



Embassy Suites Lincoln - Wedding 1040 P Street

1040 P Street Lincoln, Nebraska 68508 402-473-4712





Embassy Suites Lincoln - Wedding

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EVENTS

All pricing subject to 22% service charge and applicable sales tax. All menus and prices are subject to change. Not all ingredients listed; Please inform us of any food allergies. Actual presentation may vary from photos and descriptions. Food is served for maximum of 1½ hours as a standard.

Packages are optional, they do not include the price of the plated meal, dinner buffet or hors d'oeuvre package

EVENTS

wedding packages are optional (they do not include the price of the meal)

Black Tie Wedding Package \$15 pp

(1) hour welcome reception to include:

- hosted beer & house wine

choice of two |

- international & domestic cheese display with crackers & flatbreads
- seasonal fresh fruit display with yogurt dip
- crudite of vegetable display with peppercorn ranch dip
- spinach & artichoke dip with tortilla chips & grilled flatbreads

Diamond Wedding Package \$25 pp

(1) hour welcome reception to include:

- hosted premium bar service
- signature drink (includes two premium liquors)
- risata pink moscato head table toast

choice of two |

- international & domestic cheese display with crackers & flatbreads
- seasonal fresh fruit display with yogurt dip
- crudite of vegetable display with peppercorn ranch dip
- spinach & artichoke dip with tortilla chips & grilled flatbreads

choice of two |

butler passed hors d'oeuvres

 $\label{latenight} \mbox{ late night barista coffee station } \mbox{ | signature house blend coffee, flavored syrups \& stir ins}$

All Wedding Packages Include:

- professional wedding event manager
- custom floor plan of the ballroom
- private menu tasting
- deluxe suite accommodations for the bride and groom
- discounted group guest suite rate for wedding guests
- valet parking for the bride and groom
- 6' round linen draped guest tables, gift, guest book, cake and head tables
- black, white or ivory floor length linens and napkins
- assortment of candlelight glass centerpieces, mirrors and votives
- dance floor and custom staging for entertainment
- hotel staff to cut and serve wedding cake
- choice of black, white or ivory chair covers
- unlimited soda package
- wedding audio visual package to include: color coordinating up-lights, lcd projector, screen, dvd player and microphone discounts for bridal shower, rehearsal dinner and gift opening rooms

EVENTS

wedding packages are optional (they do not include the price of the meal)

Platinum Wedding Package \$30 pp

(1) hour welcome reception

hosted premium bar service signature drink (includes two premium liquors) risata pink moscato head table toast

choice of two |

- international & domestic cheese display with crackers & flatbreads
- seasonal fresh fruit display with yogurt dip -crudite of vegetable display with peppercorn ranch dip spinach & artichoke dip with tortilla chips & grilled flatbreads

choice of two | butler passed hors d'oeuvres

late night barista coffee station | signature house blend coffee, flavored syrups & stir ins

coordinating color chair ties and color linen napkins

king suite accommodations for parents for the bride and parents of the groom



EVENTS

ala carte personal touches

enhancements

chair covers \$4 | white, ivory or black

decorative chair ties \$3 | choice of coordinating color

specialty linen \$15 | choice of coordinating colors and fabrics *pricing varies based on linen selection*

specialty napkins \$0.5 | starting at \$0.50 per napkin choice of coordinating colors and fabrics *pricing varies based on napkin selection*

uplights \$35 | choice of coordinating color

monogrammed gobo | starting at \$200

wedding ceremony room and set | \$5 per person

includes:

- theater seating
- altar table
- black backdrop

group tastings | complimentary

your catering manager will be able to provide tasting dates & guidelines

wedding audio visual support package \$250

includes:

- lcd projector, screen
- dvd player
- hand-held microphone

gift opening banquet room \$250

includes:

