



Holiday Inn Portland Airport

Wedding Information

2016-2017

Thank you for your interest in the Holiday Inn Portland Airport for your wedding! This will be one of the most important days of your life and we are honored to be considered in sharing this day with you, family and friends. Our professional staff will do everything possible to ensure your event at our hotel will be exactly as you envision your dream. Our goal is your complete satisfaction with our service, food, beverage and hospitality. We look forward to the opportunity of helping with your special day!

Our menus have been custom designed by our award-winning and creative Chef, Daksh Moradra. The following packages have been carefully created by our Catering Management to provide you the information you need. We have chosen a theme of the Columbia River Gorge Falls to enhance our packages, the beauty of the Pacific Northwest and close proximity to some of the most breathtaking scenery in the world. We hope you cherish each moment of your new life together and the journey you are about to begin.

Brunch Reception Package

BRIDAL VEIL FALLS BRUNCH ~ \$28.00 per person

Assorted selection of Breakfast Breads and Pastries
Seasonal Fruit Display
Farm Fresh Scrambled Eggs
Applewood Smoked Bacon
Pork Sausage Links (Turkey/ Chicken sausage available at \$1 surcharge)
Breakfast Potatoes with Peppers and Onions
Mixed Green Salad
Carving Station with Rosemary brined breast of Turkey and herb and pepper crusted Beef Tri Tip
Garlic and herb Mashed Potatoes
Fresh Seasonal Vegetables
Warm Rolls and Butter

MULTNOMAH FALLS BRUNCH ~ \$32.00 per person

Assorted selection of Breakfast Breads and Pastries
Seasonal Fruit Display
Farm Fresh Scrambled Eggs
Applewood Smoked Bacon
Pork Sausage Links (Turkey/ Chicken sausage available at \$1 surcharge)
Egg white, feta cheese and spinach frittata
Breakfast Potatoes with Peppers and Onions
Mixed Green Salad
Bacon and potato salad
Carving Station with cracked pepper Prime Rib of Beef and au Jus
Herb roasted chicken with Cipollini onions
Fresh Seasonal Vegetables
Columbia river Salmon with fennel and orange slaw
Rice Pilaf
Warm Rolls and Butter

23% service charge is applied to all food, beverage, ceremony and set up fees

Hors d'oeuvres Reception Package

(Minimum 50 guests)

\$26.00 per person

Price is based on 1.5 hours of Hors d'oeuvres Service

Limited seating for up to 50% of the guarantee number of guests and cocktail tables

Butler passed cold hors d'oeuvres – (Select three options)

- Vegetable tartar
- Shrimp ceviche
- Pulled chicken on Pumpernickel crostini
- Antipasto Skewer
- Seared beef tenderloin on polenta crostini
- Smoked salmon and cream cheese mousse
- Balsamic fig and goat cheese flatbread
- Bacon wrapped with date and almond

Hot hors d'oeuvres – (Select three options)

- Mini beef tacos
- Mac and Cheese bites
- Buffalo style chicken Spring roll
- Spanakopita
- Chicken quesadilla
- Coconut chicken
- Mini beef wellingtons
- Szechuan beef satay
- Vegetable pot stickers
- Crab Rangoon
- Chili lime salmon sata

Platters – choose two options

- Seasonal Fruit Display
- Vegetable Crudités with Assorted Dips
- Antipasto Platter
- Imported and Domestic Cheese and Crackers
- Baked Brie with Caramelized Apples and warm nuts
- Cold Smoked Salmon with Capers, Red Onion and Lemon
- Coffee and Fruit Punch Station included

23% service charge is applied to all food, beverage, ceremony and set up fee

Plunge Falls Plated Dinner Reception

(Choice of salad includes one of the following for all guests)

- ~ Mixed Green Salad with Cranberries, Blue Cheese, Candied Walnuts & Balsamic Vinaigrette
- ~ Caesar Salad with Hearts of Romaine, Garlic Croutons, Parmesan Cheese & Caesar Dressing
- ~ Spinach Salad with radish, beets, feta cheese & Raspberry Vinaigrette

(Choice of two entrees)

\$30.00 per person

Herb crusted chicken with natural jus
Hazelnut Crusted Chicken with whiskey Bourbon Glaze
Chicken marsala and wild mushroom ragout

\$38.00 per person

Beef Tenderloin with Cabernet Demi Glaze
New York strip steak with Béarnaise
Beef Short Ribs Braised with Red Wine jus

\$30.00 per person

Boneless Pork Loin Chop with Apple Brandy gastrique

\$33.00 per person

Seared Salmon with Oregonian berry compote
Charbroiled Mahi Mahi with Mango Salsa
Red snapper with chimichurri

All dinners include:

Warm Rolls and Butter, Chef's Selection of Fresh Seasonal Vegetables and Starch
Complimentary Table Service of Water, Iced Tea or Fruit Punch
Coffee or Hot Tea Service with Wedding Cake

*Highest menu price determines price for all meals.

