



STAYINSAVANNAH.COM

2009 CATERING GUIDE

DOUBLETREE HOTEL

SAVANNAH HISTORIC DISTRICT

411 West Bay Street ~ Savannah, Georgia 31401

P: (912) 790-7000 ~ F: (912) 790-7070

HILTON GARDEN INN

SAVANNAH HISTORIC DISTRICT

321 West Bay Street ~ Savannah, Georgia 31401

P: (912) 721-5000 ~ F: (912) 721-5001



BREAKFAST BUFFETS

The Continental

Fresh Assorted Bagels with Cream Cheese
Muffins and Pastries
Seasonal Fresh Fruit
Assorted Yogurts
Chilled Juices and Coffee
Selection of Hot Teas
\$13.00* Per Person

The All American

Scrambled Eggs
Sausage and Bacon
Southern Style Grits
Home-Style Breakfast Potatoes
Buttermilk Biscuits
Seasonal Fresh Fruit
Chilled Juices and Coffee
Selection of Hot Teas
\$17.00* Per Person

Savannah Brunch Buffet

Scrambled Eggs
Sizzling Bacon Strips
Southern Style Grits
Home-Style Breakfast Potatoes
Fresh Seasonal Fruit
Assorted Muffins and Pastries
Chilled Juices and Coffee
Selection of Hot Teas
Plus...
Mixed Field Green Salad
Broccoli Casserole
Southern Fried Chicken
Carved Honey Glazed Ham
Corn Bread and Cheese Biscuits
Peach Cobbler and Banana Pudding
Unsweetened Tea and Water
\$24.00* Per Person

OMELET AND WAFFLE STATION

Fresh omelets with an assortment of ingredients and thick homemade Belgian waffles cooked to order for your guests.

Add on to any breakfast buffet

\$3.00* Per Person

\$50.00* Station Fee

PLATED BREAKFASTS

For groups with 25 guests or less

The Eye Opener

Ham and Cheddar Omelet
Home-Style Potatoes
Fresh Seasonal Fruit
Buttermilk Biscuits
Chilled Orange Juice and Coffee
\$15.00* Per Person

Low Country Morning

Shrimp and Grits with Gravy
Fresh Seasonal Fruit
Warm Blueberry Muffin
Chilled Orange Juice and Coffee
\$17.00* Per Person

* Prices do not include a 20% service charge and 7% sales tax.

There is a twenty five person minimum on all buffets, excluding The Continental, The Deli Lunch Buffet, and It's a Wrap. Service periods for buffets are one hour for breakfasts, one and a half hours for lunches, and two hours for dinners.



THIRTY MINUTE BREAKS

Sweet 'n Salty

Fresh Baked Brownies and Assorted Cookies
Popcorn and Pretzels
Assorted Sodas and Bottled Waters
\$12.00 Per Person*

I Scream You Scream...

A "Build Your Own" Sundae Station with Vanilla Ice Cream,
Heaps of Toppings and Fudge Brownies
Assorted Sodas and Bottled Waters
\$12.00 Per Person*

Mid-Day Health Break

Seasonal Fruit Tray
Vegetable Crudité with Dipping Sauces
Assorted Yogurts
Mixed Nuts
Assorted Sodas and Bottled Waters
\$12.00 Per Person*

Savannah Sweet Tooth

Pecan Pralines
Famous Doubletree Chocolate Chip Cookies
Assorted Salt Water Taffy Candy
Assorted Sodas and Bottled Waters
\$14.00 Per Person*

Snack Attack

Assorted Cheese Display with Crackers
Vegetable Crudité with Dipping Sauces
Chicken Fingers with Honey Mustard
Assorted Sodas and Bottled Waters
\$14.00 Per Person*
\$19.00 Per Person after 4 P.M.*

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A LA CARTE BREAK SERVICE

Beverages

Freshly Brewed Coffee <i>\$40.00* Per Gallon</i>	Freshly Brewed Decaffeinated Coffee <i>\$40.00* Per Gallon</i>
Assorted Sodas <i>\$3.00*Each</i>	Bottled Waters <i>\$3.00* Each</i>
Freshly Brewed Iced Tea <i>\$40.00* Per Gallon</i>	Red Bull and Sugar Free Red Bull <i>\$4.00* Each</i>
Fresh Juices or Freshly Squeezed Lemonade <i>\$40.00* Per Gallon</i>	Fruit Punch <i>\$40.00* Per Gallon</i>

