



Wedding Package



Wedding Package

Our Wedding Package includes:

*A selection of four butler passed hor d' oeuvres
(Choice of two hot and two cold.)*

-or-

*An assortment of Fresh Seasonal Fruits and Berries
& Artisan Cheese Display*

Complete Plated Dinner:

Starter Salad or Soup Course

Choice of up to Three Dinner Entrées
served with Starch and Vegetable*

**Selection must be pre-determined by guests, splits are due seven business days prior to function.*

*\$52/per person**

-or-

Customized Buffet:

Starter Salad or Soup Course

Assorted Fresh Breads

Choice of Entrées up to Three Dinner Entrée Selections

One Starch

One Vegetable

*\$55/per person**

Champagne Toast

Designer Chocolate Dipped Strawberry

Cake Cutting, Coffee Station and Service

Floor Length Table Linens (white or ivory)

Personal Attendant for Bride and Groom

LCD Projector/Screen for Memory Montage

Dance Floor

**Pricing is subject to change up until 90 days prior to function.*

Hotel Duval uses only Trans Fat Free oils and natural fats in the cooking of all menu items.

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Cold Hors D' Oeuvres

Jerk Chicken Salad on Tostone
Roasted Cremini Florentine
Roasted Red Pepper Hummus on Vegetable Chip
Caprese Crustini
Olive Tapenade Flatbread
Grilled Corn, Avocado and Red Bean in Phyllo Cup
Seared Ahi Tuna on Lotus Root Chip
Assorted Tea Sandwiches
Cured Salmon with Fennel and Capers on Pumpernickel Toast Point
Mini BLT on Profiterole
Avocado, Brie, Sprout and Pancetta on Croissant
Assorted Sushi Rolls
Shrimp and Scallop Ceviche Shooters
Traditional Jumbo Shrimp with Cocktail Sauce
BBQ Bacon Wrapped Shrimp Skewer
Seared Beef Tenderloin on Horseradish Havarti Crustini
Scallop Ceviche in Cucumber Cup

Hot Hot D' Oeuvres

Vegetable Spring Rolls with Sweet & Sour Sauce

Southern Fried Chicken Fingers with Honey Mustard Sauce

Sesame Chicken Tender with Peanut Sauce

Baked Stilton-stuffed Mushroom Caps

Italian Style Meatballs

Loaded Bliss Potato Skins

Tomato Basil Soup Shooter

Bradley's Sausage in Pastry

Roasted Vegetable Quesadilla

Baked Crab stuffed Crimini

Pork Empanada Chimichurri

Bacon Wrapped Beef and Bleu Cheese

Gorgonzola Risotto Croquettes

Mini BBQ Chicken Flatbread

Cajun Crawfish Loaded Potato Skins

Texas Chili Shooter

Chicken Cordon Bleu Puffs

Broiled-stuffed Oyster on ½ Shell

Coconut Fried Shrimp with Tomato Jam

Shrimp wrapped in Bacon with Ancho BBQ Sauce

Mini Brie with Raspberry En Croute

Spring Roll Wrapped Shrimp with Mae Ploy Sauce

Petite Beef or Chicken Wellington

Mini Bacon Cheese Burgers



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Starter Options:

HD House Salad

Layered Greens, wrapped in an English Cucumber with sliced Grape Tomatoes in a Citrus Vinaigrette

Farm Fresh

Layered Greens with Sundried Tomato, Fresh Feta Toasted Pine-nuts and tossed in an Herbed Citrus Vinaigrette

The Craze

Mixed Baby Greens with Walnuts, Green Apples, Crazins and Fresh Goat Cheese Tossed in Balsamic Vinaigrette

**Corn and Potato Chowder with Tarragon
Classic Italian Wedding Soup**

Plated Dinner Selections:

(Choose up to 3 selections)

New York Steak Au Poivre

*with Roasted Garlic Mashed Yukon Potatoes and Grilled Vegetables
add Shrimp Scampi for \$4/pp*

Fennel and Coriander BBQ Salmon

*with Citrus and Chili Butter, over wilted Swiss Chard
and Baby Carrots with Roasted Striped New Potatoes*

Blue Corn Crusted Pork Tenderloin Medallion

*with Smoked Roasted Shallot and Red Pepper Coulis
Over Chorizo and Sweet Potato Hash and Vegetable Ribbons*

Roasted Rack of Lamb

*with Apricot Mint Relish Wild Rice Pilaf
and sautéed Sugar Snap Peas with Radish*

