



Meeting Package



Please consider the environment before printing this document

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Everything. Right where you need it. ®



Welcome to Charlotte and to the **Hilton Garden Inn Uptown Charlotte** hotel! The **Hilton Garden Inn West Uptown Charlotte** hotel has local businesses, area attractions and loads of recreation all within minutes of the hotel. Located in the heart of Uptown Charlotte's Business District we've got it all! As our Hilton Garden Inn guest, you'll enjoy our ultra friendly atmosphere in this stylish Uptown Charlotte Hotel near famous Charlotte attractions and businesses



Guestroom Amenities:

- Fresh, white, cozy duvets and crisp linens
- Complimentary wired and wireless internet in every guestroom (and complimentary Wi-Fi in all public areas)
- Free remote printing
- Oversized work desk with convenient desk level adjustable lighting and Herman Miller Ergonomic Mirra ® desk chair
- 32 inch LCD Flat Panel TV
- Easy to set alarm clock with MP3 connectivity
- Coffee maker with complimentary coffee & tea
- Refrigerator and microwave
- Iron and full size ironing board in every room
- In room safe
- In-Room Evening Dining

Facilities/Services:

- Deluxe 181 room hotel with 37 Jacuzzi Suites
- In-Room Evening Dining
- Parking is \$8/Day in our Secured Parking Garage. Bus Parking Available
- 24hr convenience mart located in the lobby the Pavilion Pantry
- 24hr Business Center
- Great American Grill open for breakfast, lunch & dinner daily
- Fitness Center on site with state of the art equipment and free-weights
- Indoor swimming pool and whirlpool
- Valet and self laundry available
- 2254 sq ft meeting space to accommodate from 10 to 100 people



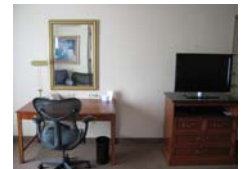
Warm fresh baked cookies welcome you and your guests upon arrival



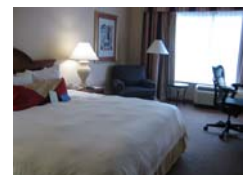
Free High-speed & Wireless Internet



Great North American Grill open daily for breakfast, lunch & dinner



Full size work desk with Herman Miller Mirra ® Deskchair in all guestrooms



Hilton Garden Inn Uptown Charlotte
508 E Martin Luther King Jr. Blvd
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Meeting Room Spec Sheet

Meeting Room	Dogwood A	Dogwood B	Dogwood C	Dogwood AB	Dogwood BC	Dogwood ABC	Ivy
Square Ft.	504	286	550	790	836	1340	914
Dimensions	21' x 24'	12' x 24'	23' x 24'	33' x 24'	35' x 24'	56' x 24'	
Ceiling Height							
Set up Style # of Guests							
Banquet	24	16	40	40	56	75	40
Theatre	25	20	35	45	55	100	40
Buzz Style (Half Rounds)	10	n/a	15	10	15	50	20
Classroom	12	10	20	20	30	50	24
Stand Up Reception	15	10	25	50	50	100	50
Hollow Square	16	n/a	20	20	25	35	16
U-Shape	10	n/a	12	12	12	35	15
Boardroom	12	n/a	15	12	16	20	12



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Breakfast Options

The Hilton Continental

Assorted Breakfast Pastries
Sliced Seasonal Fresh Fruit & Yogurt
Orange, Apple & Cranberry Juice
Coffee & Tea Service
\$9.50/person

Bagel Break

Bagels with Butter, Cream Cheese & Fruit Preserves
Orange, Apple & Cranberry Juice
Coffee & Tea Service
\$7.95/person

The Garden Breakfast (Plated)

Country Fresh Scrambled Eggs
Crisp Smokehouse Bacon/Sausage Links
Country Style Breakfast Potatoes
Breakfast Bread Basket
Choice of Assorted Juices (Orange, Apple or Cranberry)
Coffee & Tea Service
\$13.95/person

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18% Gratuity will apply.

