

# PRIVATE MEETING & EVENT MENU SUGGESTIONS



AUTOGRAPH COLLECTION®

# PRIVATE EVENT INFORMATION

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## MENUS

Our VOICE Culinary Team has created a sampling of menus to assist with your selections. We welcome the opportunity to create a personalized menu tailored to meet your every wish. Menus should be finalized 10 business days before the start of your event.

## LINENS

Hotel ICON offers Italian cream colored linens. Specialty linens can be made available to enhance your event.

## FLORAL ARRANGEMENTS & DECOR

We will be pleased to refer the services of a local designer to create a particular event theme, be it centerpieces or a more extensive room design. Additional décor arrangements can be designed to compliment your event's theme.

## CAKE CUTTING FEE

Cake cutting fee is \$4.00 per person.

## ENTERTAINMENT

Musicians and Entertainers may be arranged through several local agencies. Our catering team will be pleased to refer you to one of these agencies or provide you with a personal reference.

## MEETINGS & PRIVATE DINING EVENTS

Please advise your Catering Executive of your event requirements for meeting room set up. Set up fees may apply and will vary with each event requirement.

## SWANK AUDIO VISUAL

A complete selection of the latest audio visual Equipment is available. Arrangements may be made through the our inhouse audio visual director.

## PACKAGES

In the event that you will be shipping materials to the hotel prior to the start of your function, please label the packages with your Catering Executive's name, name of the event, date of the event and the hotel's address.

## READER BOARDS

Hotel ICON, unless otherwise instructed, will post your program daily in the Lobby and on the Upper Lobby Level (second floor).

## ROOM ASSIGNMENTS

Function rooms are assigned according to the anticipated number of guests attending and the set up requirements stated at the time of the booking. Should these factors change, the hotel reserves the right to transfer the function to a more appropriate location.

## FINAL GUARANTEES

Final guarantees for the number of guests attending your function are required by 12:00 PM, three business days prior to the start of the event. This number may not be reduced once the final guarantee is given. If no guarantee is received, the expected number of guests on your signed contract or Banquet Event Order will be considered your final guarantee. You will be charged for the guaranteed number of guests "or" the number of guests in attendance, whichever is greater.

## VALET PARKING

Hotel ICON provides valet parking for all events, patrons and overnight guests. The charges can be placed on your event's master account (hosted parking) or guests may pay individually, upon their departure.

## WELCOME AMENITIES

Hotel ICON is pleased to assist with client provided welcome amenities for your group. A delivery fee will apply.

## SECURITY

Hotel ICON reserves the right to require uniformed Houston Police Department Officers for any event deemed necessary by hotel management. This charge will be applied to the event's master account.

## ADDITIONAL ITEMS

\* A \$250.00 room change fee applies when your room setup is changed on the day of the event.

\* Private events are permitted the use of our space for the contracted amount of time. Additional hours can be arranged in advance at the rate of \$300.00 per half hour.

\* Hotel ICON does not permit the use of confetti, rice, bird seeds, dry ice, thumbtacks and/or masking tape.

## **BARTENDER, CASHIER & ATTENDANTS**

One bartender is required for every seventy five guests and one attendant is also required for every action station, A \$75.00 charge will apply for every bartender, cashier or Chef/Carver needed.

## **DEPOSITS & PRE PAYMENT SCHEDULE**

A 25% deposit is required at the time the event contract or letter of agreement is signed. Additional deposits may be required by the hotel and will be established in contract. Full, estimated payment of total charges is due a minimum of three business days prior to the start of the event. If paid by credit card, an authorization will be placed on the credit card at the time of the final guarantee. Deposits are not refundable; but applied to the final bill.

A credit card impression is required for any overage or incidental charges incurred after the final payment. Corporate accounts may be billed for all banquet charges in excess of \$2,500.00 with an approved credit application.

