

Weddings AT THE PEAK



HILTON PHOENIX RESORT AT THE PEAK

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- Vegetarian



- Vegan



- Gluten Free

Stunning OUTDOOR CEREMONIES

Nestled into the slopes of the Phoenix North Mountains, this Spanish-Mediterranean designed resort features one of the most unique Southwestern experiences in the country. Located on 20 acres, the property is bordered by 3,000 acres of scenic Sonoran Desert in the adjacent mountain preserve.

With experienced wedding professionals and chefs skilled to cater to any desired need Hilton Phoenix Resort at the Peak offers diverse culinary experiences and attention to even the slightest details to ensure the utmost perfection of your special day.

Please note: client must provide own professional day of wedding coordinator.

CEREMONIES INCLUDE:

- ❖ All Setup and Teardown
- ❖ White Garden Style Chairs
- ❖ Gift and Guestbook Signing Table
- ❖ Sound System with Two (2) Wireless Handheld or Lapel Microphones
- ❖ Sound Technician
- ❖ Chef's Choice of Seasonal Flavored Water
- ❖ Alternate Space Provided for Inclement Weather
- ❖ Access to Grounds for Wedding Photographs
- ❖ Rehearsal Run Through the Evening Prior



ANASAZI COURTYARD

Up to 500 guests



LOBBY COURTYARD

Up to 200 guests



NORTH COURTYARD

Up to 250 guests



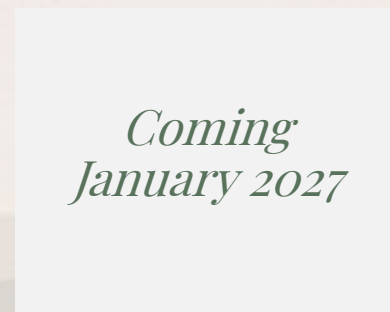
ANASAZI TERRACE

Up to 125 guests



TOMBSTONE

Up to 300 guests



VISTA VERDE

Up to 250 guests

*Coming
January 2027*

A ceremony site fee applies to all ceremony locations. Fees vary from \$1,000.00 to \$4,000.00 based on the day of week, time of year and if reception is included.



Radiant RECEPTIONS

WEDDING RECEPTION PACKAGES INCLUDE:

- ❖ Complimentary Champagne Toast
- ❖ All Setup & Breakdown
- ❖ House Banquet Chairs or White Garden Chairs for Outdoors
- ❖ Wooden Dance Floor
- ❖ Stage for Band
- ❖ 60" Banquet Rounds
- ❖ High & Low Cocktail Tables
- ❖ Tables for DJ, Registration and Gifts
- ❖ Sweetheart Table or Head Table
- ❖ Cake or Dessert Table
- ❖ Three Votive Candle Centerpieces Per Table
- ❖ House Table Linens & Cloth Napkins
Choice of Black, White or Ivory
- ❖ China, Silverware, and Stemware
- ❖ Cutting and Service of Cake
- ❖ No Charge for Outside Wedding Cake *(Wedding cake not provided)*
- ❖ Discounted Room Block or Courtesy Rate for Wedding Guests
- ❖ Hilton Honors Points

ADDITIONAL INCLUSIONS WITH 100+ GUESTS:

- ❖ Complimentary Menu Tasting for Two
- ❖ Two Complimentary Get Ready Suites
- ❖ One Complimentary Ambassador Suite for the Night of the Wedding with Turndown Service and Hotel Wedding Amenity

Radiant RECEPTIONS

THE PALACIO

The Palacio is an elegant stand-alone venue that guarantees the ultimate option of exclusivity. The Palacio is a multi-level venue with reception space on the first level. On the second level, guests are escorted to the Veranda room with vaulted ceilings and amazing views of the city, as the evening flows guests can retreat to the Palacio Lounge, which is a perfect location for late night bites.

Accommodates up to 200 guests.



APACHE BALLROOM

The Apache Ballroom offers a perfect balance of elegance, comfort, and versatility—ideal for a beautiful wedding reception that's both intimate and memorable. With its thoughtful amenities and effortless ambiance, it sets the stage for an unforgettable evening surrounded by family and friends.