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Breakfast Options

Early Greeting Buffet

Assorted Breakfast Pastries
Bagels with Butter, Cream Cheese, and Fruit Preserves
Fresh Scrambled Eggs
Crisp Sliced Smokehouse Bacon/sausage links
Country Style Breakfast Potatoes
Orange, Apple, and Cranberry Juice
Coffee and Tea Service
\$17.95/person

A Grand Morning Buffet

Assorted Breakfast Pastries
Bagels with Butter, Cream Cheese, and Fruit Preserves
Sliced Seasonal Fresh Fruit
Country Fresh Scrambled Eggs
Crisp Smokehouse Bacon /sausage links
Cinnamon Swirl French toast with Warm Syrup
Buttery Grits
Buttermilk Biscuits
Orange, Apple, and Cranberry Juice
Coffee and Tea Service
\$18.95/person

Minimum 25 people for buffet. Less than 25 will be an additional \$3 charge per person.

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Breaks

Bagel Break

Bagels with Butter, Cream Cheese and Fruit Preservers

Orange, Apple, and Cranberry Juice

Coffee and Tea Service

\$7.95/per person

Cookie Monster Break

A Delicious Assortment of Freshly Baked Cookies

Assorted Soft Drinks

\$6.95/per person

Sweet 'n Simple

A Delicious Assortment of Freshly Baked Cookies

Assorted Candy Bars

Assorted Soft Drinks

Bottled Water

\$8.95/per person

Power Break

Granola Bars

Assorted Whole Fruit

Assorted Bottled Juices

Bottled Water

\$8.95 / per person

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Breaks

Or try the **All-Day Break Package** that includes **AM, Mid-Morning, & PM Breaks!**

Daily Planner Break Package

Pre-Meeting

Assorted Breakfast Pastries,
Bagels with Butter, Fruit Preserves and Cream Cheese
Whole Fresh Fruit
Orange, Apple, and Cranberry Juice
Coffee and Tea Service

Mid-Morning

Assorted Soft Drinks
Coffee and Tea Service

Afternoon

Selection of Freshly Baked Cookies
Assorted Soft Drinks
Coffee and Tea Service
\$16.95 / per person

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Lunch Options

Hilton Garden Club

Smoked Turkey, Ham, Bacon, Swiss Cheese served with Lettuce and Tomato on Soft Kaiser Roll with Light Mayonnaise.

Chef's Selection of Deli Style Salad

Individual Bag of Potato Chips

Whole Seasonal Fruit

Freshly Baked Cookie

Assorted Soft Drinks

\$12.95

French Roast

Thin Sliced Roast Beef and Swiss Cheese served with Lettuce and Tomato on Fresh Baked Croissant

Chef's Selection of Deli Style

Individual Bag of Potato Chips

Whole Seasonal Fruit

Freshly Baked Cookie

Assorted Soft Drinks

\$12.95

Smoked Grilled Chicken

Breast of Chicken served with Lettuce and Tomato on a Chewy Ciabatta Hoagie Provolone Cheese and Honey Mustard

Chef's Selection of Deli Style Salad

Individual Bag of Potato Chips

Whole Seasonal Fruit

Freshly Baked Cookie

Assorted Soft Drinks

\$12.95

Lunch Options

On the Lighter Side Buffet

Tuna Salad with Lemon and Dill

Chicken Salad with Fresh Basil and Roasted Pine nuts

Traditional Tossed Salad with Appropriate Condiments and Dressings

Chef's Recipe Pasta Salad

Freshly Baked Rolls with Butter

Chef's Selection of Dessert

Iced Tea and Water

Coffee and Tea Service

\$14.95/person

Working Man's Bistro Lunch Buffet

Three Deli Style Salads - Chef's Choice

Fully Prepared Bistro-Style Sandwiches:

Variety of Select Breads, Croissants and Flavored Tortilla Wraps, Combined with Vegetables and Spreads

Assorted Chips

Freshly Baked Cookies

Iced Tea and Water

Coffee and Tea Service

\$16.95/person

Italian Café Lunch Buffet

Caesar Salad with Crisp Romaine, Shredded Parmesan, Garlic Croutons and Creamy Caesar Dressing

Chef's Recipe Pasta Salad

Parmesan and Herb Crusted Boneless Chicken in Natural Juices

Tortellini with Pesto Sauce

Roasted Tuscan Vegetables with Basil Balsamic Vinegar

Warm Garlic Bread

Chef's Selection of Dessert

Iced Tea and Water

Coffee and Tea Service

\$18.95/person

Minimum 25 people for buffet. Less than 25 will be an additional \$3 charge per person.

