management reserves the right to control the volume levels at any point of the function when it is deemed necessary and when the levels are exceeding the point where it compromises the comfort of The Hotel or patrons of The Hotel.

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Special requirements such as additional telephone lines, electrical needs, lighting and staging, may incur additional charges and should be requested 1 week prior to your event.

## Deposit and Cancellation Policy

Banquet/meeting rooms can be tentatively held for 5 business days. If no deposit is made at the end of the 5<sup>th</sup> day, the rooms on hold will be released for re-sale. Room rental deposits will not be refunded after the confirmation of the event. For banquets of 21+ guests, there will be a cancellation fee of 30% of the projected total food charges if cancelled within 7 days of the event. There will be a cancellation fee of 100% of the projected total food charges if cancelled within 3 days of the event.

All social functions will require payment in full, in advance. A 50% deposit is required. PLEASE NOTE: ALL DEPOSITS ARE NON-REFUNDABLE. All meeting requirements, menu requests and other food and beverage selections must be confirmed no later than 30 days prior to the function date. Changes in banquet room arrangements within 24 hours will be subject to additional labor charges. Meeting room and audio visual are subject to 20% service charge. All food and beverage are subject to 20% service charge and prevailing sales tax. All prices are subject to change without notice.

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## Terms and Conditions

Thank you for choosing The Plaza Suites. We look forward to delivering the outstanding service and culinary experience you expect. Please take a moment to review the following to help us serve you better.

- Please inform your Sales and Catering Coordinator of your menu selections no less than seven (7) days in advance of your event when choosing from our regular menu selections. For customized menus, three (3) weeks notice may be required.
- Please confirm the guaranteed number of attendees for your event three (3) business days prior to the function date. For Monday or Tuesday events, please provide this number by the previous Thursday at 8:30 a.m. In the absence of a guarantee, the original contracted number of attendees will be used when charging. The banquet charges will be based on the greater of the guarantee or the number of guests in attendance for the event. When requesting a split entrée selection, the higher price will prevail. We will present the same appetizer, accompaniments and dessert for both entrées.
- In order to comply with state law and hotel policy, no food or beverage, to include alcoholic beverages, shall be brought into, or removed from function rooms or guest rooms by attendees.
- Cancellation terms are detailed in the Group Agreement. Functions detailed on Banquet Event Orders signed by our clients may be subject to additional charges. Your Sales and Catering Coordinator can arrange dedicated security for your event for an additional fee.
- When shipping packages to the hotel, please indicate the name of your organization, the meeting facilitators and the name of your Hotel Sales Coordinator's name on the label. There will be no charge for 5 boxes less than 5 pounds each. Should you have more than 5 boxes, or your boxes are more than 5 pounds each, shipping and handling charges of \$25.00 will be applied to your master account for storage and movement of packages. Packages will be received no earlier than three (3) days prior to the event or a storage fee of \$5.00 per box will be applied. Additional fees for shipping out boxes may apply if using a carrier other than UPS.
- The Plaza Suites does not permit the affixing of anything to the walls, ceiling or floors with nails, staples, push pins, tape or any other, are not permitted. The host or sponsor of the event will assume responsibility for any and all damages to or loss of property from the guests, invitees, staff, or any others affiliated with the function. A cleanup fee of \$150.00 may also be assessed for excessive decorations left in the room. Banners may be hung with approval and coordination from The Plaza Suites. Banners must be provided 24 hours in advance, for proper hanging.

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- The Plaza Suites reserves the right to discontinue service to patrons who should not be served alcoholic beverages.
- The Plaza Suites is not responsible for any damages or missing items which are brought into the hotel or left behind.
- The Plaza Suites provides complimentary indoor and outdoor parking for all registered guests as well as guests attending meetings.
- Open flames are not permitted in the Hotel, i.e. candles, cooking, etc.
- Corkage Fee: \$10.00 per 750 ml. bottle and subject to prevailing sales tax.
- Cake Cutting Fee: \$2.00 per person
- Special Orders: Colored linens and napkins can be ordered through your Sales & Catering Coordinator and will be rented through an outside vendor at prevailing rates and will be applied to your master account.
- There will be no rice, confetti, birdseed, or glitter on Club property. Failure to adhere to this policy will result in a \$250.00 cleanup fee.
- As a result of our ongoing effort to satisfy your every need, The Plaza Suites reserves the right to set up functions as we see best fit your F&B needs. Through a series of specific questions we will make every effort to accommodate your needs and will take into account any special requirements.
- The Plaza Suites recommends reviewing all charges at the end of your event with the Food & Beverage Director and/or Sales and Catering Coordinator.

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