



*Holiday Inn*

The Holiday Inn Charlotte Airport

# *Weddings*



2707 Little Rock Rd.  
Charlotte, NC 28214  
704-394-4301

## *Four Wedding Day*

On your wedding day, let us take care of the details while you relax and savor the moment! From a grand reception in the Earhart Ballroom to an intimate gathering in Kitty Hawk , let the Holiday Inn Charlotte Airport be the setting for your dream day. Our caring and experienced staff will work with you to ensure your wedding is perfect from the moment you walk down the aisle, throughout the reception.

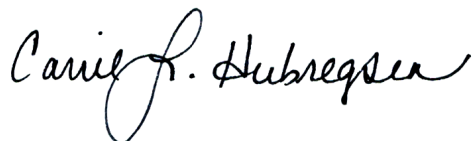
We offer several food & beverage options to suit your unique event, from cocktail receptions to formal plated dinners. Chef Tynes will delight you and your guests with his culinary creations while our outstanding banquet servers ensure your reception goes smoothly and your guests are well cared for.

Our 5,000+ square feet of event space has been newly renovated as part of the 7.2 million dollar state-of-the-art renovation project that included the lobby, restaurant, guest rooms, and exterior including sidewalks, parking lot, and landscaping. Your out of town guests are sure to enjoy our 200 guest rooms, onsite restaurant & bar, and complimentary 24-hour airport shuttle.

## *Rehearsal Dinner & More*

When planning your wedding there are other events to consider, from the bridal shower to a farewell brunch. Whether you're celebrating with close family and friends at your bridal shower, entertaining out of town guests at the rehearsal dinner, or saying farewell to loved ones the next morning, our versatile event space would be the perfect location to celebrate. From your first site visit to the reception, we will make your entire wedding experience outstanding!

We look forward to hosting your special day!



*Carrie Hubregsen*

Director of Sales

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# Plated Dinner

- Special champagne toast for the Bridal Party
- Your choice of 2 butler passed hors d' oeuvres
- A display of imported and domestic cheeses garnished with seasonal fruit and berries
  - Your choice of premium salads with dressings made in-house by Chef Tynes
- Your choice of entrées served by our professional wait staff with appropriate vegetables, starch, and dinner breads
  - Iced tea station and coffee & tea service after dinner

## Hors d' Oeuvres

(select 2)

Grilled Cheese and Tomato Soup Shooters

Caprese Salad Spoons

Julian Vegetable Shooters

Mini Beef Wellington

Clams Casino

Peach and Brie in Puff Pastry

Coconut Shrimp

Sausage Stuffed Mushrooms

Cranberry Pinot Noir Meatballs

## Salad Selections

(select 1)

### *Signature House Salad*

Mixed Baby Greens, Vine Ripened Cherry Tomatoes, Sliced Cucumber, Diced Red Onion, and Shredded Cheddar & Monterrey Jack Cheeses with House Made Ranch Dressing

### *Classic Wedge Salad*

A Wedge of Crisp Iceberg Lettuce with Cherry Tomatoes, Crumbled Blue Cheese, Herb Croutons, and Blue Cheese Dressing

### *Caesar Salad*

Crisp Romaine Lettuce tossed with Parmesan Cheese and Caesar Dressing, and Herbed Croutons

### *Mediterranean Beet Salad*

Crisp Mixed Greens with Rosemary Roasted Beets, Cherry Tomatoes, Sliced Red Onions, Sliced Toasted Almonds, and Champagne Vinaigrette

### *Sweet Carolina Orange Salad*

Crisp Spring Mixed Greens with Mandarin Orange Segments, Sliced Strawberries, Diced Tomatoes, Candied Pecans, and Balsamic Vinaigrette

# *Plated Dinner Cont.*

## **Entrée Selections**

(Select up to 3)

### **Chicken Fricassee**

Lightly Egg Battered, with Lemon Wine Sauce

### **Chicken Continental**

with Ham, Swiss Cheese, and Scallion Cream Sauce

### **Chicken Roulade**

stuffed with Spinach and Crab, topped with Sauce Supreme

### **Caribbean Pork Tenderloin**

Jerk Seasoned with Caribbean Papaya Sauce

### **French Cut Pork Chop**

with Apple Brandy Glaze

### **Grilled Salmon**

with Lemon Herb Butter

### **Coconut Shrimp**

with Horseradish Cream Sauce

### **Atlantic Cod**

with Roasted Red Pepper Sauce

### **Tilapia**

with Tomatoes and Capers

### **Vegetable Salsa Verde**

Vegetables marinated in Spicy Salsa Verde

### **Vegetable Curry Pie**

with Tofu in Curry Sauce

### **New York Strip Steak**

with Tarragon Butter

### **Filet Mignon**

with Sauce Béarnaise

### **Sirloin Steak**

with Blood Orange Hollandaise

# Buffet Dinner

- Special champagne toast for the Bridal Party
- Your choice of 2 butler passed hors d' oeuvres and a reception display
  - Iced tea station and coffee & tea service after dinner