### **HOTEL ICON**

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# RECEPTION HORS D'OEUVRES

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## COLD SELECTIONS

Ahi Poke, Taro Chip, Seaweed Salad and Mustard Soy  
\$ 38 Per Dozen

Smoked Salmon, Potato Crisp, Crème Fraiche and Caviar  
\$36 Per Dozen

Prime Beef Tartare, Crostini and Spicy Mayo  
\$40 Per Dozen

Shaved Beef Tenderloin, Horseradish Cream and Crostini  
\$40 Per Dozen

Gulf Crab Ravigote Salad en Bouchee  
\$40 Per Dozen

Shrimp and Crab Ceviche Tostadas with Avocado and Radish  
\$39 Per Dozen

Texas Oyster Shooter with Horseradish Cocktail  
\$38 Per Dozen

Gazpacho Shooter with Spicy Cucumber Relish  
\$30 Per Dozen

Curried Chicken Salad Gougeres with Grapes and Almonds  
\$36 Per Dozen

Speidini of Fresh Mozzarella, Tomato and Prosciutto with Basil  
\$38 Per Dozen

Speidini of Fresh Mozzarella, Tomato and Basil  
\$34 Per Dozen

Endive with Stilton Cream, Candied Pecans and Roasted Pear  
\$32 Per Dozen

Deviled Egg with Mustard, Relish and Bacon  
\$32 Per Dozen

Goat Cheese Crostini with Roasted Beets and Hazelnuts  
\$32 Per Dozen

# RECEPTION HORS D'OEUVRES

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## HOT SELECTIONS

Chicken Empanadas with Red Pepper Cream  
\$36 Per Dozen

Thai Chicken Satay with Spicy Peanut Sauce  
\$36 Per Dozen

BBQ Pork Sliders with Creamy Slaw  
\$36 Per Dozen

Modelo Braised Duck Quesadillas w/ Avocado Crema, Pico de Gallo & Cotija  
\$38 Per Dozen

Lamb Lollipops with Tomato Mint Chutney  
\$52 Per Dozen

Lamb Meatballs with Tamarind Glaze and Sesame  
\$40 Per Dozen

Bacon Wrapped Shrimp with Pepper Jack Cheese and Jalapeno Jelly  
\$45 Per Dozen

Crab Cakes with Spicy Remoulade  
\$40 Per Dozen

Louisiana Crawfish Bisque Shooters  
\$36 Per Dozen

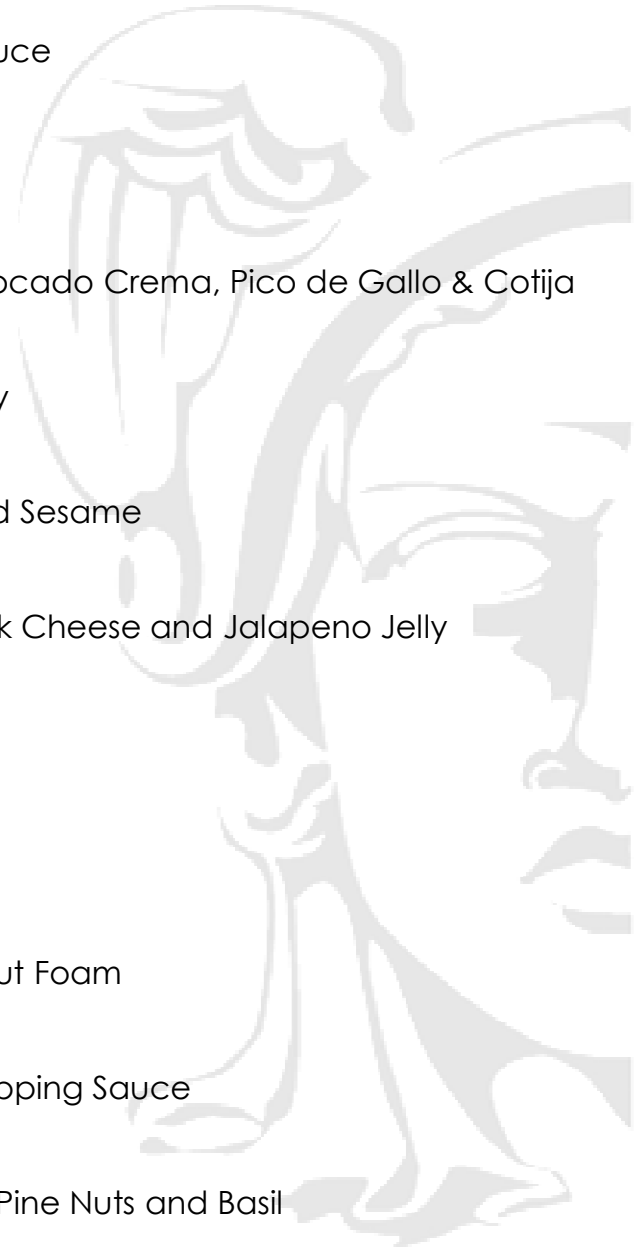
Ginger Carrot Soup Shooters with Coconut Foam  
\$30 Per Dozen

