

# Event Planning Guide



**Hilton  
Garden Inn**<sup>®</sup>  
Chattanooga Hamilton Place

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Chattanooga, TN 37421

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**Sleep Deep**



**Work Smart**



**Eat Well**



**Stay Fit**



**Treat Yourself**



# Hilton Garden Inn® Chattanooga Hamilton Place

***Why is the Hilton Garden Chattanooga Hamilton Place the perfect location for your upcoming corporate meeting or family event?***

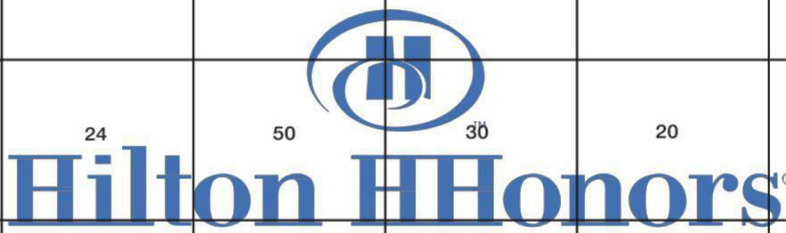
**Professional and Complete Services** – The Hilton Garden Inn team is trained to make your event a success. Whether your event is a training session, a cocktail reception, or a long awaited family gathering, the Hilton Garden Inn team is prepared to serve you efficiently and professionally, and at a great value.

**Excellent Cuisine - Served with Flare** – The Hilton Garden Inn culinary team members are known for their ability to prepare and present wonderful cuisine with imagination and value. The mission of this professional service staff is to make your event extraordinary. View the full Banquet Menu in this guide.

**Technology** – The entire facility is equipped with the T-1 bandwidth and Ethernet connections necessary for the success of your presentation and collaboration objectives.

**The Hilton Garden Inn can accommodate the following setups. If the setup you seek is not listed, speak with a Sales Representative. They are happy to assist with customized setups.**

| Seating Plans | Board Room Style | Theater Style | Classroom Style | U - Shape Style | Banquet Style |
|---------------|------------------|---------------|-----------------|-----------------|---------------|
| Tennessean    | NA               | 180           | 130             | NA              | 120           |
| Tennessean A  | 24               | 50            | 30              | 20              | 30            |
| Tennessean B  | 30               | 80            | 50              | 30              | 60            |
| Tennessean C  | 24               | 50            | 30              | 20              | 30            |





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**FOOD AND BEVERAGE:** All food and beverage must be purchased through Hilton Garden Inn Chattanooga Hamilton Place. Due to health regulations, no outside food and/or beverage may be brought into any banquet facility, and no leftover food or beverages may be taken from the premises.

**MENU SELECTION:** Prices are subject to change without notice. Menu selections are required four weeks in advance of any function. Changes to the Banquet Event Order (BEO) or contract within seventy - two (72) hours of the function are subject to an additional 30% service fee. Signed Banquet Orders are required prior to the start of any function. If the final headcount is not received 7 days in advance, the last Banquet Event order will be executed.

**GUARANTEE OF ATTENDANCE:** A guaranteed number of guests attending function is required seven (7) business days prior to function. If payment is not received, the credit card on file will be charged.

**DEPOSIT:** Space is not contractually obligated until a signed contract, with a credit card and if applicable, a non-refundable deposit is received by Hilton Garden Inn Chattanooga Hamilton Place. If a contract and deposit is not received by the specified date, space may be released without notification.

**CANCELLATIONS:** In the event of a cancellation, deposits will not be refunded. Events cancelled within seven (7) days of the event will be charged 100% of the estimated food and beverage, using the guaranteed number of guests, in addition to the cost of the room, applicable taxes and service charges. A sliding scale cancellation applies within 30 days of the event date.

**ROOM RENTAL:** Room rental charges for banquet rooms are contingent upon the anticipated food and beverage revenue. Check with Sales Representative and/or Event Manager for specific rate information. Hilton Garden Inn reserves the right to reassign function space without written notice to the guests. Additional charges may be applied to room and/or set-up changes made within twenty-four (24) hours of event.

**SERVICES:** A 20% service fee and applicable Tennessee State sales tax will be added to all prices. Prices and items are subject to change.

