



Hampton Inn & Suites Milwaukee West
8201 W. Greenfield Avenue
West Allis, WI 53214
414.436.2300
www.hamptoninnwestallis.com



Breakfast

Continental Breakfast Selections

All buffets require a minimum of 25 guests
Based on 45 minutes of continuous service

West Allis Starter

Chilled orange, cranberry and apple juices
assorted Pastries, muffins and bagels;
served with fruit preserves, butter and cream cheese
Sliced seasonal fruit platter
Regular and decaffeinated coffees
Selection of specialty teas

\$11

Good Morning!

Chilled orange, cranberry and apple juices
assorted Pastries, muffins and bagels;
served with fruit preserves, butter and cream cheese
Sliced seasonal fruit platter
Regular and decaffeinated coffees
Selection of specialty teas
Bottled water and soft drinks

\$14

Plated Breakfast Selections

All plated breakfast options include chilled orange juice, selection of specialty hot tea, regular and decaffeinated coffees.

All plated breakfast options require a minimum of 20 guests

Southwestern Style

Breakfast burrito with fluffy scrambled eggs, house made salsa, Wisconsin cheddar cheese, breakfast sausage, breakfast potatoes with red peppers and caramelized onions and fresh fruit garnish

\$13

Midwest Choice

Biscuits with house made gravy,
scrambled eggs and fresh fruit garnish

\$12

Heartland Stage

Scrambled eggs with Wisconsin cheddar cheese,
breakfast potatoes with red peppers and caramelized onions,
applewood smoked bacon or maple sausage links

\$15

Hot Breakfast Buffet Selections

All buffets require a minimum of 25 guests
Based on 45 minutes of continuous service

The Standard

Seasonal sliced fruit, scrambled eggs,
apple smoked bacon, maple sausage links,
breakfast potatoes, breakfast pastries with fruit preserves

\$16

The Grandstand

Seasonal sliced fruit, scrambled eggs,
apple smoked bacon, maple sausage links,
breakfast potatoes with peppers and caramelized onions,
breakfast pastries with fruit preserves
choice of Texas style French toast or buttermilk pancakes

\$17

Main Stage

Seasonal sliced fruit, scrambled eggs with cheddar cheese and chives, apple smoked bacon, maple sausage links, breakfast potatoes with peppers and caramelized onions, breakfast pastries with fruit preserves, Texas style French toast and buttermilk pancakes with maple syrup

\$18

Enhancement Stations

Build Your Own Oatmeal Bar

Ocean Spray raisins, diced cinnamon apple, candied walnuts, brown sugar and 2% milk

\$6

Deluxe Omelet Station

Individual omelets made-to-order with choice of mushrooms, spinach, tomatoes, onions, ham, peppers, bacon bits, cheddar cheese, sour cream and house made salsa
(1 chef attendant per 50 people | \$75/attendant fee)

\$8

Breakfast Burritos

Scrambled eggs, diced sausage or ham and Wisconsin cheddar cheese; sautéed and bundled in a spinach tortilla

\$5

Assorted Breakfast Sandwiches

Buttery croissants filled with scrambled eggs, American cheese with bacon or sausage patty.

\$6

Brunch

Hampton Brunch Buffet

Brunch buffet includes
chilled orange, apple and cranberry juices,
regular and decaffeinated coffee and specialty hot tea.
Buffet requires a minimum of 25 guests
Based on 1 hour of continuous service

Sliced seasonal fresh fruit display,
scrambled eggs,
applewood smoked bacon,
maple sausage links,
rosemary herbed potatoes,
Texas style French toast with crème anglaise sauce,
assorted muffins and pastries,
steamed broccoli and cauliflower blend with chive butter,
herb crusted chicken breast,
sliced roast beef with brown gravy

\$31.95



Enhancement Stations

Bellini Bar

Chilled sparkling Prosecco with peach puree and strawberries

\$7

Bloody Mary Bar

Ballast Point Bloody Mary mix, Tito's vodka,
celery, olives, pickles, celery salt, Klement's beef stick
(1 bar attendant fee per 50 guests | \$75/attendant fee)

