



State Fair Park Conference Center

Hampton Inn & Suites Milwaukee West

8201 W. Greenfield Avenue

West Allis, WI 53214

414.436.2300

www.hamptoninnmilwaukee.com



Breakfast

Continental Breakfast Selections

Continental breakfast options include carafes of chilled orange, cranberry and apple juices, selection of specialty hot tea, regular and decaffeinated coffees.

All continental breakfast options require a minimum of 20 guests.
Based on 1 hour of continuous service.

West Allis Starter

Assorted pastries, bagels and croissants,
served with butter, preserves and honey

\$16

Greenfield Continental

Seasonal sliced fruit & melons display, mini bagels & cream
cheese and traditional oatmeal with assorted of toppings

\$18

Classic Continental

Display of seasonal sliced fruit & melons, individual
yogurts & granola, assortment of fresh baked muffins &
cinnamon rolls, bagels and croissants, served with butter,
preserves and honey

\$20

Plated Breakfast Selections

Plated breakfast options include chilled orange, cranberry or apple juices,
selection of specialty hot tea, regular and decaffeinated coffees.

All plated breakfast options come with a pre-set Citrus Salad

Traditional Eggs Benedict

Toasted English muffins, Canadian style bacon
and poached eggs are topped with
a drizzle of Hollandaise sauce

\$18

Rise-n-Shine

Scrambled egg whites, served with roasted red potatoes
and Canadian style bacon

\$22

Heartland Stage

Scrambled eggs with chives served with red bliss potatoes
and apple-wood bacon

\$18

Hot Breakfast Buffet Selections

Breakfast buffet options include carafes of chilled orange,
cranberry and apple juices, selection of specialty hot tea,
regular and decaffeinated coffees.

All breakfast buffet options require a minimum of 20 guests.
Based on 1 hour of continuous service.

Traditional

Fluffy scrambled eggs with chives, crisp apple-wood
bacon, roasted red bliss potatoes with caramelized onions,
display of seasonal sliced fruit & melons, bagels and
croissants, served with butter, preserves and honey

\$22

Healthy Start

Egg white frittata with wilted kale, feta and romesco,
turkey sausage patties, individual yogurts & granola,
oatmeal, golden raisins, brown sugar & cinnamon sugar,
display of seasonal sliced fruit & melons, served with
fruit smoothies and an assorted flavored water bar

\$24

Tex Mex

Scrambled eggs with tomato and bell pepper, spicy pork
chorizo, chipotle roasted potatoes, fire roasted salsa,
pico de gallo, sour cream, pepper jack cheese, flour
tortillas, display of seasonal sliced fruit & melons, bagels and
croissants, served with butter, preserves and honey

\$26

Grand Stand

Fluffy scrambled eggs with chives, crisp apple-wood bacon,
turkey sausage patties, roasted red bliss potatoes with
caramelized onions, French toast topped with berry
compote, individual yogurts & granola, display of seasonal
sliced fruit & melons, sliced croissants and bagels,
served with cream cheese, butter, preserves and honey

\$28



Enhancements

Enhancement Stations are portioned appropriately and are intended as an addition to a plated breakfast or breakfast buffet. Prices are based on 1 hour of continuous service.

Enhancement Stations

Enhancement Stations are priced per Guest

Buttermilk Pancakes

Topped with Wisconsin maple butter and cinnamon sugar
\$4

Oatmeal Bar

Ocean Spray raisins, candied walnuts,
brown sugar and 2% milk
\$8

Deluxe Omelet Station

Made-to-order omelets with choice of mushrooms, spinach,
tomatoes, onions, ham, peppers, bacon pieces,
cheddar cheese, sour cream and house made salsa
\$12

Assorted Breakfast Sandwiches (choose one)

Scrambled egg with ham & Swiss on a croissant,
Scrambled egg with apple-wood bacon on a cheddar biscuit or
Egg white with turkey sausage on a multigrain English Muffin
\$8

