



Congratulations on your Engagement!

We are pleased that you are considering the Hilton Garden Inn, Elmira/Corning for your wedding reception. You will discover a level of unparalleled professionalism and personal attention for your special day.

We have created these wedding packages to assist you in your planning process. Each package can be customized to create and meet your dreams. Our team can assist you with menus, linens and centerpieces to help make your special day complete. Our Ballroom comfortably seats up to 125 guests in rounds of 8 - 10 people.

When you select one of our wedding packages we offer:

- Ballroom Rental Fee Waived
- Complimentary Champagne Toast
- Complimentary Cake Cutting & Plating Services
- Complimentary White or Ivory table linens and a variety of colors for napkins
- Complimentary Mirrors with Candles for centerpieces
- Complimentary guest room for the couple on the evening of reception
- Gift Certificate for Dinner in the Garden Grille for the couple to use on their one year anniversary month
- Group Rates for guest room accommodations for family & friends
- On-site Wedding Reception Coordinator

We will be happy to assist you with your additional wedding celebrations - Wedding Shower, Bridesmaids' Luncheons, Rehearsal Dinner, Bon Voyage Breakfast.

For private consultation, a tour of our elegant ballroom and our overnight accommodations, please call 607-795-1111.



Wedding Packages 2015

Chemung Package

\$53.00 per person

Finger Lakes Package

\$56.00 per person

Silver Package

\$70.00 per person

Gold Package

\$75.00 per person

Platinum Package

\$80.00 per person

*All package pricings are subject to an additional 18% service charge
and 8% NYS Sales Tax*

*** Dance Floor rental is not included in package pricing**
Additional \$325.00 Rental Fee*



Chemung Package

(Minimum of 50 people)

Bar Service

*Bottled Beers, Selected Wines and Soft Drinks
One Hour Cocktail Reception and Three Hours Bar Service Post Dinner
Champagne Toast with Dinner*

Hors d'oeuvres

One Hour Service of -

*Fresh Vegetable Crudités served with Ranch Dip
Domestic Cheeses, Pepperoni & Crackers Display
Meatballs, Marinara or Swedish Style*

Buffet Dinner Menu

Select from Buffet Selections Page-

*Three Salads
Two Side Dishes
Three Entrees'*

Coffee, Decaffeinated Coffee, Assorted Hot Tea

\$53.00 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.*



Finger Lakes Package

(Minimum of 20 people)

Bar Service

Bottled Beer, Selected Wines and Soft Drinks
One Hour Cocktail Reception and Three Hours Bar Service Post Dinner
Champagne Toast with Dinner

Hors d'oeuvres

One Hour Service of -
Fresh Vegetable Crudités served with Ranch Dip
Domestic Cheeses, Pepperoni & Crackers Display
Meatballs, Marinara or Swedish Style

Served Dinner Menu

Choice of ~
Mixed Greens Garden Salad or Caesar Salad
Bread Basket

~May select up to 3 Entrees from Served Dinner Selections Page~

Choice of One Accompaniment
Chef's Selection of Seasonal Fresh Vegetables
Coffee, Decaffeinated Coffee, Assorted Hot Tea

\$56.00 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.



Silver Package
(Minimum of 50 people)

Bar Services

House Branded Liquors, Bottled Beers, Selected Wines and Soft Drinks
One Hour Cocktail Reception and Three Hours Bar Service Post Dinner
Champagne Toast with Dinner

Hors d'oeuvres

One Hour Service of -

Vegetable Crudites served with Ranch Dip
Domestic Cheeses, Pepperoni & Crackers Display
Sausage Stuffed Mushrooms
Spring Rolls served with an Asian Mustard Sauce
Petite Quiche

Buffet Dinner Menu

Select from Buffet Selections Page ~

Three Salads
Three Side Dishes
Three Entrees

Coffee, Decaffeinated Coffee, Assorted Hot Tea

\$70.00 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.