Break Items

Assorted Muffins, Danishes and Fresh Croissants with Butter <i>\$35.00* Per Dozen</i>	Assorted Bagels with Cream Cheese <i>\$35.00* Per Dozen</i>
Assorted Fruit Yogurt <i>\$3.00* Each</i>	Selection of Whole Fresh Fruit <i>\$3.00* Per Piece</i>
Individual Bags of Chips and Popcorn <i>\$3.00* Per Bag</i>	Assorted Candy Bars <i>\$2.95* Each</i>
Assorted Granola Bars <i>\$3.00 * Each</i>	Assorted Cookies <i>\$35.00* Per Dozen</i>
Pecan Pralines <i>\$40.00 * Per Dozen</i>	Chocolate Brownies <i>\$35.00* Per Dozen</i>
Mixed Nuts <i>\$20.00 * Per Pound</i>	Spicy Snack Mix <i>\$18.00 * Per Pound</i>

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PLATED SALADS & SANDWICHS

Add dessert to any of the below for \$3.00 per person.

Club Grille

Toasted sourdough piled high with ham, turkey, bacon, Swiss and cheddar cheeses and topped with lettuce and tomato. Served with fresh seasonal fruit, homemade potato salad, unsweetened iced tea and coffee.

Lunch: \$18.00 per person*

Grilled Chicken Caesar Salad

Crisp romaine lettuce tossed with creamy Caesar dressing and fresh shredded parmesan cheese and topped with toasted croutons and grilled chicken. Served with warm fresh bread, unsweetened iced tea and coffee.

Lunch: \$18.00 Per Person*

Grilled Chicken Sandwich

Boneless grilled chicken breast topped with pepper jack cheese and a spicy Dijon mustard sauce with lettuce and tomato. Served with fresh seasonal fruit, homemade potato salad, unsweetened iced tea and coffee.

Lunch: \$18.00 Per Person*

Fried Shrimp Po Boy

Temder Wild Georgia Shrimp on a hoagie roll with lettuce, tomato and a side of cocktail sauce. Served with fresh seasonal fruit, homemade potato salad, unsweetened iced tea and coffee.

Lunch: \$19.00 Per Person*

Crab Cake Sandwich

Lump crab meat with John Ryan's seasoning served on a fresh Kaiser roll with a remoulade aioli, lettuce, and tomato. Served with fresh seasonal fruit, homemade potato salad, unsweetened iced tea and coffee.

Lunch: \$19.00 Per Person*

Savannah Cobb Salad

A classic Savannah twist... Lightly fried chicken breast, diced tomato, chopped egg, candied pecans, and blue cheese crumbles on a bed of field greens tossed with our house balsamic vinaigrette dressing.

Served with warm fresh bread, unsweetened iced tea and coffee.

Lunch: \$18.00 Per Person*

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BOXED LUNCHES

*All sandwiches are prepared fresh and are served with lettuce, tomato, mustard and mayonnaise.
Minimum 10 guests for split orders.*

Sandwich Choices:

**Smoked Turkey Breast
with Provolone Cheese on Buttery Croissant**

**Virginia Baked Ham
with Cheddar Cheese on Kaiser Roll**

**Tender Roast Beef
with Monterey Jack Cheese on Hoagie Roll**

**New York Style Corned Beef
with Swiss Cheese on Marble Rye**

Also Includes:

Potato Chips

Fresh Fruit Salad

Home-style Chocolate Chip Cookie

Assorted Sodas and Bottled Waters

\$20.00 per person*

*Note: All boxed lunches are served in high quality disposable service-ware
with cutlery, napkins, salt and pepper.*

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PLATED LUNCHESES & DINNERS

All entrees are served with choice of salad, fresh seasonal vegetables, a choice of potato or rice, warm dinner rolls with butter, choice of dessert, unsweetened iced tea, and coffee service

Salad Selections

Garden Salad

Fresh spring mix topped with cucumbers, tomatoes and carrots and served with ranch dressing.

Caesar Salad

Crisp romaine lettuce tossed with croutons, fresh Parmesan cheese and creamy Caesar dressing

Entree Selections

Chicken Parmesan

Lightly breaded chicken breast topped with our marinara sauce and melted mozzarella cheese.

