

# WEDDING COLLECTION



HOTEL  
**PASO DEL NORTE**  
EL PASO, TX

AUTOGRAPH COLLECTION<sup>®</sup>  
HOTELS

# HOTEL PASO DEL NORTE



## Ordinary is Not an Option.

Understanding your dreams is always our first priority. We want you, your family, and your friends to walk away from your event radiating excitement and delight because of the extraordinary celebration you hosted. We accomplish that by developing original concepts, floor plans, and culinary offerings that truly represent who you are as a couple.

## Everything You Need. All in One Place.

Enjoy stylish accommodations, epicurean delights, a variety of settings, and unique experiences all in one elegant downtown hotel. Add bespoke event services, concierge, complimentary airport pickup and drop-offs, outstanding "scratch" kitchens, full service spa and yoga studios, a Grand Ballroom, and an elegant downtown bi-national location and you have all the elements you need to plan an outstanding experience with the peace of mind that comes from working with a reliable wedding expert.

## You Focus on What's Important While We Handle the Details.

Our experienced wedding professionals will design a custom wedding collection specifically tailored to your needs, making the entire process of bringing your dream wedding to life.

## This isn't Just a Job, it's My Passion.

You have many things to consider when it comes to selecting your venue: Location, service, quality. We are here for the long haul -- with you every step of the way. We are determined and committed to providing you with the most satisfactory service. Our team is built of individuals driven by dedication who come to work every day energized, motivated, imaginative, and thoughtful. Ready to deliver an "experience that is carefully crafted and like nothing else."



## Radiant Wedding Collection

\$85++ PER PERSON

Includes the following:

4-hour event

(50-person minimum)

Dance Floor

Cake Table

Gift Table

White or Navy Floor Length Linens

White or Navy Linen Napkins

Hotel Paso Del Norte Accent Centerpieces

Plated Meal - Starter & Entree

(Choose one plus vegetarian)

Wine Service during Dinner

(House Wine -1 glass per person Red or White)

Cake Cutting Service

(For your own provided wedding cake)

Champagne Toast for all Guests

(21 years of age and older)

Coffee Station

Service Staff

Wedding Night Accommodation for Bride and Groom

Menu Tasting Prior to your Wedding

(up to two people)

Autograph Collection Event Expert

Access to Room Diagramming and Seating Assignment Software

(Your Event Expert will give you more details)

Bartender Fee - \$100 per bartender. All packages and upgrades are subject to 8.25% sales tax and a taxable 23% service fee.  
These are subject to change without notice to current day rates.

Food and beverage minimums required on all social functions.



## Exquisite Collection

\$115++ PER PERSON

Includes the following:

4-hour event

(50-person minimum)

Dance Floor

Cake Table

Gift Table

Specialty Table Linens

Specialty Linen Napkins

Hotel Paso Del Norte Accent Centerpieces

Choice of Imperial/Domestic Cheese Display

OR

Fresh Fruit Display during reception

Plated Meal - Starter and Entree

(Choose two protein choices - plus vegetarian)

Wine Service during Dinner

(Up to two glasses per person Red or White)

Cake Cutting Service

(For your own provided wedding cake)

Champagne Toast for all Guests

(21 years of age and older)

Coffee Service

Service Staff

Wedding Night Accommodation for Bride and Groom

Menu Tasting Prior to your Wedding

(up to two people)

Autograph Collection Event Expert

Access to Room Diagramming and Seating Assignment Software

(Your Event Expert will give you more details)

Bartender Fee - \$100 per bartender. All packages and upgrades are subject to 8.25% sales tax and a taxable 23% service fee. These are subject to change without notice to current day rates.

Food and beverage minimums required on all social functions.





