

# HILTON GARDEN INN CATERING MENU



*Dear Guest,*

From that very important meeting to a special occasion, we here at the Hilton Garden Inn Boston/Marlborough are aware how important they are to you. We are experts in knowing how to create and execute each one, making them memorable and rewarding.

Here you will find a variety of culinary choices, complemented by our knowledgeable and attentive hospitality professionals who are committed to creating a successful event for you and your guests. We will be here from beginning to end! Should you have any questions or just want some direction, please do not hesitate to call us anytime.

Thank you for making us part of your next event. Welcome to the Hilton Garden Inn Boston/Marlborough. We have been waiting for you.

THE HILTON GARDEN INN TEAM



## BREAKFAST

All breakfast packages are served with fresh-brewed New England coffee, herbal teas, and premium chilled orange and apple juices. Breakfast packages are designed for a two-hour serving period. Listed prices are per person.

### CONTINENTAL BREAKFAST ..... \$12.00

Fresh-baked assorted scones, danish, pastries, and croissants complemented with butter, honey, and fruit preserves

### HEALTHY START ..... \$14.00

Fresh-sliced seasonal fruit, Greek and low-fat yogurts with natural granola, oatmeal with healthy topping station

### THE GARDEN BUFFET ..... \$18.00

Scrambled eggs, apple-smoked bacon and hearty sausage, seasoned breakfast potatoes with peppers and onions, fresh seasonal fruit, Greek and low-fat yogurts with natural granola, fresh-baked assortment of scones, danish, pastries, croissants, and bagels

### BREAKFAST ON THE GO ..... \$18.00

Breakfast sandwiches and wraps (eggs & cheese | bacon, egg & cheese | sausage, egg | etc.), whole fruit selection, yogurt parfait cups or individual yogurts, fresh-baked assortment of croissants, muffins, and pastries, to-go boxes available upon request

### EXECUTIVE BREAKFAST\* ..... \$22.00

Eggs and omelets cooked to order, thick-cut French toast, grilled keilbasa and apple-smoked bacon, seasoned breakfast potatoes with peppers and onions, fresh seasonal fruit, Greek and low-fat yogurts with granola, fresh-baked assortment of croissants, muffins, and pastries

\* \$50 culinary fee per omelet chef

## BREAKFAST ENHANCEMENTS

Listed prices are per person.

Assorted cereals with whole and low-fat milk.....	\$3.00
Thick-cut French toast .....	\$3.00
Fluffy buttermilk pancakes .....	\$3.00
Fresh-sliced seasonal fruit platter.....	\$3.00
Breakfast sandwiches.....	\$3.00
Muffins and scones.....	\$2.50
Fresh-baked granola bars .....	\$2.50
Eggs Benedict.....	\$4.00
Create your yogurt station.....	\$2.50
Spiral carving ham .....	\$100.00 plus culinary fee

### ALL-DAY BEVERAGE STATION ..... \$7.00

Listed price is per person.

Fresh-brewed New England coffee (regular and/or decaffeinated)

Herbal teas

Assorted soft drinks and bottled water continuously refreshed throughout your meeting

All food and beverage is subject to a 13% service charge, 8% taxable events charge and a 7% Massachusetts sales tax, which are all subject to change. The 13% service charge is fully distributed to the wait staff and bartenders who provide banquet services. All other fees or charges, including event charges, set up fees, bartender or food station fees, are retained by the Company and are not tips, gratuities or service charges paid out to the banquet wait staff or bartenders.



## BREAKS

Break packages are designed for a one-hour serving period. Listed prices are per person.

### HEALTHY OPTIONS

All healthy options served with fruit-infused water.