Vegetable Samosas with Cilantro Mint Dipping Sauce  
\$32 Per Dozen

Goat Cheese Tart with Roasted Tomato, Pine Nuts and Basil  
\$32 Per Dozen

Wild Mushroom Crostini with Gruyere and Truffle Oil  
\$34 Per Dozen

Caramelized Onion Flatbread with Pear, Gorgonzola and Hazelnuts  
\$34 Per Dozen



# RECEPTION STATIONS

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## ARTISAN CHEESE DISPLAY

A SELECTION OF ARTISAN CHEESE WITH ASSORTED NUTS, DRIED FRUITS &  
BREAD

*\$13 PER PERSON*

## CHILLED SEAFOOD DISPLAY

CHOOSE FOUR OF THE FOLLOWING:

COCKTAIL CRAB CLAWS, JUMBO SHRIMP COCKTAIL, CHILLED MUSSELS,  
CHILLED LITTLENECK CLAMS, MAINE LOBSTER TAILS & CHEF'S SELECT ICED  
OYSTERS

*ALL DISPLAYS INCLUDE LEMON WEDGES, COCKTAIL & REMOULADE SAUCES AND MIGNONETTE  
FOR OYSTERS*

*MARKET PRICE PER PERSON*

## ASSORTED SUSHI DISPLAY

SELECTION OF ASSORTED ROLLS AND SASHIMI

*MARKET PRICE PER PERSON*

## CAVIAR DISPLAY

DOMESTIC & IMPORTED

CAVIARS SERVED WITH TRADITIONAL GARNITURE

*MARKET PRICE PER PERSON*

## ICON SMOKED SALMON

CAPERS, RED ONIONS, LEMON,  
BRIOCHE TOAST, CHIVE CREAM

*\$12 PER PERSON*

# RECEPTION STATIONS

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## CARVING STATIONS

Rosemary Dijon Roasted Pork Loin with Dried Fig Chutney  
\$14 Per Person

Roast Leg of Lamb with Herbs d' Provence and Black Olive Tomato Jus  
\$15 Per Person

Brown Sugar Pineapple Glazed Bone in Ham with Red Eye Gravy  
\$11 Per Person

Herb Roasted Turkey Breast with Giblet Gravy  
\$11 Per Person

Slow Roasted Beef Tenderloin with Marchand de Vin Sauce  
\$19 Per Person

Black Pepper & Herb Crusted Prime Rib w/ Au Jus & Horseradish Cream  
\$20 Per Person

We Suggest The Following To Enhance Your Carving Station:

Bacon Cheddar Grits

Oven Baked Mac n' Cheese

Whole Grain Mustard Mashed Potatoes

Potato Gratin

Savory Gruyere Bread Pudding

\$6.00 Per Person per Item

*ONE CARVER PER STATION REQUIRED, \$75 EACH.*

# BEVERAGE SERVICE

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## CONSUMPTION HOST BAR

PREMIUM SPECIALTY DRINKS/MARTINIS	\$9.50
PREMIUM BRAND DRINKS	\$8.00
PREMIUM COGNAC	\$15.00
DELUXE SPECIALTY DRINKS/MARTINIS	\$8.50
DELUXE BRAND DRINKS	\$7.00
DELUXE COGNAC	\$10.00
CORDIALS	\$7.50 & UP
DOMESTIC BEER	\$5.25
IMPORTED BEER	\$5.75
HOUSE WINE & CHAMPAGNE	\$7.00
NONALCOHOLIC BEER	\$5.25
SOFT DRINKS	\$4.00
FIJI BOTTLED WATER	\$6.00