- access to the room from 7am 12pm
- overnight guests can enjoy the complimentary breakfast in a private banquet room

guests not staying with us can purchase breakfast tickets at the front desk

room includes:

choice seating with white linens and gift table





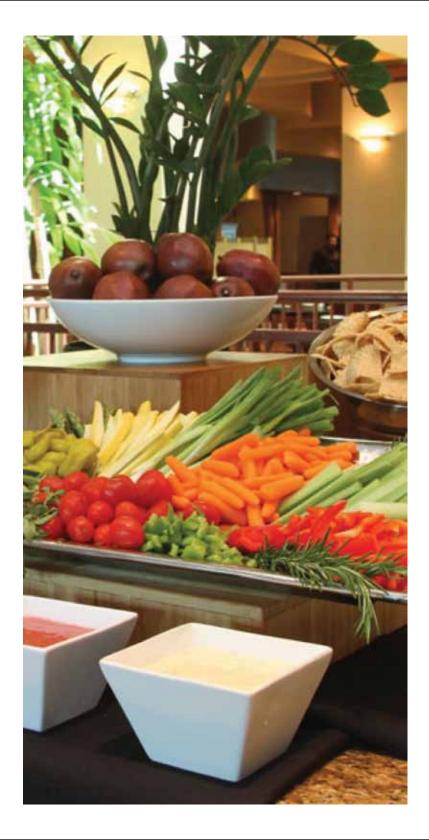


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RECEPTION

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displays - per person pricing

crudités of raw and grilled vegetable display \$7 pp

grape tomatoes, carrots, broccoli, cauliflower, celery, baby carrots, cucumbers, grilled asparagus spears, grilled zucchini, grilled squash and marinated mushrooms served with peppercorn ranch, french onion dip and basil vinaigrette dressing

international and domestic cheese display \$8 pp

our chef's assortment of international and domestic cheeses displayed with assorted flatbreads, lavosh and crackers

seasonal fresh fruit display \$8 pp

seasonal fresh fruit accompanied by honey yogurt dip

mediterranean display \$9 pp

antipasto display, marinated fresh cheeses, assorted cured meats and sausages, tapenade, hummus, pesto and herb-infused olive oil accompanied by assorted breads, flatbreads and pita chips

chef's selected assorted miniature desserts \$10 pp



hot reception hors d'oeuvres

vegetarian

vegetable spring rolls with sweet chile and soy* \mid \$125 per order

asparagus wrapped in phyllo* | \$125 per order spanikopita* | \$115 per order spinach and artichoke dip | \$125 per order brie and raspberry phyllo bites* | \$140 per order macaroni and cheese bites | \$110 per order

chicken

buffalo-style chicken wings | \$125 per order with bleu cheese & ranch dipping sauces
boneless chicken wings* | \$125 per order with Jack Daniel's® bbq & honey mustard sauces
thai chicken satay | \$125 per order
black bean and chicken quesadilla rolls* | \$125 per order southwestern chicken egg rolls | \$125 per order thai chicken lavosh* | \$125 per order

Each order contains 50 pieces

pork and assorted proteins

mini potato skins* | \$115 per order fried potato skins with bacon and chive sour cream petite quiche* | \$125 per order pork pot stickers | \$125 per order with sesame soy

bacon-wrapped water chestnuts* | \$125 per order italian sausage-stuffed mushrooms* | \$125 per order pulled pork sliders | \$125 per order

beef

bbq or swedish meatballs | \$115 per order **cheeseburger sliders with cornichon garnish*** | \$130 per order

mini beef wellington with bourbon sauce* | \$135 per order

seafood

crab rangoon with sweet and sour dipping sauce* | \$130 per order

crab cakes with chile-lime remoulade | \$150 per order **coconut shrimp with apricot wasabi sauce*** | \$150 per order

bacon-wrapped scallops | \$160 per order

passed hors d'oeuvres \$35 per server - per hour

*Noted items are available for butler-passing service

While passing, hot hors d'oeuvres will be served at room temperature



cold reception hors d'oeuvres

beef, chicken and pork

coronets of salami* | \$115 per order
with herbed cream cheese
melon wrapped in prosciutto* | \$125 per order
sliced tenderloin* | \$160 per order
with bleu cheese on brioche
curry chicken salad in chinese spoons* | \$125 per order

vegetarian

boursin cheese canapés* | \$125 per order with apricot glaze

mediterranean bruschetta* | \$115 per order tomato basil bruschetta with roasted red peppers and capers, white bean puree spread and parmesan

