



Hilton Garden Inn®

Elmira/Corning

Banquet Corporate Package 2015

Thank you for considering the Hilton Garden Inn, Elmira/Corning for your upcoming meeting. We are honored to be considered, please let us know if you have any questions in regards to the menus and services we can provide. Our corporate banquet package is an all inclusive package to provide you with breakfast, lunch, afternoon break, A/V equipment and room rental. The package is designed for meeting groups of 20 person minimum. Please contact our catering sales team about any item or menu that you would like to customize. For those with special dietary requirements or allergies who may wish to know about the food ingredients used, please speak with our catering sales team. We are happy to work with you to meet your event needs.

Hilton Garden Inn, Elmira/Corning
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(Minimum 20 person order)

Breakfast

Breakfasts are served with Ice Water, Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

HGI Breakfast Buffet

An Assortment of Chilled Fruit Juices, Variety of Breakfast Pastries and Muffins,
Crisp Bacon, Sausage Links, Breakfast Potatoes
Freshly Prepared Scrambled Eggs

Buffet Luncheon

*All lunch buffets include Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea,
Assorted Soft Drinks and Ice Water*

The Sandwich Platter

Choose one:

Soup du Jour or Tossed Garden Salad with Italian & Ranch Dressings

Three pre-made sandwiches for your sandwich platter:

Honey Glazed Ham and Swiss Cheese ~ Smoked Turkey and Cheddar Cheese
Roast Beef and Provolone Cheese, Appropriate Condiments, Pickles,
Potato Chips and Seasonal Fresh Fruit

Afternoon Break

Create Your Own Break

Mix things up and pick your favorite break items from the choices below.

Pick three items:

Assorted Fresh Baked Cookies ~ Chocolate Fudge Brownies ~ Jumbo Chewy Rice Crispy Treats
Trail Mix ~ Popcorn ~ Assorted Yogurts ~ Granola Bars ~ Potato Chips with French Onion Dip
Fruit Salsa with Cinnamon Chips

*All Create Your Own Breaks are served with Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea, Ice Tea and Ice Water Pitchers*

Included in Package:

~ LCD Projector, Screen, Speakers, Wireless Internet, Microphone, Podium, Conference Telephone, Power Strips/Extension Cords.

~ Room Rental Fee

\$38.00 per person

All prices are subject to an 18% service charge and New York State Tax of 8 %.
Prices and menu items subject to change without prior notice.



Hotel Banquet Terms & Conditions

BOOKING AND DEPOSIT POLICY: In order to book an event and to list the booking as “definite”, a deposit of 25% must be placed upon the meeting room to guarantee reservation, the Terms of Agreement and Catering Contract must be signed and a valid credit card number must be provided. There is a returned check fee of \$50.00 plus bank fees. We reserve the right to cancel with or without notice any tentative reservation set if such contract or deposit is not received 10 days from the effective date listed on the first page of the Catering Contract.

PAYMENT POLICY AND SCHEDULE: All events must be paid in full by 3 business days before the date of function.

Payment schedule: (please note, if making a payment by check, must be made 2 weeks prior to banquet date)

- At time of Booking: Initial Deposit (non-refundable) as listed on first page of Catering Contract
- 90 days prior to event date: 30% of original estimated amount less deposit
- 30 days prior to event date: 70% of original estimated amount less deposit
- Three business days prior to event: Balance due in full

CANCELLATION POLICY: Cancellations must be given in writing.

- Any cancellation results in forfeit of initial deposit
- If the event is cancelled within two months of the event date, the organization or individual will be responsible for 50% of room rental and food/beverage revenue, which is estimated on the first page of the Catering Contract, or the full amount of deposit collected to date, whichever amount is greater.
- For cancellations within 30 -15 days of event the organization or individual will be responsible for 75% of room rental and food/beverage revenue, which is estimated on the first page of the Catering Contract.
- For cancellations within 14 days or less of event the organization or individual will be responsible for 100% of room rental and food/beverage revenue, which is estimated on the first page of the Catering Contract.

ATTENDANCE: At initial time of booking an event, an estimated number of attendees for the event are required. All events with food and beverage require a final guaranteed attendee count no less than three business days prior to the event. This guarantee will be the minimum number for which fees and catering services will be charged. Without this guarantee, fees will be based on the original estimated attendance as the minimum, which is shown on the first page of the Catering Contract.