Lunch: \$22.00* Per Person

Dinner: \$27.00* Per Person

Broiled Mahi Mahi

Filet of mahi mahi broiled to perfection and topped with a Mandarin Orange Chutney.

Lunch: \$22.00* Per Person

Dinner: \$29.00* Per Person

Golden Fried Chicken

Specially seasoned crispy fried boneless chicken breast topped with sawmill gravy.

Lunch: \$22.00* Per Person

Dinner: \$27.00* Per Person

Chicken Saltimbocca

Seasoned chicken breast stuffed with prosciutto, oven roasted to perfection.

Lunch: \$24.00* Per Person

Dinner: \$30.00* Per Person

Pork Tenderloin

Grilled pork tenderloin drizzled with a balsamic cranberry glaze.

Lunch: \$22.00* Per Person

Dinner: \$29.00* Per Person

Chicken Cordon Bleu

Golden fried chicken breast stuffed with ham and Swiss cheese.

Lunch: \$22.00* Per Person

Dinner: \$27.00* Per Person

Grilled Honey Mustard Glazed Chicken

Seasoned grilled chicken breast topped with a honey mustard glaze.

Lunch: \$22.00* Per Person

Dinner: \$27.00* Per Person

Savannah Surf 'n Turf

A 6 oz. tenderloin filet & wild Georgia shrimp both perfectly grilled and seasoned.

Lunch: \$32.00* Per Person

Dinner: \$39.00* Per Person

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PLATED LUNCHES & DINNERS

CONTINUED

Chicken Marsala

Tender boneless breast sautéed in a Marsala wine and mushroom sauce.

Lunch: \$22.00 Per Person*

Dinner: \$28.00 Per Person*

Baked Crab Stuffed Flounder

Drizzled with lemon-dill beurre blanc.

Lunch: \$26.00 Per Person*

Dinner: \$32.00 Per Person*

Bistro's Lasagna

Savory marinara with spicy sausage and beef stacked high with traditional Italian cheeses.

Lunch: \$21.00 Per Person*

Dinner: \$25.00 Per Person*

Low Country Stir Fry

Wild Georgia shrimp and smoked sausage stir-fried with a spicy seasoning and served over a bed of collard greens and Savannah red rice.

does not include side items

Lunch: \$24.00 Per Person*

Dinner: \$29.00 Per Person*

J.R.'S Choice Cut Filet

An 8 oz. tenderloin filet grilled to perfection and drizzled with a red wine glaze.

Lunch: \$29.00 Per Person*

Dinner: \$38.00 Per Person*

Grilled Salmon

Drizzled with a champagne basil sauce

Lunch: \$25.00 Per Person*

Dinner: \$30.00 Per Person*

DESSERT SELECTIONS

Key Lime Pie

Tart and sweet -- Garnished with whipped cream

Bourbon Pecan Pie

Drizzled with Chocolate Sauce.

Chocolate Cake

For all Chocolate Lovers -- Drizzled with Chocolate Icing.

Apple Pie

An American Tradition

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LUNCH & DINNER BUFFETS

Savannah Buffet

Choice of any Two Salads:

Classic Caesar
Mixed Field Greens
Carrot Raisin Salad
Cucumber, Tomato, and Onion Vinaigrette
Bowtie Pasta Salad with Herb Vinaigrette

Choice of any Two Accompaniments:

Green Beans Almandine
Honey Glazed Baby Carrots
Roasted Seasonal Vegetables
Collard Greens
Hoppin' John
Squash Soufflé
Broccoli Casserole
Roasted Red Skin Potato Wedges
Mashed Potatoes
Candied Sweet Potatoes
Wild Rice Pilaf

Choice of any Two or Three Entrees:

Sirloin Tips with Steamed Rice and Gravy
Sliced Roast Beef Au Jus
Rosemary Roasted Cornish Game Hen
Herb Grilled Chicken Breast with Honey Mustard Sauce
Chicken Marsala with Marsala Wine and Mushroom Sauce
Baked Crab Stuffed Flounder with Lemon Dill Beurre Blanc
Grilled Salmon drizzled with Champagne Basil Sauce
Balsamic & Cranberry Roasted Pork Medallions
Filet of Mahi Mahi with Mandarin Orange Chutney

Also Includes:

Warm Dinner Rolls
Chef's Selection of Desserts
Unsweetened Tea, Water and Coffee Service

Two Entrees:

Lunch \$24.00* per person Dinner \$32.00* per person

Three Entrees:

Lunch \$28.00* per person Dinner \$36.00* per person

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LUNCH & DINNER BUFFETS

CONTINUED

The Southern Buffet

Choice of any Two Salads:

Classic Caesar
Mixed Field Greens
Bowtie Pasta Salad with Herb Vinaigrette
Macaroni Salad
Mustard Potato Salad

Choice of any Three Accompaniments:

Collard Greens
Squash Casserole
Macaroni and Cheese
Rice with Gravy
Green Beans with Smoked Ham Hocks
Mashed Potatoes
Broccoli Casserole
Peas and Snaps
Mixed Vegetable Casserole
Sweet Kernel Corn
Candied Sweet Potatoes

Choice of any Two or Three Entrees:

Southern Fried Chicken
Roasted Pork Loin
Country Fried Steak
Breaded Pork Chops
Herb Baked Chicken
Fried Whitefish Strips with Tartar Sauce
Sliced Beef Pot Roast with Gravy, Carrots, Onions and Red Potatoes
Carved Honey Glazed Ham
Pulled BBQ Pork

Also Includes:

Corn Bread and Cheese Biscuits
Peach Cobbler and Banana Pudding
Unsweetened Tea, Water and Coffee Service

Two Entrees:

Lunch \$21.00* per person Dinner \$27.00* per person

Three Entrees:

Lunch \$24.00* per person Dinner \$32.00* per person

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LUNCH & DINNER BUFFETS

CONTINUED

Tour Of Italy

Caesar Salad
Portabella Stack with Ripe Tomatoes
and Mozzarella Cheese
Tomato Basil Bruschetta
Herb Sautéed Squash and Zucchini
Bistro's Lasagna
Chicken Marsala
Linguini with Pesto Cream
Garlic Bread
Assorted Desserts
Unsweetened Tea, Water and Coffee Service

Lunch: \$25.00 Per Person*

Dinner: \$32.00 Per Person*

South Of The Border

Chips and Salsa
Spanish Rice
Ranchero Beans
Beef and Chicken Fajita Strips
with Sautéed Onions and Peppers,
Warm Tortillas, Shredded Cheese,
Shredded Lettuce, Diced Tomatoes,
Sour Cream, Guacamole, and Pico de Gallo
Assorted Desserts
Unsweetened Tea, Water and Coffee Service

Lunch: \$25.00 Per Person*

Dinner: \$32.00 Per Person*

Far East Feast

Asian Salad with Sesame Vinaigrette Dressing
Vegetable Spring Rolls
Fried Rice
Teriyaki Chicken Stir Fry
with Crisp Wok Veggies
Mongolian Beef with Broccoli
Fortune Cookies
Assorted Desserts
Unsweetened Tea, Water and Coffee Service

Lunch: \$25.00 Per Person*

Dinner: \$32.00 Per Person*

Low Country Buffet

Potato Salad
Cole Slaw
Southern Fried Chicken
Traditional Low Country Boil
with Spicy Wild Georgia Shrimp,
Andouille Sausage, Red Skin Potatoes
and Corn on the Cob
Collard Greens
Savannah Red Rice
Freshly Made Cornbread and Biscuits
Assorted Desserts
Unsweetened Tea, Water and Coffee Service

\$25.00 Per Person Lunch*

\$32.00 Per Person Dinner*

Deli Lunch Buffet

Select Deli Meats and Specialty Cheeses
Assorted Fresh Breads
Relish Platter and Condiments
Seasonal Fruit Tray
Rotini Pasta Salad
Potato Chips
Assorted Cookies
Unsweetened Tea, Water and Coffee Service

Priced for Lunch Only

\$20.00 Per Person*

\$22.00 Per Person with Soup*

It's a Wrap

Healthy Tortilla Wraps Stuffed with Field Greens and Crisp
Seasonal Vegetables.
Choose Two Styles:
Chicken Beef Shrimp Vegetarian
Seasonal Fruit Tray
Potato Chips
Assorted Cookies
Unsweetened Tea, Water and Coffee Service