\$7

Mimosa Bar

Sparkling house champagne
with chilled orange juice and strawberries

\$6

Deluxe Omelet Station

Individual omelets made-to-order with choice of
mushrooms, spinach, tomatoes, onions, ham, peppers,
bacon bits, cheddar cheese, sour cream
and house made salsa

(1 chef attendant per 50 people | \$75/attendant fee)

\$8



Enhancements

Morning Enhancements

Whole Fruit	\$2 each
Individually Wrapped Granola Bars	\$2 each
Individual Assorted Flavor Yogurts	\$3 each
Yogurt Parfaits with Fresh Fruit & Granola	\$4 per person
Seasonal Sliced Fruit Plate	\$3 per person
Biscuits and Gravy	\$4 per person
Cinnamon Rolls	\$26 per dozen
Assorted Donuts	\$24 per dozen
Mini Croissants with Butter & Preserves	\$24 per dozen
Assorted Muffins with Butter and Jam	\$24 per dozen



Beverage Enhancements

Freshly Brewed Regular Coffee	\$34 per gallon
Freshly Brewed Decaffeinated Coffee	\$34 per gallon
Hot Water with Specialty Teas	\$34 per gallon
Bottle Water	\$2.50 each
Iced Tea with Fresh Lemon Wedge	\$22 per gallon
Assorted Naked Juice Smoothies	\$5 each
Assorted Soft Drinks or Bottled Juices	\$2.50 each
Assorted Chilled Juices (Orange, Cranberry, Apple Juices)	\$20 per carafe
Milk (2% or Skim)	\$14 per carafe

Afternoon Enhancements

Freshly Baked Assorted Cookies	\$24 per dozen
Frosted Mini Cupcakes (Red Velvet, Vanilla, Chocolate)	\$27 per dozen
Chocolate Brownies	\$22 per dozen
Sliced Seasonal Fresh Fruit Display	\$6 per person
Vegetable Crudité with Ranch Dip	\$4 per person
Milwaukee Blend Knights Popcorn	\$5 per person
Domestic Cheese, Wisconsin Sausage	\$7 per person
Roasted Red Pepper Hummus with Pita Chips	\$4 per person
Assorted Bags of Nuts	\$2 each
Whole Fresh Fruit	\$2 each
Assorted Candy Bars	\$3 each



Lunch

Hampton Lunch Buffets

Buffets include Iced Tea

All buffets require a minimum of 25 guests
Based on 1 hour of continuous service

The Greenfield Deli

Fresh tossed pasta salad,
house made potato chips and dip,
smoked turkey, ham, roast beef and tuna salad,
assorted cheeses, lettuce, tomato, onion, condiments,
Turano bambino rolls,
assorted cookies and fudge brownies

\$21

Miller Park

100% Angus burgers,
Klement's bratwurst with sauerkraut, BBQ chicken breast,
coleslaw, baked beans, house made potato chips and dip
sliced cheddar cheese, lettuce, tomato, onion,
assorted breads and rolls,
mini cream puffs and mini éclairs

\$23

Ole'!

Shredded beef and chicken,
shrimp fajitas in Cilantro Lime Juice,
flour tortillas and fresh tortilla chips,
fresh corn salad with roasted red
and green peppers, onions,
refried beans, southwestern Rice,
churros

\$25

Little Italy

Caesar salad with house made croutons, caprese salad,
Klement's Italian sausage with peppers and onions,
Tuscan lemon chicken breast,
penne pasta with choice of marinara sauce
or alfredo garlic breadsticks,
Tiramisu

\$25

Soups Up!

Chef's choice soup du jour,
mixed greens, cherry tomatoes, broccoli, shredded carrots,
diced peppers, blue cheese crumbles, diced egg,
shredded cheese, bacon bits, and cucumbers
Dressing choices: Ranch, French, Italian, Balsamic Vinaigrette
Breadsticks

\$18

Boxed Lunch Selections

Each box lunch includes a piece of whole fresh fruit,
Potato chips, pickle spear
Dijon mustard and Mayonnaise
Bottle of water

Add \$1 per box lunch for each additional selection
Add \$1 per box to substitute soda for the water

Garden Vegetable Wrap

Grilled vegetables wrapped in a spinach tortilla
with hummus spread
(Also available as an 'unwich')