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Lunch Options

Uptown Lunch Buffet

Mixed Field Green Salad with Appropriate Condiments and Dressings

Fresh Fruit Salad

Chef's Selection of Deli Style Salad

Entrees:

Fried Chicken

Seven Layer Lasagna

Tender Roast Turkey with Sage Pan Gravy

Grilled Grouper

Chef's Selection of Starch

Chef's Selection of Vegetable

Variety of Cakes and Pies

Freshly Baked Rolls and Butter

Iced Tea and Water

Coffee and Tea Service

Selection of Two Entrée

\$16.95/person

Selection of Three Entrée

\$18.95/person

Picnic in the Park Lunch Buffet

House Tossed Salad with Appropriate Condiments and Dressings

Double Chopped Coleslaw

Red Skinned Potato Salad

Fried Chicken

Buttery Corn on the Cob

Baked Beans with Bacon and Brown Sugar

Deep Dish Apple Pie

Sweet Corn Bread

Iced Tea and Water

Coffee and Tea Service

\$16.95/person

Minimum 25 people for buffet. Less than 25 will be an additional \$3 charge per person.

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Lunch Options

Teriyaki Chicken Salad Entrée

Sliced Teriyaki Style Chicken and Orange Slices

House Salad combined with Nappa Cabbage, Bell Peppers, and Toasted Almonds

Tossed in Light Sesame Thai Dressing

\$14.95

Chicken Caesar Salad Entrée

Grilled Chicken sliced over a Traditional Caesar Salad

Finished with Flat Bread, Tomato Wedges, Parmesan Cheese and Garlic Croutons

\$14.95

Grilled Vegetable Sandwich

Seasonal vegetables marinated, and then grilled to the perfect tenderness. Topped with Gorgonzola and served on Ciabatta bread.

\$12.95

All Entrees Served With Freshly Baked Rolls & Butter, Coffee & Tea Service, and Iced Tea & water. Chef's Choice of Dessert.

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Dinner Options

Little Italy Dinner Buffet

Caesar Salad with Appropriate Condiments and Dressings

Italian Bread Basket

Pasta Salad

Italian Sausage with Peppers and Onions

Grilled Chicken Marsala

Seven Layer Meat Lasagna

Fettuccini Alfredo

Chef selection of seasonal vegetables

Chef's Selection of Dessert

Iced Tea and Water

Coffee and Tea Service

\$29.95/person

Queen City Buffet

Tossed House Salad with Appropriate Condiments and Dressings

Sliced Seasonal Fruit and Berries

Chef's Recipe Pasta Salad

Grilled Marinated London Broil w/Field Mushrooms, Charred Onions and Sauce
Merlot

Herbed Baked Chicken with Peppers and Thyme

Broiled Pacific Snapper, Lemon Herb Sauce

Freshly Baked Rolls and Butter

Chef's Selection of Dessert

Iced Tea and Water

Coffee and Tea Service

\$30.95/person

Minimum 25 people for buffet. Less than 25 will be an additional \$3 charge per person.

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Dinner Options

Southern Hospitality Dinner Buffet

Mixed Field Green Salad with Appropriate Condiments and Dressings

Red Skinned Potato Salad

Doubled Chopped Coleslaw

Dixie Fried Chicken

Smoked pulled BBQ pork

Country Style Green Beans

Country Style mashed potatoes

Baked Beans with Brown Sugar and Bacon

Chef's Selection of Dessert

Buttermilk Biscuits and Cornbread

Iced Tea and Water

Coffee and Tea Service

\$28.95/person

Minimum 25 people for buffet. Less than 25 will be an additional \$3 charge per person.