Priced for Lunch Only

\$21.00 Per Person*

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RECEPTIONS A LA CARTE

Hot Hors D'Oeuvres

50 pieces per order

Georgia Crab Cakes \$195.00*	Shrimp and Scallop Kabobs \$195.00*
Low Country Kabobs \$195.00*	Coconut Shrimp \$195.00*
Curry Fried Oysters \$195.00*	Petite Beef Wellington \$175.00*
Bacon Wrapped Shrimp \$175.00*	Bacon Wrapped Scallops \$175.00*
Swedish Meatballs \$175.00*	Thai Peanut Chicken Satay \$175.00*
Teriyaki Beef or Chicken Kabobs \$175.00*	Coconut Chicken Strips \$165.00*
Spanikopita \$165.00*	Pecan Chicken Tenders \$165.00*
Petite Chicken Cordon Blue \$165.00*	Sesame Chicken Strips \$165.00*
Seafood Stuffed Mushrooms Caps \$165.00*	Franks in a Blanket \$150.00*
Vegetable Spring Roll \$150.00*	Cheese Quesadilla \$150.00*
Assorted Miniature Quiche \$150.00*	Beer Battered Mushrooms \$150.00*
Stuffed Jalapeno Poppers \$150.00*	Honey Glazed Chicken Drumettes \$150.00*

Cold Hors D'Oeuvres

50 pieces per order

Assorted Finger Sandwiches \$125.00*	Petite Tomato Bruschetta \$145.00*
Turkey Pesto Tortilla Pinwheels \$165.00*	Boursin Cheese Stuffed Artichoke Hearts \$165.00*
Chilled Shrimp Cocktail \$195.00*	Cucumber and Salmon Mousse Canapés \$195.00

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HORS D'OEUVRE DISPLAYS

Designed to serve up to 50 guests

Primavera Pasta Salad

\$175.00*

Fresh Seasonal Fruit Display

\$195.00*

Vegetable Crudité with Dipping Sauces

\$175.00*

Antipasto Display with Assorted Breads

\$245.00*

International Cheese Display with Crackers

\$225.00*

Smoked Salmon with Traditional Accompaniments

\$275.00*

Baked Brie En Croute with Raspberry Preserves and French Baguettes

\$150.00* Per Wheel

DESSERT DISPLAYS

Designed to serve up to 50 guests

The Famous Doubletree Chocolate Chip Cookies

\$195.00*

Chocolate Dipped Strawberries

Market Price*

Pecan Pralines

\$195.00*

Pecan Pie Tartlets

\$175.00*

Lemon Squares

\$150.00*

Assorted Petit Fours

\$75.00*

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GOURMET PRESENTATION STATIONS

Pasta and More

*One and One Half Hour Duration
Sautee Attendant Fee \$50.00**

Each guests' choice of ingredients sautéed to order!

**Grilled Chicken Strips and Grilled Wild Georgia Shrimp
Bowtie, Penne and Linguine Pasta
Marinara, Alfredo and Pesto Sauce
Grilled Primavera Vegetables and Freshly Grated Parmesan Cheese
\$14.00* per person**

The Carving Board

*All Carved Items served with Fresh Rolls and Appropriate Condiments
One and One Half Hour Duration
Carver Fee \$50.00**

**Roasted Turkey Breast with Mustard and Mayonnaise
\$7.00* per person**

**Baked Ham with Honey Mustard Sauce
\$7.50* per person**

**Top Round Roast Beef Au Jus with Horseradish Sauce
\$8.50* per person**

**Beef Tenderloin with Béarnaise and Port Wine Sauce
\$14.00* per person**

Shrimp & Grits

*One and One Half Hour Duration
Sautee Attendant Fee \$50.00**

A Lowcountry Tradition!

**Wild Georgia Shrimp, Onions, Peppers, and Tasso Ham sautéed together,
served over hot buttery grits and topped with gravy.
\$12.00* per person**

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BANQUET BAR SERVICE

Host Bar

Fully stocked bar including sodas, juices, bottled water, beer, wine and mixers.
Charges are based on actual number of drinks consumed. Prices are subject to a 20% service charge and 7% sales tax.

Sodas & Juices	\$2.50 each
Bottled Water	\$2.50 each
Domestic Beer	\$4.00 each
Imported Beer	\$5.00 each
House Wine	\$5.00 each
Premium Liquor	\$6.50 each

Cash Bar

Fully stocked bar including sodas, juices, bottled water, beer, wine and mixers.
Price includes a 20% service charge and 7% sales tax.

Sodas & Juices	\$3.00 each
Bottled Water	\$3.00 each
Domestic Beer	\$5.00 each
Imported Beer	\$6.00 each
House Wine	\$6.00 each
Premium Liquor	\$8.00 each

All bar events require a \$100.00 bartender fee.