Morning Ala Carte

Assorted Whole Fresh Fruit	\$24 per dozen
Display of seasonal sliced fruit & melons (serves 25 Guests)	\$80 per each
Individually Wrapped Granola Bars	\$24 per dozen
Individual Assorted Flavor Yogurts	\$24 per dozen
Greek Yogurt & Berry Parfait	\$48 per dozen
Assorted Donuts	\$35 per dozen
Warm Cinnamon Rolls	\$30 per dozen
Assorted Pastries	\$30 per dozen
Mini Croissants with Butter & Preserves	\$24 per dozen
Assorted Muffins with Butter	\$28 per dozen

Beverage Enhancements

Freshly Brewed Regular Coffee	\$36 per gallon
Freshly Brewed Decaffeinated Coffee	\$36 per gallon
Hot Water with Specialty Teas	\$36 per gallon
Bottle Water	\$3 per each
Flavor Infused Water	\$24 per gallon
Assorted Juice Smoothies	\$50 per dozen
Assorted Soft Drinks (Orange, Cranberry, Apple Juices)	\$3 per each
Milk	\$20 per carafe



Afternoon Ala Carte

Freshly Baked Assorted Cookies	\$28 per dozen
Chocolate Brownies	\$30 per dozen
Sliced Seasonal Fresh Fruit Platter (serves 25 Guests)	\$80 per each
Vegetable Crudité Platter with Ranch Dip (serves 25 Guests)	\$75 per each
Assorted Cheeses and Cured Sausage Platter (serves 25 Guests)	\$110 per each
Assorted Bags of Nuts	\$36 per dozen
Assorted Whole Fresh Fruit	\$24 per dozen
Assorted Candy Bars	\$36 per dozen
Gardetto's Snack Mix	\$24 per pound

A 22% taxable service charge and 6% sales tax will be added. All pricing is per person, unless otherwise specified.
Prices are subject to change and cannot be guaranteed more than 60 days prior to the event date.

Lunch



Hampton Lunch Buffets

Lunch buffets include iced tea with fresh lemon
All buffets require a minimum of 20 guests
Based on 1 hour of continuous service

Greenfield Deli

Sliced smoked turkey, ham and roast beef, fresh tossed pasta salad, house made potato chips, assorted cheeses, lettuce, tomato, onion, condiments served with assorted breads and assorted cookies

\$27

Miller Park

Angus beef burgers served with traditional toppings, Wisconsin bratwurst with caramelized onions & sauerkraut, chipotle black bean burger, smokey baked beans, steak house potato salad, house made potato chips, served with assorted breads & rolls and assorted cookies

\$28

Ole'!

Marinated beef, marinated chicken and vegetable fajitas, fire roasted salsa, lettuce, sour cream, shredded cheddar, Southwest chop salad, cilantro lime vinaigrette, drunken beans, and Spanish rice, served with fried churros

\$34

Little Italy

Tuscan lemon chicken with wilted kale, Italian meatballs, roasted zucchini & squash, Caesar salad with garlic anchovy dressing and rustic croutons, penne pasta with marinara and alfredo, served with garlic breadsticks and Tiramisu

\$30



Sandwich Shop

Choice of 1 Soup

- Chicken Noodle
- Tomato Basil
- Roasted Corn Chowder
- Wisconsin Beer Cheese
- Potato Bacon Chowder

Choice of 2 Salads

- Seasonal baby greens with vegetables and assorted dressings
- Fresh tossed pasta salad
- Steakhouse potato salad
- Deli style coleslaw
- Traditional Caesar salad with shaved parmesan and rustic herb crouton

Choice of 3 Sandwiches

Served with appropriate condiments

- **Classic:** ham & Swiss with lettuce and tomato
- **Traditional:** sliced turkey & cheddar with lettuce and tomato
- **Milwaukeean:** sliced turkey, ham and roast beef
- **BLT:** bacon, lettuce, tomato and mayo
- **Caprese:** tomato, basil, mozzarella cheese and balsamic
- **Milverine:** sliced roast beef with horseradish, lettuce and tomato