**YOGURT CREATION** ..... \$10.00

Greek yogurt cups with a selection of nuts, fresh fruits, chocolate, and granola as toppings

**SMOOTHIE BAR** ..... \$10.00

A collection of fresh fruit and vegetable smoothies

**SUPERFOOD SNACK BAR** ..... \$12.00

Fresh-sliced seasonal fruit, garden-fresh vegetables crudite with dip, pita chips and hummus dip

**HIKING ON THE TRAIL MIX** ..... \$10.00

A collection of your favorite nuts, dried fruit, and chocolates to create your own trail mix blend, fresh-baked granola bars

**AFTERNOON BREAK** ..... \$10.00

Fresh-baked cookies and brownies, assorted bags of chips and pretzels

**TAKE ME OUT TO THE BALLPARK** ..... \$12.00

Soft-baked, salted pretzel bites, mini hot dogs with mustard, fresh from the popper popcorn

**SAY CHEESE** ..... \$12.00

Assorted domestic cheese board (Vermont sharp cheddar, baby Swiss, pepper Jack, and provolone), biscuits, crackers, and grapes

**GOURMET CHEESE BOARD** ..... \$15.00

Smoked gouda, blue cheese, dill havarti, and brie, nut assortment, dried fruits, preserves, and baguettes

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## BREAKS (CONT.)

BY THE CAMPFIRE ..... \$12.00

Chocolate-dipped graham crackers in a marshmallow filled martini glass, create your own trail mix station

MOVIE MATINEE ..... \$10.00

Fresh from the popper popcorn with toppings station (caramel, chocolate, flavored salts), movie-size boxed candies (Goobers, Jr. Mints, M&Ms, Mike and Ikes, etc.)

ENERGY FIX..... \$13.00

Energy drinks and Starbucks Frappucino drinks, fresh-baked granola bars, assorted protein bars and candy bars

LET THEM EAT CAKE ..... \$12.00

An assortment of bite-size cake pops, cheesecakes, brownies, and blondies, chocolate, vanilla, and pistachio pudding parfaits

MAKE YOUR OWN SUNDAE ..... \$10.00

Premium ice cream and gelato, assorted nuts, whipped cream, chocolate and caramel syrup, and candies topping station

## BREAK ENHANCEMENTS

Listed prices are per person.

Assorted chips and pretzels.....\$2.50

Fresh-baked cookies.....\$3.00

Fudge and blondie brownies.....\$3.00

Cake pops ..... \$4.00

Fresh-baked granola bars ..... \$2.50

Yogurt parfait .....\$3.50

Fresh from the popper popcorn ..... \$4.00

Assorted soft drinks and waters on consumption ..... \$4.00 each

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## LUNCH BUFFETS

Lunch buffets are designed for an hour and a half serving period. Listed prices are per person. Minimum 25 people for all hot buffets.

### SOUP AND SALAD\* ..... \$25.00

Create your own salad buffet with mixed greens, romaine, fresh vegetables, grilled chicken strips, shredded cheese, and salad dressings, choice of soup (pick one: chicken noodle, minestrone, Italian wedding, clam chowder), potato salad, fresh-baked rolls with butter, chef's choice dessert

Add steak tips or grilled shrimp \$2.00

Add grilled salmon \$4.00

### THE BROADWAY DELI BUFFET\* ..... \$25.00

Basket of fresh rolls and bread, platters of deli meats and cheeses (turkey, ham, roast beef, salami, American, Swiss, and cheddar cheese), lettuce, sliced tomato, and dill pickle chips, mixed green salad, red bliss potato or pasta salad, chef's choice dessert

### SOUTH OF THE BORDER ..... \$27.00

Choice of build your own fajita bar or build your own taco bar, Mexican rice with cilantro and black beans, Mexicali salad, tortilla chips, and guacamole, onions, diced tomatoes, Monterey Jack cheese, sour cream, chunky picante sauce, and jalapeño peppers, chef's choice dessert

### BACKYARD BARBECUE ..... \$28.00

BBQ chicken, kielbasa, and pulled pork, baked beans or corn on the cob, potato salad or cole slaw, garden or Caesar salad, chef's choice dessert

### SANDWICH BOARD\* ..... \$28.00

Assortment of sandwiches on bulkie rolls (turkey and brie, roast beef and cheddar, ham and swiss), assortment or wraps (chicken Caesar, grilled veggie, buffalo chicken, tuna salad), garden or Caesar salad, potato or pasta salad, chef's choice dessert

\* Can be served for less than 25 people

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## LUNCH BUFFETS (CONT.)