Accommodates up to 300 guests.



HOHOKAM BALLROOM

The Hohokam Ballroom has stunning crystal chandeliers, eighteen-foot ceilings, balconies that allow for an elegant feel as soon as you enter the room, and paired with an intimate courtyard for guests to enjoy.

Accommodates up to 800 guests.



ANASAZI BALLROOM

The Anasazi Ballroom features sparkling chandeliers, detailed wooden doors, and access to the Anasazi Terrace, a hidden gem for guests to enjoy.

Accommodates up to 1,000 guests.



TOMBSTONE

A western-themed outdoor venue, designed to look like an Old West cowboy town. Over 5,600ft², makes it ideal for a country chic themed wedding or a perfect location for the rehearsal dinner or goodbye breakfast.

Accommodates up to 1,000 guests.





Vista Package PLATED DINNER

\$115.00 per person

TRAY-PASSED HORS D'OEUVRES

One hour, choose four

SALADS

Choose one

MIXED FIELD GREENS

tomatoes, cucumbers, carrots and herb vinaigrette

CAESAR

romaine, aged parmesan, herb croutons, caesar dressing

TUSCAN KALE AND ARUGULA SALAD

dried cranberries, sliced almonds, red onions, feta cheese, lemon honey vinaigrette

ENTRÉES

Choose two

PAN SEARED CHICKEN

buttermilk mashed potatoes, roasted vegetables, wild mushroom sauce

PORT WINE BRAISED BEEF SHORT RIB

haricot verts, carrots, mashed parsnip/potato

GRILLED SALMON

broccolini, chimichurri rice, lemon butter sauce

BEVERAGE SERVICE

regular coffee, decaf coffee, assorted hot teas, iced tea

Wedding cake not included



Vista Package BUFFET DINNER

\$120.00 per person

TRAY-PASSED HORS D'OEUVRES

One hour, choose four

SALADS

MIXED FIELD GREENS

tomatoes, cucumbers, carrots, choice of dressings

PASTA PRIMAVERA SALAD

seasonal vegetables, herb vinaigrette

ENTRÉES

Choose two

PAN SEARED CHICKEN

wild mushroom sauce

BRAISED BEEF SHORT RIB

port wine sauce

GRILLED SALMON

lemon butter sauce

SIDES

Choose three

roasted vegetables

buttermilk mashed potatoes

chimichurri rice

haricot verts, toasted almonds

BEVERAGE SERVICE

*regular coffee, decaf coffee, assorted
hot teas, iced tea*

Wedding cake not included

Summit package

PLATED DINNER

\$135.00 per person

TRAY-PASSED HORS D'OEUVRES

One hour, choose four

SALADS

Choose one

ARCADIAN SALAD

prosciutto, cantaloupe, pistachio, goat cheese, passionfruit vinaigrette

TOMATO AND BURRATA

tomato wedges, arugula, smoked salt, candied pecans, basil oil, aged balsamic drizzle

WATERMELON SALAD

arugula, spring mix, watermelon, feta, basil, toasted pine nuts, lemon vinaigrette

ENTRÉES

Choose two

CHICKEN PICCATA

cavatelli, roasted asparagus, lemon caper sauce

CORNISH GAME HEN

fontina polenta, bacon & balsamic brussels, thyme velouté sauce

SEARED RED SNAPPER

herb fingerling potatoes, roasted baby carrots, chimichurri sauce

PRIME FLAT IRON STEAK

garlic mashed potatoes, charred lemon broccolini, sauce au poivre

BEVERAGE SERVICE

regular coffee, decaf coffee, assorted hot teas, iced tea

Wedding cake not included

Pricing subject to prevailing tax and service charge





Summit Package BUFFET DINNER

\$140.00 per person

TRAY-PASSED HORS D'OEUVRES

One hour, choose four

SALADS

ARCADIAN SALAD

prosciutto, cantaloupe, pistachio, goat cheese, passionfruit vinaigrette

WATERMELON SALAD

arugula, spring mix, watermelon, feta, basil, toasted pine nuts, lemon vinaigrette