AMENDMENTS/CHANGES: Any amendments or changes to the arrangements described in your contract must be made in writing and signed by both parties. Changes or alterations in any phase of your event must be communicated to the sales department no less than three business days prior to the event. There will be no updates, amendments or changes guaranteed without three business days notice.

FUNCTION SPACE: We reserve the right to reassign specific function rooms reserved for you. Please refer to the daily schedule of events at the Front Desk upon arrival for verification of the location of the event. You agree to confirm specific room assignments with us before printing any invitations or other material listing specific room locations. Contracted times for your function are enforced and upheld by the hotel. There may be functions scheduled either before or after yours, and which we always give the same courtesies as we do to you. Room space and pricing is planned and assessed based on the number of people quoted by you as attending your function. If these counts should change, the Hotel reserves the right to change the assigned space to ensure the safety and

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comfort of your guests and to renegotiate any pricing in line with those changes. Our standard large function time block is five hours. Each additional hour is assessed an additional charge of \$100.00 per room, and must be pre-approved by the Food and Beverage Coordinator. We will make every effort to accommodate if we can. All functions must be concluded by midnight. There is no smoking in the meeting rooms.

FOOD AND BEVERAGE POLICY: Hilton Garden Inn Elmira/Corning must provide all food and beverage served in our banquet facility. No food, beverage, alcoholic or otherwise may be brought into the public area of the hotel or banquet rooms from outside sources. Doing so will result in a \$500.00 charge. In accordance with our safe food handling procedures, we are unable to allow food from banquets or buffets to be taken home or otherwise removed from the premises. In accordance with the New York State Liquor Authority, the hotel is not allowed to release to guests any unused portion of alcoholic beverage for removal from the hotel property and for the purpose of private consumption. As well, it is the Hotel's policy that no liquor, beer, or wine may be brought into the hotel for functions from outside sources, (with the exception of small gifts and favors intended to be taken home from the function still sealed). We reserve the right to refuse service if deemed necessary and to request age verification before service is given. As the Hilton Garden Inn Elmira/Corning does not employ a pastry chef on premises, cakes for special events may be delivered to the hotel for event purposes from NYS Department of Health certified bakeries. All food and beverage catered by the Hilton Garden Inn Elmira/Corning will be subject to an 18% service charge and 8% NYS sales tax. Tax exempt groups must have the appropriate form on file with our accounting department before the event. All catering menus are subject to change without notice. Pricing shall be that which is in place at the time of the contract's signing, (which may not be the same as the pricing from prior dated menus). Menus selected at contract signing will be guaranteed in both item selection and pricing. We make every effort to ensure that we prepare adequate foodstuffs for your final headcount, +5% more. On buffets, however, it is impossible for us to determine exactly how much of each individual item any group of persons shall consume, including appetizers. We will advise you in advance if the items and quantities you have chosen will be, in our professional judgment, sufficient under normal circumstances.

PROPERTY USE/DAMAGE GUIDELINES: Materials, posters, signs, or literature may not be affixed to any meeting room or guest room wall or corridor without written permission from the hotel management prior to the event. We invite you to bring in any favors or decorations that will make your event memorable with the following restrictions: Candle decorations must be votive, tea light or floating candles. Solid pillar candles may be used one per table. Taper candles are not allowed. Bridal tables may include the Unity candle. Confetti requires a \$50.00 clean up charge. We can supply basic centerpieces. The removal of decorative items brought in by you remains with you. We cannot be responsible for items left in the banquet rooms after the function end. Any damage to walls, floors, hotel equipment or furniture or loss of hotel equipment or equipment rented for the event is the sole responsibility of the client, company or individual and will be charged in accordance with the terms of this agreement.

PROPERTY: We are not responsible for any loss or damage to personal property and we do not maintain insurance covering it.

SECURITY: If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval.

PROMOTIONAL CONSIDERATIONS: We have the right to review and approve any advertisements or promotional materials concerning your function, which specifically references the Hilton Garden Inn and Hilton Garden Inn Elmira/Corning name or logo.

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