



Hilton Garden Inn®

Frederick

Welcome to the Hilton Garden Inn®, a hotel that was built with your needs in mind, a place with state of the art meeting facilities, comfortable accommodations and personalized service.

Whether you are planning a meeting or a banquet, we will exceed your every expectation. We are proud of our professional culinary team and hope our suggested menu will assist you in planning a successful and memorable event.

Thank you for considering the Hilton Garden Inn® for your business or social functions. Our staff is waiting to serve you.

Banquet Policies

Menus

Menu selections are requested no later than three weeks prior to your scheduled function. No food and beverage of any kind will be permitted to be brought into the Hotel by the customer or invited guests. Specialty menus prepared and priced upon request.

Guarantee

A guarantee of attendance is due on all food and beverage functions 3 business days prior to the scheduled event. The Client is responsible for contacting the Hotel with guaranteed count. If no final guarantee is provided, the original estimated number of attendees will be used as the final guarantee, and charges will be made accordingly. The Hotel will set and prepare 5% over the guarantee. Final charges will be based upon the guaranteed or the actual number of guests served, whichever is larger.

Gratuity/Tax

All food is subject to 5% tax and 20% service charge
Room rental and Audio visual is subject to 5% tax.

Room Rental

Room rental charges and service charges may apply. Please consult your catering contact for applicable charges.

Deposit and Payment

A 10% or \$500 advance deposit is required in order to confirm a booking or, if desired, Direct Billing Privileges may be established. Full payment is due on all events 2 weeks prior unless proper credit has been established. All functions are considered tentative until deposit is received.

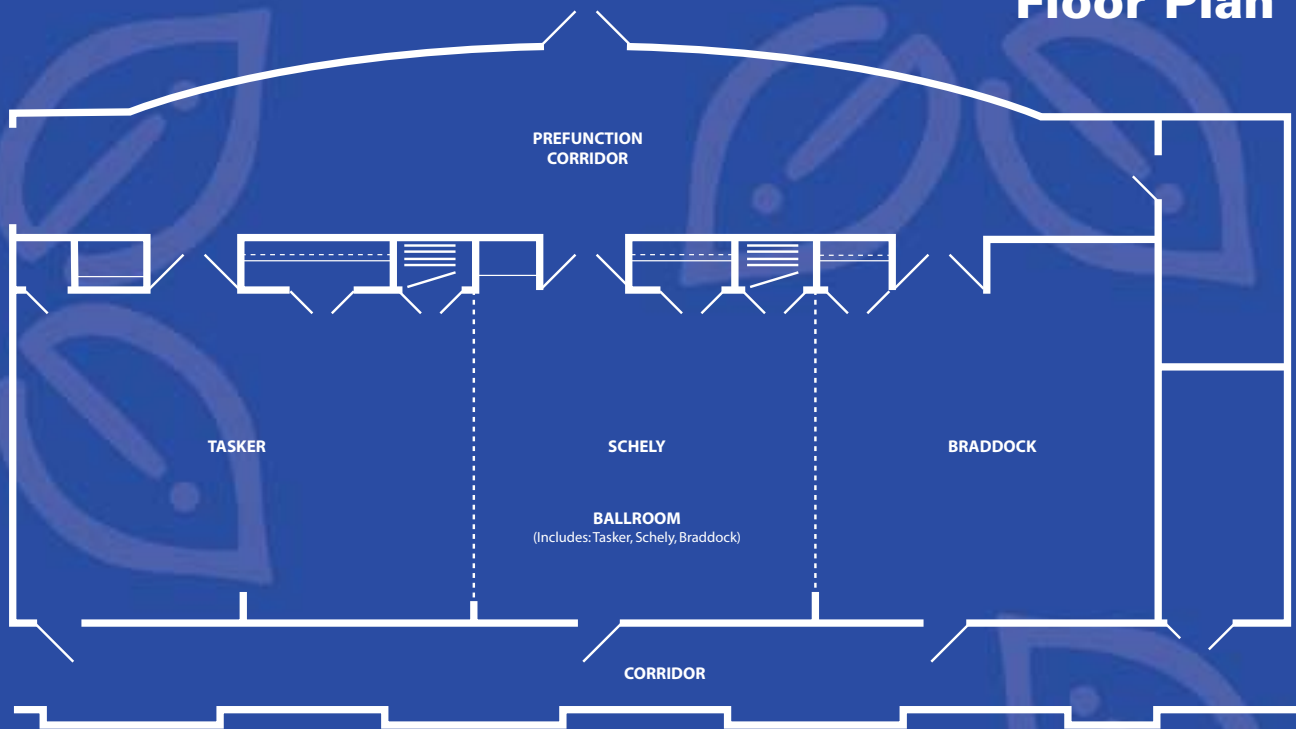
Cancellations

Please contact our Catering office or refer to The Hilton Garden Inn Frederick catering contract for our cancellation policies.

Liability

The Hotel will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the Hotel, prior to, during or following the Customer function. The Customer agrees to be responsible for any damages to the function room or any part of the Hotel by the Customer, his guests, invitees, employees, independent contractors or other agents under the Customer control.

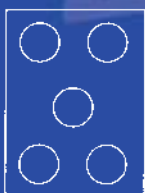
Floor Plan



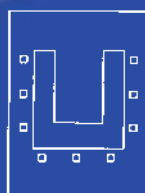
Capacity

MEETING ROOM	DIMENSIONS	SQ. FT.	BANQUET	THEATER	CLASSROOM 18"	CLASSROOM 30"	RECEPTION	HOLLOW SQUARE	8' x 10' EX
Braddock	24' x 25'	600	48	66	39	33	63	14	N/A
Schley	24' x 25'	600	48	66	39	33	63	14	N/A
Tasker	24' x 34'	816	60	88	54	45	84	18	N/A
Ballroom	24' x 84'	2016	160	222	138	114	211	52	12

Set Up Styles



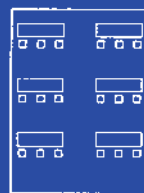
Banquet



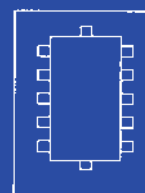
U-Shaped



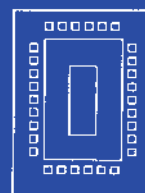
Theater



Classroom



Conference



Hollow-Square



Hilton
Garden Inn
 Frederick