ASIAN STIR-FRY ..... \$35.00

Chicken and steak stir-fry, grilled vegetable stir-fry, jasmine fried rice, Vietnamese spring rolls, Asian salad with ginger soy dressing, chef's choice dessert

THE CAPE COD BUFFET ..... \$30.00

New England baked scrod encrusted with buttery cracker crumbs and lemon, New England clam chowder, cranberry chicken saltimbocca, roasted potatoes, mixed green salad, rolls and butter, chef's choice dessert

TOUR OF ITALY ..... \$30.00

Chicken broccoli ziti in a garlic white wine sauce, penne in tomato basil marinara, eggplant parmesan, garden or Caesar salad, garlic breadsticks, chef's choice dessert

EXECUTIVE LUNCH ..... \$36.00

Marinated steak tips with peppers and onions, chicken piccata, roasted vegetables with brussel sprouts, broccoli, and asparagus, mashed potatoes, garden or Caesar salad, chef's choice dessert

### ASK US TO CREATE A MENU FOR YOU

Our culinary team can create a menu specifically designed for your event. Don't be afraid to ask us to create something extraordinary just for you.

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## BOXED LUNCHES

ALL BOXED LUNCHES INCLUDE: .....\$22.00 PER PERSON

Three sandwich selections: turkey and brie, ham and swiss, roast beef and cheddar, pastrami and provolone, grilled vegetable, egg salad, or bacon, lettuce, and tomato

Choice of sandwich bread: ciabatta, tortilla wrap, white, wheat, whole grain, rye

Chef's choice of whole fruit (1 per box)

Assorted potato chips (1 bag per box)

Assorted bottled soft drinks and water

## LUNCH ENTRÉES

Lunch entrées are available off our latest BLVD Kitchen and Bar menu. Please ask our sales team for the most up-to-date menu options.



kitchen & bar.

**BLVDMARLBOROUGH.COM**

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## PLATED DINNER ENTRÉES

Listed prices are per person.

### ALL DINNER ENTRÉES INCLUDE:

Choice of chef's soup or garden/caesar salad

Chef's selection of vegetable and starch

Choice of one dessert: chocolate layer cake, carrot cake, New York cheesecake, and Boston cream pie

### CHICKEN SALTIMBOCCA..... \$28.00

Chicken breast with sliced prosciutto ham and provolone cheese braised in white wine

### CHICKEN PICCATA..... \$28.00

Sautéed boneless breast of chicken with lemon caper beurre blanc sauce

### CHICKEN MARSALA..... \$28.00

Lightly battered, sautéed, and served with mushrooms and shallots in a marsala wine sauce

### CHICKEN PARMESAN ..... \$30.00

Boneless breast of chicken with parmesan cheese and tomato basil sauce

### EGGPLANT PARMESAN ..... \$28.00

A tower of sliced eggplant lightly battered and fried, served over angel hair pasta

### NEW ENGLAND BAKED SCROD ..... \$28.00

New England baked scrod encrusted with buttery cracker crumbs and lemon

### ATLANTIC SEARED SALMON ..... \$30.00

North Atlantic salmon marinated and pan-seared with choice of creamy lemon dill or lemon white wine gastrique

### GRILLED SWORDFISH..... \$35.00

Fresh-broiled swordfish steaks with mango salsa

### ROAST PRIME RIB..... \$37.00

The classic cut roasted and served in au jus

### FILET MIGNON..... \$40.00

Tender 8oz filet mignon grilled to perfection with choice of gorgonzola cream sauce or red wine gastrique

### STUFFED LOBSTER TAIL..... MARKET PRICE

Maine lobster tail filled with seafood stuffing with a garlic herb butter

### STATLER ROAST CHICKEN ..... \$30.00

Seasoned, roasted chicken breast with drumlette

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## DINNER BUFFETS

Listed prices are per person. Minimum 25 people for all buffets.