Broiled Shiitake Grouper w/ Ponzu Shrimp

Braised Bok Choy Stir-fried Vegetables and Bamboo Rice

Chicken Romesco

*with Spinach Moussiline and Romesco Sauce
served over Black Rice and Baked Stuffed Zucchini*

Herb Roasted Chicken

*over Cornbread with Sautéed Greens with Bacon,
Onion and White Beans with Mustard Vinaigrette*

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Custom Buffet Choices:

Choice of Starter:

Garden Salad with Mixed Greens, Roma Tomato, Sliced Cucumber, Julienne Carrots and Olives
Caesar Salad-Fresh Tossed with Chopped Romaine Lettuce Shredded Parmesan and Garlic Croutons
Grilled Vegetable Pasta Salad with Parsley Vinaigrette
Italian Wedding Soup

Choice of Three Entrees:

Baked Chicken stuffed with Goat Cheese and Basil over Sherry Mushroom Sauce
Sautéed Chicken Provencal: a sautéed chicken breast in a tomato, olive, garlic sauce
Seared Salmon topped with Braised Leeks and Shitake Mushroom over a Blue Crab and Garlic Nage
Garlic Studded Roast NY Sirloin with Shallot & Rosemary Jus
Cumin Scented Pork Chop with Pineapple and Chipotle Salsa
Baked Fillet of Snapper with Coconut, Lemongrass and Rock Shrimp Broth

Choice of One Vegetable:

Sautéed Spring Vegetables with Fresh Herbs
Steamed Broccoli Mornay
Squash and Zucchini Casserole
Cauliflower Gratin

Choice of One Starch:

White and Wild Rice Pilaf
Mashed Yukon Potatoes
Herb Roasted Bliss
Au Gratin Potato with Peppered Havarti



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RECEPTION UPGRADES

Artisan Cheese Display

*Selection of Fine Imported and Sweet Grass Dairy Cheeses
Garnished with Seasonal Fruits, Nuts and Berries.
Served with assorted Breads and Crackers
\$5 per person*

Garden Fresh Vegetable Crudités

*Grilled and Fresh Vegetables including: Jumbo Asparagus, Eggplant, Tomato, Celery,
Squash, Carrots, Cherry Peppers and Pepperocinis
Served with Herb Dip
\$5 per person*

Medley of Fresh Seasonal Fruits and Berries

*An elaborate display of sliced Fruits and Berries
With Vanilla Yogurt Dipping Sauce
\$5 per person*

Hot Spinach and Artichoke Dip

*Accompanied with Assorted Crackers and Toasted French Rounds
\$4 per person*

Antipasto Display

*Gourmet Salami, Prosciutto Ham, Artichokes, Olives, Cherry Peppers,
Domestic and Imported Cheeses, Crudités and
Roasted Onion Dip with Breadsticks and Crackers
\$6 per person*

Bruschetta 3-Ways

*Sundried Tomato, Artichoke and Traditional Olive Tapenade
With Assorted Baked Breads & Parmesan Breadsticks
\$5 per person*

ACTION STATIONS

A \$60 Attendant Fee will be added for each Station Chef or Attendant required.

Hot Pressed Sandwiches

*Traditional Cuban
Turkey Rubeen with Sauerkraut, Russian Dressing and Jarlsberg on Rye
Roasted Vegetable on Rosemary Ciabatta
\$9 per person*

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Italian Pasta Station

*Cheese Tortellini in Pesto with Roasted Red Peppers, Sautéed Spinach and Toasted Pine Nuts
Grilled, diced Chicken with Porcini Mushroom Ravioli al Pomodoro
Shrimp a la Vodka with Penne, Asparagus and Sundried Tomato*
\$14 per person (Minimum 30 guests)

Risotto Station

Selection of Roasted Vegetable Risotto, Mushroom & Chicken Risotto, and Shrimp & Parmesan
\$13 per person
(Minimum 30 guests)

Potato Your Way

*Mashed Yukon Potatoes
Your way, with selection of: Shrimp & Asiago Mornay, Roasted Corn Veloute,
And Wild Mushroom a la Bourguignon
Finished with Sour cream, chives, bacon and shredded cheese*
\$10 per person

CARVING STATIONS

A \$60 Attendant Fee will be added for each Station Chef or Attendant required.

