

Small Meetings

AT HILTON COLUMBUS DOWNTOWN



Hilton

COLUMBUS DOWNTOWN

BREAKFAST

Breakfast Buffets

CLASSIC CONTINENTAL \$20 per guest

Sliced Fruit with Fresh Berries
Fresh Baked Muffins, Danish and Breakfast Breads
Whipped Butter, Local Ohio Honey and Preserves
Orange Juice

MODIFIED FARMHOUSE \$30 per guest

Sliced Fruit with Fresh Berries
Fresh Baked Muffins and Danish
Yogurt Parfaits, Greek Yogurt, Ancient Grains Granola and Fruit Compote
Farm Style Scrambled Eggs with Chives and Aged Cheddar
Applewood Smoked Bacon
Country Sausage Patties
Spiced Breakfast Potatoes with Griddled Onions and Roasted Bell Peppers
Assorted Juices including Orange, Apple and Cranberry

OMELETTES A LA MINUTE \$14 per guest *(plus \$125 chef attendant fee)*

Farm Fresh Eggs, Egg Whites, Bacon, Sausage Crumbles, Diced Ham, Cheddar, Swiss, Onion, Spinach,
Diced Pepper, Mushrooms, Tomatoes, Salsa

WARM CEREAL STATION \$10 per guest

Steel Cut Oatmeal, Creamy Goat Cheese Grits, Milk, Brown Sugar, Assorted Berries, Maple Syrup,
Toasted Almonds, Cinnamon

SEASONAL BREAKFAST PARFAIT \$8 per guest

Seasonal Fruit, Greek Yogurt, Ancient Grains Granola, Almond Butter, Ohio Honey

BREAKFAST SANDWICHES \$10 each

Turkey Bacon, White Cheddar, Spinach Folded Egg, English Muffin
Grilled Smoked Ham, Brie, Arugula, Egg, Croissant
Black Pepper Bacon, Fried Egg, Tillamook Cheddar, Chive Aioli, Whole Grain Toast
Chorizo and Yukon Hash, Spicy Tomato Jam, Avocado, Whole Grain Wrap

LUNCH

Lunch Buffets

LATIN FLAVOR BUFFET \$34 per guest

Tortilla Soup
Romaine Salad with Black Beans, Roasted Corn, Poblanos, Queso Fresco and Cilantro Lime Vinaigrette
Cuban Style Stewed Black Beans
Shredded Adobo Chicken with Roasted Peppers and Caramelized Onions
Pork Carnitas with Pico de Gallo
Warm Flour and Corn Tortillas
Jasmine Rice with Cilantro and Lime
House Made Salsa, Guacamole and Fried Tortilla Chips
Toppings to include: Cilantro Crema, Cotija Cheese, Jalapenos, Cilantro, Pickled Vegetables
Chef's Choice Dessert

HEART HEALTHY BUFFET \$37 per guest

Chef's Choice Seasonal Soup
Local Butter Lettuce Salad with Dried Cranberries, Candied Pecans, Blue Cheese and Champagne Vinaigrette
Roasted Garlic Glazed Amish Chicken Breast with Natural Jus
Grilled Salmon with Northern Beans, Tomato and Bacon
Vegetable Mélange
Chef's Choice Dessert

THE BISTRO BUFFET \$38 per guest

Creamy Chicken Noodle Soup
Seasonal Greens Salad with Tomatoes, Carrots, Onions, Cucumber, Croutons and Herb Vinaigrette
Fingerling Potato Salad with Scallions and Whole Grain Mustard Vinaigrette
Oven Roasted Turkey Wrap with Avocado, Pepper Jack, Heirloom Tomato, Bibb Lettuce, Bacon and Garlic Aioli
Smoked Ham and Cheddar Wrap with Caramelized Onions, Dijonnaise, Romaine and Roasted Tomatoes
Grilled Vegetable Wrap with Grilled Seasonal Vegetables, Shredded Provolone and Spicy Chickpea Hummus
Kettle Chips
Chef's Choice Dessert

Boxed Lunches

OVEN ROASTED TURKEY WRAP \$28 each

Avocado, Pepper Jack, Heirloom Tomato, Bibb Lettuce, Bacon, Garlic Aioli

SMOKED HAM AND CHEDDAR WRAP \$28 each

Caramelized Onions, Dijonnaise, Romaine, Roasted Tomatoes

GRILLED VEGETABLE WRAP \$27 each

Grilled Seasonal Vegetables, Shredded Provolone, Spicy Chickpea Hummus

AMISH CHICKEN SALAD WRAP \$28 each

Diced Chicken Salad, Feta Cheese, Dried Cherries, Walnuts, Herb Mayo, Shredded Romaine, Whole Wheat Wrap

FARMER'S CHICKEN SALAD \$28 each

Farmer's Lettuce, Grilled Chicken, Radicchio, Focaccia Croutons, Shaved Local Vegetables, Cucumber, Green Goddess Vinaigrette