fresh fruit kebobs | \$135 per order with honey yogurt dip

antipasto kebobs with balsamic reduction* | \$135 per order sun-dried tomatoes, kalamata olives and fresh mozzarella skewered with balsamic reduction

phyllo cups with brie, honey and roasted apples* | \$125 per order

seafood

smoked salmon canapés on melba* | \$140 per order jumbo shrimp with spicy cocktail sauce | \$175 per order shrimp shooters* | \$175 per order Each order contains 50 pieces



specialty station enhancements - per person pricing

street taco station \$15 pp

carne asada, carnita pork and chile lime chicken served with cilantro lime slaw, queso fresco, assorted salsas, tri-color chips and fresh corn and flour tortillas

slider station \$15 pp

bbq pulled pork, angus burgers and mini Nathan's® hotdogs served with cheddar cheese dipping sauce, slider relish, assorted bbq sauces, bleu cheese dip, with sides of onion rings and fried pickle chips

pasta station \$15 pp

choose from (2) of the options below:

penne alla vodka | spiced creamy tomato sauce with garlic parmesan and vodka

sausage and peppers farfalle | bowtie pasta with marinara sauce, italian sausage, sautéed onions and red and green peppers

pasta primavera | rigatoni with light herb cream sauce and fresh vegetables

sun-dried tomato pesto tortellini | cheese-filled tortellini with sun-dried tomatoes and basil pesto

served with assorted italian cheeses, breadsticks, artisan rolls and garlic butter dipping sauce

(chef attended station)

mashed potato martini bar \$12 pp

yukon gold whipped potatoes, buttermilk whipped baby red potatoes and sweet potatoes

accompanied by:

sautéed garlic, smoked bacon, scallions, cheddar cheese, maytag bleu cheese, parmesan cheese, sour cream, butter, creamed horseradish, beef gravy, brown sugar, maple syrup, pecans and marshmallows

(chef attended station)

macaroni-n-cheese station \$12 pp

old fashioned macaroni and cheese served with made to order toppers

toppers:

andouille sausage, applewood smoked bacon, shrimp, asparagus, roasted red peppers, spinach and assorted cheeses

(chef attended station)

samurai stir-fry station \$12 pp

marinated chicken, steak and julienned vegetables, served with assorted stir-fry sauces, soy sauce, chile paste and choice of lo mein noodles, fried rice or steamed rice, presented with chopsticks and chinese take-out boxes

(chef attended station)

lettuce wrap station \$12 pp

thai chicken, asian vegetable slaw, fried cellophane noodles, cilantro, peanut sauce, soy-lime ponzu sauce, iceberg and bibb lettuce Specialty stations require a minimum of 50 guests.

For groups less than 50, a \$5 per person upcharge is applicable.

A perfect addition to any buffet or evening reception.

Includes 2-hour service

Please select three or more displays and action stations to design your own menu, stations are not available à la carte.



hors d'oeuvres packages



hors d'oeuvres package 1 \$28 pp

great for afternoon and early evening receptions select two displays

seasonal fresh fruit display

crudités of vegetables with assorted dips | grape tomatoes, carrots, broccoli, cauliflower, celery, baby carrots, cucumbers, grilled asparagus spears, grilled zucchini, grilled squash and marinated mushrooms, served with peppercorn ranch, french onion dip and basil vinaigrette dressing

international and domestic cheese display | our chef's assortment of international and domestic cheeses displayed with assorted flatbreads, lavosh and crackers

mediterranean display | antipasto display, marinated fresh cheeses, assorted cured meats and sausages, tapenade, hummus, pesto, herb-infused olive oil, accompanied with assorted breads, flatbreads and pita chips

select one station

cheeses

street taco station | carne asada, carnita pork and chile lime chicken served with cilantro lime slaw, queso frescho, assorted salsas, tri-color chips and fresh corn and flour tortillas

nacho station | make your own nachos, served with tricolor tortilla chips, seasoned ground beef, refried beans, queso dip, sour cream, black olives, sliced jalapeños, fresh salsa and guacamole

slider station | bbq pulled pork, angus burgers and mini Nathan's® hotdogs, served with cheddar cheese dipping sauce, slider relish, assorted bbq sauces, bleu cheese dip, with sides of onion rings and fried pickle chips

