

Indulge and Energize



Sheraton Suites Galleria Holiday Menus

**2844 Cobb Parkway, SE
Atlanta, Georgia 30339
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HOLIDAY BUFFET

(minimum 40 guests)

**Holiday Buffet is Served With Assorted Rolls With Whipped Butter,
Freshly Brewed Starbucks® Regular and Decaffeinated Coffee and Cider**

SALAD

Choose two (2) of the following

Baby Spinach with a Sweet Onion Relish, Roasted Red Peppers,
Eggs and Apple Wood Bacon Served with Warm Bacon Vinaigrette

Field Green Salad with Assorted Classic Dressings

Tri- Colored Tortellini and Fruit Salad Tossed with a Sweet Poppy Seed Dressing

Herb Grilled Vegetable Salad

Sweet Potato and Candied Pecan Salad

ENTREES

Choose from the following

Breast of Chicken Stuffed with Wild Rice and Cranberry
With a Chicken au jus Sauce

Cajun Spiced Deep Fried Turkey Breast with Cranberry and Thyme au jus

Coco Cola®
Bourbon Glazed Ham

Potato and Horseradish Crusted Salmon with Red Pepper Coulis

Tri-Colored Tortellini with Cheese Sauce

Slow Roasted Prime Rib with Garlic Herb au jus

Pecan Crusted Chicken with Bourbon Cream Sauce

HOLIDAY BUFFET

(continues)

STARCH

Choose (2) two of the following

Potatoes a Gratin
Harvest Blend Rice Pilaf
Cornbread Stuffing
Sweet Potato and Apple Casserole
Goat cheese mashed potatoes
Wild Mushroom Risotto

VEGETABLES

Choose two (2) of the following

Haricot Vert with Praline Walnuts
Amaretto and Ginger Glazed Baby Carrots
Shoe Peg Corn Soufflé
Seasonal Vegetable Medley

CHEF'S DESSERT TABLE

Choose two (2) of the following

Yule Log
Premier Selection of Cheesecakes
Pecan Pie
Sweet Potato Pie
Pumpkin Pie
Premier Selection of Layer Cakes
Mini Pastries

PRICE PER PERSON

Two Entrées - \$30.00 ++
Three Entrées - \$35.00 ++
Four Entrées - \$45.00 ++

HOLIDAY PLATED

(minimum 40 guests)

All Holiday Plated are served with Fresh Seasonal Vegetables, Assorted Rolls with Whipped Butter, Harvest blend rice pilaf, Chef's Selection of Holiday Dessert and Freshly Brewed Starbucks® Regular and Decaffeinated Coffee and Cider

SALAD

Choose one (1) of the following

Caesar Salad with Herbed Croutons and Shaved Parmesan Cheese

Baby Spinach with a Sweet Onion Relish, Roasted Red Peppers, Eggs and Applewood Bacon Served with Warm Bacon Vinaigrette

Field Green Salad with Assorted Classic Dressings

ENTREES

Choose from the following

Breast of Chicken Stuffed with Wild Rice and Cranberry
With a Chicken au jus Sauce

\$28.00 ++

Dijon and Rosemary Crusted Pork Medallions
Topped with Balsamic Syrup and Grilled Georgia Peaches
Served with Cheddar Cheese Mashed Potatoes

\$28.00 ++

Potato and Horseradish Crusted Atlantic Salmon
Served with a Roasted Red Pepper Coulis

\$32.00 ++

Filet of Beef and Sautéed Breast of Chicken
Served with a Roasted Red Pepper Polenta
Topped with a Charred Tomato Sauce

\$45.00 ++

Tender Grilled Flank Steak with Garlic Herb au jus

\$30.00 ++

COCKTAILS

HOST BAR

For this option, the beverage check is calculated from the total number/type of drinks served and will be charged to the Host of the event. A **\$100.00** Bartender Fee will be added to the total of the beverage sale.