BREAKS

All Day Breaks

BREAKS THROUGHOUT THE DAY \$42 per guest (minimum 25 guests)

8 Hours of Beverages Freshly Brewed Coffee, Hot Teas, Assorted Sodas, Bottled Water

Morning (1 hour) Assorted Breakfast Breads, Seasonal Fruit Salad, Individual Fruit Yogurts, Orange Juice

Mid-Morning (1 hour) Granola Bars, Seasonal Whole Fruit

Afternoon (1 hour) Freshly Made Assorted Cookies, House Blend Trail Mix

CONTINUOUS BEVERAGE BREAK \$30 per guest

8 Hours of Beverages Freshly Brewed Coffee, Hot Teas, Assorted Sodas, Bottled Water

Breaks

FARMERS MARKET \$12 per guest

Sliced Fruit | Vegetable Crudit  | Chef's Selection of Dips

SPA BREAK \$18 per guest

Whole Seasonal Fruit | Mixed Seasonal Berries | Build Your Own Trail Mix | Assorted Individual Yogurts | House Made Granola and Honey | Chef's Selection of Infused Waters (3 options)

GRAB & GO \$14 per guest

Whole Seasonal Fruit | Individual Bags of Chips, Pretzels and Popcorn | Individual Snack Mix | Assorted Candy Bars | Assorted Granola Bars | Infused Waters including Cucumber, Orange-Ginger and Lemon-Lime

ICE CREAM BREAK \$15 per guest

Assorted Ice Cream Novelties

Break Enhancements

MORNING

Assorted Granola Bars **\$4 each**

Seasonal Whole Fruit **\$2 per piece**

Sliced Fresh Fruit with Honey Scented Yogurt **\$9 per guest**

Individual Assorted Chobani Greek Yogurt **\$5 each**

Assorted Breakfast Pastries **\$38 per dozen**

AFTERNOON

Freshly Made Fudge Brownie with Walnuts **\$36 per dozen**

Freshly Made Assorted Cookies **\$36 per dozen**

Gourmet Mixed Nuts **\$40 per pound**

Assorted Candy Bars **\$5 each**

Individual Bags of Chips, Pretzels and Popcorn **\$4 each**

House Made Buttered Popcorn **\$5 per guest**

House Blend Trail Mix **\$35 per pound**

Beverages

Regular & Decaf Coffee, Hot Tea **\$68 per gallon**

Pellegrino Sparkling Mineral Water **\$6 each**

Freshly Brewed Iced Tea **\$40 per gallon**

Acqua Panna Water **\$6 each**

Freshly Squeezed Lemonade **\$40 per gallon**

Dasani Bottled Water **\$4.50 each**

Coca-Cola Brand Soft Drinks **\$4.50 each**

Assorted Vitamin Water **\$6 each**

Bottled Juice **\$5 each**

Assorted Powerade **\$6 each**

Red Bull and Sugar Free Red Bull **\$6 each**

Information

To assist you with planning.

Meeting Charges

Floor Podiums **\$200**

Easels **\$20**

Vendor Tables with Linen **\$50** / without Linen **\$25**

Large Satellite Bar (Requires 2 Hour Minimum) **\$400**

Extra set of stairs on stage **\$50**

6x8 Stage **\$100**

Meal Service

Plated meal service is based on a two (2) hour serve time. Breaks are based upon a thirty (30) minute serve time.

Buffets (breakfast and lunch) are served for one hour. Buffet (lunches) have a minimum of thirty twenty-five (25) guests. If your guarantee is less than twenty-five (25) guests a surcharge of \$275 per meal period will apply. Buffets (dinner) are served for one and a half hours. Buffets (dinner) have a minimum of twenty-five (25) guests. If your guarantee is less than twenty-five (25) guests a surcharge of \$275 per meal period will apply. Due to health regulations and quality concerns, items from the buffet cannot be served during mid-morning, afternoon or evening breaks. An extension of actual service times is subject to additional labor fees.

Additional Charges

Chef Attended Stations - \$175.00 per attendant, per hour. Butler Style Service - \$50.00 per attendant, per hour.

Host Bartender Fee - \$100.00 fee if bar does not generate \$500.00 in sales. Cash Bars - \$100.00 fee per bartender based on four (4) hours. \$50.00 for each additional hour. Check with your Event/Catering Manager for hotel staffing ratios. Additional staff above hotel standard ratios will be assessed labor fees. Room Resets - Reset fees will apply if a room set is changed within eight (8) hours at a rate of \$250.00. Room Refreshes - All rooms are refreshed during lunch period. Additional refreshes can be accommodated with a \$200.00 per refresh fee for 3,000 + sq. ft. and \$100.00 per refresh fee for less than 3,000 sq. ft. Hospitality Suite Bar Service requires a flat rate of \$200.00 with a maximum four hours of service.