mashed potato martini bar | yukon gold whipped potatoes, buttermilk whipped baby red potatoes and sweet potatoes accompanied by: sauteed garlic, smoked bacon, scallions, cheddar cheese, maytage bleu cheese, parmesean cheese, sour cream, butter, creamed horseradish, beef gravy, brown sugar, maple syrup, pecans and marshmallows macaroni-n-cheese station | old fashioned macaroni and cheese, served with made to order toppers to include: andouille sausage, applewood smoked bacon, shrimp, asparagus, roasted red peppers, spinach and assorted

samurai stir-fry station | marinated chicken, steak and julienned vegetables, served with assorted stir-fry sauces, soy sauce, chile paste and choice of lo mein noodles, fried rice or steamed rice, presented with chopsticks and chinese take-out boxes

lettuce wrap station | thai chicken, asian vegetable slaw, fried cellophane noodles, cilantro, peanut sauce, soy lime ponzu sauce, iceberg and bib lettuce

dessert fondue station | warm and creamy chocolate and caramel dipping sauces with fresh strawberries, pineapple, green apples, pretzels, lady fingers, pirouette cookies, marshmallows and Oreo® cookies

select 3 hors d'oeuvres

vegetable spring rolls | with sweet chile and soy sauces mini potato skins petite quiche spinach and artichoke dip meatballs | bbq or swedish boneless chicken wings | with Jack Daniel's® bbq and honey mustard southwestern chicken egg rolls black bean and chicken quesadilla rolls chicken satay pot stickers bacon-wrapped water chestnuts

Includes 2-hours of service

crab rangoon | with sweet and

sour sauce

hors d'oeuvres packages (cont.)

hors d'oeuvres package 2 \$38 pp

for an evening function with enough food to be considered "dinner" select 3 displays

seasonal fresh fruit display

crudités of vegetables with assorted dips | grape tomatoes, carrots, broccoli, cauliflower, celery, grilled asparagus spears, grilled zucchini, grilled squash and marinated mushrooms served with peppercorn ranch, french onion dip and basil vinaigrette dressing

international and domestic cheese display | our chef's assortment of international and domestic cheeses displayed with assorted flatbreads, lavosh and crackers

mediterranean display | antipasto display, marinated fresh cheeses, assorted cured meats and sausages, tapenade, hummus, herb-infused olive oil, accompanied with assorted breads, flatbreads and pita chips

select one chef-attended carving station:

roasted turkey

baron of beef



select 1 station

street taco station | carne asada, carnita pork and chile lime chicken served with cilantro lime slaw, queso fresco, assorted salsas, tri-color chips and fresh corn and flour tortillas

nacho station | make your own nacho's, served with tricolor tortilla chips, seasoned ground beef, refried beans, queso dip, sour cream, black olives, sliced jalapenos, fresh salsa and guacamole

slider station | bbq pulled pork, angus burgers and mini Nathan's® hotdogs, served with cheddar cheese dipping sauce, slider relish, assorted bbq sauces, bleu cheese dip, with sides of onion rings and fried pickle chips

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samurai stir-fry station | marinated chicken, steak and julienned vegetables, served with assorted stir-fry sauces, soy sauce, chile paste and choice of lo mein noodles, fried rice or steamed rice, presented with chopsticks and chinese take-out boxes

lettuce wrap station | thai chicken, asian vegetable slaw, fried cellophane noodles, cilantro, peanut sauce, soy lime ponzu sauce, iceberg and bib lettuce

dessert fondue station | warm and creamy chocolate and caramel dipping sauces with fresh strawberries, pineapple, green apples, pretzels, lady fingers, pirouette cookies, marshmallows and Oreo cookies

select 3 hors d'oeuvres

vegetable spring rolls | with sweet chile soy sauces

mini potato skins
petite quiche
spinach and artichoke dip
meatballs | bbq or swedish

boneless chicken wings | with Jack
Daniel's bbq and honey mustard
southwestern chicken egg rolls
black bean and chicken
quesadilla rolls
chicken satay
pot stickers
bacon wrapped water chestnuts
crab rangoon | with sweet and
sour sauce