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Dinner Options

Grilled Salmon Entrée

Salmon Filet Topped with Fresh Herb Butter

\$26.95

Grilled Chicken Marsala Entrée

Flame Broiled Tender Chicken Breast with Marsala Wine and Mushrooms

\$24.95

Blackened Mahi Mahi Entrée

Mahi Mahi blackened and served with a Roasted Red Bell Pepper Sauce

\$26.95

Grilled New York Strip Entrée

12 oz. NY Strip grilled Medium/Medium Well

\$31.95

All entrees served with Mixed Field Green Salad, Chef's Selection of Starch And Vegetable, Chef's Selection of Dessert, Freshly Baked Rolls and Butter, Coffee and Tea Service.

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Hors D'Oeuvres

Hot Hors D'Oeuvres

Buffalo Wings
\$150/100 pieces

Swedish Meatballs
\$150/100 pieces

Chicken Tenders with Honey Mustard or Barbecue Sauce
\$150/100 pieces

Coconut Shrimp
\$175/100 pieces

Scallops Wrapped in Bacon
\$225/100 pieces

Chinese Spring Rolls with Sweet and Sour Sauce
\$175/100 pieces

Cold Hors D'Oeuvres

Assorted Finger Sandwiches
\$175/100 pieces

Assorted Cold Canapes
\$225/100 pieces

Shrimp Cocktail with Lemon Wedges and Key Lime Cocktail Sauce
\$250/100 pieces

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Hors D'Oeuvres Stations

Mirrored Displays

Domestic and Imported Cheese

Assorted Imported and Domestic Cheeses Garnished with Fresh Fruit and Crackers
\$2.75/person

Vegetable Crudites

Garden Crudités with the Freshest Vegetables on the Season with Ranch dip
\$2.25/person

Mirrored Fruit Presentation

Fresh Seasonal Fruits with Yogurt Honey Dip
\$3.25/person

Showcase Stations

Additional \$50 Attendant Fee Applies

Pasta Corner

Tri -Color Tortellini and Penne Pasta Tossed Accompanied with Crisp Vegetables
Marinara and Alfredo Sauces
\$6.50/ per person

Chocolate Fondue Station

Decadent Chocolate accompanied with Assorted Fruits and Pastries
\$7.95/ per person

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Carving Stations

Carving Stations

Additional \$50 Attendant Fee Applies

Honey Glazed Ham

Served with Biscuits, Mayonnaise, and Brown Mustard

\$175 /each (serves 40-50 guests)

Roast Baron of Beef

Served with Soft Rolls, Horseradish Cream, Brown Mustard

\$225/each (serves 50-70 guests)

Smoked Turkey Breast

Served with Assorted Rolls, Cranberry Sauce

\$110/each (serves 30-40 guests)

Roasted Pork Loin

Served with Assorted Rolls

\$105/each (serves 25-30 guests)

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Refreshments

Item	Cost
Freshly Brewed Regular and Decaffeinated Coffee (per gallon)	\$32.00
Sweetened or Unsweetened Iced Tea (per gallon)	\$12.00
Assorted Herbal Tea (each)	\$1.50
Assorted Fruit Juices (each)	\$2.50
Bottled Water (each)	\$2.25
Milk Whole or Chocolate by pitcher	
Soft Drinks – Pepsi, Diet Pepsi, 7-Up, Iced Tea	\$2.50
Lemonade (per gallon)	\$12.00

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A La Carte

Item	Cost
Assorted Bagels with Cream Cheese & Fruit Preserves (per dozen)	\$14.00
Assorted Breakfast Pastries (per dozen)	\$21.00
Sliced Fresh Fruit & Berries (per person)	\$4.95
Whole Fresh Fruit (on consumption)	\$1.50
Freshly Baked Cookies (per dozen)	\$22.00
Assorted Mixed Nuts (per pound)	\$16.00
Potato Chips with Dip (per pound)	\$12.00
Pretzels with Dip (per pound)	\$12.00

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Audio Visual

Item	Cost
CD Player	\$25
DVD Player	\$25
Extension Cord/Power Strip Package	\$10
Flip Chart including Pad & Markers	\$25
LCD Projector	\$250
Microphone with Podium	\$50
Microphone with Lavalier	\$100
Overhead Projector	\$25
Polycom Telephone System	\$100
Poster Easel	\$10
Projection Screen	\$25
Speakers (for computer)	\$15
TV – 27' Television	\$50
TV/VCR/DVD Combo	\$100
White Board (Portable)	\$100