\$27

Bag Lunch Selections

Each box lunch includes a piece of whole fresh fruit, potato chips, cookie, Dijon mustard, mayonnaise and a bottle of water

Caprese

Tomato, basil, mozzarella cheese and a balsamic reduction served on Artisan roll

\$16

Classic

Deli sliced ham and Swiss cheese with lettuce and tomato; served on Artisan roll

\$17

Traditional

Sliced baked turkey with cheddar cheese, lettuce, tomato; served on Artisan roll

\$17

Milwaukeean

Deli sub with turkey, ham, and roast beef; served on Artisan roll

\$22

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Plated Lunch

All plated lunch selections include Chef's choice of seasonal vegetable, choice of salad and iced tea with fresh lemon

Salad Selection

Choice of 1 Salad

- **Gathered Greens** Medjool green, red delicious apples, bleu cheese crumble, toasted almonds, dried cranberries, maple vinaigrette dressing
- **Classic Caesar** Torn romaine hearts, shaved parmigiana, garlic crouton, parmesan-anchovy dressing

Plated Lunch Entrees

Chicken Piccata

Chicken breast topped with lemon cream sauce and fresh capers served with rice pilaf

\$24

Blackened Tilapia

Seasoned tilapia filet topped with pineapple salsa over a bed of Cajun rice

\$24

Old-Fashioned Meatloaf

Traditional style meatloaf topped with demi gravy, served with whipped truffle potatoes

\$25

Gnocchi with Roasted Butternut Squash

Roasted forest mushrooms, tomatoes, spinach, Pomodoro sauce

\$22

Chicken Marsala

Chicken breast topped with Marsala wine sauce and foraged mushrooms, served with roasted fingerling potatoes

\$23



Pork Loin

Roasted pork loin topped with apple cider reduction, served with garlic whipped potatoes

\$25

Beef Tips

Beef tips with wild mushroom gravy, served over a bed of penne

\$30

Aged Strip Loin

Cast-iron seared Strip with Chimichurri sauce, served with garlic-parmesan fries

\$35

Lunch Enhancements

\$9 per Guest

- Wisconsin Beer Cheese
- Roasted Corn Chowder
- Potato Bacon Chowder
- Tomato Basil
- Chicken Noodle Soup

Dessert

\$9 per Guest

Chocolate Torte (GF)

Flourless chocolate ganache cake, macerated berries

New York Vanilla Cheesecake

Caramel, chocolate, candy pieces

Somebody Say Chocolate

Chocolate mousse, chocolate chips, chocolate ganache, milk chocolate drizzle

Red Velvet Cake

Two-layer cake, whipped cream cheese icing

Grandma's Carrot Cake

Carrots, pecans, crushed pineapple, whipped cream cheese frosting

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Break Enhancements



Eight / Ten / Two

8:00am — Assorted pastries, sliced fresh fruit, assorted yogurts, chilled juices, freshly brewed coffee and specialty teas

10:00am — Refresh coffee and specialty teas

2:00pm — Assorted cookies and chocolate brownies, coffee refresh and assorted soft drinks

\$18

Heart Healthy

Sliced seasonal fresh fruit, assortment of locally sourced cheeses, vegetable crudité display, rustic breads, jams and butter

\$18

Sweet & Salty Southwest

Mesquite chicken flautas, cheese quesadilla, crispy tortilla chips, sharp cheddar sauce, fire roasted salsa, chipotle sour cream, cinnamon churros, white chocolate sprinkle churros and chocolate covered churros with peanut pieces

\$20

The Ballgame

Mini hot dogs with condiments, bARwEST chili, pretzel bites, sharp cheddar sauce, caramel corn and roasted peanuts

\$17

Chocolate Lover

Chocolate chunk cookies, Hershey kiss brownies, chocolate covered pretzels, Andes mint crème de menthe, hot chocolate, mini marshmallows, peppermint sticks and ground cinnamon

\$18

Coffee Corner

Fresh baked pastries, mini doughnuts, fresh brewed Folger's coffee, assorted Bigelow tea, flavored creamers, honey, sugar and ground cinnamon