**PROPERTY DAMAGES AND LOSSES:** The guest will be responsible to reimburse Hilton Garden Inn for damage to premises by attendees and/or other persons associated therewith, including outside contractors hired separately. Hilton Garden Inn shall not be responsible for items lost, stolen, damaged or left on the premises. Guest shall not move any Hilton Garden Inn item from its current location, or attach any items to any Hilton Garden Inn property (including furniture, walls, and windows), without prior approval from the Sales Representative and/or Event Manager.





# Hilton Garden Inn®

## Chattanooga Hamilton Place

### HOTEL FACTS

- 5 Floors of Interior Corridor Guest Rooms
- 112 Guest Rooms includes 8 King Suites and 4 King Rooms with Jacuzzi bath tubs
- Hospitality Center: Mini-refrigerator, microwave oven and coffee maker in all Guest Rooms
- 32 inch flat panel televisions, work desk with Herman Miller desk chair, Alarm Clock with MP3 access in all Guest Rooms

### ADDITIONAL AMENITIES/SERVICES:

- Complimentary parking
- Indoor heated pool
- Fitness Center by Precor and Stay Fit Kit in room fitness
- 24-Hour Business Center
- Complimentary guest room / public wireless internet access
- 1,950 square feet of spacious designed meeting and banquet space with in-house catering
- Hilton Honors Point Program: Earn Points for Qualified Events

### DINING OPTIONS:

- Seasons Serving  
Hot Cook-to-Order Breakfast Buffet served daily  
(Mon-Fri, 6:30am - 10am, Sat- Sun, 7am - 11am) \$10.95 + tax
- In Room Dining Evening Room Service provided by the Seasons Bar and Grill Monday - Sunday (5pm - 10pm)
- 24-hour Pavilion Pantry with snacks, quick meals, and beverages



### DIRECTIONS:

From Knoxville: Follow I-75S to Exit 5 Shallowford Road. Take right onto Shallowford Road and next right onto Shallowford Village Drive. Hotel is on the left.

From Atlanta: Follow I-75N to Exit 5 Shallowford Road. Take left onto Shallowford Road. Take a right onto Shallowford Village Drive. Hotel is on the left.

From Nashville: Follow I-24E to I75N. Take Exit 5 Shallowford Road. Take left onto Shallowford Road. Take a right onto Shallowford Village Drive. Hotel is on the left.

### ATTRACTIONS:

*distance in miles*

- |                                     |       |
|-------------------------------------|-------|
| • Bluff View Art District           | 13.50 |
| • Chattanooga Ducks                 | 13.08 |
| • Chattanooga Lookouts (AT&T Field) | 13.19 |
| • Chattanooga Zoo                   | 9.98  |
| • Chickamauga Battlefield           | 15.00 |
| • Comedy Catch                      | 7.98  |
| • Hamilton Place Mall               | 1.00  |
| • I-MAX                             | 14.00 |
| • Incline Railway                   | 13.50 |
| • Lake Winnepesaukah                | 8.31  |
| • Lookout Mountain                  | 13.50 |
| • Ocoee White Water Rafting         | 30.00 |
| • Rock City                         | 16.28 |
| • Ruby Falls                        | 14.44 |
| • Tennessee Aquarium                | 14.00 |



# BREAKFAST

## Continental Breakfast

**\$10.95/pp**

Assorted pastries, fresh fruit, freshly brewed coffee, juices and herbal teas

## Seasons Breakfast Buffet

**\$13.95/pp**

Fresh scrambled eggs, sausage, breakfast potatoes, grits, assorted pastries, fresh fruit, yogurts, biscuits, cereal, milk, freshly brewed coffee, juices and herbal teas

## Extras and Enhancements:

|  |               |
|--|---------------|
| Assorted Yogurts                                 | \$2.00/each   |
| Assorted Breakfast Pastries, Breads, and Muffins | \$27.00/dozen |
| Assorted Bagels with Cream Cheese                | \$28.00/dozen |
| Ham, Bacon or Sausage, Egg and Cheese Biscuits   | \$36.00/dozen |
| Fresh Whole Fruits                               | \$15.00/dozen |
| Assorted Seasonal Sliced Fruits                  | \$5.00/person |
| Assorted Granola Bars                            | \$26.00/dozen |

# AM & PM BREAKS

## Sweet & Salty

**\$10.00/pp**

Fresh baked cookies, brownies, roasted in the shell peanuts, and trail mix Soft drinks and bottled water