\$15

The Classic

Deli sliced ham and Swiss cheese with lettuce and tomato;
served on Turano roll

\$16

The Traditional

Sliced baked turkey with cheddar cheese, lettuce, tomato;
served on Turano roll

\$16

The Milwaukeean

Deli sub with turkey, ham, and roast beef;
served on Turano roll

\$16



Lunch

Plated Gourmet Sandwiches

All plated lunches include house made potato chips and Iced tea with fresh lemon

Grilled Vegetables Wrap

Assorted vegetables, hummus spread bundled in a spinach tortilla

\$14

Turkey Club

Thinly sliced smoked turkey, applewood smoked bacon, cheddar cheese, lettuce and tomato; served on a buttery Croissant

\$15

New York Deli Sub

Turkey, ham, and roast beef on a sub roll with mustard

\$15

Plated Gourmet Salads

All salads served with Iced tea with fresh lemon and warm roll.

Dressing Choices:

Ranch, French, Italian, Balsamic Vinaigrette

Cobb Salad

Mixed greens, chopped chicken, bacon, cheddar cheese, hardboiled egg, black olives and tomatoes

\$15

Classic Chicken Caesar Salad

Chopped romaine hearts, shredded parmesan cheese tossed with homemade croutons and Caesar dressing

\$15

Add shrimp \$1

Lunch Enhancements

Vegetable Minestrone Soup	\$3 per person
Tomato Basil Soup	\$3 per person
Chicken Wild Rice Soup	\$3 per person
Chili (Seasonal)	\$3.50 per person
Fresh Seasonal Fruit	\$3 per person
Caprese Salad	\$3 per person
Sliced tomatoes, fresh mozzarella, chiffonade basil drizzled with balsamic vinaigrette	
Strawberry Salad	\$3.50 per person
Mixed greens, sliced strawberries, blue cheese crumbles, candied walnuts	

Plated Lunch Entrees

All plated entrees include mixed green salad with choice of dressing, fresh baked rolls with butter, Iced tea with fresh lemon.

Classic Mobley Burger

100% Angus burger topped with Wisconsin sharp cheddar cheese, lettuce, tomato on brioche bun and steak fries and pickle spear *(salad not included)*

\$15

Savory Turkey Burger

All white meat ground turkey served with lettuce tomato, garlic aioli on brioche roll with steak fries and pickle spear *(salad not included)*

\$15

Parmesan Crusted Tilapia

Flaky tilapia breaded and baked with seasonal vegetables and wild rice

\$19

Lemon Pepper Cod

Lemon pepper dusted cod broiled in a white wine butter sauce; served with wild rice and seasonal vegetables

\$19

Tuscan Garlic Chicken Pasta

Searched chicken breast topped with a garlic, red pepper and spinach cream sauce served atop of fettuccini noodles

\$18

Traditional Beef Stroganoff

Slow braised beef strips, mushroom brown gravy served atop of fettuccine noodles

\$19

Chicken Cordon Bleu

Boneless chicken breast stuffed with Swiss cheese and baked ham; served with rosemary potatoes and seasonal vegetables

\$19

Roasted Vegetable Platter

Chef's choice of herb marinated seasonal vegetables; served with wild rice

\$14

A 22% taxable service charge and 6.1% sales tax will be added. All pricing is per person, unless otherwise specified. Prices are subject to change and cannot be guaranteed more than 60 days prior to the event date.

Break Enhancements



Heart Health

Vegetable crudité platter to include broccoli baby carrots, cherry tomatoes, celery sticks, peppers, cauliflower, and hummus served with ranch dressing, bottled water

\$10

8-10-2

8 am— Assorted pastries, fresh sliced fruit, assorted yogurts, chilled juices, freshly brewed coffee and specialty teas

10 am—Coffee refresh, assorted soft drinks

2 pm—Assorted cookies and fudge brownies, coffee refresh and assorted soft drinks

\$16

Siesta Fiesta

Layered taco dip, siesta queso dip, freshly made tortilla chips and churros; Iced Tea with lemon

\$10

Munchie Madness

Mini pretzels, house made potato chips, assorted candy bars, assorted soft drinks

\$9

Cookie Lover's Dream

Heath crunch, peanut butter, chocolate chip, oatmeal raisin nut cookies; served with chilled Milk

\$9

The All Natural Energy Break

Seasonal whole fruit, nutri-grain bars, granola bars; Naked Juice Smoothies

\$10



Reception Stations

Stations are portioned appropriately for receptions and are intended as a dinner enhancement.
Prices are based on 1 hours of continuous service.