\$18

Build Your Break

Choose Three Items | \$11 per Guest
Choose Four Items | \$13 per Guest

- Freshly Baked Assorted Cookies
- Chocolate Brownies
- Assortment of Dessert Bars
- Assorted Fun-size Candy Bars
- Soft Pretzel Bites with Cheddar Cheese Fondue
- Cheese & Sausage Platter served with Crackers
- Siesta Queso Dip with Tortilla Chips
- Assorted Bags of Nuts
- Vegetable Crudite Platter with Ranch Dip
- Assorted Soft Drinks
- Fresh Brewed Regular & Decaffeinated Coffee
- Bottled Water



Reception Stations

Stations are portioned appropriately for receptions and are intended as a dinner enhancement.
Prices are based on 1 hour of continuous service.

Chef's Carving Stations

Chef attendant fee of \$75 per attendant is required per station
Served with freshly baked rolls and accompaniments

Applewood Smoked Ham (6 lb.)

\$280

Inside Round of Beef (18 lb.)

Served with natural au jus and creamy horseradish

\$325

Roasted Prime Rib (11 lb.)

Served with natural au jus and creamy horseradish

\$385

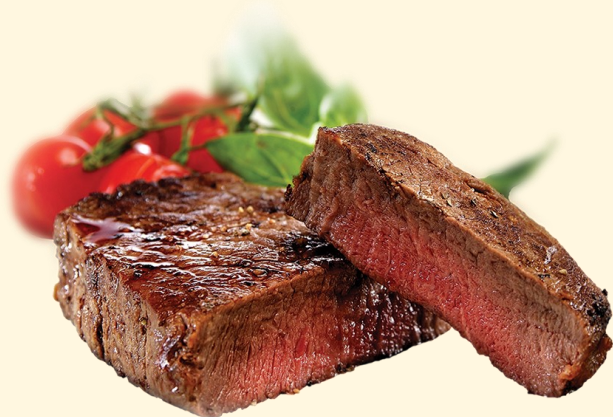
Roasted Pork Loin with Rosemary (6 lb.)

\$280

Roasted Turkey Breast (8 lb.)

Served with traditional poultry gravy

\$280



Late Night Fare

Self-serve stations require a minimum of 50 people
Add a chef attendant to make it an Action Station
(\$80 per attendant fee)

Loaded Baked Potato Bar

Baked Idaho potatoes served with assorted toppings;
cheddar cheese sauce, applewood smoked bacon pieces,
scallions, house made chili and sour cream

\$20

At The Ballpark

Mini hot dog sliders, Angus beef sliders, soft pretzels with
cheese sauce served with diced onion, sweet relish,
ketchup, mustard and Stadium sauce

\$25

Pasta Extraordinaire

Tricolor cheese tortellini, macaroni & cheese and penne
served with marinara & alfredo sauce,
scallions, broccoli, applewood smoked bacon pieces
and shaved herb-parmesan

\$15

South of the Border Fiesta

Seasoned ground beef, onions & peppers, shredded
cheddar cheese, lettuce, tomatoes, sour cream, salsa
and fresh tortilla chips

\$15

Hors d'oeuvres/Displays



Reception Displays

All Displays serve 50 guests

Bruschetta Display

Spinach artichoke, tomato bruschetta and hummus,
with fresh baked crostini and pita chips

\$200

Vegetable Crudité

Seasonal raw vegetables served with dill dip

\$165

Sliced Fresh Fruit & Berry Platter

Seasonal sliced fresh fruit with yogurt dip

\$175

Wisconsin Cheese and Sausage Platter

Assortment of Wisconsin cheeses
with cured sausage and assorted crackers

\$200

Whole Smoked Salmon

Sliced red onion and hard boiled eggs
served with a dill cream cheese

\$225

Dessert Display

Mini cream puffs, mini cheesecakes and assorted petite fours

\$200



Hors d'oeuvres Selections

All selections are priced per 50 pieces

To assist with your planning:

Light hors d'oeuvres (4-6 pcs per Guest)