FOR THE TOAST

J. Roget Extra Dry American Champagne

Lots of lively bubbles with a crisp, refreshing finish. Canandaigua, New York
\$24.00

Cantine Maschio Prosecco Brut

A fruit forward taste with white peach and orange blossom aromas. Veneto, Italy
\$34.00

Mumm's Napa Cuvee Brut,

Rose petal nose with crisp yet creamy qualities. Rich and lingering finish. Napa, California
\$54.00

The Doubletree Hotel Historic Savannah and the Hilton Garden Inn Historic Savannah are the only licensed authorities to sell and serve liquor for consumption on their respective premises. Therefore, liquor is not permitted to be brought into the hotel. In accordance to the liquor laws of the State of Georgia, a guest must be 21 years of age or older to consume alcoholic beverages.

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WINES BY THE BOTTLE

White Wines

Yellow Tail Reserve Chardonnay

Citrus and honeydew flavors with a soft palate and creamy finish. Australia
\$29.00

Kendall Jackson Vintner's Reserve Chardonnay

Rich tropical fruit flavors are balanced by soft oak nuances and a creamy finish. Santa Rosa, California
\$38.00

Seaglass Sauvignon Blanc

Bright citrus tones that finish crisp and dry. Santa Barbara, California
\$32.00

Ecco Domani Pinot Grigio

Crisp, clean and dry with subtle fruit. Easy to enjoy! Delle Venezia, Italy
\$29.00

Estancia Pinot Grigio

Wonderful intensity, vibrancy and purity of flavors of citrus and pear. Monterey, California
\$34.00

Biltmore Estates Riesling

Delightful honeysuckle and peach aromas and flavors that finish medium dry. Asheville, North Carolina
\$32.00

Beringer White Zinfandel

Delicious strawberry and raspberry flavors finish medium dry and crisp. Napa California
\$25.00

Red Wines

Casillero Del Diablo Cabernet Sauvignon

Deeply flavored varietal true fruit, recalling blackberry and black plum. Maipo Valley, Chile
\$32.00

Trinchero Family Cabernet Sauvignon

Deep, dense and ripe with black cherry, plum and a hint of oak. Napa, California
\$38.00

Red Rock Merlot

Robust dark berry fruit flavors that finish rich and round on the palate. Sonoma County, California
\$29.00

Firestone Merlot

Rich black cherry flavors with hints of spice that unfold into a soft supple finish. Santa Barbara California
\$38.00

Estancia Pinot Noir

Ripe cherry and strawberry layered with sweet oak, dried flowers with a silky finish. Monterey, California
\$38.00

Menage a Trois Red Blend

A deliciously smooth, rich blend of Cabernet, Merlot and Zinfandel. Napa, California
\$34.00

Yellow Tail Reserve Shiraz

Impressive spice, licorice and red berry aromas perfectly balanced with silky tannins. Australia
\$29.00

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AUDIO VISIAL EQUIPMENT

Sight and Sound Packages

LCD Projector Package

High Quality LCD Projector, Screen, AV Cart and Power Strip
\$225.00

Overhead Projector Package

Overhead Projector, Screen, AV Cart and Power Strip
\$125.00

Projector Support Package

Screen, AV Cart and Power Strip
\$70.00

DVD Package

Television and DVD Player on AV Cart
\$120.00

VCR Package

Television and Video Cassette Player on AV Cart
\$100.00

Other Items

Wired Handheld Microphone

\$55.00

CD Player

\$80.00

Wireless Handheld Microphone

\$110.00

Flip Chart with Markers

\$45.00

Wireless Lavalier Microphone

\$110.00

Whiteboard with Markers

\$45.00

Four Channel Mixer

\$48.00

Laser Pointer

\$65.00

Ten Channel Mixer

\$100.00

Polycom Speaker Phone

\$80.00

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CATERING TERMS AND CONDITIONS

Guarantee Policy: Menu selections must be confirmed 14 days prior to the function. The guaranteed final number of guests must be communicated within 72 business hours of the function via telephone or facsimile transmission. The guaranteed number of guests will be the minimum number charged for the event. A 5% margin for Food and Beverage will be granted if more guests are in attendance than was guaranteed.