Oven Roasted Beef Tenderloin

*Chimichurri and Piquillo Pepper Sofrito
Served with Savory Fried Plantains
(Serves 25 people) - \$275*

Cajun Crusted Angus Prime Rib

*Served with Au Jus, Horseradish Sauce, and Spicy Mustard
with Silver Dollar Rolls.
(Serves 40 people) - \$300*

Cedar Smoked Salmon

*Served on a Cedar Plank with Tomato, Onion and Caper Relish,
Dill Mustard and Rémoûlade Sauce
(Serves 30 people) - \$225*

Molasses Barbecue Glazed Pork Loin

*With Grilled Pineapple Relish
Served with Mini Cheddar and Herb Biscuits
(Serves 50 people) - \$285*

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Citrus Roasted Whole Turkey

*Served with Giblet Gravy and Apple Cranberry Jam
And Silver Dollar Rolls
(Serves 30 people) - \$175*

Bourbon and Maple Glazed Virginia Ham

*Served with Grilled Pineapple Chutney and Stone Ground Mustard Aioli
and Silver Dollar Rolls
(Serves 50 people) - \$190*

HOTEL DUVAL BEVERAGE SELECTION

Hourly Hosted Bars

*The Following Hosted Bars also feature a variety of Domestic and Imported Beers,
House Wines and assorted Soft Drinks.*

~Beer & Wine~

Hotel Duval House Wines, Budweiser, Bud-Light, Heineken, Corona, Miller Lite

1 Hour.....\$12 3 Hours.....\$24
2 Hours.....\$18 4 Hours.....\$30

~Call Brands~

Smirnoff Vodka, Bombay Gin, Jim Beam, Canadian Club Whiskey, Jose Cuervo Tequila, Bacardi Rum

1 Hour.....\$16 3 Hours.....\$28
2 Hours.....\$22 4 Hours.....\$34

~Premium Brands~

Absolut Vodka, Tanqueray Gin, Captain Morgan, Jack Daniels Whiskey,
Jose Cuervo Gold Tequila, Dewars Scotch

1 Hour.....\$20 3 Hours.....\$32
2 Hours.....\$26 4 Hours.....\$38

~Top Shelf Brands~

Grey Goose Vodka, Bombay Sapphire Gin, Mount Gay Rum, Crown Royal Whiskey, Johnnie Walker
Black Scotch, Patron Silver Tequila, Buffalo Trace Bourbon

1 Hour.....\$22 3 Hours.....\$38
2 Hours.....\$30 4 Hours.....\$46

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Hosted Open Bar

Charges are per drink, based on actual consumption and paid by the Host.

Call Brands	\$6.25	Assorted Cordials	\$6+
Premium Brands	\$7.25	Assorted Cognacs	\$10+
Top Shelf Brands	\$8+	Mineral & Sparkling Waters	\$4
House Wines (Bottle)	\$21	Soft Drinks	\$2.50
Non-Alcoholic Punch	\$22/Gal	Juices	\$3
Domestic Beer	\$3.75		
Imported Beer	\$4.25		
Coffee/Tea (Pot)	\$12		
Champagne Punch	\$40/Gal		

All Prices are before 20% service charge and 7.5% local sales tax.

Cash Bar

The Guest pays for their own beverage, Host only pays the bar set-up fee.
Tax and gratuity is built into the price of a beverage.

BAR SETUP FEE

All bars require a setup fee of \$100.00.

*Ask your Catering Director about customizing specialty drinks for any occasion!

OTHER CHARGES AND FEE'S

Chef Attendant.....	\$60
Bathroom Attendant.....	\$30
Cake Cutting Fee.....	\$2/per person
Corkage Fee.....	\$15/bottle
Security.....	\$20/officer/hour
Event Valet.....	\$5/car

(For the first 6 hours. After, regular valet charges will apply.)

Extended Event Option

Your event may be extended beyond the four hour booking,
at a price of \$250 per additional hour.

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Catering Guidelines and General Information

Attendee Count/Meal Guarantees

Hotel Duval requires a guarantee by noon seventy-two (72) hours prior to your event. If your event is scheduled on Tuesday the guaranteed attendance must be received by noon on the preceding Friday. The Hotel will be responsible for service up to 5% over and above the guarantee. If the number of guests falls below the meal guarantee, the host is responsible for the number guaranteed.

Non-refundable Deposits / Pre-payment (Social Functions)

The signed contract and a non-refundable deposit are required to validate your contract and secure your event date. Cash, personal check and credit cards are accepted. A valid credit card must be presented to remain on file. All deposits will be credited toward the final bill. Your advance deposits will **not** be refunded if the event should cancel. A payment equaling the room fee will be due **4 months** prior to the event or at time of contract, whichever is applicable. An additional payment reflecting 50% of the food and beverage minimum will be due **60** days prior to the event. The final payment, reflecting the final amount owed, will be due 7 days prior to your event. At this time your estimated final head count will be due and approval and signature on your final Banquet Event Order will be required. No event will move forward without a signed BEO. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file. Any additional charges that are incurred on the day of your event will be posted to the credit card on file at the completion of your event.