## Indulgent Collection

\$135++ PER PERSON

Includes the following:

5-hour event

(50-person minimum)

Dance Floor

Cake Table

Gift Table

White or Navy Floor Length Linens

White or Navy Linen Napkins

Hotel Paso Del Norte Accent Centerpieces

One Hour Beer, Wine & Soft Drinks Reception

Choice of Imperial/Domestic Cheese Display,  
OR

Fresh Fruit Display during reception

Plated Meal - Starter and Entree

(Two protein choices - plus vegetarian)

Wine Service during Dinner

(House Wines - 1 glass per person Red, White, or Sparkling)

Cake Cutting Service

(For your own provided wedding cake)

Champagne Toast for all Guests

(21 years of age and older)

Coffee Service

Service Staff and Bartenders

Wedding Night Accommodations for Bride and Groom

Menu Tasting Prior to your Wedding

(up to two people)

Autograph Collection Event Expert

Access to Room Diagramming and Seating Assignment Software

(Your Event Expert will give you more details)

Bartender Fee - \$100 per bartender. All packages and upgrades are subject to 8.25% sales tax and a taxable 23% service fee. These are subject to change without notice to current day rates.

Food and beverage minimums required on all social functions.

# PASSED OR DISPLAYED HORS D'OEUVRES

MINIMUM 5 DOZEN PER SELECTION

HOT- \$60 per dozen

Wild Mushroom Tartlets with Truffle Crème Fraîche  
Tandoori Chicken Satay with Raita  
Escargot en Croûte with Romesco and Manchego Cheese  
Quail Wellington with Blueberry Glaze  
Chicken Satay with Peanut Sauce  
Coconut Shrimp (Chili & Orange Marmalade)

HOT - \$48 per dozen

Fried Chicken Pot Stickers with Sweet Chili Sauce  
Beef Tournedos with Salsa Roja and Sour Cream  
Three Cheese Arancini Balls with Roasted Tomato & Basil Puree  
Sesame Chicken Dim Sum with Yum Yum Sauce  
Spanakopita (Spinach, Feta Cheese, Phyllo Dough)

HOT

Smoked Brisket Slider with Bullseye Sauce and Slaw - \$84/doz.  
Lobster Cakes with Meyer Lemon Mayonnaise - \$95/doz.  
Dr. Pepper BBQ Chicken Wings with Ranch - \$54/doz.

COLD - \$60 per dozen

Individual Shrimp Cocktail with Clamato Sauce & Avocado  
Tuna Tartare with Black Garlic Gel and Tobiko  
Smoked Ham & Pimento Cheese Biscuits with Pickled Onion  
French Onion Tartlet with Roasted Red Pepper Crème Fraîche  
Chicken & Waffle Crostini with Maple, Pecans and Red Grape  
Deviled Egg with Smoked Trout Roe and Chive

COLD - \$48 per dozen

Tomato Caprese Skewer with Balsamic Gel and Basil Crystals  
Compressed Watermelon with Cilantro & Lime Yogurt

All items are subject to 8.25% sales tax and a taxable 23% service fee. These are subject to change without notice to current day rates.

# PLATTERS & DISPLAYS

## Assorted Seasonal Fruit - \$18 per person

Melon, Pineapple, Mixed Berries, Grapes, Mango Passion Sauce and Sweet Cream

## Artisan Cheese Board - \$20 per person

(selection of firm, semi-soft and soft cheeses)

Honeycomb, Mixed Nuts, Dried Fruits, House Jam and Cheese Wafers

## Charcuterie Board - \$22 per person

(selection of summer sausage, smoked ham, country paté and terrine)

Pickled Vegetables, Grain Mustard, Hot Sauce, Assorted Nuts, Baguette Slices and Chutney

## Vegetable Crudité - \$18 per person

(assortment of sliced raw, pickled and marinated vegetables)

Hummus, Pimento Cheese, Ranch Dip and Lavash

All items are subject to 8.25% sales tax and a taxable 23% service fee. These are subject to change without notice to current day rates.

# Wedding Meals

All wedding meals include choice of starch (roasted fingerling potatoes, mashed potatoes, or rice pilaf) and seasonal vegetable (honey thyme carrots, broccolini, asparagus, or peas), dinner rolls and butter, water, iced tea, regular and decaffeinated coffee and hot herbal teas.

