



Hilton

ATLANTA

Weddings and Special Events

255 Courtland St NE, Atlanta, GA 30303 | Hiltonatlanta.com | 404.659.2000

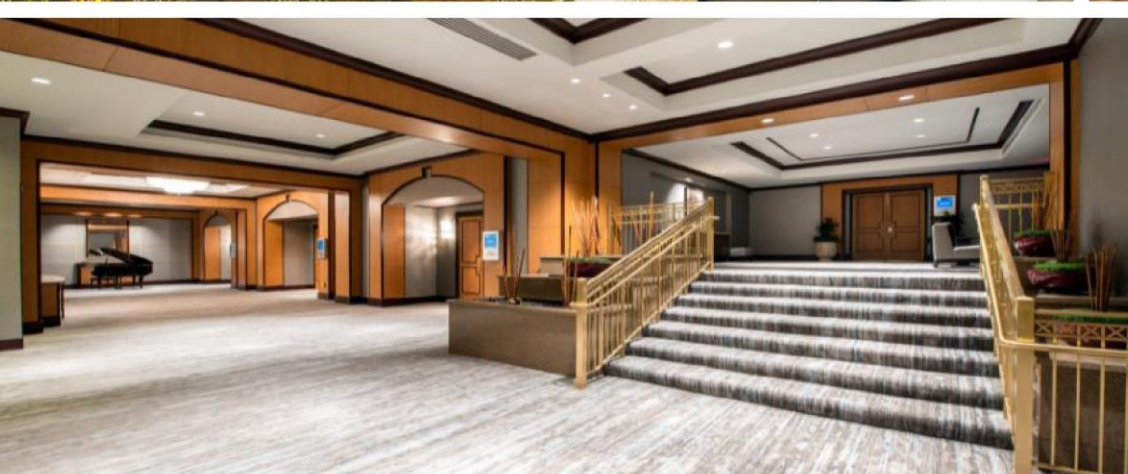


Welcome

ON BEHALF OF THE HILTON ATLANTA TEAM, Congratulations! We are committed to ensuring that your wedding celebration or special occasion is flawlessly executed and most memorable. Whether you are hosting an outdoor reception, under the stars or a candlelit five-course meal in The Grand Ballroom, Hilton Atlanta will ensure your experience is nothing short of exceptional. We thank you for considering Hilton Atlanta as the backdrop to your event and we look forward to your celebration.

Spaces to Celebrate

Contemporary design meets modern elegance. Let Hilton Atlanta inspire you and make your wedding day as perfect as you've always dreamed it would be. Choose from a variety of stunning options including our 3-ballrooms, unique restaurants & lounges, and our outdoor Pavilion Courtyard. Let our expert wedding staff transform your ideas into reality, working with you every step of the way. From exquisite cuisine and polished service, to modern Atlanta hotel rooms, we'll make sure every detail of your wedding goes according to plan.



The Details

Outside Catered Events are charged a per person price which includes 26% service charge and 8.5% sales tax. Plus \$250 Hilton Kitchen Staff fee.

Events Up to 150 People: \$60.00 Inclusive of Tax and Service Charge

Events 151 People and Up: \$55.00 Inclusive of Tax and Service Charge

This price includes the following:

- Wait Staff
- Buffet Tables, Chafing Dishes, and Sternos (Labels Not Provided by Hotel)
- All Necessary China, Glassware, and Silverware
- Standard Linens, Tables and Chairs; Dance Floor; and Staging
- Hot Boxes and Access to the Kitchen for Deep Frying Only (Oil Not Provided by Hotel)
- Four (4) Hour Beverage Station(s) to include Regular and Decaf Coffee, Hot Tea, Soft Drinks and Water
- 1 Complimentary Suite with Complimentary Parking on the Night of the Event for the Bride and Groom

Requirements:

The selected caterer must provide to hotel a copy of their \$2 million insurance policy certificate. Hotel has the right to refuse a selected caterer if they do not meet hotel requirements. Fire Marshall for the Ceremony - Current prevailing rate is

\$150 for (3) hours, \$40 each additional hour. Subject to change.

Power needs over and above a 20-amp circuit require an order through our onsite audio-visual partner-Encore. Orders can be customized to your needs.

Special rates for guestroom blocks are subject to availability over the dates of your event. Discounted Event Self-Parking is available for evening functions at a rate of \$30 per vehicle. This does not apply to overnight or valet parking. Parking availability at the hotel is not guaranteed.



Bar Beverages

(not included in package price) The final guarantee for all package bars must be 90% of your final guarantee.

Diamond Bar	Gold Bar
<p>Tito's Vodka, Hendrick's Gin, BANKS 5 Island Blend Rum, Ron Zacapa Tequila, Jameson Whiskey, Knob Creek Bourbon, Glenmorangie Original 10 Yr Scotch</p> <p>Blue Moon, Bud Light, Corona Extra, Heineken O.O, Sam Adams Lager, Stella Artois, Sweetwater 420, Southern Brewing Hobnail IPA</p> <p>Chandon Brut - Sparkling Wente Estate Grown - Chardonnay Wente Southern Hills - Cabernet Sauvignon</p>	<p>Absolut Vodka, Tanqueray Gin, Bacardi Superior Rum, 1800 Silver Tequila, Bulleit Rye Whiskey, Jack Daniel's Bourbon, Dewars 12 Yr Scotch</p> <p>Blue Moon, Bud Light, Corona Extra, Heineken O.O, Sam Adams Lager, Stella Artois, Sweetwater 420</p> <p>Riondo - Prosecco Spumante DOC Columbia Crest Grand Estates - Chardonnay Columbia Crest Grand Estates - Cabernet Sauvignon</p>
<h2>Package Bar Options</h2>	
<p>Diamond Package Per Person</p> <p>1st Hour \$29 2nd Hour \$25 Additional Hours \$21</p>	<p>Gold Package Per Person</p> <p>1st Hour \$23 2nd Hour \$19 Additional Hours \$15</p>
<p>Prices do not include 26% service charge, 8.5% Sales Tax and 4% liquor tax</p>	

Host Bar

Domestic Beer	\$9++
Imported & Specialty Beer	\$10++
Gold Package Cocktails	\$11++
Gold Package Wine by the glass	\$12++
Diamond Package Cocktails	\$14++
Diamond Package Wine by the Glass	\$15++

1 Bartender Required Per 100 Guests. Bartender Fee of \$200 Applies Per Bartender.



Hilton Atlanta Planning Details

Wedding Confirmation

When you are ready to confirm your wedding with Hilton Atlanta, we require the deposit along with a signed contract. You will have 14 days from the time the contract is received to sign and provide deposit and secure your date. Should we not receive your contract by such date as noted on your agreement, the hotel reserves the right to release the provisional booking without notice.

Guestrooms do not require a deposit. Reception and ceremony space rental with food & beverage requires a 25% deposit. Payment may be submitted via check or credit card.

Deposit & Payment Schedule

Advance deposits are required during the course of planning your event. At the time of contract signing, your non-refundable deposit will be due. The non-refundable deposit will be 25% of your contract food & beverage minimum. Six months prior to your first event date, 50% of your contracted food & beverage minimum will be due. Thirty (30) days prior to your first event date, your final remaining estimated balance will be due based on your estimated guest count, service charge, tax, and any outsourced rentals.

Ten (10) business days prior to your first scheduled event, your final guest guarantees will be due. Any remaining balance on the master account will be charged at that time. This will include your final guest counts and room reservations. We require a valid credit card authorization to be on file for any remaining charges. Any additional event balance will be settled up within 48 hours after check out.