ENTRÉES

Choose two

CHICKEN PICCATA

lemon caper sauce

ROASTED CHICKEN CACCIATORE

cacciatore sauce

RED SNAPPER

chimichurri sauce

ROASTED STRIP LOIN

sauce au poivre

SIDES

Choose three

roasted asparagus with lemon

bacon & balsamic brussel sprouts

fontina polenta

garlic mashed potato

BEVERAGE SERVICE

regular coffee, decaf coffee, assorted hot teas, iced tea

Wedding cake not included

Peak Package

PLATED DINNER

\$150.00 per person

TRAY-PASSED HORS D'OEUVRES

One hour, choose five

SALADS

Choose one

ROASTED BEET SALAD

orange, marcona almonds, roasted beets, goat cheese, champagne vinaigrette

BABY GEM SALAD

dried cherry, sunflower kernels, roasted butternut squash, teardrop peppers, shredded manchego, cherry vinaigrette

ROASTED MUSHROOM SALAD

arugula, roasted heirloom tomatoes, quinoa, crispy capers, shaved asiago, tomato tarragon vinaigrette

ENTRÉES

Choose two

SEARED DUCK BREAST

white bean cassoulet, pearl onions, carrots, orange jus

VEAL OSSO BUCCO

mushroom risotto, rosemary carrots, madeira sauce

CHILEAN SEABASS

artichoke thyme cous cous, lemon pine-nut asparagus, charred leek béarnaise

FILET MIGNON

celeriac puree, orange-cardamom carrots, herb crust, demi glace

ENHANCEMENTS

add 4oz lobster tail – \$32

add 2 tiger prawns – \$14

make steak oscar style – \$24

add 2oz foie gras – \$30

BEVERAGE SERVICE

regular coffee, decaf coffee, assorted hot teas, iced tea

Wedding cake not included



Peak Package BUFFET DINNER

\$160.00 per person

TRAY-PASSED HORS D'OEUVRES

One hour, choose five

SALADS

ROASTED BEET SALAD

oranges, marcona almonds, roasted beets, goat cheese, champagne vinaigrette

ROASTED MUSHROOM SALAD

arugula, roasted heirloom tomatoes, quinoa, crispy capers, shaved asiago, tomatoes tarragon vinaigrette