## Two-Course Menu – First Course Starter & Entrée

SALAD – Please select one

House Mixed Green Salad (with cucumber, heirloom tomato, pickled red onion, candied pecans, whipped honey goat cheese, balsamic vinaigrette)

Fruit and Feta Salad (arugula, mixed berries, grapes, mixed nuts, feta cheese, poppy seed dressing)

Wedge Salad (iceberg, smoked bacon, bleu cheese, tomato, pickled red onion, buttermilk dressing).

ENTRÉES – Please select one

A vegetarian option is available with all selections.

## Radiant Wedding Collection

Roast Airline Chicken

(Chasseur Sauce, Whole Grain Mustard Jus, Hunter Sauce, or Peppercorn Sauce)

Pot Roasted Beef (Espagnole Sauce)

72 Hour Short Rib (Bordelaise Sauce)

Oak Char Salmon

(Roast Corn Relish, Lemon Tarragon Butter or Port Sauce)



# Wedding Meals

## Exquisite Wedding Collection

Roast Airline Chicken

(Chasseur Sauce, Whole Grain Mustard Jus, Hunter Sauce, or Peppercorn Sauce)

Pot Roasted Beef (Espagnole Sauce)

72 Hour Short Rib (Bordelaise Sauce)

Oak Char Salmon

(Roast Corn Relish, Lemon Tarragon Butter or Port Sauce)

Pan Seared Sea Bass (Dill Hollandaise Sauce)

Filet of Beef (6 oz. with Bernaise Sauce)

## Indulgent Wedding Collection

Roast Airline Chicken

(Chasseur Sauce, Whole Grain Mustard Jus, Hunter Sauce, or Peppercorn Sauce)

Pot Roasted Beef (Espagnole Sauce)

72 Hour Short Rib (Bordelaise Sauce)

Oak Char Salmon

(Roast Corn Relish, Lemon Tarragon Butter or Port Sauce)

Pan Seared Sea Bass (Dill Hollandaise Sauce)

Filet of Beef (6 oz. with Bernaise Sauce)

Surf N Turf (block cut strip loin and lobster with drawn butter)

Duck Confit (orange glacé)

Children's Meals \$50 – per person, age 12 and under

Served with Fruit and Buttered Corn, Green Salad  
or Tater Tots

Select One Entrée:

Chicken Tenders

Kid's Hamburger

Mac n' Cheese

# Bar Selections

## BAR SELECTIONS

Our team practices safe and responsible alcohol service. Bartenders are required to ID guests of any age prior to serving and reserve the right to refuse service to anyone. No one under the age of 21 is allowed to consume alcohol on the property. Only alcohol purchased by the facility is allowed to be consumed at the event. Bar prices are per drink or per person and include all appropriate mixers and garnishes unless otherwise noted. Host bars are subject to 23% taxable service charge and 8.25% sales tax. These rates are subject to change without notice. Cash bars include tax.

### CALL BAR PRICING PACKAGE

Hosted Open Call Bar

Priced per hour & per person; 1st Hour \$18 /2nd Hour \$15 / 3rd Hour \$10 / 4th Hour \$7

### PREMIUM BAR PRICING PACKAGE

Hosted Open Premium Bar

Priced per hour & per person; 1st Hour \$25 /2nd Hour \$17 / 3rd Hour \$14 / 4th Hour \$9

HOSTED BEER & HOUSE WINE BAR (Minimum \$300 per Bar), prices are subject to service charge and tax.

Priced per hour; first hour \$14 per person and additional hours \$8

### CONSUMPTION BAR PRICING

Hosted Bar per Drink (Minimum \$500 spend per Bar.) Prices subject to service charge and tax.)

