

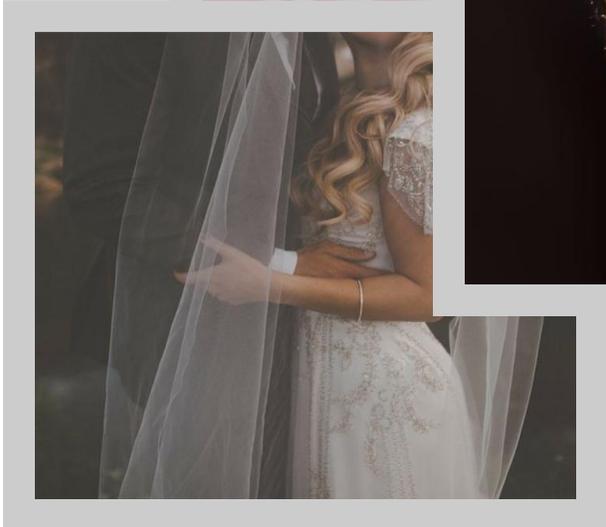


EMBASSY SUITES

by HILTON™

Seattle - Bellevue

Weddings



Congratulations on your recent engagement!

We are honored that you are considering Embassy Suites by Hilton Seattle Bellevue for your wedding. Amidst 12,000 square feet of flexible event space, Embassy Suites by Hilton Seattle Bellevue is the perfect setting for your once-in-a-lifetime event!

Being host to such an event gives us great pride and an opportunity to do what we do best. We consider every detail, from our culinary creations by our Executive Chef Bill, to lineless tables and impeccable service.

We have designed this wedding guide for you as an effortless way to include all of the full service elements you'll need to begin planning your wedding. We start with reviewing banquet meal and dining options surrounding your event here at Embassy Suites by Hilton Seattle Bellevue. We'd love to let our experienced team create an event with you that are full of memories, and uniquely yours. We have included menu items, cost per person and/or cost per piece, service style- self serve buffet, plated service, reception-style stations or specific culinary cuisine may be requested.

Your experience can be enhanced in any way you can imagine, with a Rehearsal dinner, a Sunday brunch, Bridal shower or bachelorette/bachelor party. Let our experienced team of wedding professionals be of assistance to make all your dreams come true!

IMPORTANT NOTE: Please note that this document is for reference only to help you with menu selections. We will generate a banquet event order for final approval. It is important to read the catering guidelines listed on page 3 and 4 for specific event and dining requirements before selecting your menu items.

Here at the Embassy Suites by Hilton Seattle Bellevue our goal is simple: We want to create memories to last lifetime. We are looking forward to partnering with you to create those memories.

Kind Regards,
Erica Wright
Catering Sales Manager

Issued November 16, 2017, Menus and pricing are valid until December 31, 2017. All events scheduled after this date will utilize new banquet menus and pricing.

A 22% service charge and 10% tax will apply. Menu and service charge are subject to change.
www.seattlebellevue.embassysuites.com

General Information

Beverage Policy:

The Washington State Liquor Control Board regulates the sale and service of alcoholic beverages. As a licensee, the Embassy Suites by Hilton Seattle Bellevue is responsible for the administration of these regulations. It is policy and State law; therefore, liquor cannot be brought into the hotel from outside sources.

These rules will be strictly enforced.

Embassy Suites by Hilton Seattle Bellevue Reserved the right to refuse service to anyone pursuant to Washington state Law

BARTENDER FEE

A bartender is required for each bar per event

If the bar revenue does not exceed \$300.00 there will be an additional \$100.00 bartender fee added to final bill.

DECORATIONS

The Hotel must approve all displays and decorations. Affixing of signs, banners, posters, stickers, or other display materials to the walls, floor, ceiling, or any public space in the Hotel or Function space by or with staples, nails, glue or tape is not permitted unless approval is given in advance by the Hotel. The Hotel does not allow helium balloons into the ballroom or atrium. Items brought into the hotel must be removed upon completion of the event. The Hotel does not provide displays or decorations, the group must provide all decorations.

Catering Guidelines

For specific questions contact Erica Wright

425.698.6688

erica.wright@hilton.com

Consultation: Scheduling a consultation with Erica Wright, our Catering Sales Manager is highly recommended. Erica will review the vision of your dream wedding, confirm available dates and give you a tour of our ballrooms- providing best fit wedding options for you.

Wedding Agreement: Erica will reserve your space by preparing a wedding agreement based upon availability and confirmation of your wedding date. This agreement details wedding date, ballroom location, time of day, and deposit schedule. Your date and ballroom location is secured by a returned signed agreement and a non-refundable deposit.

Availability: Evening events may be scheduled between 3:00pm and 11pm. The ceremony location will be reserved for 4 hours including photography and actual ceremony time, based upon availability. Receptions must conclude at 11pm. Access to the ballrooms prior to the scheduled time is subject to availability and must be pre-approved.

Floor plan: Erica will create a comfortable and accessible customized floor plan for your special event.

Wedding Support: Ceremony and Reception support on the day of your dream wedding, our first-rate team of highly prepared wedding professionals will work dynamically behind the scenes ensuring a memorable day. Our Banquet Manager will oversee the comprehensive execution of your ceremony and reception to ensure that you, your wedding party and your guests are treated like royalty.

Ceremony includes: Chair set-up and breakdown, Skirted gift, guest book and unity candle table. One wired micro- phone, and stage. All other decorations must be supplied by Bride and Groom. Please contact Catering Manager for available location and pricing.