Medium hors d'oeuvres (7-10 pcs per Guest)

Heavy hors d'oeuvres (11-15 pcs per Guest)

Passed Hors d'oeuvres

(\$50 per Butler)

Tomato Basil Feta Bruschetta	\$100
Truffle Deviled Eggs	\$150
Chicken Satay with Peanut Sauce	\$150
Korean Beef Satay	\$225
Steak Crostini	\$225
Poached Pear, Cream Cheese Tartlet	\$200
Cordon Bleu Lollipops	\$150
Tuna Poke on Cucumber Slice	\$225

Hot Hors d'oeuvres

BBQ or Swedish Meatballs	\$150
Bacon Wrapped Water Chestnuts	\$200
Cheese Quesadillas with Fire Roasted Salsa	\$150
Mini Cordon Bleu Balls	\$100
Buffalo Chicken Wings with Bleu Cheese	\$200
Taquitoes with Fire Roasted Salsa	\$150
Pretzel Bites with Cheddar Cheese Fondue	\$125
Beef or Pork Sliders	\$225
Vegetable Spring Rolls with Thai Chili	\$150
Lamb Kabob	\$225
16" House Made Pizza	\$18 each

Cheese | Sausage | Pepperoni | Vegetable

Chilled Hors d'oeuvres

Assorted Silver Dollar Sandwiches	\$150
Caprese Skewers with Balsamic Reduction	\$120
Sesame Crusted Tuna Tartare	\$225
with Asian Slaw	
Beef Tenderloin with Horseradish Cream	\$180
Tortilla Chips & Salsa	\$125

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Buffet Dinner

All dinner buffets Include warm dinner rolls & butter, coffee and hot tea
All dinner buffets require a minimum of 20 guests. Based on a maximum of 1 hour of continuous service.

Customize Your Buffet

Two Entrée Dinner Buffet | \$40 per Guest
Three Entrée Dinner Buffet | \$45 per Guest

Choice of 2 Salads

- Mixed baby greens, carrots, cucumber, tomato, Ranch & French
- Watermelon-feta salad, arugula, red onion & honey raspberry vinaigrette
- Broccoli salad, Greek yogurt, bacon, lemon, raisins & roasted sunflower seeds
- Orzo salad, garbanzo beans, grape tomatoes, red onion & basil tossed in red wine vinaigrette
- Chopped Romaine, shaved parmesan, herb crouton, Caesar dressing

Choice of 1 Starch

- Oven roasted new potatoes with rosemary
- Mashed Yukon gold potatoes with garlic-truffle oil
- Roasted red bliss potatoes with shallot and dill
- Garlic parmesan scalloped potatoes
- Long grain rice with vegetable confetti

Choice of 1 Vegetable

- Green beans with red and yellow confetti
- Baby carrots with orange cardamom butter
- Broccoli tossed in roasted shallot butter
- Brussel sprouts with bacon vinaigrette
- Broccoli & cauliflower flan

Choice of Entrees

- Maple Glazed Ham
- Sliced Inside Round of Beef
- Peach Mostarda Pork Chop
- Beer-Braised Pork Shoulder
- Italian Meatballs & Ziti
- Rosemary Baked Chicken
- Chicken Cacciatore
- Lemon Caper Cod
- Braised Beef Tips
- Pulled Pork
- Beer-braised Brisket
- Chicken Marsala



Milwaukee Mile

Garlic-rosemary chicken with grilled lemon, Sirloin tips with cremini mushroom gravy, roasted garlic mashed potatoes, roasted Brussel sprouts with bacon vinaigrette, classic Caesar salad, mini croissants with butter and layered strawberry shortcake.

\$42

84th Street

Gorgonzola-fig stuffed pork loin with maple-balsamic glaze, sesame crusted salmon with bok choy & ginger-miso vinaigrette, roasted fingerling potatoes, haricot verts, mesclun greens, candied pecans, gorgonzola and fig with maple vinaigrette, country dinner rolls & butter and lemon-cream shortcake.