### THE CAPE COD BUFFET ..... \$33.00

New England baked scrod encrusted with buttery cracker crumbs and lemon, New England clam chowder, cranberry chicken saltimbocca, roasted potatoes, mixed green salad, rolls and butter, chef's choice dessert

### SICILIAN TOUR ..... \$38.00

Shrimp scampi, veal parmesan or chicken marsala, portobello mushroom risotto, tomato basil mozzarella salad, minestrone or Italian wedding soup, dinner rolls and butter, cannoli

### SURF AND TURF ..... \$45.00

Marinated steak tips with peppers and onions, grilled smoked salmon, Statler roast chicken, roasted potato and vegetables, choice of soup, dinner rolls and butter, chef's choice dessert

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## COLD APPETIZERS

Per 50 pieces or priced as marked.

**FINGER SANDWICHES** ..... \$75.00

Turkey, ham, and vegetarian sandwich bites on assorted breads

**ASSORTED FRUIT SKEWERS**..... \$100.00

Fresh-cut strawberry, watermelon, cantaloupe, and honeydew

**ANTIPASTO SKEWERS**..... \$120.00

Fresh mozzarella, sun dried tomatoes, kalamata olives, and artichokes marinated in delicious olive oil and fresh basil

**PROSCIUTTO WRAPPED ASPARAGUS**..... \$110.00

Lightly seasoned grilled asparagus wrapped in fresh prosciutto

**SMOKED SALMON CANAPES**..... \$110.00

Smoked salmon with sliced cucumber and dill cream cheese

**TUNA TARTARE** ..... \$120.00

Fresh Hawaiian tuna tartare with green apple and wasabi mousse

**GULF SHRIMP COCKTAIL** ..... \$150.00

Served with cocktail sauce

**TOMATO BRUSCHETTA** ..... \$4.00 PER PERSON

Toasted crostini topped with a blend of fresh tomato, basil, olive oil, and garlic, garnished with shaved parmesan cheese

**CUCUMBER BITES** ..... \$7.00 PER PERSON

Cucumber, grape tomato served with herb cream cheese

**GARDEN VEGETABLE CRUDITE**..... \$7.00 PER PERSON

Array of fresh tri-color cauliflower bouquets, broccoli florets, carrots and celery sticks, cucumber spears, cherry tomatoes, and sweet bell peppers, served with herb dip

**INTERNATIONAL CHEESE PLATTER** ..... \$12.00 PER PERSON

Assortment of gourmet imported and domestic cheeses served with dried fruit, assorted crackers, and nuts

**SUSHI ROLLS** ..... \$125.00

California rolls, tuna rolls, shrimp tempura

**PREMIUM SUSHI ROLLS** ..... \$165.00

Dragon rolls, volcano rolls, crazy tuna rolls

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# HOT HORS D'OEUVRES

Per 50 pieces or priced as marked.

<b>LAMB POP</b> .....	MARKET PRICE
Baby lamb chops crusted with Asian sweet chili	
<b>SEARED SEA SCALLOPS</b> .....	MARKET PRICE
Seared scallop skewers with dijon mustard and pancetta	
<b>TERIYAKI MEATBALLS</b> .....	\$80.00
Bite-size angus beef meatballs in a sweet and salty teriyaki glaze	
<b>ASSORTED QUICHE</b> .....	\$85.00
Assorted mini quiche served plain, with bacon and cheese, or vegetables	
<b>STUFFED JALAPEÑOS</b> .....	\$85.00
Breaded jalapeño stuffed with a cream cheese filling	
<b>CHICKEN OR VEGETABLE QUESADILLAS</b> .....	\$90.00
Mini chicken or vegetable quesadillas served with cheese, salsa, and sour cream	
<b>BLVD FLATBREADS</b> .....	\$95.00
An assortment of flatbreads served by the slice	
<b>BUFFALO CHICKEN ROLLS</b> .....	\$95.00
Buffalo chicken, vegetables, and blue cheese in an egg roll wrap	
<b>SPANAKOPITA</b> .....	\$95.00
Mini spanakopita with sautéed spinach and ricotta cheese wrapped in phyllo dough	
<b>ASPARAGUS AND ASIAGO CHEESE</b> .....	\$105.00
Asparagus wrapped in phyllo dough with asiago cheese	
<b>CHICKEN SESAME</b> .....	\$105.00
Chicken medallions lightly breaded and encrusted with sesame seeds served with sesame soy sauce	
<b>BITE-SIZE CHEESESTEAK</b> .....	\$110.00
Phyllo-wrapped steak, peppers, onions, and cheese with a chipotle dip	
<b>CHICKEN SATAY WITH PEANUT CHILI SAUCE</b> .....	\$110.00
Marinated grilled chicken paired with spicy peanut sauce	
<b>COCONUT CHICKEN MEDALLIONS</b> .....	\$110.00
Chicken medallions encrusted with toasted coconut served with spiced orange-coconut marmalade	
<b>VIETNAMESE EGG ROLLS</b> .....	\$110.00
Pork and shrimp	
<b>BLVD WINGS</b> .....	\$125.00
Our specialty, sweet and salty bone-in chicken wings	
<b>MARYLAND CRAB CAKES</b> .....	\$125.00
Mini crab cake served with spicy aioli sauce	
<b>BEEF EN CROÛTE</b> .....	\$150.00
Specially marinated filet mignon cubed and wrapped in pastry dough	
<b>SCALLOPS AND BACON</b> .....	\$150.00
Sea scallops wrapped in bacon	
<b>BLVD BUFFALO SHRIMP</b> .....	\$150.00
Spicy breaded black tiger shrimp with our house buffalo sauce	
<b>FILET MIGNON CROSTINI</b> .....	\$150.00
Filet mignon encrusted in pepper and cooked to perfection with medallions of French bread and horseradish cream sauce	