## Reception Display

(select 1)

Imported & Domestic Cheeses garnished with Sliced French Bread and Assorted Crackers

Seasonal Sliced Fruits and Berries

Assorted Vegetable Crudit  with Creamy Ranch Dressing and French Onion Dip

*Ask your catering manager about upgrades to an antipasti or iced seafood display*

## Hors d' Oeuvres

(select 2)

Spanakopita

Spinach Artichoke Tarts

Cucumber Rounds with Cream Cheese and Pickled Ginger

Garlic Bruschetta

Cranberry Pinot Noir Meatballs

Peach and Brie Puffs

Julian Vegetable Shooters

Shepard's Pie in Puff Pastry

Chicken Satay

Asparagus Puffs

# *Buffet Dinner Cont.*

## **Salads**

(select 2)

Mixed Baby Greens with Balsamic Vinaigrette

Citrus Slaw with Avocado and Red Onion

Cucumber and Tomato Salad

Classic Caesar Salad

Traditional Greek Salad

Baby Spinach Salad

Tomato Mozzarella Salad

Seasonal Fruit Salad

## **Vegetables**

(select 2)

Broccoli with Cheese Sauce

Seasoned Broccoli Spears

Fresh California Vegetable Blend

Sautéed Zucchini and Yellow Squash

Roasted Butternut Squash

Glazed Carrots

## **Starches**

(select 1)

Herb Roasted Yukon Gold Potatoes

Baked Sweet Potato

Garlic Red Skin Mashed Potatoes

Saffron Risotto

Garlic Penne Pasta

Rice Pilaf

Au Gratin Potatoes

# *Buffet Dinner Cont.*

## **Entrées**

Herb Baked Chicken

Chicken Picatta

Chicken Florentine with Crab and Spinach

Chicken Cordon Bleu

Baked Whitefish with Scampi Sauce

Broiled Salmon

Baked Cod with Red Pepper Cream Sauce

Tilapia with Capers and Tomatoes

Mahi Mahi with Sun Dried Tomato Coulis

London Broil with Cabernet Mushroom Sauce

Apple Stuffed Pork Loin with Brandy Sauce

Flank Steak stuffed with Red Peppers, Spinach, and Artichokes

Sliced Sirloin of Beef with Mushroom Demi Glace

Stuffed Cabbage with Rice and Tomato

Whole Wheat Pasta Primavera

Breaded Zucchini with Chili Jam

Vegetable Curry

# CATERING POLICIES & PROCEDURES

## ***PRICES AND PAYMENT***

To secure your event at the Holiday Inn Charlotte Airport, we require a non-refundable deposit at initial contract signing. The contract will have the date or dates for the following payment schedule and the estimated balance is payable fourteen (14) days prior to the arrival date. Your event should be completely designed, including menus, diagrams and all details a minimum of one (1) month prior to your actual date whenever possible. In the event of a cancellation, a cancellation charge will be invoiced. The cancellation schedule will be outlined in your agreement.

## ***GUARANTEES***

The final guaranteed number of guests for all food and beverage functions must be submitted to the Catering & Sales Department by 12noon, three (3) business days prior to the date of the function. If the guarantee is not received by the cut-off date/time, the Hotel will use the number of guests as indicated in the initial contract for said date as a final guarantee. This number will be noted at the top of the banquet event order as the expected number of attendees. The guarantee becomes the minimum number of guests used in calculating the amount to be charged and the maximum number for food preparation. Should the actual number of guests in attendance of the event exceed the guarantee the guest will be charged for the number of guests in attendance. All increases to guarantees within the three (3) business days are subject to food availability and surcharges. The Hotel will be prepared to overset 3% above the guarantee to a maximum of five seats. The Hotel cannot guarantee that the same menu items will be served to guests above the overset. Food and beverage choices are based on availability and are at the Hotel's discretion.

## ***ALCOHOLIC BEVERAGES***

The State Division of Alcoholic Beverage Control regulates the sale and service of all alcoholic beverages. The Hotel is responsible for the administration of such regulations. All alcoholic beverages served on the Hotel premises, we require that these beverages be dispensed only by Hotel servers and bartenders. Our alcoholic beverage license requires us to:

1) request proper identification (photo ID) of any person and refuse alcoholic beverage service if the proper identification cannot be produced, 2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears to be intoxicated and 3) prohibit the sale of alcohol between the hours of 1:45am and 7am Monday-Saturday or between the hours of 2am and 12noon on Sundays. Provisions of the Hotel's liquor license prohibit the patron or attendees from providing alcoholic beverages from outside sources.