Includes 2-hours of service

late night snacks - per person pricing

snack away \$8 pp

includes | pretzels, Goldfish® crackers, M&M's®, assorted Colby ridge® popcorns, Chex Mix® and homemade potato chips, served with onion dip

donut bar \$9 pp

assorted donut holes | with chocolate, caramel & strawberry dipping sauces

dessert fondue \$9 pp

dipping sauces | warm and creamy chocolate and caramel sauces with fresh strawberries, pineapple, green apples, pretzels, lady fingers, pirouette cookies, marshmallows and Oreo® cookies

pizza pie \$9 pp

hamburger, pepperoni or cheese

nacho bar \$10 pp

make your own nachos | served with tri-colored tortilla chips, refried beans, queso dip, sour cream, black olives, sliced jalapeños, fresh salsa and guacamole

walking taco bar \$10 pp

Doritos bags | with ground beef, tomatoes, lettuce, cheese, salsa, sour cream and green onions





à la carte non-alcoholic beverages

beverages sections per gallon

freshly brewed iced tea \$26
lemonade \$26
fruit punch \$26
freshly brewed coffee \$30 | regular and decaf
per day
seasonal agua fresca \$20
per event
unlimited soda package \$225





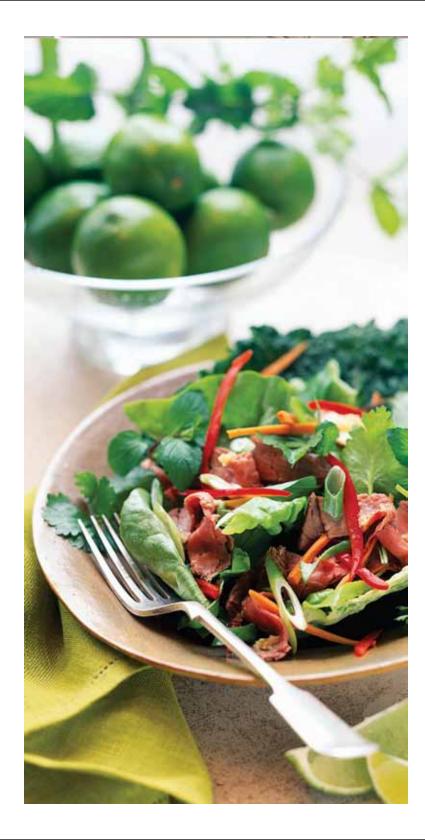


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DINNER

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DINNER

plated dinners

first course (select 1)

garden salad | mixed greens, cucumbers, cherry tomatoes, julienne carrots, yellow squash, red cabbage and croutons

caesar salad | crisp romaine hearts, cherry tomatoes, croutons and shredded parmesan cheese

harvest salad | mixed greens, dried cherries, dried cranberries, gorgonzola cheese, candied walnuts with julienne apples and pears

strawberry pecan salad | mixed greens, sliced strawberries, candied pecans and gorgonzola cheese crumbles

embassy house salad | crisp romaine hearts, cheddarjack cheese, diced roma tomatoes, bacon, eggs and sunflower seeds

caprese salad | mixed greens, julienne red onion, buffalo mozzarella, cucumbers & tomatoes, drizzled with balsamic oil

dressings (select two) | peppercorn ranch, raspberry vinaigrette, balsamic vinaigrette, champagne dijon vinaigrette, dorothy lynch, italian & bleu cheese

All plated dinners include:

choice of salad and (2) dressings fresh seasonal vegetables chef's choice of starch freshly baked artisan rolls and butter freshly brewed coffee (regular and decaf)

iced tea water

DINNER

plated dinners (cont.)