\$40

Allis-Chalmers

Cast-iron seared tenderloin medallions with foraged wild mushroom gravy, garlic-herb chicken with roasted tomatoes, spinach, artichokes & feta cream, potato leek gratin, roasted green top baby carrots, wedge salad with radish, tomato, chives with green goddess dressing, country dinner rolls & butter and black forest cake.

\$50

Dinner Enhancements

\$9 per Guest

- Wisconsin Beer Cheese
- Potato Bacon Chowder
- Chicken Noodle Soup
- Roasted Corn Chowder
- Tomato Basil

Dessert

\$9 per Guest

Chocolate Torte (GF)

Flourless chocolate ganache cake, macerated berries

New York Vanilla Cheesecake

Caramel, chocolate, candy pieces

Somebody Say Chocolate

Chocolate mousse, chocolate chips, chocolate ganache, milk chocolate drizzle

Red Velvet Cake

Two-layer cake, whipped cream cheese icing

A 22% taxable service charge and 6% sales tax will be added. All pricing is per person, unless otherwise specified.
Prices are subject to change and cannot be guaranteed more than 60 days prior to the event date.

Plated Dinner

All plated dinner selections include Chef's choice vegetable, choice of salad, warm dinner rolls & butter, coffee and hot tea

Salad Selections

Choice of 1 Salad

- **Gathered Greens** Medjool green, red delicious apples, bleu cheese crumble, toasted almonds, dried cranberries, maple vinaigrette dressing
- **Classic Caesar** Torn romaine hearts, shaved parmigiana, garlic crouton, parmesan-anchovy dressing



Combination Dinner Entrees

Choice of Starch and Vegetable

Strip Steak / Salmon

8 oz. Strip steak topped with wild mushroom merlot accompanied by pan seared Salmon filet with citrus beurre blanc

\$46

Top Sirloin / Chicken

6 oz. Top sirloin topped with black pepper bleu cheese cream accompanied with Lemon-Rosemary chicken breast

\$48

Filet Mignon / Shrimp

6 oz. Filet mignon accompanied by Panko parmesan crusted shrimp topped with tomato-basil bruschetta set upon classic bearnaise

\$60

Plated Dinner Entrees

Stuffed Mushrooms

Marinated portabella, spiced greens, mozzarella, roasted tomato, roasted butternut squash, basil emulsion

\$29

Beef Filet of Tenderloin

Cast-Iron seared filet mignon, port wine demi-glaze, boursin potato puree, seasonal vegetable

\$54

Wisconsin Maple Glazed Salmon

Pan seared wild caught salmon, maple glaze, garlic-thyme fingerling potato, seasonal vegetable

\$46

Italian Semi-Boneless Chicken

Bone-In chicken breast stuffed with roasted tomato, basil and mozzarella, Israeli cous cous, parmesan cream, seasonal vegetable

\$45

Braised Boneless Beef Short Ribs

Slow braised short rib, sweet potato puree, red wine sauce, seasonal vegetable

\$46

Bleu Cheese Crusted Ribeye

Ribeye steak crusted with panko and bleu cheese crumbles, topped with peppercorn demi-glaze

\$48

Dinner Enhancements

\$9 per Guest

- Wisconsin Beer Cheese Soup
- Potato Bacon Chowder
- Chicken Noodle Soup
- Roasted Corn Chowder
- Tomato Basil Soup

Dessert

\$9 per Guest

Chocolate Torte (GF)

Flourless chocolate ganache cake, macerated berries

New York Vanilla Cheesecake

Caramel, chocolate, candy pieces

Somebody Say Chocolate

Chocolate mousse, chocolate chips, chocolate ganache, milk chocolate drizzle

Red Velvet Cake

Two-layer cake, whipped cream cheese icing

Grandma's Carrot Cake

Carrots, pecans, crushed pineapple, whipped cream cheese frosting

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Banquet Beverages

Open Bar Options

Ultra Premium Brand Package

First Full Hour | \$20 per Guest
Each Additional Hour | \$14 per Guest

Premium Brand Package

First Full Hour | \$18 per Guest
Each Additional Hour | \$12 per Guest

Draft Beer, Wine and Soda Package

First Full Hour | \$12 per Guest
Each Additional Hour | \$10 per Guest

Host Bar Options

(Priced per Drink)