	<u>Call Brand</u>	<u>Premium Brand</u>
Mixed Drinks	\$10	\$12
Import and Craft Beers	\$9	\$9
Domestic Beers	\$8	\$8
Non-alcohol Beer	\$8	\$8
House Wine by the Glass	\$10	\$12
Soft Drinks & Bottled Water	\$4	\$4

Cash Bar (Minimum \$500 spend per Bar.) Prices include tax.

	<u>Call Brand</u>	<u>Premium Brand</u>
Mixed Drinks	\$11	\$13
Import and Craft Beers	\$10	\$10
Domestic Beers	\$9	\$9
Non-alcohol Beer	\$9	\$9
House Wine by the Glass	\$11	\$13
Soft Drinks & Bottled Water	\$5	\$5

One bartender per 75 guests for hosted bars. One bartender per 100 guests for cash bars. (\$100 bartender fee applicable for each bar.) (Cashier fee of \$100 per 100 guests applicable to cash bars.)

## Call Bar

### CALL BAR

#### SPIRITS

Tito's Vodka, Tanqueray Gin, Bacardi Rum, Captain Morgan, Seagram's 7, Jameson, Dewars White Label Scotch, Maker's Mark Bourbon, Hornitos Tequila  
(Some brands may be substituted based on availability for equal or higher value brands)

#### BEER

Rotating brands of Domestic and Imported Beers and O'Douls

#### WINE

Trinity Oaks Red and White  
House Sparkling Wine

(Some brands may be substituted based on availability for equal or higher value brands)

## Premium Bar

#### SPIRITS

Grey Goose or Ketel One Vodka, Bombay Sapphire or Hendrick's Gin, Bacardi Rum, Captain Morgan Rum, Johnny Walker Black Scotch, Knob Creek Bourbon, Jack Daniels, Jameson Irish Whiskey, Hornitos Tequila

(Some brands may be substituted based on availability for equal or higher value brands)

#### BEER

Rotating brands of Domestic and Imported Beers and O'Douls

#### WINE

Kendall Jackson Chardonnay, Sauvignon Blanc, Cabernet Sauvignon and Merlot

(Some brands may be substituted based on availability for equal or higher value brands)

House Sparkling Wine

(Other Specialty Wines and Champagnes available by the bottle at wine list pricing.)

## **Hotel Policies**

### **Banquet Event Orders**

Final menu selections should be submitted THREE weeks prior to the function to insure the availability of the desired menu items. Upon review of your Event requirements, Banquet Event Orders (BEO) will be sent to you to confirm all the final arrangements and prices. These BEOs will serve as part of this agreement. If you do not advise your hotel contact of any changes on the BEO by the date requested by the hotel, you agree that the BEO will be accepted by you as correct and you will be billed accordingly.

### **Guarantee Policy**

Ten (10) working days prior to all food functions, the Hotel requires the customer to submit an expected number of guests for each scheduled event. The expected number of guests cannot be reduced at the time the Hotel receives the guaranteed number of guests. The final guaranteed number of guests for all food functions must be submitted to the Catering Department by Noon, three (3) business days prior to the event date. The guarantee cannot be reduced after this time. If no guarantee is received, the expected number of guests will be the basis for billing purposes. Group will be charged the contracted guest count, guaranteed attendance, or the number of guests served, whichever is greater. The guarantee becomes the minimum number of guests used in calculating the amount to be charged and the maximum number for food preparation. On plated Food and Beverage functions, the Hotel will prepare food and set seating for 3% over the guarantee for all group events.

Food and beverage prices are guaranteed 30 days prior to the start of your event.

### **Tax**

8.25% Sales Tax (or the current sales tax percentage in effect on the day of the Event) is applicable. All federal, state and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by the Hotel are in addition to the prices herein agreed upon, and the patron agrees to pay for them separately. If a current tax exempt certificate is on file, tax will not be charged. In order to be tax exempt, the contract name, method of payment and name on the tax exempt certificate must all match.

### **Service Charge**

23% (or the current service charge percentage in effect on the day of the Event) of the food, beverage, room rental, audio visual, labor fees, and other miscellaneous items, plus any applicable state and/or local taxes will be added to your account as a service charge.