Service Charge, Gratuities, Administrative Fee, Taxes

14% of the food, beverage and room rental, plus any applicable state and or local taxes will be added to your account as a GRATUITY and fully distributed to servers, and where applicable, to bussers and/or bartenders assigned to the event. The gratuity and any applicable taxes will be separately stated on the Hotel's invoice to Group. 10% of the food, beverage and room rental plus any applicable state and/or local taxes will be added to your event as a SERVICE CHARGE. This service charge is not a gratuity and is the property of the Hotel to cover discretionary costs of the event. We will endeavor to notify you in advance of your event of any increases to the gratuity and/or service charge should different amounts be in effect on the day of your event. Ohio sales tax is currently 7.5%.

Food and Beverage Menu Selections

In addition to our published menu suggestions, our culinary, catering and events teams are specialists in creating customized solutions. Let your imagination be your guide knowing that we understand special requests, budget wants and dietary requirements. We are committed to all of our guests' needs including those who have special dietary restrictions (such as a food allergy, intolerance or other medically restricted diet) and are also aware that some may also adhere to a vegetarian or vegan diet. Our goal is to deliver a memorable experience through culinary skill.

- Our menus are subject to change and ingredients may vary based on seasonality or availability.
- Consuming raw or undercooked meats, poultry seafood, shellfish or eggs may increase your risk of foodborne illness.
- All food & beverage, including alcohol, must be purchased through the Hotel and served by Hotel Staff.
- All pricing is guaranteed ninety (90) days prior to your event date.

Room Assignment and Seating

Function rooms are assigned by the hotel according to the anticipated guest count and set up requirements. The hotel reserves the right to make room changes to a more suitable room should the initial requirements change. Banquet seating will be ovals of ten (10) guests each. If a lower ratio is required, additional labor charges will apply. The Hotel will set tables and chairs 3% over the guarantee based upon space availability. All room diagrams must be approved thirty (30) days prior to your event and comply with all Ohio Fire Codes. All fees associated with approved Fire Marshall requirements will be at the expense of the client.

Information

continued

Linen

Hilton Columbus Downtown is a certified "LEED" Green Hotel. All meeting room sets will be linen-less to adhere to our green commitment. Ivory and taupe linens and napkins will be provided for non-meeting events that include food and beverage at no extra charge. Specialty linens and napkins are available through outside sources. Your catering or event manager will be happy to assist you.

Guarantees

Final attendance must be specified three (3) business days prior to the event by noon. This number will be considered your minimum guarantee and is not subject to reduction. Should a final guarantee not be received, your expected attendance on your banquet event order will be considered the final guarantee. You will be charged for your final guarantee or the number in attendance, whichever is greater. Dietary restriction numbers are required when the guarantee is provided. If there are no dietary selections listed on the original arrangements, the Hotel reserves the right to provide a vegan/vegetarian meal to a number not greater than 3% of the actual guarantee.

Payment

Payment shall be made ten (10) days in advance of the function unless credit has been established with the hotel. In such case, the complete account is due and payable no later than thirty (30) days from the date of the function. All requests for Direct Bill must be submitted no later than sixty (60) days prior to your event.

Signage

The Hotel does not permit affixing anything to the walls, doors, or ceilings that would leave damage. Pre-approved signage is permitted in the registration area and in private function areas only. No signs are permitted in the Hotel lobby on the building exterior or other public area. The Hotel reserves the right to approve all signage. All signs must be professionally printed and should be free standing or on an easel. The Hotel will assist in placing all signs and banners. A \$75.00 charge per small banner and a \$125.00 charge per large banner will apply.

Florals, Decor, Entertainment

The Hotel has a list of recommended vendors and is happy to facilitate needs. Proper advance notification is required when scheduling entertainment and the use of volume enhancing equipment. The Hotel reserves the right to control the volume on all functions. Additionally, we can do the billing, keeping your master account clean and simple. Should you make your own arrangements, all deliveries should be coordinated with your catering or event manager.

Special Decor

Confetti cannons must be approved thirty (30) days in advance of your event. A "clean up" fee of \$500.00 - \$750.00 will be assessed. Tabletop confetti, glitter, etc. is not permitted, and a "clean up" fee of \$750.00 - \$1,000.00 will be assessed.

Shipping and Packages

Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the function. The following information must be included on all packages to ensure proper delivery:

- 1 Name of organization
- 2 Guest name
- 3 Attention Catering or Conference Services Manager (indicate name)
- 4 Date of function

Package handling fee of \$5.00 per small package, \$20.00 per large package (up to 50 lbs.), and \$125.00 per crate or pallet. Fees apply to both inbound and outbound packages, crates and pallets.

For your convenience and safety, we ask that all deliveries made on your behalf to our conference center be made through our loading and unloading area. This includes all outside contractors such as musicians, florists, design companies, etc.