House Brands	\$7.00	Per Drink
Premium Brands	\$8.50	Per Drink
Domestic Beer	\$4.00	Per Bottle
Imported/Premium Beer	\$5.00	Per Bottle
House Wine	\$8.00	Per Glass
Premium Wine	\$8.50	Per Glass
Soft Drink	\$3.00	Per Drink
Mineral Water	\$3.50	Per Bottle
Cordials & Liquors	\$9.00	Per Drink

CASH BAR

For this option, individual drinks are available for guests to purchase on their own. A **\$100.00** Bartender Fee per bar will be added to the total of the beverage sales.

House Brands	\$7.50	Per Drink
Premium Brands	\$9.00	Per Drink
Domestic Beer	\$4.50	Per Bottle
Imported/Premium Beer	\$5.50	Per Bottle
House Wine	\$8.50	Per Glass
Premium Wine	\$9.00	Per Glass
Soft Drink	\$3.00	Per Drink
Mineral Water	\$3.50	Per Bottle
Cordials & Liquors.	\$9.50	Per Drink

COCKTAIL HOUR

Cocktail hour(s) requires a minimum of 25 guests.

An additional surcharge will be added if guarantee is under 25 guests.

Bartender fee is \$100.00 for the first 3 hours. Each addition hour is \$25.00 per bartender.

One-hour premium brands open bar
Featuring a variety of premium brand liquors, domestic beers, wines,
soft drinks, bottled water and mixers
\$24.00 per person +

One-hour house brands open bar
Featuring a variety of house brand liquors, domestic beers,
wines, soft drinks, bottled water and mixers
\$21.00 per person +

COCKTAIL HOUR

Cocktail hour(s) requires a minimum of 25 guests.
An additional surcharge will be added if guarantee is under 25 guests.

Bartender fee is \$100.00 for the first 3 hours. Each addition hour is \$25.00 per bartender

Two-hour premium brands open bar
Featuring a variety of premium brand liquors, domestic beers, wines,
soft drinks, bottled water and mixers
\$29.00 per person +

Two-hour house brands open bar
Featuring a variety of house brand liquors, domestic beers,
wines, soft drinks, bottled water and mixers
\$26.00 per person +

SPECIALTY BEVERAGES

Non-alcoholic tropical fruit punch
\$28.00 by the gallon

Champagne toast
\$4.00 per person

House

Jim Beam®, Seagram's® VO, J&B® scotch, Smirnoff® vodka, Bacardi® rum, Dewar's® white label, Beefeater® gin, Sauza® gold tequila

Premium

Makers Mark® whiskey, Crown Royal® whiskey, Bacardi® gold rum, Absolute® vodka, Bombay Sapphire® gin, Johnny Walker® black scotch whiskey

Domestic Beer

Budweiser®, Bud Light®, Miller Lite®, Michelob Ultra® and Samuel Adams®

Imported Beer

Heineken®, Amstel Light® and Corona®

Cordials

Amaretto®, Baileys®, Kahlua®, Grand Marnier®,
Courvoisier® VS, Southern Comfort®

GENERAL INFORMATION

BEVERAGE SERVICE

We offer a complete selection of beverages to compliment your functions. Please note that the State Liquor Control Board regulates alcoholic beverage sales and service. The Hotel, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy that no liquor or wine may be brought into the Hotel from outside sources. The Hotel employees and not the patrons of the Hotel must do all dispensing of beverages.

FOOD SERVICES

The Hotel must cater functions held at Sheraton Suites Galleria. Outside vendors providing wedding cakes must be licensed and health inspected.

The Hotel is responsible for the quality and freshness of the food served to its guests. Due to current health regulations, food may **NOT** be taken off the premises after it has been prepared and served to its guests.

DIRECTIONAL SIGNS

The Hotel provides directional signs as well as meeting room identification for its clients. Flip-chart signs are not allowed in any public areas. The Hotel will provide easels free of charge to hold only professionally printed signs at the client's request in the designated areas. The Hotels Catering Department must approve any printed signs.

BANNERS/DISPLAY ITEMS

Banners or display items may not be affixed to any stationary wall, floor or ceiling with nails, staples or tape unless approved by the Catering Department. Any damage incurred by using the aforementioned items will be charged to the clients account. We must receive notice at least 24 hours prior to your function to hang banners and labor fees may apply.