ENTRÉES

Choose two

SEARED DUCK BREAST

orange jus

COQ AU VIN

pearl onions, baby carrots, celery, red wine sauce

CHILEAN SEABASS

pine nuts, artichoke & leek cream sauce

CHATEAUBRIAND

bourguignon sauce

SIDES

Choose three

herbed seasonal baby vegetables

garlic-chili crisp green beans

mushroom-thyme risotto

gratin dauphinoise

BEVERAGE SERVICE

regular coffee, decaf coffee, assorted hot teas, iced tea

Wedding cake not included

Reception

HORS D'OEUVRES

VISTA APPETIZERS

Choose four from Vista category

tomato basil bruschetta

cherry tomato and boursin
cream cheese on toast

classic deviled egg

prosciutto wrapped asparagus

prosciutto mozzarella & basil
pesto pinwheels

black bean empanada

chicken & green chili
empanada

teriyaki chicken brochette

korean beef brochette

chipotle churrasco beef
brochette

mac & cheese bites

peppadew popper with goat
cheese

SUMMIT APPETIZERS

Choose four from Vista or Summit category

sesame seared ahi on rice
cracker with wasabi

sesame seared ahi with
sriracha ginger cream wasabi
caviar on wonton crisp

seared beef with onion cream
on parmesan shortbread

beef roulade with horseradish
cream and gherkin on marble
rye crouton

asian chicken salad spring roll
cup with fried rice noodles

prosciutto wrapped
cantaloupe ball skewer

paella arancini with garlic aioli

braised beef short rib & potato
croquette

italian sausage stuffed
mushrooms with balsamic
reduction

southwest chorizo spring roll
with salsa verde

tandoori chicken satay with
korma sauce

PEAK APPETIZERS

Choose five from any category

ahi poke with wasabi cream
cheese & red caviar spring roll
cone

ahi tartare with seared ahi and
spicy sweet chili in wonton cup

espresso seared beef with
horseradish cream on garlic
crostini

shrimp, mango salsa & thai
chili cream cheese on
cucumber

smoked salmon pinwheel on
pumpnickel with capers &
dill

southwest spiced pulled
chicken in tortilla cup

southwest crab cake with
chipotle aioli & cilantro

bacon wrapped scallops with
limoncello sauce

lobster cobbler tartlet

shrimp tempura with
gochujang drizzle



Reception DISPLAYS

Each Serves 50 Guests

FRESH VEGETABLE CRUDITÉ

\$450.00

carrots, celery, broccolini, sweet bell peppers, cucumbers, grape tomatoes, jicama, radishes, hummus & herb buttermilk dipping sauces

FRESH FRUIT DISPLAY

\$550.00

sliced seasonal melons & berries with agave greek yogurt

ARTISAN CHEESES

\$600.00

caramelized nuts, fig jam, dried nuts, crackers & crostini

GRILLED GARDEN VEGETABLES

\$500.00

marinated zucchini, squash, asparagus, onions, tomatoes, mushrooms, carrots, sweet bell peppers with basil pesto & cold pressed olive oil

BAKED BRIE

\$500.00

en croute brie, jam and toasted nuts in puff pastry

Each Serves 25 Guests

ANTIPASTO

\$600.00

genoa salami, prosciutto, soppressata, provolone, fontina, assorted olives, roasted red peppers, pepperoncini, marinated artichokes, mushrooms, sun-dried tomato tapenade, crackers & crostini

HOUSE MADE HUMMUS

\$225.00

roasted red pepper & olive tapenade, crispy pita chips

SPINACH ARTICHOKE DIP

\$200.00

assorted artisan bread

BAVARIAN PRETZEL BITES

\$200.00

beer cheese dip

Reception ACTION STATIONS

One chef attendant per 50 guests, \$200.00 chef fee for each attendant. Based on two hours of service. Full guarantee required for each station. Some stations can be self-serve. Stations must be in combination with a buffet meal -or- minimum 3 stations. Minimum guarantee of 25 guests.

PASTA! PASTA! PASTA!

\$36.00 per person

penne, farfalle & orecchiette, marinara, alfredo & vodka sauce, grilled chicken, Italian sausage, ground beef, fresh basil, mushrooms, asparagus, peas, tomatoes, spinach, grilled vegetables, red pepper flakes, grated parmesan, shredded asiago & bread sticks

THE TACO STAND

\$35.00 per person

soft flour & corn tortillas, crispy corn tortilla shells, carne asada, chicken tinga, grilled mahi-mahi, lettuce, tomatoes, onions, pico de gallo, sour cream, cilantro, pickled jalapeños, jack cheese, cotija, tomatillo salsa, roasted tomato salsa & limes

MADE TO ORDER GUACAMOLE 🌱

\$26.00 per person

tortilla chips, roasted tomato salsa, fresh jalapeños, cilantro, pico de gallo, pickled jalapeños, black beans, roasted corn, crushed pistachios & orange sections

THE WOK STATION

\$36.00 per person

sesame-ginger chicken with snow peas, carrots & bok choy, kung pao shrimp with peanuts, chiles, peppers & onions, vegetable stir fry 🌱 with edamame, carrot, broccoli, cabbage & peppers jasmine rice & lo mein noodles

CARVING BOARD 🍷

all served with assorted rolls, whole grain mustard, creamy horseradish & herb mayonnaise

serves approximately 25 guests

ROASTED TURKEY BREAST

\$350.00 each

MOJO MARINATED ROASTED PORK LOIN

\$350.00 each

PINEAPPLE & BROWN SUGAR GLAZED HAM

\$350.00 each

CEDAR PLANK GRILLED SALMON FILET

\$350.00 each

ROASTED SIRLOIN OF BEEF

\$450.00 each

GARLIC AND HERB CRUSTED PRIME RIB OF BEEF

\$600.00 each

ROASTED TENDERLOIN OF BEEF *serves 15 guests*

\$450.00 each

RACLETTE & FONDUE STATION

\$49.00 per person

gruyere & appenzeller cheese fired on the raclette grill, emmental cheese fondue, fresh vegetables, cured meats, fresh fruits, dried nuts, jams, crackers, crostini & assorted artisan breads





