



# Hilton

## Washington Dulles Airport



### Potomac Ballroom

*Hilton Washington Dulles Airport Hotel offers the perfect setting for your next business meeting, convention, or social gathering.*

*We are determined to provide each and every guest with a positive hotel experience.  
From the basic principles of hospitality,  
To the absolute best food purchasing  
And preparation found in this area.*

*We have assembled a dynamic team of individuals  
Who understand what it means to be guest service-focused.  
We welcome your review of our exciting catering menus enclosed,  
And we look forward to meeting and exceeding your expectations.*

*We are proud to be of service to you.*

*The Staff of Hilton Dulles Hotel*

**Hilton Washington Dulles Airport  
13869 Park Center Rd. Herndon, VA 20171**

*Toya M. Johnson, Catering Manager 703.742.4616*

*[www.washingtondulles.hilton.com](http://www.washingtondulles.hilton.com)*

# Outside Catering Package

Experience the magic of an elegant wedding reception at the  
Hilton Washington Dulles.

Our experienced team of professionals will guide you through every step of  
planning your perfect day in one of our three distinct reception venues  
accommodating up to 500 guests.

Your wedding day is the most important day of your life, a day when  
fairy tales come true. Our wedding specialists will ensure exceptional service  
by focusing on every last detail.

## PACKAGE #1

- Complimentary Bridal Suite  
– Minimum Required
- Courtesy Room Block at  
Group Rate
- Full Professional Staff
- White Glove Service for  
Cocktail Hour
- Candle Centerpiece for all  
tables
- Full Course China and  
Silverware
- Complimentary Dance Floor
- Staging for DJ and / or Band
- Tables for Place Cards, Gifts,  
and Guest Book
- All Service Equipment  
including Chafers, Tables,  
and Utensils
- Non-Alcoholic Beverage  
Selection with Assorted Soft  
Drinks, Juices, Coffee and Hot  
Tea Station
- Complimentary Wedding  
Cake Cutting Service

~ Friday & Sunday ~  
\$50.00 Inclusive per Person

## PACKAGE #2

- Complimentary Bridal Suite  
– Minimum Required
- Courtesy Room Block at  
Group Rate
- Full Professional Staff
- White Glove Service for  
Cocktail Hour
- Candle Centerpiece for all  
tables
- Full Course China and  
Silverware
- Complimentary Dance Floor
- Staging for DJ and / or Band
- Tables for Place Cards, Gifts,  
and Guest Book
- All Service Equipment  
including Chafers, Tables,  
and Utensils
- Non-Alcoholic Beverage  
Selection with Assorted Soft  
Drinks, Juices, Coffee and Hot  
Tea Station
- Complimentary Wedding  
Cake Cutting Service
- **One-Hour Reception –  
Open Premium Bar**

Friday, Saturday, & Sunday ~  
\$70.00 Inclusive per Person

## PACKAGE #3

- Complimentary Bridal Suite  
– Minimum Required
- Courtesy Room Block at  
Group Rate
- Full Professional Staff
- White Glove Service for  
Cocktail Hour
- Candle Centerpiece for all  
tables
- Full Course China and  
Silverware
- Complimentary Dance Floor
- Staging for DJ and / or Band
- Tables for Place Cards, Gifts,  
and Guest Book
- All Service Equipment  
including Chafers, Tables,  
and Utensils
- Non-Alcoholic Beverage  
Selection with Assorted Soft  
Drinks, Juices, Coffee and Hot  
Tea Station
- Complimentary Wedding  
Cake Cutting Service
- **Four-Hour Open Premium  
Bar – (1) Hour Reception &  
(3) During Dinner**

~ Friday, Saturday, & Sunday ~  
\$100 Inclusive per Person

Prices are inclusive of 22% Service Charge and 5% Sales Tax

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*Pricing is current as of January 2011, but is subject to change without  
Attendance Guarantees are Due 72 Working Hours Prior to Event.*

## Mehendi Celebration Package

(Not available on Saturday evenings)

Celebrate this pre-wedding ritual with your friends and family in one of our three event rooms

- Full Professional Staff
- Candle Centerpiece for all tables
- Full Course China and Silverware
- Complimentary Dance Floor
- Staging for DJ
- All Service Equipment including Chafers, Tables, and Utensils
- Non-Alcoholic Beverage Selection with Assorted Soft Drinks, Juices, Coffee and Hot Tea Station

\$40.00 Inclusive per Person

# Outside Vendor Guidelines and Information

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All food, food utensils, food display trays, and staffing to display and remove food is the responsibility of the outside catering company. All food area clean up is the responsibility of the outside catering company. Hotel can provide appropriate chafing pans based on availability.

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## Outside Catering Food Guidelines

The Hilton Washington Dulles Airport must approve all Food brought into the Hotel. Outside Caterers must provide food that cannot be provided by the hotel. Outside Caterer must provide a \$2 million certificate of insurance for liability.

Outside Caterer are responsible for the handling of all food items.

## Beverages

Beverage Packages can be purchased at a per person rate or on consumption. Please see the Beverage Menu above.

## Ceremonies

Ceremony Set Up \$1,000 (3-6 Hours including set up)

Ceremony Set Up \$500.00 (3 or less hours including set up)

## Linens

An assortment of elegant linens is available for all table settings for your event.

Available Colors include:

White or Ivory Floor Length

White or Ivory Napkins

Special occasion linens are also available – Please see your Catering Manager regarding availability and fees.

## Flowers, Music, Photography, and Decor

Your Catering Manager would be happy to provide you a recommendation list and assistance with your floral needs, suggestions for musical entertainment for your wedding, the name of professional photographers to record your special day, and decorators to help make your stage unique.

## Parking

The Hotel offers complimentary above and below ground parking

## Coat Check

Coat Check facilities are available for all ballrooms. Coat racks may be provided or an attendant and the coat room for a flat rate of \$125.00