SECURITY

The Hotel shall not assume responsibility for the damage or loss of any merchandise or articles brought to the Hotel. Arrangements may be made for security of exhibits, merchandise or articles set up for display prior to the planned event by contacting the Catering Department. Sheraton Suites Galleria will not be held responsible for items left unattended in a function room.

BILLING

We ask that proper credit information be established prior to the function. The Hotel reserves the right to request all or partial payment of the bill prior to the function. Payment of the total balance due should be made within thirty days of the billing date. The Hotel will retain the deposit due for cancellation if sufficient notice is not given.

CANCELLATIONS

Cancellations must be made within a reasonable time frame as indicated on the Sales Contract. All deposits will be held and charged a cancellation fee. If a group finds it necessary to cancel a function, expenses incurred by the Hotel in preparation for the function become the responsibility of the patron.

PROPERTY DAMAGE

Client is responsible for any damage done to the property by client's guests, attendees, employees, independent contractors or other agents under the client's control.

AUDIO/VISUAL EQUIPMENT AND SERVICES

We will be happy to arrange for all audio/visual requirements for your function. Audio/visual engineers, qualified lighting operations and extensive audio/visual setups can be arranged through our Catering Department. We recommend our in-house audio/visual company, TAVS, which can provide your equipment needs on a rental basis.

GENERAL INFORMATION

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BANQUET MENUS

Banquet menus, room arrangements and other details pertinent to your function should be submitted to the Catering Department at least two weeks prior to your function date. Our Catering Department will be happy to plan a menu especially for you or assist you in selecting the proper menu items and arrangements to ensure a successful function. Specialty and theme menus may be designed to meet your particular needs. Entree selections on all banquet menus, except buffets, are limited to one choice unless dietary laws or religious holidays must be adhered to.

GUARANTEES

A final guaranteed attendance number for all food and beverage functions is required three business days prior to the function. If we do not receive a number from you, your organization will be charged for the number of persons specified on the Banquet Event Order. We will be prepared to set 5% over the guaranteed number to a maximum of 25 people. The guarantee is not subject to reduction after this 72-hour deadline. A service charge will be applied to each function if attendance is 20 persons or less.

Charge or 6% Georgia State and Cobb County Sales Taxes. Georgia law requires sales tax on the service charge. Prices are subject to change without notice. Guaranteed prices may not be given more than 90 days prior to any function. There may be additional labor fees if you do not meet minimum revenues required to cover the cost of labor to serve your function.

FUNCTION ROOMS

The number of people attending and the room setup indicated determines the assignment of function rooms. Room rental charges are based on your program as outlined in the Contract. Should your requirements or size of group change, additional room rental charges may apply. We reserve the right to make room changes in the event that the original function room becomes unavailable for reasons or causes beyond our control or if your anticipated attendance increases or decreases significantly. The function time noted on the Event Order is the time that the room will be reserved for your use. Late checkout charges may apply if you do not vacate the room at the specified time.

DECORATIONS

Arrangements may be made through the Hotel for the purchase of freshly cut flowers and distinctive centerpieces. If you would like special theme decorations, we will be happy to suggest companies with whom these arrangements can be made. A list of suggested entertainment is available through our Catering Department.

PRICES

Prices quoted do not include 22% Service

SHIPPING AND RECEIVING

With proper identification and coordinating by the Catering Department, packages for meetings may be delivered to the hotel. We ask that packages not be sent more than 3 days in advance due to hotel storage space restrictions. The following information is necessary for package labeling:

- A) Conference/Group Name
- B) Hotel Contact
- C) Meeting Contact
- D) Hold for Arrival (Date of Function)

The Hotel Cannot Assume Responsibility Or Liability For Any Articles Received, Stored, Or Left On Property. When Packaged Materials Need To Be Picked Up By An Outside Freight Carrier, It Is The Client's Responsibility To Contact Said Freight Carrier And Properly Pack And Label The Packages