Ultra Premium Brands (single): \$10
Premium Brands (single): \$8
Domestic Bottled Beer: \$5
Import & Microbrew Bottled Beer: \$6
House Wine: \$7

Cash Bar

(Priced Per Drink)

Ultra Premium Brands: \$9
Premium Brands: \$8
Domestic Bottled Beer: \$5
Import & Microbrew Bottled Beer: \$6
House Wine: \$6



Ultra Premium Brands

Johnny Walker Red, Grey Goose,
Bombay Sapphire, Jack Daniels, Bacardi Superior,
Captain Morgan, Patron Silver, Korbel

Premium Brands

Jim Beam, Dewar's White Label, Smirnoff Vodka,
Bombay Dry Gin, Seagram's 7, Bacardi Rum,
Jose Quervo, Korbel

Wine

Pinot Grigio, Cabernet Sauvignon,
Sauvignon Blanc, Chardonnay, Moscato

Keg Beer

Domestic Half Barrel | \$300

Premium/Import Half Barrel | \$ Market Price

Specialty Items

Champagne Punch | \$75 per Gallon
Wine | \$28 per Bottle
Sparkling Cider | \$20 per Bottle
Champagne Toast | \$3 per Guest
Champagne Toast with Strawberry | \$5 per Guest

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Audio Visual Equipment

<u>Audio Equipment</u>	
4 Channel Mixer	\$50
6 Channel Mixer	\$70
Wireless Lavalier Microphone	\$85
Wireless Handheld Microphone	\$85
Podium with Wireless Microphone	\$95
Floor Microphone Stand	\$15
Tabletop Microphone Stand	\$15
Polycom Speaker Phone	\$90
House Sound Patch	\$100

<u>Labor - A/V Technician</u>	
Monday—Friday (8am—5pm)	\$65/hour
Monday—Friday (5pm—Midnight)	\$75/hour
Weekends & Holidays	\$85/hour

<u>Visual Equipment</u>	
LCD Projector and In-House Screen	\$350
8'x8' Tripod Screen	\$60
42" Flat Screen Television with HDMI Cable (Honeycreek)	\$50
AV Table with Power Strip and Extension Cord	\$25
Laser Pointer	\$25
Wireless RF Computer Mouse	\$35
Wireless RF Computer Clicker	\$30
Slide Advancer	\$30
In-House Ceiling Mounted Screen	\$60

<u>Miscellaneous Audio/Visual Equipment</u>	
Extension Cord	\$15
5 Position Power Strip	\$10
Easel	\$20
Flipchart Package Post It Brand Paper, Stand, Markers	\$70
Post It Brand Flip Chart Paper (Pad)	\$50
Standard Flip Chart Paper (Pad)	\$30
Standing Podium	\$30
VGA Cable - 25ft.	\$25
VGA Cable - 50ft.	\$50
HDMI Cable	\$20
Computer Audio Cable	\$10
Adapters	\$10



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CATERING POLICIES

BANQUET MENUS

Thirty (30) days prior to your event, the Catering Department requests final menu selections, bar arrangement and set-up requirements. Menu pricing is subject to change without notice. If requested, pricing may be confirmed Sixty (60) days only, in advance, of your event.

GUARANTEE

The Catering Department should be notified of your expected attendance ten (10) days prior to event your event. If the Catering Department does not receive a guarantee by this time, the booking party will be charged for the full person count listed on the contract, unless the actual number of persons in attendance of the event is greater. The guarantee is the minimum count you will be charged for and cannot be decreased. Please notify the Catering Department immediately if the guests count increases. The Hampton Inn & Suites Milwaukee West will not be responsible for service in excess of 3% over the guaranteed guest count.

FUNCTION ROOMS

Function rooms are assigned according to the guaranteed minimum number of guests anticipated. Room rental fees are applicable at the time of the booking. Hotel may make reasonable changes to assigned function rooms based on the final number of guests attending the event.