### **Minimums**

All Catered Events with less than 25 guests in attendance are subject to a fee of \$250 plus service charge and tax.

### **Food and Beverage**

All food and beverage must be supplied and prepared by the Hotel Paso del Norte. No outside food or beverage is permitted in any banquet or meeting room without prior written approval of the hotel. Unconsumed food is not permitted to be taken out of the hotel. No "to go" boxes are permitted. The hotel is the only licensed authority to sell and serve liquor for consumption on the premises. Texas Law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. The hotel reserves the right to refuse alcohol service to anyone.

### **Electrical Items/Power**

All power needed for entertainment, décor, etc. will be billed to the Contact's Master Account. If a power drop is needed, a rental fee of \$250++ per day is applicable and must be ordered one week in advance of your event.

### **Function Rooms**

Function rooms are assigned by the Hotel according to the guaranteed minimum number of people anticipated. Additional room rental fees are applicable if group attendance drops below the estimated attendance at the time of booking. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion for the attendance, with notification, if attendance drops or increases. Room rental fees (subject to 23% service charge and 8.25% tax) are also applicable if meeting rooms are requested to be added to the program after contract signing.

### **Decorations:**

Customer agrees to be financially responsible for any damage done to the function room or any other part of the Hotel by the Customer, his guests, invitees, employees, independent contractors or other agents under Customer's control as a result of using any of the following banned decorations items/processes:

Sand, Confetti, Glitter, Streamers, Paint, Colored Water, Unenclosed Candle Flame, Fresh Flower Petals on Carpet, Tacks, Push Pins, Nails, Duct Tape or any other items used in hanging that cause permanent damage. No smoke, fog or dry ice machines are permitted. No Drones, unless approved in advance by the Director of Catering.

### **Room Arrangements**

We will try to accommodate last minute requests for additions and changes to the best of our ability. In these circumstances, the hotel does incur additional labor costs that must be passed on to the customer. The following guidelines would apply to any addition within 72 hours or if there is a room set-up change once the room has already been set: For meeting/breakout rooms there will be a per room fee ranging between \$150 to \$500 plus service charge and tax. For the John J. Pershing Ballroom sections and the Pancho Villa Ballroom, there will be a per room fee ranging between \$500 to \$1500 plus service charge and tax.

### **Outdoor Functions**

The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space if the following conditions exist: wind gusts in excess of 20 mph, temperatures below 60 degrees, above 90 degrees, and/or 30% or higher chance of precipitation in the area. You will be advised of all options for your function at a minimum of six (6) hours in advance of the event. The Hotel's decision is final. All outdoor catered events will be assessed a \$6 per person set up fee. All entertainment for outdoor functions must end by 10:00pm.

### **Outside Contractors**

Should you elect to utilize outside contractors on Hotel premises during your event, you must notify us of your intentions at least thirty (30) days in advance of your Event. Your outside contractors must provide the hotel with a certificate of insurance naming the Hotel Paso del Norte as an additional insured on the date(s) of your event. Please refer to your Event Manager for details on the hotel's exclusive providers, such as our electrical, rigging, security, etc.

### **Cancellation of Program**

The client assumes responsibility for and will make payment based on estimated total revenues if the function is canceled. Please refer to the contract for the schedule of cancellation specifics.



## High Risk Activities

Hotel has committed to providing the room nights and function space, as applicable, set forth in the Agreement between Hotel and Customer based on information about the event that customer has given to the Hotel. Customer agrees that it has presented all material information required in order for Hotel to provide the rooms and facilities set forth in the Agreement. Should Hotel, in its sole reasonable discretion, determine at any time that the Event will include a high-risk activity that was previously undisclosed to the Hotel (including by way of example, and not by limitation, biological agents, pyrotechnics, etc.) or the event could have the potential of disrupting the hotel operation or other guests (including protests, conduct not appropriate to the public-at-large), Hotel may terminate the Agreement between the Hotel and Customer and event immediately and without liability, upon written notice to the Customer.