Chef's Carving Stations

Chef attendant fee of \$75 per attendant is required per station.

Served with freshly baked rolls and accompaniments

Applewood Smoked Bacon Ham

Serves 30

\$250

Inside Round of Beef

Served with natural au jus

Serves 30

\$275

Roasted Prime Rib

Served with natural au jus

Serves 30

\$350

Roasted Pork Loin with Rosemary

Serves 30

\$250

Roasted Beef Tenderloin

Serves 20

\$300



Chef's Action Stations

Self-serve stations

All stations require a minimum of 50 people
Chef attendant upon request (\$75 per attendant fee)

Refreshing Salad Bar

Cilantro lime shrimpini's: Asian slaw topped with cilantro lime prawns, black sesame seeds and honey lime dressing

BLTini's: Chopped romaine, tomatoes, applewood smoked bacon, grated parmesan cheese, croutons and Caesar dressing

\$9

Mashed Potato Martini Bar

Garlic mash, Yukon gold, stout mushroom gravy, cheddar cheese, sour cream, chive butter, applewood smoked bacon bits

\$9

Mac & Cheese Station

Wisconsin sharp cheddar cheese, elbow pasta, applewood smoked bacon, chopped green onions, truffle oil diced chicken

\$9

Pasta Extraordinaire

Penne and tricolor cheese tortellini, Italian sausage and peppers with choice of sauce

Sauces: Traditional meat sauce, marinara, sundried tomato alfredo

Served with garlic breadsticks

\$10

South of the Border Fiesta

Sizzling marinated chicken or beef strips, onions & peppers refried beans, shredded cheddar cheese, lettuce, tomatoes, sour cream, salsa, warm tortillas and fresh tortilla chips

\$12

Appetizers

Reception Displays

Serves 50

Bruschetta Display

Spinach artichoke, tomato bruschetta, hummus, basil pesto and olive tapenade with fresh baked crostini and pita chips

\$110

Vegetable Crudité

Seasonal raw and roasted vegetables ; served with dill dip and ranch dressing

\$105

Sliced Fresh Fruit & Berry Platter

Seasonal sliced fresh fruit with a cream cheese yogurt dip

\$125

Wisconsin Cheese and Sausage Platter

Cheddar, Swiss, Havarti and Mozzarella with Klement's summer sausage and assorted crackers

\$115

Whole Smoked Salmon

Capers, sliced red onion, hard boiled eggs; served with a cucumber dill sauce

\$ Market Price

Dessert Display

Mini cream puffs, mini eclairs, cheesecake and assorted petite fours

\$175



Hors d'oeuvres Selection

All selections are priced per 50 pieces

To assist with your planning:

Light hors d'oeuvres (4-6 pc per person)

Medium hors d'oeuvres (7-10 pc per person)

Heavy hors d'oeuvres (11-15 pc per person)

Hot Hors d'oeuvres/Late Night Snacks

Jack Daniel's BBQ Meatballs	\$150
Bacon Wrapped Water Chestnuts	\$120
Wisconsin Cheese Quesadillas	\$100
Mini Assorted Quiche	\$135
Tomato Soup & Grilled Cheese Shooters	\$150
Raspberry & Brie Phyllo Purses	\$175
Boneless Buffalo Chicken Wings with Ranch Dressing	\$200
Asparagus Cheese Phyllo	\$150
Goat Cheese Stuffed Mushrooms Caps	\$105
Waygu Beef Sliders with Cheddar Cheese	\$175
Mini Crab Cakes with Remoulade Sauce	\$150