## Healthy Start

**\$13.00/pp**

Seasonal fruit & yogurt, granola, trail mix, vitamin water, and bottled water

## Deluxe Beverage Service

**\$35.00/gallon**

1 Gallon Decaf or Regular Coffee, hot tea, and hot chocolate

## A la Carte Items

|                     |                |
|---------------------|----------------|
| Fresh baked cookies | \$24.00/dozen  |
| Brownies            | \$26.00/dozen  |
| Soft Drinks         | \$2.00/each    |
| Vitamin Water       | \$4.00/each    |
| Bottled water       | \$2.00/each    |
| Coffee              | \$25.00/gallon |

# ALL DAY PACKAGES

## HGI Good Day Package

\$38.00/pp

### Continental Breakfast

Fresh fruit, yogurt with granola, muffins and pastries  
Fruit juices, bottled water, fresh brewed coffee, and herbal teas

### Main Street Deli Board

Build your own:  
Sliced turkey and Smoked ham with sliced cheeses,  
Artisan rolls, sliced breads, lettuce, tomato, pickles, and  
assorted condiments Pasta salad, Cole slaw, and kettle chips  
Chef's Choice Dessert  
Iced Tea & water

### Got Milk

Fresh baked cookies, brownies, candy bars, milk, and soft drinks

## All day meeting package #2

\$43.00/pp

### Seasons Breakfast Buffet

Fresh scrambled eggs, sausage, breakfast potatoes, oatmeal, fresh fruit  
Yogurt, bagels with cream cheese, cereal, milk, freshly brewed coffee  
Juices and assorted herbal tea

### Seasons Burger Bar

Build your own burger:  
Juicy burgers and marinated chicken breast all served right off our grill with brioche  
rolls. Lettuce, vine ripe tomatoes, sweet onions, sliced cheeses with a selection of  
condiments. Served with Garden Salad and assorted dressings.  
House made kettle chips, Southern potato  
salad Chef's Choice Dessert

### Sweet & Salty

Fresh baked cookies, brownies, candy bars, trail mix  
Soft drinks and bottled water

*\*Substitution can be made upon request. Prices may be impacted.*

## Beverage Selections

|                           |                |
|---------------------------|----------------|
| Coffee/ Tea               | \$25.00/gallon |
| Assorted soft drinks      | \$2.00/each    |
| Bottled water             | \$2.00/each    |
| All day beverage package  | \$12.00/pp     |
| Half day beverage package | \$7.00/pp      |
| Hot tea                   | \$3.00/pp      |

# BUFFETS

*Minimum of 15 people*

*\*All Buffets include freshly brewed iced tea and water*

*\*\*\*Add Soup to any buffet* **\$4.00pp**

**Main Street Deli Bar** **\$15.95pp**

Build your own sandwich:

Your choice of Ham or Turkey, sliced cheeses, and assorted toppings (vegetarian options available upon request)

Pasta salad, potato salad, house made kettle chips, assorted cookies and brownies

**Boxed Lunch (Vegetarian options available upon request)** **\$14.95pp**

Choice of Ham and Turkey with an assortment of cheese, fresh tomatoes and greens served

Choice of bread, roll, or wrap

Seasonal Fresh Fruit, Chips, Cookie or Brownie

Soft Drink or Bottled Water

**Taste of Italy** **\$17.95pp**

Spaghetti with house made Meat Sauce OR Fettuccini Alfredo (vegetarian options available) House made Cheesy Garlic Bread

Caesar salad with assorted dressings and house made croutons

Oven roasted Italian vegetables

Chef's choice of dessert

*\*Choose both entrees for additional \$7.00 pp*

**Tennessee BBQ Buffet** **\$18.95pp**

Smoked pulled pork with our house made BBQ sauce OR

Tennessee's own "Hot Chicken" with cool Ranch dressing

Roasted Red Potatoes and seasonal vegetables

House made coleslaw, Southern potato salad, Garden Cobb Salad and assorted dressings

Chef's Choice Dessert

*\*Choose both entrees for additional \$7.00pp*

**Seasons Burger Bar** **\$18.95pp**

Build your own burger:

Juicy Burgers OR Marinated Chicken Breast and grilled seasonal vegetables, all served right off our grill with brioche rolls