entrées course

pecan-crusted chicken \$28 | rosemary-grilled chicken breast crusted in brown sugar pecans with balsamic and red wine reduction

bacon-wrapped chicken \$28 | herb-grilled chicken, wrapped in applewood smoked bacon, drizzled with maple pepper glaze and garnished with fire-roasted fuji apples

stuffed chicken en croûte \$29 | chicken breast stuffed with boursin cheese, wrapped in a flaky puff pastry, baked to a golden brown, topped with toasted almonds and garnished with a side of fresh apricot glaze

cherry champagne chicken \$29 | grilled boneless chicken breast with a creamy champagne vanilla sauce and cherry amaretto chutney garnished with toasted almonds

frenched porterhouse pork chop \$30 | thyme-crusted pork chop with tellicherry pepper honey glaze, crispy prosciutto and gorgonzola cheese

rosemary grilled pork loin \$30 | with blackberry demi-glace **pan-seared salmon caponata \$30** | herb-crusted salmon seared and topped with a sicilian-style artichoke and tomato caponata

raspberry chipotle salmon \$30 | herb-crusted salmon seared and topped with a raspberry chipotle glaze

traditional prime rib \$36 | traditional slow-roasted prime rib with red wine au jus and horseradish cream

beef wellington \$35 | grilled tenderloin with mushroom duxelle wrapped in a flaky puff pastry and baked to a golden brown with an underlay of bourbon sauce

kansas city strip \$38 | 10 oz center-cut strip grilled to perfection and served with bourbon sauce

grilled beef filet \$39 | grilled filet of beef with a bleu cheese crust and worcestershire reduction underlay

entrées course cont.

smoked gouda risotto cakes (v) \$28 | risotto and smoked gouda cakes lightly breaded and served with wilted spinach and homemade marinara sauce

seasonal ravioli (v) \$28 | served with accompanying sauce and roasted vegetable

vegetable wellington (v) \$26 | with pesto cream sauce and roasted red pepper coulis (v) notates vegetarian option

duo plated entrees

duo entrees include | 4 oz grilled center-cut tenderloin of beef, paired with

your choice of (1) | champagne herb sauce chicken \$36 champagne cherry chicken \$36 salmon caponata \$38 raspberry chipotle salmon \$38 shrimp scampi \$38 crab cake with chili-lime remoulade \$38



All plated dinners include:

choice of salad and (2) dressings $\,$

fresh seasonal vegetables

chef's choice of starch

freshly baked artisan rolls and butter

freshly brewed coffee (regular and decaf)

iced tea

Multiple entrée service is available. When serving multiple entrées, all attendees will receive the same salad, starch and vegetable.

All plated functions with multiple entrées will require a seating chart with place cards indicating guests choice of entrée.

Please see your catering manager for more details.

DINNER

dinner buffet

create your own dinner buffet

2 entrée option \$30

3 entrée option \$32

garden salad (choice of one):

garden salad caesar salad embassy house salad

cold selection (choice of one):

potato salad four bean salad coleslaw tortellini salad pasta salad asian slaw macaroni salad

vegetables | chef's selection of fresh seasonal vegetables

accompaniments (select 2)

sun-dried tomato pesto pasta macaroni & cheese steamed brown basmati herb roasted yukon gold potatoes garlic mashed potatoes wild rice pilaf red beans & rice

entrées (select 2 or 3)

chicken piccata teriyaki chicken chicken beurre blanc lemon pesto chicken roasted chicken with a honey mustard glaze beef brisket english cut roast beef lasagna moroccan chicken kebobs roasted pork loin pulled pork glazed salmon with your choice of: sweet soy, honey lemon or raspberry chipotle crunchy catfish baked tilapia vegetarian manicotti



All buffets include:

- freshly baked rolls and butter
- chef's selection of fresh seasonal vegetables
- freshly brewed coffee (regular and decaf)
- iced tea

Buffets require a minimum of 30 guests. Groups of 25-29 guests, a \$5 per person is applicable.







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BAR

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BAR

host and cash bar

liquor selections

premium spirits

New Amsterdam Vodka New Amsterdam Gin Cruzan Rum Canadian Club Whisky Jim Beam Bourbon Sauza Gold Tequila J&B Rare Scotch

super premium spirits

Absolut Vodka
Tanqueray Gin
Bacardí Rum
Captain Morgan Spiced Rum
Jack Daniel's Tennessee Whiskey
Crown Royal Blended Whisky
Sauza Blue Silver Tequila
Dewars Scotch

house wine

Canyon Road

chardonnay white zinfandel cabernet sauvignon pinot noir

consumption bar

per drink	host	cash
premium spirits	\$5.50	\$6.00
super premium spirits	\$6.50	\$7.00
house wine	\$6.50	\$7.00
domestic beer	\$4.00	\$4.50
specialty beer	\$5.50	\$6.00
sodas	\$2.00	\$2.25
bottled water	\$3.00	\$3.00