12" Wood Fired Pizza **\$13 each**
 Cheese | Sausage | Pepperoni | Vegetable

Cold Hors d'Oeuvres

Shrimp Cocktail Shooters	\$200
Antipasto Skewers	\$160
Caprese Skewers with Balsamic Reduction	\$120
Roast Beef Canapé with Horseradish Cream	\$160
Cucumber Canapé with Dill Crème Fraiche	\$160
Assorted Silver Dollar Sandwiches	\$95
Prosciutto Wrapped Melon	\$130
Snow Crab Claws	\$ Market Price

Dinner

Customize Buffet Selections

All Lunch Buffets Requires a Minimum of 25 Guests
Based on maximum of 1 hour of continuous service

All Buffets Include Warm Dinner Rolls, Butter, Coffee, Hot Tea & Milk

Salads (select two)

Caesar Salad
House Mixed Greens Salad
Tomato, Red Onion & Feta Salad
Steakhouse Potato Salad

Vegetables

(select one)

Green Beans Almandine
Honey Glazed Baby Carrots
California Blend, Broccoli, Carrots & Cauliflower

Entrees

Choice of Two Entrees \$30 per person

Choice of Three Entrees \$34 per person

Pork

Grilled Pork Chop with Apple Butter
Maple Glazed Ham
Apple Bourbon Pork Tenderloin

Poultry

Rosemary Baked Chicken
Chicken Parmesan
Chicken Marsala

Beef

Braised Beef Tips
Sliced Inside Round of Beef with Red Wine Reduction
Petite Sirloin Steak with Herbed Butter Compote

Seafood

Blackened Alaskan Salmon
Baked Cod with White Wine Lemon Sauce

**Vegetarian Options available*

Starches

(select one)

Garlic Mashed Potatoes
Yukon Gold Mashed Potatoes
Rosemary Red Potatoes
Brown Sugar Sweet Potatoes with Marshmallow Fluff
Wild Rice
Rice Pilaf
Penne or farfalle served with your choice of sauce:
Marinara with meatballs, traditional marinara or alfredo

**Additional Starch \$2 per person*



Dinner

Plated Dinner Selections

All plated dinners include warm dinner rolls, butter,
Chef's choice vegetable coffee, hot tea & milk

Portobello Mushroom Stuffed Ravioli
in brown butter and sage sauce

\$26

Pasta Primavera

Fettuccine pasta served with sundried alfredo sauce
and fresh seasonal vegetables

\$24

Rosemary Infused Jumbo Shrimp
with wild rice

\$32

Baked Halibut

with creamy dill sauce and wild rice

\$42

Grilled Salmon Filet

with tomato, basil olive oil and rice pilaf

\$36

Marsala Chicken

with mushrooms in marsala wine sauce;
served with garlic mashed potatoes

\$32

Roasted Pork Loin

with apple bourbon glaze and garlic mashed potatoes

\$34

Sautéed Chicken Breast

with chardonnay sauce; served with Yukon mashed potatoes

\$32

Seared Beef Tenderloin

8oz "choice" tenderloin in a brandy peppercorn sauce;
served with garlic mashed potatoes

\$44

Manhattan Strip Steak

8oz "choice" Strip steak seared and topped with herbed butter
and served with rosemary potatoes

Combination Entrees

All plated dinners include warm dinner rolls, butter,
Chef's choice vegetable coffee, hot tea & milk

Sirloin and Chicken Breast

Petite sirloin and seared chicken breast
in a Jack Daniels cream sauce

\$34

Salmon and Chicken Breast

Seared Atlantic salmon with a shallot vinaigrette
and roasted chicken in a mushroom ragout

\$36

New York Strip and Stuffed Chicken

Garlic and herb roasted "choice" New York strip
and stuffed chicken cordon bleu

\$38

Dinner Enhancements

Caprese salad

Sliced tomatoes, fresh mozzarella, chiffonade basil
drizzled with balsamic vinaigrette

\$3

Strawberry Salad

Mixed greens, sliced strawberries,
blue cheese crumbles, candied walnuts

\$3.50

Soup

Vegetable minestrone | Tomato Basil | Chicken & Wild Rice

\$3

Dessert

(select one)

New York Cheesecake

Chocolate Fudge Cake

Apple Pie

Carrot Cake

Key Lime Pie

\$3.00 per person additional charge

A 22% taxable service charge and 6.1% sales tax will be added. All pricing is per person, unless otherwise specified.
Prices are subject to change and cannot be guaranteed more than 60 days prior to the event date.