Reception includes: Design layout of reception room, menu selection, act as liaison between the hotel and vendors, set-up and tear-down, standard 60" round tables seating 10 per table, head table or sweetheart table (upon request) on stage with white pipe and drape (based upon availability), a variety of linen and napkin colors to choose from, china, silverware, glassware, toasting coupe champagne glasses, wood dance floor, up to five votive candles per table, use of in-house vases and round 12" mirror tiles, silver cake cutter (upon request), beverage station (includes coffee, decaf, hot tea and iced tea or fruit punch throughout evening), skirted cake table with under lighting, skirted place card table, professional banquet staff, dedicated banquet captain.

Preferred sleeping room rates: We will offer a special room rate for your wedding guests based upon availability and excluding blackout dates. For weddings with 80 or more guaranteed adult meals, we include the following amenities: Complimentary honeymoon suite for bride and groom on their wedding night (no substitutions, based upon availability). *A rate quote does not guarantee a block of guest rooms and can be released at any time.

Decorations: All candles must be enclosed in a votive holder that stands to the height of the flame. No glitter, confetti, or loose décor. The hotel will not permit the affixing of anything to the walls, floors, or ceiling of rooms. All displays and/or decorations proposed by the group shall be subject to approval of the Catering Manager.

Linen: We offer a variety of linen and napkin colors. Chair covers and Specialty linens must be rented through an outside vendor.

Menu Planning: The hotel does not permit outside food and beverage with the exception of the wedding cake and desserts. The menu must be finalized six weeks prior to the event date. If two plated entrees are chosen for guests to select from in advance of the function, the higher priced entree will apply to all meals served.

Menu Tasting: The Embassy Suites by Hilton Seattle Bellevue offers a complimentary tasting to all booked brides and grooms plus two additional guests. Tasting will consist of a maximum of four entrées and three sides.

Meal Guarantees: The guaranteed number of attendants must be communicated to the Catering Manager no less than 4 full business days (Monday through Friday, excluding holidays), prior to the event. If your final guaranteed number is higher than the maximum occupancy, the hotel reserves the right to transfer the event to another function room at the rates published on the hotel rental schedule based upon availability.

Place Cards: Place cards are required for split entrée dinners to identify each guest's entrée selection to their banquet server. Place cards will be set on a place card table for guests to pick up as they arrive. Place cards will not be set at individual place settings.

Wedding Cake: Wedding Cakes may be brought in from an outside licensed cake designer. The hotel provides complimentary cake cutting service for weddings, and will cut and serve the wedding cake.

Bars: Bars may stay open a maximum of five hours. The hotel reserves the right to refuse service to anyone who may be, in the hotel's view, impaired or under the legal drinking age. The hotel also reserves the right to close the bar at its discretion.

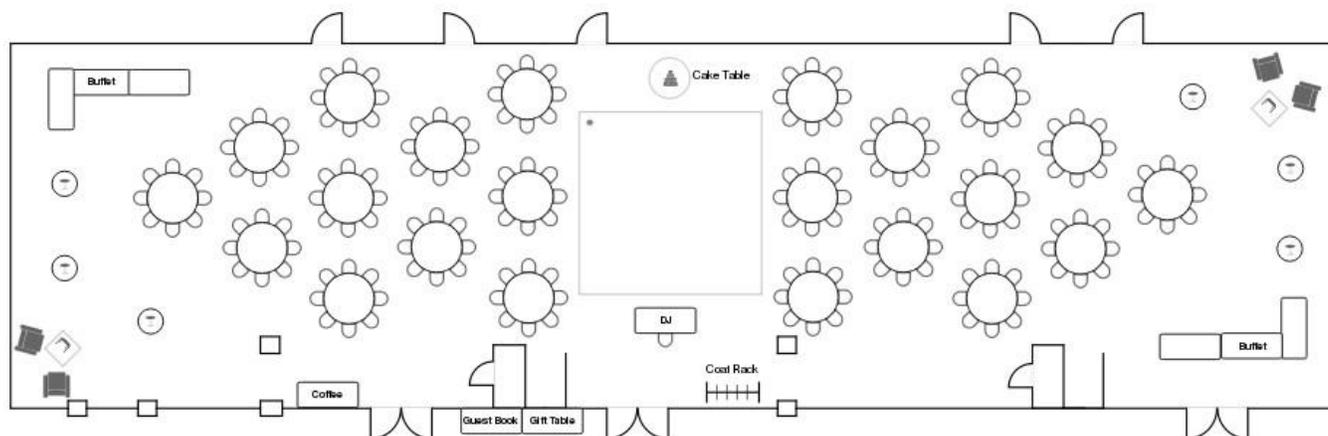
Corkage Fee: Wine and or champagne may be brought in for a \$15 per 750ml bottle corkage fee plus service charge and sales tax.

Labor Charges: A labor fee of \$250.00 will be applied to ballrooms that require a change of set-up during the same day.

Music: The hotel does not provide music or MC services. All ceremony and reception music must be provided by a DJ or live musician and booked by the group. Recommendations are available. Music must be kept a responsible level. Music must end by 11:00 P.M.

Parking: The group will receive complimentary overnight parking for all guests.

Ballroom Information



Embassy Ballroom

4720 Square Feet

Maximum Seating 350

Regent or Ambassador Ballroom

1908 Square Feet

Maximum Seating 100

Combined Maximum Seating 200

Diplomat Ballroom

900 Square Feet

Maximum Seating 50

****Room rentals and Food and Beverage minimums to be determined by Catering Manager****