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## CHEF-INSPIRED CARVING STATIONS

\$50 culinary fee per station. All carved items served with butter and rolls, au jus, and horseradish sauce. Prices are per 25 people.

ROAST TURKEY BREAST .....	\$175.00
SMOKED VIRGINIA HAM .....	\$175.00
ROASTED PRIME RIB OF BEEF .....	\$250.00
PEPPERED TENDERLOIN OF BEEF .....	\$300.00

## PASTA STATION

\$13 per person, \$50 culinary fee per station.

All pasta items served with shredded Parmesan cheese, garlic bread, and crushed chilies.

Penne Pasta and cheese-filled tortellini

Parmesan Alfredo sauce, pesto, and tomato-basil sauce

Tomatoes, mushrooms, spinach, peppers, olives, artichokes, broccoli and onion.

Add on: grilled chicken, Italian sausage or gulf shrimp - Add \$3 per person

## BLVD LOBSTER MAC & CHEESE STATION

\$18 per person, \$50 culinary fee per station.

Our signature dish created by our trained chefs. We will cook to order macaroni and our house cheese sauce with fresh lobster. Served hot and ready to eat in minutes.

## ASIAN STATION

\$15 per person, \$50 culinary fee per station.

Stir fry fried rice with choice of chicken, beef or shrimp

White sauce and brown sauce

## MASHED POTATO BAR

\$13 per person, \$50 culinary fee per station.

Mashed red bliss potatoes served in martini glasses with your choice of toppings and gravy.

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## HOSTED AND CASH BARS

Bar Fee - \$75 per bartender. We suggest one bartender per 75 guests.  
All Massachusetts liquor laws are enforced.

### BY THE BOTTLE

House wine .....	\$27.00
Premium wine .....	\$38.00
House champagne.....	\$30.00
Premium champagne.....	\$45.00

### BY THE GLASS

House wine .....	\$7.00
Premium wine .....	\$12.00
Mixed drinks.....	\$10.00 to \$12.00

### DOMESTIC BOTTLED BEER

\$7.00 per bottle
Bud Light
Budweiser
Coors Light
Michelob Ultra
Miller Light
O'Doul's Non-Alcoholic

### IMPORTED AND MICRO BREWS

\$9.00 per bottle
Birra Moretti
Corona
Guinness
Heineken
Locally Brewed IPAs
Sam Adams Seasonal
Stella Artois

### CALL BRANDS

Bacardi Rum
Baileys Irish Cream
Dewar's Scotch
Jack Daniels Whiskey
Jim Beam Bourbon
Jose Cuervo Tequila
Kahlúa
Tanqueray Gin
Tito's Vodka

### PREMIUM BRANDS

1800 Silver Tequila
Bombay Sapphire Gin
Bulleit Bourbon
Captain Morgan Rum
Crown Royal Canadian Whiskey
Glenlivet Scotch Whisky
Grey Goose Vodka
Hennessy Cognac
Johnnie Walker Black Label
Scotch Whisky

## COCKTAIL BREAK PACKAGES

All packages are per person and require a \$75 bartender fee per 75 people.