Lettuce, vine ripe tomatoes, sweet onions, assorted sliced cheese with a selection of condiments

Served with a Garden Salad and assorted dressings

Steak Fries and Southern potato salad

Chef's Choice Dessert

*\*Choose both entrees for additional \$7.00pp*

**South of the Border** **\$18.95pp**

Taco & Fajitas Bar with diced grilled chicken and seasoned beef, Spanish rice & refried beans,

Peppers, onions, salsa, sour cream, cheddar cheese, lettuce, tomatoes, hard & soft shells, and tortilla chips

Mexican Dessert or Chef's Choice Dessert

**Southern Cooking Buffet** **\$19.95pp**

Choice of mini meatloaf OR fried chicken\*

Butter whipped potatoes, Green beans, and Mac & cheese

Served with Cornbread and Peach Cobbler

*\*Choose BOTH entrees for additional \$7.00pp*

# EVENING BUFFETS

*Minimum of 20 people*

*\* All Buffets include fresh brewed iced tea and water*

## **A Night at the Pub** **\$28.00pp**

A variety of delicious Sliders including Burger Sliders, BBQ Chicken Sliders, and Pulled Pork Sliders. Two different scrumptious mini Quesadillas; Cheese and Chicken. Served with Salsa, Pub Chips and a Topping Tray including Lettuce, Tomato, Red Onion, Slaw, Pickles, and various condiments.  
Chef's choice dessert shooters.

## **Tennessee BBQ Buffet** **\$29.00pp**

Tennessee's own "Hot Chicken" with cool Ranch Smoked pulled pork with our house made BBQ sauce  
Chopped Salad, crispy smoked bacon, red onion, cucumbers and bleu cheese  
House made pasta salad OR Southern potato salad Baked Beans and Seasonal Vegetables  
Warm Peach Cobbler or Chef's choice of dessert

## **Taste of Italy** **\$30.00pp**

Spaghetti with house made Meat Sauce and Fettuccini Alfredo (vegetarian options available) House made Cheesy Garlic Bread  
Caesar salad with assorted dressings and house made croutons  
Italian Herb roasted red skin potatoes and oven roasted Italian vegetables  
Chef's choice of dessert

## **Cowboy Cookout** **\$34.00pp**

Grilled steak topped with herb butter, grilled mushrooms, and onions  
Chili-maple grilled chicken  
House made tortilla chips, chile con queso & salsa fresca  
Iced greens, tomatoes, queso, cilantro-lime vinaigrette  
Classic Garden Salad with assorted dressings  
Roasted vegetables, Beans, and Rice pilaf  
Churros and cheesecake or Chef's choice of dessert

## **Season's Shrimp Boil** **\$34.00pp**

Juicy Jumbo Shrimp, Vidalia Onion Wedges, Red Potatoes, 3" Corn Cobs, and chopped Kielbasa all deliciously boiled in our special Cajun Seasoning. Served with a Garden Salad with assorted dressings and house made croutons or Seasonal Vegetables.  
Chef's choice dessert of either Bread Pudding or Cherrie Jubilee.



## EVENING RECEPTIONS A SOCIAL GATHERING

### Hors d' Oeuvre's

Each at 50 piece minimum

#### Cold

Chicken Salad stuffed baguettes |\$75.00

Tortilla pinwheels with deli meats and cheeses |\$75.00

Bruschetta |\$90.00

#### Hot

Tennessee Hot Chicken Tenders, Cool Ranch | \$95.00

Chicken Parmesan, Marinara | \$120.00

Meatballs, demi-glace' | \$95.00

Southern Fried Shrimp, Cocktail & Tartar Sauces | \$150.00

Chicken Quesadilla, pico de gallo | \$95.00

Teriyaki Steak Satay, Harissa aioli | \$120.00

Crispy Chicken Wings, Buffalo Style | \$95.00

Mini Sliders and Condiments | \$175.00

#### Dips n' Such

Serves 25-30

Lemon-Garlic Hummus, pita | \$70.00

House made pimento cheese, crostini | \$80.00

Queso cheese dip with fried tortillas | \$60.00

Hot spinach-artichoke dip & chips | \$80.00

Chips and salsa | \$35.00

#### Presentation displays

##### Fresh Fruit Display | \$6.00/pp

Served with honey yogurt dipping sauce

##### Domestic & Imported Cheese Display | \$11.00/pp

Assorted cheeses with crostini, crackers, and garnished with fresh fruit

##### Vegetable Crudité | \$6.00/pp

Array of garden vegetables, house-made ranch & bleu cheese dip

##### Pulled Chicken Nacho| \$9.00/pp

Pulled Chicken with queso, sour cream, pico' de gallo, lettuce, tomato, onion, and jalapeño