Gold Package
(Minimum of 20 People)

Bar Services

House Branded Liquors, Bottled Beers, Selected Wines and Soft Drinks
One Hour Cocktail Reception and Three Hours Bar Service Post Dinner
Champagne Toast with Dinner

Hors d'oeuvres

One Hour Service of -

Vegetable Crudités served with Ranch Dip
Domestic Cheeses, Pepperoni & Crackers Display
Sausage Stuffed Mushrooms
Spring Rolls served with an Asian Mustard Sauce
Petite Quiche

Served Dinner

Choice of ~
Mixed Greens Garden Salad or Caesar Salad
Bread Basket

Intermezzo Course ~ Lemon Sorbet

~May select up to 3 Entrees from Served Dinner Selections Page~

Choice of One Accompaniment
Chef's Selection of Seasonal Fresh Vegetables
Coffee, Decaffeinated Coffee, Assorted Hot Tea

\$75.00 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.

Platinum Package
(Minimum of 20 People)

Bar Services

House Branded Liquors, Bottled Beers, Selected Wines and Soft Drinks
One Hour Cocktail Reception and Three Hours Bar Service Post Dinner
Champagne Toast with Dinner

Hors d'oeuvres

One Hour Service of -

Vegetable Crudités served with Ranch Dip
Domestic Cheeses, Pepperoni & Crackers Display
Sausage Stuffed Mushrooms
Spring Rolls served with an Asian Mustard Sauce
Petite Quiche

Served Dinner Menu

Choice of ~
Mixed Greens Garden Salad or Caesar Salad
Bread Basket

Intermezzo Course ~ Lemon Sorbet

~May select up to 3 Entrees from Served Dinner Selections Page~

Choice of One Accompaniment
Chef's Selection of Seasonal Fresh Vegetables

Coffee, Decaffeinated Coffee, Assorted Hot Tea

Venetian Platter Served to Each Table
(Italian Pastries, Chocolate Dipped Strawberries)

\$80.00 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.

Buffet Dinner Selections

Entrée Choices

*Chicken Florentine ~ Chicken Marsala ~ Chicken Cordon Bleu
Chicken Parmesan ~ Roast Top Round of Beef with Cabernet Sauce
London Broil with Teriyaki or Sherry Mushroom Sauce
Mediterranean Style Tilapia ~ Broiled Lemon Herb Haddock
Lemon Dill Salmon ~ Roast Pork Loin with Apple Raisin Rum Sauce
Lasagna ~ White Vegetable Lasagna*

Salad Choices

*Mixed Greens Salad ~ Caesar Salad ~ Pasta Salad Vinaigrette
Fresh Mozzarella & Tomato ~ Broccoli Salad ~ Fresh Fruit Salad*

Side Dishes

*Oven Roasted Potatoes ~ Potatoes Au Gratin ~ Garlic Mashed Potatoes ~ Baked Ziti
Rice Pilaf ~ Green Beans Almandine ~ Seasonal Mixed Vegetables*

Carving Stations

Enhance your buffet with these add-ons ~

*Steam Ship of Beef ~ Additional \$3.00 per Guest
(100 Person Minimum)*

*Slow Roasted Prime Rib with Horseradish Cream ~ Additional \$5.00 per Guest
(50 Person Minimum)*

*The following can be selected as a buffet dinner entrée selection,
add \$50.00 for carver fee:*

*Herb Roasted Turkey Breast with Herb Mayonnaise
Roasted Pork Loin with Apple Raisin Rum Sauce
Honey Glazed Baked Ham served with Whole Grain Mustard*

Served Dinner Selections

Accompaniments

Choose One:

*Garlic Mashed Potatoes ~ Oven Roasted Potatoes
Baked Ziti ~ Linguini with Marina ~ Rice Pilaf*

Entrée Selections:

May select up to 3 entrée choices ~

Filet Mignon (8 oz.) with Diane Sauce

NY Steak au Poivre (14 oz.) with Green Peppercorn Sauce

Slow Roasted Prime Rib au Jus (12 oz.)

London Broil (10 oz.) with Teriyaki or Sherry Mushroom sauce

Roasted Pork Loin with Apple Raisin Rum Sauce

Chicken Florentine with Lemon Butter Sauce

Chicken Cordon Bleu with Mornay Sauce

Tilapia with Shrimp Sauce

Pan Seared Salmon with Lemon Dill Sauce

Eggplant Rollatini with Red Sauce

Black Bean Cakes with Sour Cream and Salsa



Hotel Catering Policies & Terms

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 this 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 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.