Dessert ENHANCEMENT

\$10.00 per person

PLATED OR BUFFET

black forest entremets
chocolate mousse bombe
opera mocha pave
chocolate raspberry pave
crème brûlée tart
chocolate mousse tart
lemon meringue tart
triple mousse tower
tiramisu mousse tower
tiramisu cake
coconut custard cake
tres leche cake
strawberry Bavarian cake
black forest cake
peanut butter mousse cake
chocolate mousse cake



Late Night BITES

SNACK SHACK

\$20.00 per person

buttered popcorn, pretzel bites, assorted individual bags of chips, assorted mini candy bars

LAST DANCE

\$17.00 per person

tortilla chips, roasted tomato salsa, guacamole, green chile & cheese quesadilla bites

TIMES UP

\$25.00 per person

fresh popped popcorn, pigs in a blanket, buffalo chicken dip, mini potato skins, house made potato chips

SWEET TREATS

\$19.00 per person

s'mores on a stick, strawberry shortcake shooters, assorted cheesecake bites, assorted ice cream bars

JUST ONE SLIDER

\$32.00 per person

black angus beef burgers, turkey burgers, black bean burgers
served with: cheddar, swiss, american, pepperjack cheeses, shredded lettuce, tomato, onion, pickles, bacon, green chiles, crushed avocado, caramelized onions, jalapeños mayonnaise, ketchup & dijon mustard

MMMMMM CHEESE

\$29.00 per person

creamy macaroni & cheese with assorted toppings: cubed pork belly, steamed broccoli, green chiles, hot pepper flakes & toasted parmesan breadcrumbs

TIME FOR BED

\$18.00 per person

freshly baked chocolate chip, sugar, oatmeal raisin & peanut butter cookies chilled regular, chocolate & oat milks

Bar PACKAGES

Bar packages are based on a maximum of four (4) hours of service, with a limited number of beverages per person. Any additional consumption beyond this will be charged accordingly. Total bar service time may not exceed five (5) hours.

One bartender is required for every 75 guests. Each bartender is \$200.

BEER, WINE & BUBBLES

*\$40 per person for two hours
\$12 for each additional hour*

wines – house brand red and white
house brand champagne
domestic & imported beers
sodas & bottled water

SELECT BAR

*\$50 per person for two hours
\$15 for each additional hour*

select house brand liquor & mixes/juices
wines – house brand red and white
house brand champagne
domestic beer & import beer
sodas & bottled water

PREMIUM BAR

*\$55 per person for two hours
\$17 for each additional hour*

premium brand liquor & mixes/juices
wines – premium brand red and white
premium brand champagne
domestic beer & import beer
sodas & bottled water

Pricing subject to prevailing tax and service charge



Bar PRICES

One bartender is required for every 75 guests. Each bartender is \$200.

SELECT BRANDS SPIRITS

\$16 per drink

Vodka, Skyy

Gin, Pinnacle

Rum, Captain Morgan

White Tequila, Sauza Blue Silver

Whiskey, Jameson

Bourbon, Jim Beam White Label

Scotch, Johnny Walker Red Cognac

Christian Bothers Cordials, DeKuyper

PREMIUM BRANDS SPIRITS

\$18 per drink

Vodka, Titos

Gin, Tanqueray

Rum, Captain Morgan Spiced

Tequila, Hornitos Black Barrel

Whiskey, Makers Mark

Bourbon, Bulleit Rye

Scotch, Macallan Double Cask 12

Cognac, Hennessy VS

Cordials, Kahlua, Baileys

SELECT WINES & BUBBLES

\$16 per drink

Sycamore Lane, chardonnay and cabernet sauvignon, CA

J. Roget, brut, CA

PREMIUM WINES & BUBBLES

\$18 per drink

Tribute, chardonnay and cabernet sauvignon, CA

Zonin, prosecco extra dry, Italy

DOMESTIC BEER

\$12 per drink

Budweiser, Bud Light, Coors Light, Miller Lite

PREMIUM BEERS

\$14 per drink

Corona Extra, Heineken Lager, Blue Moon Belgian White, Sam Adams, Boston Lager, Stella Artois, Modelo Especial, Kiltlifter Scottish Ale
Hop Knot IPA – Tempe, AZ