<b>SUNDAY BRUNCH.....</b>	<b>\$12.00</b>
Mimosas and Bloody Mary's	

<b>COFFEE CREATIONS.....</b>	<b>\$14.00</b>
Create your own coffee or espresso blend with Baileys, Bacardi rum, Bulliet bourbon, etc.	

<b>SANGRIA AND WINE .....</b>	<b>\$14.00</b>
Three unique Sangria blends	
Choose from aselection of red and white wine	

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# AUDIO AND VIDEO EQUIPMENT RENTALS

Equipment is priced per item, per day.

**LCD PROJECTOR PACKAGE.....\$325.00**  
 3000 lumens projector with 10' screen, AV table, and HDMI cord

**LCD SUPPORT PACKAGE.....\$100.00**  
 Includes 10' screen, power strip, HDMI cord, and AV table, client supplies their own LCD projector

**WIRELESS HANDHELD MICROPHONE.....\$100.00**  
**WIRELESS LAVALIERE MICROPHONE.....\$100.00**  
**WIRED PODIUM MICROPHONE.....\$75.00**

**POLYCOM SPEAKERPHONE.....\$100.00**  
 Includes polycom speakerphone and phone line, phone calls at an additional fee

**CORDS.....\$10.00**  
 Extension cords, power strips, HDMI, or VGA cords

**FLIP CHART.....\$35.00**  
 Includes flip chart pad, easel, and 2 markers

**POST-IT FLIP CHART.....\$50.00**  
 Includes post-it flip chart pad, easel, and colored markers

## TABLE LINENS

Black or white.....\$12.00 per table  
 Colored.....Call for pricing

## NAPKINS

Black or white..... Complimentary  
 Colored..... \$2.00 per person

**WHITE BOARD.....\$35.00**  
 White board (3' x 4') with easel, 2 dry erase markers and eraser

**EASEL.....\$15.00**

**4-CHANNEL MIXER.....\$50.00**  
**12-CHANNEL MIXER.....\$100.00**

## AV TECH LABOR

Four hour minimum.

Half day (4 hours) \$350.00  
 Full day (4 hours) \$600.00

## WIRELESS INTERNET

ACCESS..... COMPLIMENTARY

STAGE..... CALL FOR PRICING

PODIUM.....\$50.00

DEDICATED 60 MBPS

WIRELESS INTERNET.....\$150.00

(Additional delivery charges may apply)

All food and beverage is subject to a 13% service charge, 8% taxable events charge and a 7% Massachusetts sales tax, which are all subject to change. The 13% service charge is fully distributed to the wait staff and bartenders who provide banquet services. All other fees or charges, including event charges, set up fees, bartender or food station fees, are retained by the Company and are not tips, gratuities or service charges paid out to the banquet wait staff or bartenders.

# GENERAL INFORMATION AND SERVICES

## Location

Conveniently and centrally located in the Massachusetts Route 495 technology belt, the Hilton Garden Inn Boston/ Marlborough is just 15 minutes from downtown Worcester and 30 minutes from Boston city center.

## Accommodations

There's much to enjoy at our hotel in Marlborough. The BLVD Kitchen & Bar offers fantastic meals all day and the patio with firepit is a great area for cocktails and conversation. Whether visiting Boston for business or pleasure, our comfortable guest rooms offer you technology and convenience to ensure your stay is productive and relaxing.

## Amenities include:

- Complimentary high-speed internet
- Refrigerator, microwave, and coffeemaker
- TV
- Work desk

## Guaranteed guest attendance

It is requested that the Catering Sales Office be notified of the exact number of guests attending at least three (3) business days prior to the function date with the number of guests attending. This will be considered a guarantee for which you will be charged. Once given, this guarantee may not be reduced and charges will be made accordingly. The hotel cannot be responsible for service greater than the guaranteed number of guests plus 5%. If no guarantee is received at the required time, your Catering Sales Manager will assume the "Expected Count" to be your guarantee.

