



Your successful meeting begins with one phone call to our sales office. Your personal meeting manager will arrange, execute, and oversee every detail of your meeting.

The entire staff at Homewood Suites goes that extra mile to ensure the success of your function. Enclosed, we have outlined all aspects of planning a comprehensive meeting from catering, audio-visual support, room set-up and policies. If you have any “special” requests, please do not hesitate to ask.

The Homewood Suites® by Hilton, Stratford, is committed to providing you and your associates the highest quality of service and accommodations. We look forward to working with you to assure your meeting is a pleasure for you and your attendees!

Billing / Cancellations

Terms & Conditions

Room Rental * Cancellations / Changes:

In the event cancellation occurs the following rental fees will be charged:

Prior to 30 days	-0-
30 to 15 days prior	50%
Less than 2 weeks	100%

Food & Beverage Cancellation / Changes:

In the event such cancellation occurs at any time prior to the function date, any incurred catering charges will be charged. Final guarantee for number of attendees for food functions must be submitted to the meetings department 72 hours prior to the event. All food prices are subject to a 21% service charge and 6.35% sales tax. *Clients who choose to bring any food and beverage into the meeting room will be required to sign a hotel food and beverage waiver for licensing / liabilities reasons.*

Guest Rooms Cancellations / Changes:

All individual guestrooms must be cancelled or changed by 4pm prior to the scheduled day of arrival. Group blocks must be cancelled by specified contract date.

Billing:

Method of Settlement is to be established prior your function date. Payment is due at the conclusion of your function unless other arrangements have been made. We accept cash, company checks and most major credit cards. Direct billing may be established after a credit application is completed and approved through the Sales Department. Direct bill applications must be submitted at least one month before date of function. Deposits are non-refundable. Please contact our Sales Department for additional information.

**If hotel is able to resell the meeting space at the same rental fee, client will not be charged.*

Audio, Visual & Meeting Supplies

<i>TV & VCR/DVD.....</i>	<i>\$75</i>
<i>LCD Projector.....</i>	<i>\$350**</i>
<i>Easel w/ supplies.....</i>	<i>\$20</i>
<i>Podium.....</i>	<i>\$25</i>
<i>Podium w/Mic.....</i>	<i>\$300**</i>

All rates are per day per item plus tax

Audio / Visual Services:

If additional audio/visual equipment is needed, we will secure alternate arrangements through a local audio/visual vendor.

Additional Services:

Printer, Photocopies & Fax service is available at the front desk for an additional charge.

****Advance Notice Required**

Breakfast Buffets

Hearty Breakfast

Eggs & Sausage or Bacon, Home Fries
Assorted Muffins & Pastries, Sliced Fresh Fruit & Yogurt
Fresh Brewed Coffee/Decaf, Assorted Teas & Juices
\$15.00

Rise & Shine

Assorted Muffins & Pastries
Fresh Brewed Coffee/Decaf, Assorted Teas & Juices
\$6.50

Healthy Start

Sliced Fresh Fruit & Yogurt
Hard Boiled Eggs, Cereals & Milk
Fresh Brewed Coffee/Decaf, Assorted Teas & Juices
\$8.50

Fruit & Fiber

Whole Fruit & Granola Bars
Yogurt
\$6.95

*******BREAKS*******

Refresher Break

Fresh Brewed Coffee/Decaf
Assorted Teas & Juices
1st Pot Complimentary, Each Additional Refill
\$4.95

Half Way Through

Assorted Fresh Baked Cookies/Brownies
\$4.50

Sweet & Salty

Popcorn or Pretzels
Cookies or Brownies
Candy or Nuts
\$6.95

Bottled Water and Soda Available **\$2.00 each**

To add any items to your break

Please contact Greg Walsh or Clare Pusateri (203) 377-3322

*All prices are per person plus 21% service plus 6.35% tax
Substitutions and additions may change pricing*

****Advance Notice Required**

Buffet Service

Requires a minimum of 8 people

Chicken Scarpiello (Roasted peppers)

Roasted Potatoes
Caesar Salad, Rolls
Breadsticks
\$19.50pp++

Chicken Marsala

Penne a la Vodka,
Roasted Veggies
Garden Salad, Rolls
Breadsticks
\$19.50pp++

Roasted Beef with Gravy**

Mashed Potatoes
Roasted Veggies
Breadsticks
\$19.00pp++

Roasted Chicken**

Roasted Potatoes
Roasted Veggies
Breadsticks
\$19.00pp++

Assorted Sandwich Platter

(Assorted Breads & Wraps)
Pasta Salad
Chips
\$14.25pp++

Healthy Harvest Salad

Grilled Chicken or Steak
Stuffed Breads
Soup du Jour
\$17.00pp++

Steak Stir Fry

(peppers, onions, mushrooms, broccoli)
Steamed White Rice
Mixed Green Salad
\$18.00pp++

Lasagna (Meat or Veggie)**

Garden Salad
Garlic Bread
\$16.00pp++

Sausage & Pepper or Meatball Grinders

Penne Marinara
Garden Salad
Breadsticks
\$15.00pp++

Eggplant or Chicken Parmigiano

Penne a la Vodka
Mixed Green Salad
Garlic Knots
\$18.00pp++

Sautéed Chicken w/Broccoli

Rice Pilaf
Caesar Salad
Garlic Bread
\$17.00pp++

Shrimp Scampi Linguini

Green Beans
Caesar Salad
Breadsticks
\$17.00pp++

Desserts available on request for an additional charge

****Advance Notice Required**

21% Service Charge plus 6.35% Tax will be added to your bill.

Substitutions and additions may change pricing