BEVERAGES FOR ALL AGES PACKAGE

Assorted Sodas, Diet, Regular and Caffeine Free, Still and Sparkling Bottled Waters
Assorted Fruit Juices and Iced Tea

\$14 per person for first hour of service

\$10 per person for each additional hour

NON-ALCOHOLIC

Assorted Sodas and Bottled Water *\$5 per drink*

Mineral Water and Bottled Juices *\$6 per drink*



WINE LIST

By the bottle. Must be served by bartender or server.

RED

Three Thieves, *cabernet* – \$64

Tribute, *cabernet* – \$80

Parducci, *cabernet* – \$56

Dos Cabezas, *red blend* – \$84

Citra, *merlot* – \$64

WHITE

Three Thieves, *chardonnay* – \$64

Tribute, *chardonnay* – \$80

Chateau St. Jean, *chardonnay* – \$68

Educated Guess, *chardonnay* – \$85

SPARKLING WINE

J. Roget, *brut* – \$56

Zorin, *prosecco* – \$64

SPARKLING CIDER

Martinelli's – \$26

Information

MEAL SERVICE

Plated meal service is based upon a two (2) hour serve time. Buffets are served for one and a half hours (1-1/2). Buffets have a minimum of fifty (50) guests. If your guarantee is less than fifty (50), \$12.00 Per Person will apply.

An extension of actual service times is subject to additional labor fees.

BAR SERVICE

The Hilton Phoenix Resort at the Peak reserves the right to refuse service to guests who appear intoxicated. All guests who appear under the age of 30 will be required to present valid identification to consume alcoholic beverages. Bar packages are based on a maximum of four (4) hours of service, with a limited number of beverages per person. Any additional consumption beyond this will be charged accordingly. Total bar service time may not exceed five (5) hours. No outside alcohol is permitted. All bar packages are charged per person based on the guaranteed or actual attendance, whichever is greater.

SERVICE CHARGE, GRATUITIES AND TAXES

The combined gratuity and service charge that is in effect on the day of your Event, pursuant to the applicable collective bargaining agreement, will be added to your account.

Currently, the combined charge is equal to 24% of the food and beverage total, plus any applicable state and/or local taxes, currently 9.1%. A portion of this combined charge (currently 18.25%) is a gratuity and will be fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the Event. The remainder of the combined charge (currently 5.75%) is a service charge that is not a gratuity and is the property of Resort to cover discretionary and administrative costs of your Event. We will endeavor to notify you in advance of your Event of any increases to the combined charge should different gratuity and/or service charge amounts be in effect on the day of your Event.

SUPPLEMENTAL CHARGES

There will be an Extra Facility charge of \$50.00 for any food function of less than twenty (20) guests. Carvers, Station Attendants, Made to Order Station Chefs \$200.00 each per two (2) hour shift, (1) server/carver per fifty (50) guests, each additional hour at \$50.00 per hour. Bartenders: \$200.00 each per seventy-five (75) guests, four (4) hour shift. Butler- Style Servers: \$35.00 each per one (1) hour shift, (1) server per hundred (100) guests. Room Re-Sets: If a room set-up is changed within twenty-four (24) hours of the event, there will be a minimum facility configuration charge of \$250.00 for the re-set. Charge is subject to increase depending on the room size and complexity of the changes.

PAYMENT

The Resort requires a non-refundable deposit at the time of booking to secure your event date and function space as definite. All deposits will be applied to the final bill. Final payment is due seven (7) days prior to your event by cash, cashier's check or major credit card unless credit has been established with the Resort. In such case, the complete account is due and payable no later than thirty (30) days from the date of the function. See your Sales Agreement for details.