**Children prices for above meals are 60% of adult price for children 3-12 years old.

Ponytail Falls Child Meals

Child menus are \$13.00 per person for children 3-12 years old.

Available entrees include:

Cheese burger, Cheese Quesadilla, Cheese Pizza, chicken tenders or Macaroni and Cheese

Choice of two sides:

French Fries, Tortilla Chips, Green Salad with Ranch Dressing, Fresh Fruit Salad.

All child meals include Glass of Milk or Fruit Juice

23% service charge is applied to all food, beverage, ceremony and set up fees

Dinner Buffet Receptions

Elowah Falls Buffet - \$29.00 per person

Mixed Green Salad with Cherry Tomatoes, Cucumbers and Choice of Dressings
Seasonal Fruit Display
Pasta Salad with fire roasted vegetables
Columbia River Steelhead with Fennel and citrus claw
Flame roasted whole chicken with root vegetables
Seasonal Mixed Vegetables
Rosemary and Garlic scented Yukon Gold Potatoes / Rice Pilaf

Triple Falls Buffet - \$33.00 per person

Seasonal Fruit Display
Imported and Domestic Cheese Display
Pasta Salad with fire roasted vegetables
Mount Hood Salad with Mesclun Greens, Toasted Hazelnuts, Chevre Cheese,
Strawberries and Raspberry Vinaigrette
Citrus Salmon with caponata
Red Wine Braised Beef Short Ribs
Pan Seared Chicken with Tarragon and Dijon Mustard
Seasonal Mixed Vegetables
Garlic and boursin cheese smashed Potatoes
Wild Rice Pilaf

Wahkeena Falls Buffet - \$39.00 per person

Seasonal Fruit Display
Orzo Pasta salad
Roasted Vegetable Salad Tossed with White Balsamic Vinegar & Extra Virgin Olive Oil
Candied Walnut Crusted Chicken with whiskey Bourbon Glaze
Spaghetti with mussels, clams and white wine sauce
Carved Prime Rib of Beef au Jus
Seasonal Mixed Vegetables
Smoked gouda scented Potatoes au Gratin

All Buffet Dinners include:

Complimentary Water Table Service
Optional Wine Table Service (additional charge for Wine)
Self-Service Station with Coffee, Iced Tea and Fruit Punch

23% service charge is applied to all food, beverage, ceremony and set up fees

Wine / Champagne / Sparkling Cider

House Champagne – Wycliff	\$18.00 per bottle	\$5.00 per glass
Sparkling Cider	\$15.00 per bottle	\$4.00 per glass
House Wine	\$28.00 per bottle	\$6.00 per glass
Canyon Road ~ Chardonnay, Sauvignon Blanc, White Zinfandel or Cabernet Sauvignon		
Corkage fee @ \$15.00 per 750ml bottle		\$18.00 per magnum bottle
~Additional wine options available on request~		

BEER

Domestic Bottled Beer - \$4.00 each

Budweiser
Bud Light
Michelob Ultra
Coors Light
O'Doul's

Import Bottled Beer - \$5.00 each

Corona
Heineken
Black Butte Porter
Widmer Hefeweizen
Mirror Pond Pale Ale

Keg Domestic Beer \$400.00 /keg

Budweiser
Bud Light
Coors Light
Pabst

Import & Micro Brew Keg Beer \$475.00/keg

MacTarnahan
Mirror Pond
Black Butte
Widmer

~Please inform us of a special request beer selection not listed. *Tap fee @ \$150.00 / keg

SPIRITS (cash or hosted)

Premium Well - \$7.00 each

Smirnoff Vodka
Kettle One Vodka
Bacardi Rum
J & B Scotch
Jim Beam Bourbon
Jack Daniels Black Label
Crown Royal Canadian Whiskey
Tanqueray Gin
Sauza Gold Tequila
Sin Fire Cinnamon Whiskey

Ultra Delux - \$9.00 each

Grey Goose Vodka
Portland Potato Vodka
Courvoisier Cognac
Johnnie Walker Scotch
Knob Creek Bourbon
Pendleton Canadian Whiskey
Bombay Sapphire Gin
Hornitos Tequila
Kahlua, Bailey's, Godiva
Grand Marnier Cordials

A \$100.00 Licensed Bartender fee per bar will apply
Hosted or No-Host Bars available.