hosted

domestic kegs	\$350
specialty kegs	pricing upon request

beer selections

domestic beers

Budweiser Bud Light Shock Top Miller Lite Corona Extra Corona Light

$specialty\ beers$

Samuel Adams Boston Lager





BAR

bottled wine selections

red wine

Cabernet Sauvignon, Canyon Road, California \$26 Cabernet Sauvignon, Louis Martini, Sonoma Valley, California \$36 Cabernet Sauvignon, William Hill, Central Coast, California \$36 Merlot, Canyon Road, California \$26 Merlot, Red Rock, California \$30 Pinot Noir, Canyon Road, California \$26 Pinot Noir, Mirassou, California \$32 Red Blend, Apothic Red, California \$32 Malbec, Alamos, Argentina \$32

white wine

Chardonnay, Canyon Road, California \$26 Chardonnay, Mirassou, California \$32 Chardonnay, William Hill, California \$36 Pinot Grigio, Ecco Domani, Italy \$32 Sauvignon Blanc, Canyon Road, California \$26 Sauvignon Blanc, Starborough, Marlborough, New Zealand \$30 Moscato, Mirassou, California \$32

sparkling

Wycliff Brut, California \$36 Chandon Brut, California \$46

GENERAL INFO

banquet policies

menu and event details

Menu and Event Details are due to your Catering Manager no later than Fourteen (14) days prior to your event. Food Selections may not be changed inside of Seven (7) days prior to the event without Chef approval. All Food and Beverage minimums are prior to tax and service charges. If the minimum is not met your Catering Manager may offer additional options or the remainder will be charged as room rental.

beverage service

Alcoholic beverages and service are regulated by the Nebraska Liquor Commission Control. Embassy Suites Lincoln, as licensee, is responsible for the administration of these regulations. No outside alcoholic beverages may be brought onto the premise. We reserve the right to refuse alcohol service to intoxicated persons and will not serve underage persons. No alcoholic beverages can be removed from the premise.

pricing

All food, beverage and ancillary items are subject to a taxable 22% service charge and applicable state sales tax. Prices are subject to change without notice; guarantee prices will be confirmed 120 days prior to the event. Menu pricing includes food, linens, dinnerware, stainless steel flatware, glassware, tables and chairs within our inventory, banquet servers, set-up and take-down.

outside food and beverage

Any food and beverage brought into the hotel/convention center will be subject to appropriate fees.

guarantee

A final guarantee attendance count must be confirmed by 12 noon, three business days in advance. After this time, full charges will be incurred for all reductions or cancellations made. The client will be charged the guarantee provided regardless if the attendance falls below the guarantee. Should the attendance be higher than the guarantee, the client will be charged the actual attendance of the event.

event timeline

All service times are based on a two hour (2) breakfast, lunch or reception service or three hour (3) dinner service. Additional service time may be subject to additional labor fees.

revisions

Any changes, revisions, additions or deletions to the banquet event contract or banquet event order shall be in writing and signed by both parties.

decorations

Table props and floral centerpieces should be made directly through your own florist. Table mirrors, votive candles and hotel vases (based upon availability) are included. All decorations must meet the approval of the hotel. No sand, sugar, confetti, tape, nails or thumb tacks are permitted. Items may not be attached to walls, floors or ceilings with nails, staples, tape or other substance. All candle flames must be contained in fire proof containers.

entertainment

Performers must comply at all times with local fire and safety codes as well as Embassy Suites' policy regarding sound levels.

parking

City owned and operated parking garages are located on either side of the hotel. Rates are per hour and are available at www.parkandgo.org.

lost and found

The Housekeeping Department administers all lost and found items. Embassy Suites Lincoln is not responsible for lost, stolen or damaged items left on property prior to or following the event. Security arrangements should be made for all items set up prior to the event or left unattended for any time.

security

For the safety and security of your guests, a one time \$75 security fee will be added to all cash and hosted bars, per event. All cash and hosted bars carry a \$35.00 bartender fee (per hour, per bartender). Both the security fee and bartender fee are subject to service charge and tax.