Beverages

All packages include juice, soft drinks, draft beer and house wine.

Premium Brand Package

First Full Hour | \$18 per person
Each Additional Hour | \$12 per person

House Brand Package

First Full Hour | \$16 per person
Each Additional Hour | \$10 per person

Beer and Wine Package

First Full Hour | \$10 per person
Each Additional Hour | \$8 per person

Host Bar

(Priced Per Drink)

Premium Brands | \$6

Bourbon: Maker's Mark
Scotch: Johnny Walker Red
Vodka: Grey Goose
Gin: Bombay Sapphire
Whisky: Jack Daniels
Rum: Bacardi Superior, Captain Morgan
Tequila: Patron
Brandy: Korbel
Cordials: Southern Comfort, Disarrano Amaretto

House Brands | \$5

Bourbon: Jim Beam
Scotch: Dewar's White Label
Vodka: Tito's
Gin: Bombay
Whisky: Seagram's 7
Rum: Cruzan
Tequila: Jose Quervo
Brandy: Korbel

Domestic Bottle Beer | \$5

Miller Lite, Bud Light, Coors Light

Imported Bottle Beer | \$6

Stella Artois, Corona

Microbrews | \$6

Spotted Cow, Lakefront IPA

House Wine | \$6

Salmon Creek

Pinot Grigio, Merlot, Cabernet Sauvignon and Chardonnay

Premium Wine | \$7

Laguna Chardonnay
Louis Martini Cabernet Sauvignon
Velvet Devil Merlot

Draft Beer

(Keg Pricing)

Domestic Draft 1/2 Barrel | \$250
Miller Lite, Bud Light

Import Draft 1/2 Barrel | \$ Market Price
Special Order

Microbrew 1/2 Barrel | \$375
Spotted Cow

Specialty Items

Champagne Punch | \$40 per gallon
House Wine (Bottle) | \$26 per bottle
Sparkling Cider | \$18 per bottle

Enhancements

Champagne Toast | \$2 per person

Cash Bar

(Priced Per Drink)

Premium Brands | \$8

Bourbon: Maker's Mark
Scotch: Johnny Walker Red
Vodka: Grey Goose
Gin: Bombay Sapphire
Whisky: Jack Daniels
Rum: Bacardi Superior, Captain Morgan
Tequila: Patron
Brandy: Korbel
Cordials: Southern Comfort, Disarrano Amaretto

House Brands | \$7

Bourbon: Jim Beam
Scotch: Dewar's White Label
Vodka: Tito's
Gin: Bombay
Whisky: Seagram's 7
Rum: Cruzan
Tequila: Jose Quervo
Brandy: Korbel

Assorted Soft Drinks and Bottle Water | \$2.50 each

Audio/Visual

Audio Equipment	
4 Channel Mixer	\$50
6 Channel Mixer	\$70
Wireless Lavalier Microphone	\$75
Wireless Handheld Microphone	\$75
Podium with Wireless Microphone	\$90
Floor Microphone Stand	\$15
Tabletop Microphone Stand	\$15
Polycom Speaker Phone	\$90
House Sound Patch	\$100

Visual Equipment	
In House LCD Projector, HDMI Cable and In House Screen	\$350
8'x8' Tripod Screen	\$50
42" Flat Screen Television with Remote	\$150
AV Cart with Power Strip and Extension Cord	\$25
Laser Pointer	\$25
Wireless RF Computer Mouse	\$35
Wireless RF Computer Clicker	\$30
Slide Advancer	\$30
In-House Ceiling Mounted Screen	\$50

Labor—A/V Technician	
Monday—Friday (8am—5pm)	\$55/hour
Monday—Friday (5pm—Midnight)	\$65/hour
Weekends & Holidays	\$75/hour

Fast Fold Projection Screens			
	Front Projection	Rear Projection	Drape
6'x8'	\$60	\$70	\$40
7.5'x10'	\$80	\$100	\$60

Miscellaneous Audio/Visual Equipment	
Extension Cord	\$10
5 Position Power Strip	\$5
Easel	\$15
Flipchart Package Post It Brand Paper, Stand, Markers	\$70
Post It Brand Flip Chart Paper (Pad)	\$50
Standard Flip Chart Paper (Pad)	\$30
Podium	\$30
VGA Cabel—25ft.	\$25
VGA Cable—50ft.	\$50
HDMI Cable	\$15
Computer Audio Cable	\$10
Various Adapters	\$10—\$25

A 22% taxable service charge and 6.1% sales tax will be added. All pricing is per person, unless otherwise specified. Prices are subject to change and cannot be guaranteed more than 60 days prior to the event date.