23% service charge is applied to all food, beverage, ceremony and set up fees

All wedding packages include the following items and services

- A wedding coordinator to assist in pre-planning your reception
- Silver, china, glassware, table linen (black, white or ivory) & votive candles
- (Paper napkins will be provided for Hors d'oeuvres Receptions)
- Round or rectangular tables and padded chairs
- Menu tasting after signed contract for up to four guests (hors d'oeuvres excluded)
- Gift, guest book and cake tables
- Banquet Captain and well trained, friendly servers attending to every detail during your event
- Special lodging rates for out of town guests

Enhancements to your wedding reception

Chair Covers to include a Colored Sash ~ \$5.00 per chair

Chiavari Chairs ~ \$9.00 each

Vinyl Dance floor Up to 24' x 24' ~ \$200.00

White or Black backdrop for stage with up colored lighting ~ \$200.00

Black, Red, Silver, or Gold Chargers ~ \$4.00 each

Cake Cutting and Service ~ \$1.00 per slice

White Vinyl Arber \$100.00

Polyester Colored Napkins \$2.00 each

Table Runners \$10.00 each

Ceremony Package

\$1,000.00 (up to 300 guests)

In addition to your Reception, we can also arrange your Ceremony in our Garden Atrium or private meeting room

We will provide:

- *One-hour rehearsal time up to one week prior to wedding
- *Changing room for Bride with bottled water, sliced fruit and cheese tray
- *Seating for your guests & family in our Garden Atrium or private meeting room
 - *Reserved family seating
 - *Stage for the ceremony
- *Wireless lapel microphones & sound system for ceremony vows
 - *Wedding arch and podium
 - *Table for candle or sand ceremony

~ Rehearsal Dinners may also be arranged through the hotel ~

23% service charge is applied to all food, beverage, ceremony and set up fees

General Information

To Our Customers & Guests

We are eager to help you, both in the planning and serving of your wedding. Should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs. Thank you for choosing our hotel and the food and beverage team.

Food & Beverage

All food items served on the hotel premises must be supplied and prepared by the hotels culinary team. All alcoholic beverages served on the hotels premises (or elsewhere under the hotels alcoholic beverage license) for the function must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or appear under the legal drinking age (21 years) without proof of identification. Food and beverages are NOT allowed to be removed from the event space and must be consumed during your event or discarded by the hotel on conclusion. Your wedding cake is the only exception. Cash sales and service charge do not apply toward food and beverage minimums.

Billing & Deposits

A deposit of 25% of the total estimated charges will be due with the signed contract for your event to confirm space held with the hotel and will be applied to your final bill. Payment may be made in Cash, Check or Credit Card. Full pre-payment plus 10% is due two weeks (10 business days) prior to the event and may be guaranteed with a major credit card. Advance deposits, when required, are non-refundable. Credit Cards will be pre-authorized 10 business days prior to the event and will place a hold on those funds from the credit card account, unless paid in full with cash or check.

Engineering, Electrical & Audio-Visual

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio-visual equipment and services are available in-house on a rental basis. Orders may be placed through the Catering Department.

Guarantee Agreement

We require a confirmation of guaranteed attendance at least one week (7 days) in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. Meals will be prepared for your guaranteed figure. Our Banquet Kitchen will make every effort to duplicate your menu for the additional guests, in the event this cannot be done, a substitute entrée will be provided. In the event we do not receive a guarantee; we will consider the number of guests indicated as estimated on the catering contract as the guarantee.

Liability

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

Insurance & Indemnification

Guest shall indemnify and hold Hotel and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guests or any attendee of the function on the hotel's premises.

Lost & Found

The housekeeping department administers lost and found. The hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or articles set-up prior to the planned event, or left unattended for any time.

Parking

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property. While ample parking is available, when large groups have contracts with the hotel, parking may be limited. We make every reasonable effort to provide needed parking for all events and guests of the hotel. Please ask your guest to carpool or find alternative methods of transportation to/from the hotel if requested.

Room & Set-Up Fee

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are any fluctuations in the number of attendees, the hotel reserves the right to assign accordingly the banquet function room. The hotel reserves the right to charge an additional fee for set-up changes made the day of the function. Fire Marshal Permit may be required and will be obtained by the hotel for \$300.00 no less than 30 days prior to your wedding.

Service Charge

All food and beverage functions are subject to applicable service charges as specified on the contract. All food and beverage functions require a minimum number of attendees. Any function not meeting the minimum requirement is subject to a surcharge. Service fees for bartenders, food station attendants, cashiers and other additional service staff are applicable.

Shipping & Receiving

All incoming packages should be addressed to your catering and convention services manager and marked with the bride and groom's name and date of your wedding. There is a \$4.00 charge per box for each box received at the hotel/convention center. Because there is limited storage space, boxes can be accepted no more than three working days prior to your meeting. A storage fee of \$5.00/per day, per box will be applied to any materials shipped earlier than three days prior to the event. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be arranged with a drayage company for delivery.

This is general information; please see your Catering Contract for full terms and policies.