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Terms & Conditions

1. **FOOD & BEVERAGE:** All food and Beverage items must be provided by the Hilton Garden Inn Uptown Charlotte. Exceptions are made on a limited basis and must
2. **MENU SELECTIONS:** Shall be submitted to the Catering Office at least seven (7) days prior to the function to ensure availability of most selections, proper staffing and coordination of your function.
3. **CHOICE OF MENU:** When selecting your menu choice, please be advised that for each meal function, the menu must be identical for all guests attending. Special dietary substitutions are available (in limited quantities) and must be arranged ten (10) business days in advance of the function.
4. **GUARANTEED NUMBER:** For all meal functions, the guaranteed number must be communicated to the Catering Office no later than seventy two (72) hours prior to the function. If the guaranteed number is not received, the billing shall be made for the number of people which the function was originally booked.
5. **NUMBER OF GUESTS:** Should the number of guests for which a function was originally booked (as set out in Clause No. 4) decrease by 20 percent (20%) or more, the convener is responsible for 80 percent (80%) of expected amount or guaranteed amount, whichever is greater. **Should your final guaranteed number decrease below the minimum accepted numbers for your function room, the hotel reserves the right to move your function to an alternate room without recourse or prior approval.**
6. **TAXES AND GRATUITIES:** All food and beverage prices quoted are subject to applicable Federal and Provincial Taxes unless stated otherwise. An eighteen percent (18%) gratuity is applied to all food and beverage.
7. **Internet Access is available in all function spaces.** Should you decide on having connection other than indicated, please advise us 72 hours prior to your function.
8. **CONFERENCE FUNCTIONS:** A guarantee is required and should be payable to the Hilton Garden Inn Uptown Charlotte at the time of space confirmation.
9. **CONFERENCE CANCELLATION GUEST & FUNCTION ROOM PENALTY:** A cancellation made within twenty one (21) days prior to the function will be charged at twenty five percent (25%) of the total contracted Food & Beverage, unless the space is resold, in which case Cancellation charges shall be applied to that space not resold and eighteen percent (18%) of the food and beverage charge. A cancellation within seventy-two (72) hours of the function will result in the convener being charged for the total meeting room rental and the total food and beverage charges.

Initials: _____

10. **STARTING & ENDING TIMES:** all functions are to be strictly adhered to. The space is only booked for the time indicated, set-up and dismantle times are to be specified at the time of booking.

cont'

Terms & Conditions cont'

11. DISPLAYS, EXHIBITS OR PRODUCTS: Are to be delivered to our receiving entrance no more than 24 hours prior to the function unless arrangements have been made with our Catering Office. Such displays, exhibits and products are the responsibility of the exhibitor and the Hilton Garden Inn Uptown accepts no liability whatsoever for loss or damage thereto whether caused by negligence of the Hilton Garden Inn Uptown Charlotte, its employees and agents or otherwise. Such displays, exhibits or products must be removed from the function at the end of each day unless the room is reserved on a 24 hour basis. In such cases, the Hilton Garden Inn Uptown Charlotte, at the exhibitor's request will arrange to have the function room secured. The Hilton Garden Inn Uptown Charlotte will not be responsible for the exhibits, displays and products secured in the function room.

12. SECURITY: Special arrangements are available at an additional cost.

13. LIABILITY: The Hilton Garden Inn Uptown Charlotte reserves the right to inspect and control all private functions, including the conduct and performance of entertainers and audible level of music played. Liability for all damages to the premises will be charged to the representative in charge of arrangements with the Hilton Garden Inn Uptown Charlotte. To avoid damage to wall coverings, we do not allow the use of strong tape, tacks or any other attachments for any posters, flyers or written materials to walls or doors with prior consent from the hotel. The hotel would be pleased to hang any banner for you.

14. TERMS OF PAYMENT: All invoices are due in full upon receipt.

I/We accept all of the above terms and conditions and agreements as detailed on pages 1&2. I/We have read and understand the terms and conditions of providing service by the Hilton Garden Inn Uptown Charlotte.

Dated this _____ Day Of _____ Year _____

Printed Name

Signature

Thank you for your consideration



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