CATERING POLICIES

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. Plated Lunch Entrees or Lunch buffets ordered for Dinner Service will be subject to an additional fee of \$7.00 per attendee.

GUARANTEE

The Catering Department should be notified of your expected attendance ten (10) days prior to event 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 guests count increases. The Hampton Inn & Suite Milwaukee West will not be responsible for service in excess of 5% over the guaranteed guest count. A \$15.00 per person service charge will be applied if attendance does not meet minimums required for specific menu.

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. We reserve the right to change groups to a rooms suitable for the function if the attendance decreases or increases.

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.

Breaks are prepared and served based on your final guarantee. Break items will be refreshed for up to 30 minutes to ensure all guests are served. Remaining items will be available for second helpings, based on availability or one hour of service. Any remaining items will be removed after one hour of service.

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 by state law. Wedding cake are allowed when purchased through a licensed vendor. A copy of the license will be required.

BEVERAGE SERVICE

All guests who wish to consume alcoholic beverages will be asked to produce a valid government-issued photo identification card, proving that they are of legal age to consume alcohol. The hotel reserves the right to change to change from a host bar or a cash bar to a cocktail server if the count falls below 25 guests. Outside alcoholic beverages may not be brought into any of the banquet areas and will be confiscated.

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 \$100.00 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.

DECORATIONS AND SIGNS

Decorations or displays brought into the hotel by the guest must be approved by the hotel's General Manager prior to arrival. Flip charts, blackboards or white boards are not permitted in the hotel's public areas at any time. Banners or display items may not be affixed to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fixtures and furnishings. Confetti or glitter may not be used in any area of the hotel. The client agrees to be responsible for any damage done to the function room or any other part of the hotel by the client, their guests, employees, independent contractors or other under their control. Clean up fees may be added to final billing.

CATERING POLICIES

SECURITY

The Booking Party agrees to the responsibility of any damage to the hotel property or equipment by guests or outside vendors contracted by the client during the period of time your function is being held at the hotel. The Hampton Inn & Suites Milwaukee West reserves the right to immediately terminate service or occupancy in case of violation of any laws, regulation or hotel policies.

The Hampton Inn & Suites Milwaukee West does not assume responsibility for damage or loss of any merchandise, food & beverage, personal articles, decorations, wedding cakes, cake and table accessories and card boxes, audio-visual equipment or electronic equipment brought into the hotel or items left unattended or left behind after the conclusion of the function. It is the client's responsibility to secure all gifts and cards. Security arrangements should be made for all items left unattended for any time. The Hampton Inn & Suites reserves the right to request additional security at an additional cost to the client.

Vendors must contact the Catering Department to arrange set-up needs and available set-up time for the day of your event. The Hampton Inn & Suites Milwaukee West does not maintain insurance covering vendor's property; it is the sole responsibility of the vendor to obtain business interruption, theft, and property damage or loss insurance covering such losses by the vendor.

Due to storage restraints, we request that no meeting or function materials be shipped earlier than 48 hours prior to event start. Any item that is received more than 48 hours prior to event start will be subject to a handling fee of \$5.00 per box per day which will be applied to the group's master bill at time of service.

BILLING

The Hampton Inn & Suites Milwaukee West requires a non-refundable deposit as well as payment in full prior to the function if a pre-approved direct bill account has not been established. Event billed according to consumption will require a deposit with the remaining balance due via an authorized credit card or direct bill account at the conclusion of the function.

Hampton Inn & Suites Milwaukee West
8201 W. Greenfield Ave.
West Allis, WI 53214
414.436.2300
www.hamptoninnwestallis.com