

# Homewood Suites Houston near the Galleria



## *Meeting Room Information & Menu*



Homewood Suites by Hilton Houston near the Galleria  
2950 Sage Road, Houston Tx 77056  
713-439-1305

# Homewood Suites Houston near the Galleria



*Dear Valued Guest,*

*Homewood Suites by Hilton Houston near the Galleria is proud to provide meeting room services for our valued clients. We are able to offer three meeting rooms, as well as a wide variety of food and beverage services to accommodate each guests needs. The Post Oak and Sage meeting rooms provide a comfortable setting for classroom training, company presentations, or social gatherings. The Gallery provides a professional executive board room setting for business or formal meetings. All of our meeting rooms are equipped with LCD Televisions to provide top of the line viewing of presentations and videos, retracting projector screens, dry erase boards, and complimentary wireless internet access for guests. Additional audio visual equipment is available upon request. I look forward to working with you to provide a successful experience for you and your guests.*

*Yours in Service,  
Diana Leedy  
Sales Coordinator*



# Meeting Room Descriptions



## Meeting Room Sizes

*\*All meeting room rental, food/ beverage, and audio/ visual rental charges are subject to all applicable taxes and banquet service charge.*

	The Gallery	The Sage	The Post Oak
Size	345	552	575
Dimensions	17x20	24x23	25x23
Rental Rate (Full Day)	\$350	\$375	\$375
Rental Rate (Half Day)	\$250	\$275	\$275

## Occupancy

*\*Meeting room occupancy numbers are approximately based on the number of tables and chairs that can be placed in each room.*

	The Gallery	The Sage	The Post Oak
Theater Style	n/a	40	50
Classroom	n/a	18	24
Conference	8	12	14
U- Shaped	n/a	15	18

# Audio Visual Equipment Rental



LCD Projector	\$75 per day
Flip Chart w/Markers	\$35 per day
Power Strips	\$10 per day
TV/DVD Player	\$75 per day



All meeting room rental, food/ beverage, and audio/ visual rental charges are subject to all applicable taxes and banquet service charge of 22%

# General Information



Our menus are a general reference, we will be happy to propose customized menus to meet your specific needs.  
All prices listed are subject to change.

## **Food and Beverage Policy**

The hotel provides food and beverage services as requested in partnership with preferred vendors. The event coordinator may choose to utilize outside vendors at their own discretion. All outside vendors must be approved.

## **Event Guarantee:**

All menu selections are due no later than fifteen (15) days prior to event. A final count of attendees is due ten (10) working days prior to the event or the expected number located on the meeting room agreement will be used.

## **Payments, Service Charges and Sales Tax:**

A 22% Service Charge and all applicable taxes will be added to all food/beverage, audio visual and room rental. Terms for payment will be established in your confirmation agreement. Advance deposits and/or payment in full may be required.



# Breakfast Menu



*Breakfast options are placed in the room prior to the beginning of the meeting unless otherwise requested. All food and beverage orders are required one week prior to the date of the meeting. Any food and beverage request after this time are subject to availability.*

## ***Luis' Light Breakfast***      **\$14**

Fresh fruit yogurt parfait's and freshly baked pastries served with coffee and a choice of orange, apple, or cranberry juice.

## ***Maria's Breakfast Buffet***      **\$16**

Access to the Homewood Home Style Breakfast Buffet featuring a variety of hot and cold breakfast items including scrambled eggs, waffles, fresh fruit, and a, assortment of cereals plus a selection of juices and milk. Coffee service provided in meeting rooms.

## ***Create Your Own Continental Breakfast***      **\$18**

Your choice of pastries, fruits, and beverages to suit your guest best.

### **Pastries:**

Choose 2: Croissants, Scones, Fruit Filled Danishes or Muffins

### **Fruit:**

Whole Seasonal Fruit

### **Beverages:**

Coffee Station and choice of apple, orange, or cranberry juice



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# Snack Menu



*All break options will be delivered to the meeting room based on the schedule described in the Banquet Event Orders.  
If any adjustments are needed please notify Sarah Hall.*

***Cookie Time:*** **\$5**  
Assorted fresh baked cookies and milk

***Sugar Rush Wake-Up:*** **\$8**  
Assorted candies with a variety of energy drinks and bottled water.

***Sweet and Salty Half-Time:*** **\$8**  
Assorted chips, candies, and trail mix.

***Healthy Snack:*** **\$8**  
Seasonal whole fruit, assorted granola bars, and trail mix.



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# Beverage Menu



Beverages are placed in the room before the time of the meeting unless otherwise requested.

## *Coffee Station:*

Provides options of caffeinated coffee, decaffeinated coffee and assorted teas with a variety of condiments.

Half Day: \$5  
Whole Day: \$9



## *Texas Style Refreshments:*

An option of lemonade and iced tea.

Half Day: \$7  
Whole Day: \$12

## *Assorted Beverage Bar:*

Featuring assorted sodas and bottled water.

Half Day: \$7  
Whole Day: \$12



*Bottled Water:* \$2 each



# Catering Options



All Catering is organized by the hotel. No outside catering is permitted.

## *Jimmy's Deli*

Offers a selection of fresh deli style sandwiches and chips  
\$18 per person

## *Berry Hill*

### *Baja Grill and Cantina*

A combination of beef and chicken fajitas served with tortillas, pico de gallo, sour cream, guacamole, rice, and beans.  
\$22 per person

## *Goode Company BBQ*

Offers a variety of Texas favorites including; beef brisket, chicken, pork ribs, and sausage with potato salad, baked beans, cole slaw, and jalapeno cheese bread.  
\$22 per person



# Food and Beverage Packages



## Fresh Start Package:

Your option of Luis' Light Breakfast or Maria's Breakfast Buffet, with all day coffee service, and afternoon cookie break.

\$25

## Full Day Package:

Your option of Luis' Light Breakfast or Maria's Breakfast Buffet, catering for lunch from selected partners, all day coffee service, and afternoon cookie break.

\$48



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# Homewood Suites Houston near the Galleria



*It is a pleasure to  
work with you.*



***Please do not hesitate to contact Diana Leedy for any assistance.***

***Phone number: 713-439-1305***

***Fax number: 832-369-1654***

***Email address: [diana.leedy@whitelodging.com](mailto:diana.leedy@whitelodging.com)***



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