

Holiday Inn Washington Dulles Outside Catering Package

We are happy to work with a variety of outside caterers to guarantee that your event reflects your customs and traditions.



*We are pleased to offer you the following package
for your outside catering menu:*

Rental of ballroom for 5 hours

Round tables with floor length table linens, chairs, gift table,
Cake table and parquet wooden dance floor and DJ table,
Elevated head table with white lace skirting

China, glass and silverware

Mirror tile centerpieces with hurricane globe & taper candle

Dedicated staff to cut and serve your wedding cake

One Banquet Server per 30 guests to refresh waters and service tables

One Banquet Captain or Manager to oversee entire function

Rental of one hotbox and work table for caterer's use

Chafing dishes, serving bowls, tongs, and serving spoons for buffet

Ice water at each place setting

Discounted room rates for your out-of-town guests ~ (based upon hotel availability)

Choice of beverage package (see price list)

Enhancement packages also available:

GOLD PACKAGE INCLUDES

Specialty table linens

Choice of traditional wedding cake

Fresh floral centerpieces

PLATINUM PACKAGE INCLUDES

The Gold Wedding Package *plus:*

Stunning ice sculpture

Choice of chair covers and sashes

Decadent chocolate fountain with accompaniments

Package Options:

Package One:

Freshly Brewed Regular & Decaffeinated Coffee and Hot Water with
a Selection of International Herbal Teas



Package Two:

Freshly Brewed Regular & Decaffeinated Coffee and Hot Water with
a Selection of International Herbal Teas
Assorted Soft Drinks



Package Three:

Freshly Brewed Regular & Decaffeinated Coffee and Hot Water with
a Selection of International Herbal Teas
Assorted Soft Drinks

Four Hours of Continuous Hosted Beverage Service Which Includes:

Deluxe Brand Cocktails: Jim Beam Bourbon, Bacardi Silver Rum, Beefeater Gin,
Smirnoff Vodka, Seagram's 7 Whiskey and Jose Cuero Tequila

Deluxe Wines: Copperidge Chardonnay, Merlot,
White Zinfandel and Cabernet Sauvignon

Domestic Beer: Budweiser, Bud Light and Miller Lite

Imported Beers: Corona, Heineken

Assorted Sodas, Juices and Mixers

GOLD PACKAGE

Additional \$15.00 Per Person

Choice of Specialty Table Linens

Floor length gold satin damask linen with
Coordinating napkins & skirting

~or~

Choice of organza overlay or table liner
Over our floor-length white linen & napkins

Sample Colors Include:

Black, Chocolate, Burgundy, Mango Orange, Silver, Gold, Sage & Eggplant

Choice of Traditional Wedding Cake

Specially Designed Cake with Choice of Filling with Butter Cream Icing

Sample Cake Flavors Include: White, Chocolate, Lemon, Spice, Yellow, Almond & Marble

Sample Cake Fillings Include: Raspberry, Lemon, Chocolate Fudge, Almond,
Apricot & Strawberry

Fresh Floral Centerpieces

10" Floral Design in 5" Square Glass Vase with Foliage Décor

Your Selection of Colors and Flowers Beautifully Arranged

Sample Flowers Include: Roses, Gerber Daisies, Alstroemerias &
Spider Mums

PLATINUM PACKAGE

The Gold Package *plus:*

Additional \$30.00 Per Person

Stunning Ice Sculpture

Sample Designs Include: Hearts, Dove, Swan

Choice of Chair Covers and Sashes

White, Black or Ivory Chair Covers

Sample Sash Colors Include: Black, Chocolate, Burgundy, Mango Orange,
Silver, Gold, Sage & Eggplant

Decadent Chocolate Fountain with Accompaniments

Belgium Milk Chocolate served with Fresh Cubed Fruit, Marshmallows, Pound
Cake, Pretzels and Cream Puffs

OPTIONS ARE SUBJECT TO CHANGE

Holiday Inn Washington Dulles 45425 Holiday Drive Dulles, VA 20166
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ADDITIONAL INFORMATION

Please note that the following are required to guarantee the event:

Health Department issued catering license, signed hotel liability form from caterer and insurance policy of at least \$1,000,000.

A **non-refundable**, \$1,000 deposit is also required to reserve the function space on a definite basis and 75% of the estimated balance is due 90 days in advance. The remaining balance is due one week prior to your function. Function space is not confirmed without a deposit and signed contract.

Ballroom space is also subject to food and beverage minimums; please consult your wedding specialist.

Guests are welcome to provide their own wedding cake from a licensed bakery. However, no other food or beverage may be brought into the hotel.

A guaranteed number of guests is required seven (7) days prior to your function. If a guaranteed number of guests is not confirmed, the hotel will prepare for the estimated number stated in the original contract and you will be charged for that number. Final guarantees cannot be reduced. The hotel will be prepared to service a total number of guests 5% above the final guarantee.

The Holiday Inn Washington Dulles is not responsible for any items left at the hotel following your function. This includes any items left by your wedding coordinator, florist, baker, entertainment or decorator.

The wedding ceremony set-up fee is \$500.00 plus applicable service charge and tax. This includes use of a private room, guest seating and a gift table. Your vendors may provide flowers or any other ceremonial décor; however, you are responsible for their placement. You will be responsible for making arrangements for the Officiate.