FOOD SERVICE

All buffets are prepared and served for one hour based on your final guarantee. Buffet items will be refreshed until all guests in attendance have proceeded through the buffet line. Once attendees have been served, only one buffet line will remain open for an additional 20 minutes to accommodate any late arrivals or second helpings. Buffet items will not be replenished during this time.

Functions will be staffed to properly service your event. If additional staffing is requested, additional charges will be applied.

Wisconsin health code states that no food and beverage items, which remain uneaten after an event, may be removed by the customer or its attendees. The only exception is the wedding cake top. Food and Beverage items will not be allowed to be taken off property or used elsewhere in the hotel. Serving any food or beverage on hotel premises that is not purchased from the hotel is prohibited. Wedding cakes are allowed when purchased through a licensed vendor. A copy of the license will be required.

BEVERAGE SERVICE

All guests who wish to consume alcoholic beverages will be asked to produce a valid government-issued photo identification card, proving that they are of legal age to consume alcohol. The hotel reserves the right to change from a host bar or a cash bar to a cocktail server if the count falls below 25 guests. Outside alcoholic beverages may not be brought into any of the banquet areas and will be confiscated.

Host Bar – Guests order choice of the available selections on the bar. The price plus gratuity and tax is sent to the host of the event. Hosted bars can be arranged as a package.

Cash Bar – Guests purchase their drinks individually at the bar. Prices include gratuity and tax.

Bartenders – The hotel staffs one bartender for every 100 guests. The Bartender Fee is \$100.00 for the entire evening per bartender.

Cocktails Servers – Cocktail service must be pre-arranged through the Catering Department. There is a \$25.00 per hour, per cocktail server fee assessed.

DECORATIONS AND SIGNS

Decorations or displays brought into the hotel by the guest must be approved by the hotel's Catering Manager prior to arrival. Flip charts, blackboards or white boards are not permitted in the hotel's public areas at any time. Banners or display items may not be affixed to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fixtures and furnishings. Confetti or glitter may not be used in any area of the hotel. The client agrees to be responsible for any damage done to the function room or any other part of the hotel by the client, their guests, employees, independent contractors or other under their control. Clean up fees may be added to final billing.

CATERING POLICIES

SECURITY

The Booking Party agrees to the responsibility of any damage to the hotel property or equipment by guests or outside vendors contracted by the client during the period of time your function is being held at the hotel. The Hampton Inn & Suites Milwaukee West reserves the right to immediately terminate service or occupancy in case of violation of any laws, regulation or hotel policies.

The Hampton Inn & Suites Milwaukee West does not assume responsibility for damage or loss of any merchandise, food & beverage, personal articles, decorations, wedding cakes, cake and table accessories, card boxes, audio-visual equipment or electronic equipment brought into the hotel or items left unattended or left behind after the conclusion of the function. It is the client's responsibility to secure all gifts and cards. Security arrangements should be made for all items left unattended for any time. The Hampton Inn & Suites reserves the right to request additional security at an additional cost to the client.

Vendors must contact the Catering Department to arrange set-up needs and available set-up time for the day of your event. The Hampton Inn & Suites Milwaukee West does not maintain insurance covering vendor's property; it is the sole responsibility of the vendor to obtain business interruption, theft, and property damage or loss insurance covering such losses by the vendor.

Due to storage restraints, we request that no meeting or function materials be shipped earlier than 48 hours prior to event start. Any item that is received more than 48 hours prior to event start will be subject to a handling fee of \$5.00 per box per day which will be applied to the group's master bill at time of service.

BILLING

The Hampton Inn & Suites Milwaukee West requires a non-refundable deposit as well as payment in full prior to the function if a pre-approved direct bill account has not been established. Event billed according to consumption will require a deposit with the remaining balance due via an authorized credit card or direct bill account at the conclusion of the function.



State Fair Park Conference Center

Hampton Inn & Suites Milwaukee West

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West Allis, WI 53214

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