## ***AUDIO VISUAL EQUIPMENT***

The Holiday Inn Charlotte Airport can provide you with full service off-site audio visual, (American Audiovisual Company Preferred service provider). In order to help ensure a positive experience, the Holiday Inn Charlotte Airport recommends utilizing such a professional service onsite team for all of your major audio visual needs. Our onsite team is available to assist with items in-house and otherwise with creative planning and consultation for your event. Please advise your Catering & Sales Manager of your requirements. If needed, please contact your Catering & Sales Manager for a copy of the most current outside Audio Visual Service Guidelines and pricing. All billing for special A/V services must be covered by a credit card on file. Charges for any damage done to the hotel by an outside audio visual vendor (not identified as "preferred" or pre-approved), will be charged to the group's master account. The group will retain full responsibility for the conduct of its outside vendor. Please note that all billed Audio/Visual services are subject to 18% Service Charge (Taxable) and applicable sales tax.

## ***PARKING***

The Holiday Inn Charlotte Airport is pleased to offer complimentary parking for all Hotel and event guests. The Hotel is not responsible for damage or theft from any vehicle. Large vehicles for exhibits and special events will have designated parking areas assigned.

## ***SMOKE-FREE POLICY***

The Holiday Inn Charlotte Airport is designated as a smoke-free facility by NC law, which includes all guest rooms; meeting space and public areas.



## ***DECORATIONS, SIGNAGE AND BANNERS***

Your Catering & Sales Manager will provide you with a list of Preferred Vendors available who can arrange for floral centerpieces, table capes, specialty linens, themed props, entertainment and ice sculptures. We partner with the region's finest vendors to assist with creating your perfect event. All preferred vendors pricing can appear on the main guest folio. No signage of any kind is permitted in the lobby or on public grounds. Signage is to be used outside meeting rooms only and must not be larger than two feet wide and three feet high. Flip charts, blackboards and whiteboards are not permitted in any public area of the Hotel. Request to hang banners or special signage which will not fit on an easel will need to be conveyed to the Hotel at least 72 hours prior to the time needed and are subject to Management approval. There will be a \$50 per hour labor fee with a one (1) hour minimum. In order to prevent damage to our fixtures and furnishings, all decorations, signage and/or displays brought into the Hotel by guests must be approved prior to arrival. All decorations and displays must be in compliance with the State Building code and meet the approval of the Charlotte Fire Marshall. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape, tacks or any other substance in order to prevent damage to the facility, fixtures and furnishings. According to the Charlotte fire regulations, all candles or any devices that emit flame or smoke must be enclosed in glass or non-flammable containers. The Hotel prohibits the use of confetti or glitter in any of the banquet rooms or public space. (A minimum of a \$400 cleaning fee will apply if glitter/confetti etc. is found during or after an event).

## ***PACKAGES AND SHIPPED FREIGHT***

All freight or large shipments for an event must be pre-arranged and approved. Due to limited storage, we request that items not be received sooner than three (3) days prior to your first event. The following information must be included on all packages to ensure proper delivery: 1) Group name, 2) Client's first and last name, 3) Catering & Sales Manager's first and last name and 4) Date of Event. Box handling charges are indicated in your Sales Agreement and will be posted to the Master Account. The Hotel will have no liability for shipments received, nor will the Hotel be responsible for packing or storage at the conclusion of such event. Any storage will be billed at full rental rates pre-arranged or not.

## ***SECURITY***

The Holiday Inn Charlotte Airport shall not assume responsibility for damage or loss of any merchandise or articles brought into the Hotel or for any items left unattended. Special arrangements for security of exhibits, merchandise or articles for display must be made prior to the planned event. If special security is needed by clients request using an outside company, the Hotel must receive a copy of the contract guest has entered into with a security company or law enforcement department. Private security companies or event security personnel are not permitted to carry firearms unless pre-approved by corporate Hotel Management. Hold Harmless Agreements may be required for events with security requirements, food safety requirements or special events with staging, bands or entertainment.

## ***ADDITIONAL FOOD SAFETY RULES***

Take-out food purchased from the restaurant may be removed once paid and processed. Room service orders service to guest rooms are handled according to our brand standards. Cooking or open flame is not permitted in any function room or public space. Guests are not permitted to remove Hotel prepared food items from any banquet or meeting room, at the end of service from an event held in our banquet or meeting rooms. Contracted event times for food service availability (hot and cold buffets) are strictly monitored according to health code.

## ***TAXES***

All federal, state and municipal taxes which may be imposed or be applicable to the agreement and to the services rendered by Holiday Inn Charlotte Airport are in addition to the prices agreed upon, and the customer agrees to pay them separately. If a group is tax exempt, proof must be presented through proper State of North Carolina forms.

## ***SET UP***

All room sets will be set according to your signed Banquet Event Order. If a room is set per the Banquet Event Order specifications and diagram, and it is decided after this time that the set needs to be changed, a labor charge will be incurred.

***All prices are subject to 18% taxable service charges and 8.25% applicable sales tax***