GUARANTEES

Final attendance must be specified seven (7) business days prior to the event by noon. This number will be considered your minimum guarantee and is not subject to reduction. Should a final guarantee not be received, your expected attendance on your banquet event order will be considered the final guarantee. You will be charged for your final guarantee or the number of attendance, whichever is greater. Dietary restriction numbers are required when the guarantee is provided. If there are no dietary selections listed on the original arrangements The Resort reserves the right to provide a vegetarian meal to a number not greater than 10% of the actual guarantee.

FLORALS, DÉCOR, ENTERTAINMENT

The Resort uses Hello! Arizona as the in-house DMC to help facilitate your additional planning needs. Additionally, we can add the billing to your Master Account, keeping it clean and simple. Proper advance notification is required when scheduling entertainment and the use of volume enhancing equipment. The Resort reserves the right to control the volume on all functions. Should you make your own arrangements all insurance requirements for outside vendors must be met, refer to your Sales Agreement for details. All deliveries should be coordinated with your catering or event manager.

Information

FOOD AND BEVERAGE

In addition to our published menu suggestions our culinary, catering and events teams are specialists in creating customized solutions. Let your imagination be your guide knowing that we understand special requests, budget wants and dietary requirements. We are committed to all of our guest needs including those who have special dietary restrictions (such as a food allergy, intolerance or other medically restricted diet) and are also aware that some may also adhere to a vegetarian or vegan diet.

Our menus are subject to change and ingredients may vary based on seasonality or availability.

- Bread service is available upon pre-ordered request at \$5.00 per person
- Consuming raw or undercooked meats, poultry seafood, shellfish or eggs may increase your risk of foodborne illness.
- All Food and Beverage, including alcohol, must be purchased through the Resort and served by Resort Staff.
- All pricing is guaranteed ninety (90) days prior to your event date.

ROOM ASSIGNMENTS AND SEATING

Function rooms are assigned by the Resort according to the anticipated guests count and set up requirements. The Resort reserves the right to make room changes to a more suitable room should the initial requirements change. Banquet seating will be rounds of ten (10) guests each. If a lower ratio is required, additional labor charges will apply. The Resort will set up tables and chairs 3% over the guarantee based upon space availability.

AUDIO VISUAL

For your convenience, Encore Global is our in-house professionals providing a knowledgeable, on-site team and state of the art equipment.

LINEN

Resort length linens and napkins are available in various colors through the Resort at no extra charge. Specialty linens and napkins are available throughout side sources. Your Catering or Event Manager will be happy to assist you.

OUTDOOR FUNCTIONS

The Resort reserves the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location will be made no later than three (3) hours prior to the start of the event, based on prevailing weather conditions of wind gusts in excess of 20 mph, temperatures below 60 degrees or above 90 degrees, and/or 30% or higher chance of rain based on the local forecast. Any client decision to keep a function outdoors that would require a move-in with less than three (3) hours' notice, will be assessed a labor charge Per Person or a minimum fee. **All entertainment for outdoor functions must end by 10:00 pm.**

SHIPPING AND PACKAGES

Packages for meetings may be delivered to the Resort four (4) working days prior to the date of the function. The following information must be included on all packages to ensure proper delivery, see Resorts Shipping and Receiving Guidelines for more details.

- 1) Name of Organization
- 2) Guest Name
- 3) Attention Catering or Event Manager (indicate name)
- 4) Date of Function

*An incoming Mail/Package Charge of \$7.00 per item will be assessed.

SIGNAGE

The Resort does not permit affixing anything to the walls, doors, or ceilings that would leave damage. Pre-approved signage is permitted in the registration area and in private function areas only. No signs are permitted in the Resort lobby, on the building exterior or other public areas. The Resort reserves the right to approve all signage. All signs must be professionally printed and should be free standing or on an easel. The Resort will assist in placing all signs and banners. A \$50.00 charge per banner will apply.

LOST AND FOUND

The Resort will not assume or accept responsibility for damages to or loss of any merchandise or articles in the Resort prior to, during or following any event.



HILTON PHOENIX RESORT AT THE PEAK

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