## Billing Procedures

All banquet and meeting charges are subject to applicable service charges and state and local taxes.

Unless approved for direct billing, advance payments are required for all functions. Please refer to your contract for payment schedule.

Full pre-payment is required for all functions unless prior credit arrangements have been established with the hotel.

All trial checks/banquet checks must be signed by the on-site contact or the designated representative.

When using a credit or debit card to guarantee payment, the card will be authorized for all estimated charges according to your payment schedule. This will be executed in order to guarantee payment of function.

## Hotel Approval

The hotel reserves the right to exercise final authority over bands, DJ's, musicians and other entertainment in regard to volume and professionalism, whether they are engaged by the customer or through the hotel. The hotel reserves the right to require security for any functions the hotel deems appropriate or necessary at the client's expense. Bands and D.J.'s will not be permitted to use special effect devices that produce smoke, flames, etc. No smoke, fog or dry ice machines are permitted.

Nothing may be attached to ceilings, walls or doors of event space, and any directional signs must be approved by the hotel. Any damages to these areas will be assessed to the client.

## Specific Responsibilities of the Customer

Admittance to your function room for set-up and tear down and meeting attendee arrivals and departures must coincide with the event times listed on the contract. Should any revisions at the beginning or ending times of an event be requested, the hotel will make every effort to accommodate the request. The hotel reserves the right to add additional room rental charges or set-up fees to the function should this occur.

**Handling fees:** Package receiving fees are based on size and weight. Specific price list can be provided upon request. The hotel must have prior notification of all incoming packages. An additional \$10.00 per day storage fee will be charged for each package received more than three days in advance. All packages must be addressed to the designated recipient, the hotel sales contact or convention services manager and marked with the name of the person to be charged and delivered to, function name and date. The client/exhibitor is responsible for shipping any packages from the hotel. Delivery fees will be charged to hand out bags/baskets at check in or delivered to guest rooms. Ask your catering sales manager for the fee schedule.

**Special Handling:** Any item(s) requiring special handling, i.e., forklift, refrigeration, dry ice, hazardous chemicals or special security precautions, the hotel must be notified prior to the package(s) arrival. Please contact our Receiving Dept. directly at 915-534-3000 to make these arrangements.

**Collection Costs:** Customer shall be responsible for all costs and expenses incurred by Hotel, including collection costs and reasonable attorney's fees in connection with the enforcement of any term of this Agreement or the successful defense of any claims initiated by Customer. Any amounts not paid when due shall accrue interest at the rate of 1 1/2% per month or the highest rate permitted by applicable law, whichever is greater.

**Hotel Rules and Regulations:** Customer agrees to conduct its function in a peaceful and orderly manner and not to interfere with the enjoyment of Hotel by other patrons or guests. Customer agrees to conduct business in accordance with the standards expected of a first class hotel. Customer and Customer's guests are at all times subject to Hotel rules and regulations, and all applicable, laws, ordinances, and regulations of any governing authority having jurisdiction over the Hotel and its operations.

Customer agrees not to use the Hotel's name, logo or any representation of the Hotel without first receiving the Hotel's written authorization to do so. Customer to provide Hotel with written application for such use, along with examples of such usage. Hotel will respond in writing to such request within fifteen (15) business days of receipt of such request.

Customer will be responsible for providing security for any functions extending past midnight. Your catering representative may also be able to assist you with contracting security on your behalf. Fees will be posted to your banquet check.

#### **Specific Responsibilities of the Hotel**

The Hotel Paso del Norte assumes no responsibility for the damage or loss of any merchandise or articles brought into the hotel. Arrangements may be made for security by contacting your catering representative.

If required, the customer is responsible for payment of security, which the hotel will secure on a predetermined basis.

The hotel shall not be liable for non-performance of the contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State or Municipal) regulations of or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not which are beyond the reasonable control of the hotel.

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**Signature**

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**Date**