Food and Beverage Minimums

There is a minimum required to guarantee the function space reservation. This amount includes food and beverage only and does not decrease if the expected attendance is not reached. The minimum expenditure does not include any service charges, sales tax, or other miscellaneous rental charges.

Chefs and Carvers

Chefs and carvers are required for some menu items, and are charged at \$65.00 each for four hours. Subject to current rate of 7.5% tax (subject to change.)

Prices, Gratuities, and Taxes

The prices listed are subject to proportionate increases to meet increased cost of supplies or operations for functions reserved more than 90 days in advance. All items are subject to 7.5% Leon County sales tax and a 20% Service Charge. If your organization is tax exempt, a copy of your current certificate must be on file one week prior to the event in order to set up your account with this status.

Alcoholic Beverage Consumption

The Florida State Liquor Commission regulates the sale and service of alcoholic beverages. Hotel Duval is responsible for the administration of these regulations. It is Hotel policy therefore, that liquor cannot be brought into the Hotel from outside sources. Additionally, the Hotel does not allow any food to be brought into the Hotel, whether purchased or catered from outside sources. Alcohol sales and consumption on property will close at precisely 2:00am due to Florida statutes. **NO EXCEPTIONS.**

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Valet Parking

The Hotel is pleased to provide valet parking at a rate of \$5.00 per car (subject to change) for all guests present at a catered function. The charges may be applied to your banquet check or your guests may be responsible for their own parking charges. Either way, this must be pre-determined through the Catering Sales Manager. Hotel Duval works exclusively with a licensed and permitted vendor for these services. Out-sourcing is strictly prohibited. A parking attendant for your event, who would also pay for taxi cabs and greet your guests, is also available for \$50.00 per attendant, per two hours. Charges paid out by this attendant will be billed to your banquet check.

Security

For certain events, the Hotel will require that security officers be provided at the client's expense at a charge of \$60.00 for the first four hours and \$25.00 for each hour thereafter. Fee is subject to current rate of 7.5% tax, (subject to change).

Music and Entertainment

Your Catering Sales Manager will be pleased to recommend a variety of musical or entertainment options for events. All entertainment/music in common areas will be approved based on corresponding event bookings and hotel occupancy. No entertainment is allowed in the hotel without prior approval of the Catering Sales Manager.

Insurance

The Hotel and the Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the respective obligations pursuant to this contract.

Hotel Duval will not be additionally insured on any client or vendor's request; however, event insurance can be obtained through an outside party. Hotel Duval does not recommend any vendors; however, many clients of the Hotel have used www.insureevents.com.

Miscellaneous

**Due to the detail in décor, we request that nothing be affixed to the walls, floor, or ceiling with nails, staples, tape, etc

**Use of confetti as décor is strongly discouraged. If use is absolutely necessary, a \$75.00 clean up fee will be applied to the banquet bill.

**The Hotel may require security guards for certain events.

Only approved security firms may be used. We will be happy to assist you in reserving an appropriate security firm.

**The Hotel reserves the right to substitute alternative space within the property if it is deemed necessary or if the attendance deviates substantially from the number originally indicated.

**The Hotel will not assume liability for the loss of any merchandise or articles left on site before or after the function.

Packages

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If you need to send packages to Hotel Duval, please advise your Catering Sales Manager. Make sure to include your Group name, date of the function(s) and number of boxes shipped on all labels.

Shipping Instructions:

Please address all parcels as follows:

ATTN: Director of Special Events & Meetings

HOLD FOR: "*Function or Group Name and Date of Event*"

Hotel Duval

415 North Monroe Street

Tallahassee, FL 32301

(If any items require return shipping, client must provide return shipping label and instructions)

Set-Up

We will set up your private room in any configuration most advantageous to your function. We will also be happy to provide a private Bar and Bartender for a set-up and labor fee.

Audio/Visual Rental Options

Podium

Podium Microphone

Staging

Dance Floor

TV with Cart

DVD Player

LCD Projector

6X6 Screen

Dry Erase Board with Easel and Markers

Flip Chart (Post-it Pads) with Markers

Polycom Phone

Coat Room Attendant

(Your Catering Sales Manager will gladly provide pricing information)

*Reception enhancements and personal
touches are available*

Ask your Director of Special Events for more details!

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