##### Baked Flatbread Crisps \$10 each / 8 pieces each

- BBQ Chicken, roasted peppers & onion blend
- Grilled steak, onions, bleu cheese blend
- Roasted vegetables, artichokes, herb oil

# MIX AND MINGLE

## Host sponsored bar

Minimum of 50 guests required. Bar packages include full bar set-ups, domestic and imported beers, house wines and liquor. Packages priced per person and based on guaranteed attendance. Labor Charge - \$75 per hour plus tax

|                  | House Brands | Premium |
|------------------|--------------|---------|
| 1st hour         | \$13         | \$15    |
| 2nd hour         | \$9          | \$11    |
| Additional hours | \$6          | \$8     |

## Host sponsored bar per drink

Full bar set-ups are included. Charges based on actual number of drinks consumed.

|                    | House Brands | Premium |
|--------------------|--------------|---------|
| Cocktails          | \$6          | \$9     |
| Domestic beer      | \$5          | \$5     |
| Specialty beer     | \$6          | \$6     |
| House Wine         | \$7          | \$8     |
| Bottled Water/Soda | \$2          | \$2     |

## Cash Bar

Full bar set-up is included.

Cashier fee (for cash bars) - \$20 per hour plus tax and service charge

|                    | House Brands | Premium |
|--------------------|--------------|---------|
| Cocktails          | \$6          | \$9     |
| Domestic beer      | \$5          | \$5     |
| Special beer       | \$6          | \$6     |
| House Wine         | \$7          | \$8     |
| Bottled Water/Soda | \$2          | \$2     |

# AUDIO VISUAL

## Audio Equipment:

|                              |             |
|------------------------------|-------------|
| Spider Phone                 | \$50.00/day |
| Wireless Lapel Microphone    | \$75.00/day |
| Wireless Handheld Microphone | \$75.00/day |

## Video Presentation:

|                                    |              |
|------------------------------------|--------------|
| 7.5 x 10" Tripod Projection Screen | \$30.00/day  |
| LCD Projector                      | \$100.00/day |
| Dry Erase Board with Markers       | \$25.00/day  |
| Flip Chart with Markers            | \$35.00/day  |
| Standing Podium                    | \$10.00/day  |
| Easel                              | \$5.00/day   |

## Additional Complimentary Equipment:

Wireless Internet Access  
Audio / Video Cart  
Extension Cord

# THANK YOU

**Food and Beverage:** All food and beverage must be purchased through Hilton Garden Inn Chattanooga Hamilton Place. Due to health regulations, no outside food and/or beverage may be brought into any banquet facility and no food may be taken from the premises.

**Menu Selections:** Prices are subject to change without notice and are guaranteed sixty (60) days prior to the date of your function. Menu selections are required one week in advance of your function. Changes to the Banquet Event Order (BEO) or contract within five days of the function are subject to a fee of \$100.00.

Signed event orders are required within five days of arrival.

If the final headcount is not received within this time the last event order will be accepted as approved.

**Service Charge & Tax:** All food, beverage, meeting space & A/V prices are subject to a 20% service charge and a 9.25% sales tax.

**Guarantee of Attendance:** A guaranteed number of guests attending your function is required seven (7) business days prior to your function or meeting. A valid credit card authorization form must be completed, signed and returned to the hotel in order to hold the meeting space on a definite basis along with the signed agreement.

**Deposit:** Space is not contractually obligated until a signed contract along with a valid credit card authorization form is returned to the hotel. If a contract is not received by specified date, space may be released without notification.

**Cancellations:** Refer to your signed Function/Meeting Agreement.

**Room Rental:** Room rental charges for banquet rooms are contingent upon the anticipated food and beverage revenue. Please ask your Sales Representative and/or Event Manager for specific rate information. Additional charges may be applied to room and/or set-up changes made within 48 hours of the event.