Confirmations: Menu Selections must be confirmed 14 days prior to the function. In addition we require a guaranteed confirmation number of guests at least 72 business hours in advance. The guaranteed number is the minimum which the group will be charged. In the event your group has fewer guests than guaranteed, the guarantee will stand. We do prepare for 5% above your guarantee for your meals only. The room setup will be based on the guaranteed number communicated for the banquet unless otherwise requested.

Split Menus: The number of each item for a choice of entrees must be communicated at least 72 business hours in advance and we require place cards to designate entrée choice.

Billing: Banquet billing can be handled by direct bill, credit card or check. A direct bill application must be filled out at least two weeks prior to the event and approved by our accounting department. For credit card or checks a credit card authorization form must be completed and approved at least one week prior to the event.

Pricing: There is a 20% service charge as well as 7% sales tax applied to all pricing. All banquet prices are subject to change.

Deposit: A non-refundable deposit of \$300 is required to hold your banquet space payable by check or credit card.

Security Deposit: A refundable security deposit of \$500 is required for all hospitality suites.

Cancellation Policy:

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| ♣ 120 days or more | 10% of estimated cost of event. |
| ♣ 89-119 days | 50% of estimated cost of event. |
| ♣ 15-89 days | 75% of estimated cost of event. |
| ♣ 0-14 days, | 100% of estimated cost of event. |

Equipment: A 14 day notice is required for all audio/visual and rental equipment. Appropriate charges will be added to your banquet invoice.

Tax Exempt Status: If your group is tax-exempt, a State Sales Tax-Exempt Certificate is required to be on file at our Hotel prior to the function. Tax Exemption will be honored if payment of the function is made by check or credit card from the appropriate exempt organization. No tax-exemption will be honored with a cash transaction or personal check.

Noise Disturbance: If the hotel determines that excessive noise from the banquet room is taking place, or receives complaints from other guests the hotel reserves the right to shut down the banquet room after the group has been notified once with a warning. Restitution will be made by the group for any hotel refunds that are made due to noise complaints.

* Prices do not include a 20% service charge and 7% sales tax.

There is a twenty five person minimum on all buffets, excluding The Continental, The Deli Lunch Buffet, and It's a Wrap
Service periods for buffets are one hour for breakfasts, one and a half hours for lunches, and two hours for dinners.



CATERING POLICIES

1. If no guaranteed final guest count is received, the hotel will prepare and charge for the number of persons estimated from the catering contract or banquet event order.
2. All banquet checks must be signed by the person in charge or a designated representative at the completion of each function. Any discrepancies in counts or charges should be identified and resolved at that time.
3. All catering functions are subject to service charges and applicable state and local taxes.
4. A deposit of \$300.00 is required for all catering functions unless prior credit/ payment arrangements have been established with the Hotel.
5. Payment in full is required before or on the day of all functions unless prior credit arrangements have been established with the Hotel.
6. If a change from the original room set-up is requested on the day of the function, a labor charge will be added to the banquet check.
7. Final menu selections will be submitted two weeks prior to the function to ensure the availability of the desired menu items.
8. No food or beverages of any kind will be permitted to be brought into any banquet/meeting room.
9. Outside Audio Visual Equipment is not permitted without Hotel approval.
10. Function guests will be admitted to the banquet room and expected to depart at the time stated on the banquet event order.
11. Due to local and state health ordinances, unused food or beverage cannot be removed from the hotel.
12. The hotel may request that the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the hotel.
13. The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits or any other items to and from the hotel. The hotel must be notified in advance of shipping arrangements to ensure proper acceptance of these items arrival at the hotel.
14. The hotel is not responsible for damage to or loss of any items left in the hotel prior to or following any function.
15. The hotel reserves the right to move functions to other meeting/banquet rooms other than those appearing on the catering contract with prior notification.
16. The customer is responsible and shall reimburse the hotel for any damage, loss or liability incurred by the hotel by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during and after the function.
17. Any items to be put on any meeting or lobby walls or any directional signs must be approved by the hotel.
18. The hotel shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of or restrictions upon travel or transportation, non-availability of food, beverage, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Hotel, preventing or interfering with the Hotel's performance.
19. Where appropriate, the term "Hotel" refers to the Doubletree Hotel Historic Savannah or the Hilton Garden Inn Historic Savannah, its officers, directors, agents, employees and independent contractors and not intended necessarily to refer to the particular buildings where the function is held.

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