## Audiovisual equipment

State-of-the-art audiovisual equipment and lighting can be arranged through our Catering Sales Manager. Current tax and service charges apply. A complete line of modern audiovisual aids is available through the hotel.

## Shipping

Any packages sent to the hotel must be previously approved by the Hotel. Shipments should be addressed to the attention of your Catering Sales Manager and include company name, date(s) of program, Event Manager, and number of boxes. Shipments should arrive no earlier than three (3) business days prior to the event.

## Security

The Hilton Garden Inn will not assume any responsibility for damages or loss to any merchandise or articles left or sent into the Hotel prior to, during, or following your banquet or meeting. Arrangements may be made in advance for security of exhibits, merchandise or articles set up for display prior to or during the planned event.

## Show, stage, music, and entertainment

Your Catering Sales Manager will be pleased to assist with the arrangements for these services or we can refer you to recommended vendors.

## Decorations

Hotel will not permit the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, tape, sticky tack, or any other substance unless the event office gives approval. Decorations or displays brought into the Hotel must be approved prior to arrival. Items may not be attached with nails, staples, tape, or any other substance in order to prevent damage to the fine fixtures and furnishings. No open flame inside ballroom. A fee of at least \$500 will be imposed on any damages or excessive cleanup required after your event.

## Electrical fees

Should your event require additional electrical power, fees will apply according to the amount of additional power required.

## Non-smoking ordinance (state of MA)

All workplaces, restaurants, hotels, and bars in Massachusetts are 100% smoke-free as of July 5, 2004 and enforces an ordinance that prohibits by law smoking in public places. Smoking, therefore, is not allowed anywhere inside the Hotel (Ballroom, Guestrooms, Lobby, Restaurant, and Lounge).

## Property damage

As a patron, you are responsible for any damages done to the premises or any part of the Hotel during the period of time your invited guests, employees, independent contractors, or other agents either under your control or that, of any independent contractor hired by you, are on property. A certificate of insurance is required for any outside vendor hired by you.

### Station fees

Stations fees may be added to the final bill. These fees, any other fees, or charges are retained by the Hotel and may not be a tip, gratuity, or service charge for any employee and are not the property of the employees providing service to you.

### Bar fee

\$75 per bartender plus service charges, administrative fees, and state tax are applicable. We suggest one bartender for every 75 guests. Bartender fees do not represent a tip, gratuity, or service charge for wait staff employees, service bartenders, or other service employees engaged in the event.

### 24-hour change policy

The hotel and staff will attempt to accommodate any last minute changes that your event requires. Any significant changes to meeting room setup, audiovisual, menu, or head-count revisions within 24 hours of your event will incur a minimum \$150 fee to offset labor and schedule changes.

### Payment

Payment is due in full a minimum of 72 hours prior to event. Payment can be made by cash, company check or credit card. All food, beverage, room rental and audio visual equipment are subject to a 21% service charge. Prices are subject to change

### Alcoholic beverages

All beverage functions are arranged through the Sales and Events Office. We have a complete selection of beverages to complement your functions. As a licensee, the Hilton Garden Inn Boston/Marlborough is responsible to abide by regulations enforced by the Massachusetts Beverage Commission. THEREFORE, IT IS THE HOTEL'S POLICY THAT LIQUOR OR WINE CANNOT BE BROUGHT INTO THE HOTEL FROM OUTSIDE SOURCES. If alcoholic beverages are to be served on hotel premises (or elsewhere under the hotel's alcoholic beverage license), the hotel's alcoholic beverage license requires the hotel to:

- Have the beverages be dispensed by hotel employed server and bartenders
- Request proper identification (photo ID) from any person of questionable age and refuse alcoholic beverage service if the person is either under age or if identification cannot be produced
- Refuse to serve alcohol to anyone who, in the hotel's judgment, appears intoxicated
- Report any and all underage drinking to local authorities
- Refrain from discounted or complimentary beverage distribution
- Last call has to be completed a half hour before event ends as stated on contract
- Reserve the rights to stop the sale of alcohol at any-time due to the safety and security of our employees, attendees, guests, vendors, and/or any persons or property