## PREMIUM BRANDS

VODKA: GREY GOOSE OR BELVEDERE  
RUM: MT. GAY & BACARDI  
SCOTCH: CHIVAS & GLENFIDICH  
GIN: BOMBAY, BOMBAY SAPPHIRE OR TANQUERY 10  
BOURBON/WHISKEY: MAKERS MARK & CROWN ROYAL  
TEQUILA: CAZADORES REPOSADO  
COGNAC: HENNESSEY VSOP OR COURVOSIER VSOP

## DELUXE BRANDS

VODKA: ABSOLUT OR STOLICHNAYA  
RUM: CRUZAN DARK & FLOR DE CANA SILVER  
SCOTCH: DEWARS  
GIN: BOMBAY OR TANQUERAY  
BOURBON/WHISKEY: JACK DANIEL & JAMESON'S  
TEQUILA: EL JIMADOR SILVER  
COGNAC: HENNESSEY VS OR COURVOSIER VS

*HOTEL ICON RECOMMENDS (1) BARTENDER PER (75) GUESTS.  
\$75.00 PER BARTENDER*

*HOURLY BAR PACKAGES CAN BE ESTABLISHED.  
PLEASE INQUIRE WITH YOUR EVENT MANAGER.  
CASH BARS REQUIRE BARTENDER AND CASHIER.*

*CASH BARS AVAILABLE UPON REQUEST.  
\$250.00 SETUP FEE APPLIES TO EACH CASH BAR.*

# BEVERAGE SERVICE

## PREMIUM LIQUOR PACKAGE

1 HOUR RECEPTION	<b>\$25.00</b> PER GUEST
2 HOUR RECEPTION	<b>\$35.00</b> PER GUEST
3 HOUR RECEPTION	<b>\$45.00</b> PER GUEST
4 HOUR RECEPTION	<b>\$55.00</b> PER GUEST

**\$8.00** PER GUEST FOR EACH ADDITIONAL HOUR

PRICES ARE SUBJECT TO A 21% SERVICE CHARGE  
BARTENDER CHARGE: \$75.00 PER BAR  
HOTEL ICON RECOMMENDS ONE BARTENDER PER 75 GUESTS

## DELUXE LIQUOR PACKAGE

1 HOUR RECEPTION	<b>\$20.00</b> PER GUEST
2 HOUR RECEPTION	<b>\$30.00</b> PER GUEST
3 HOUR RECEPTION	<b>\$40.00</b> PER GUEST
4 HOUR RECEPTION	<b>\$50.00</b> PER GUEST

**\$7.00** PER GUEST FOR EACH ADDITIONAL HOUR

PRICES ARE SUBJECT TO A 21% SERVICE CHARGE  
BARTENDER CHARGE: \$75.00 PER BAR  
HOTEL ICON RECOMMENDS ONE BARTENDER PER 75 GUESTS

## BEER & WINE PACKAGE

HOTEL'S CHOICE OF TWO DOMESTIC & ONE IMPORTED BEER  
AND ONE RED WINE, WHITE WINE AND CHAMPAGNE

NONALCOHOLIC BEVERAGES:  
COKE, DIET COKE, SPRITE AND BOTTLED WATER

1 HOUR RECEPTION	<b>\$17.00</b> PER GUEST
2 HOUR RECEPTION	<b>\$25.00</b> PER GUEST
3 HOUR RECEPTION	<b>\$33.00</b> PER GUEST
4 HOUR RECEPTION	<b>\$41.00</b> PER GUEST

**\$5.00** PER GUEST FOR EACH ADDITIONAL HOUR

PRICES ARE SUBJECT TO A 21% SERVICE CHARGE  
BARTENDER CHARGE: \$75.00 PER BAR  
HOTEL ICON RECOMMENDS ONE BARTENDER PER 75 GUESTS

# PRIVATE EVENT SPACE

## MEETING AND FUNCTION FACILITIES

Icon's magnificent, full-floor function areas have hosted an array of remarkable and unforgettable events. Catering by the hotel's signature restaurant VOICE, soaring ceilings, walls of windows, exceptional wood finishes and advanced audio and visual equipment are the landmarks of these one-of-a-kind settings. Comprising nearly 8,000 sq ft, the venue offers a dramatic 2,300 sq ft ballroom with a 1,500 sq ft foyer and additional conference rooms, including a dedicated executive boardroom. The recently renovated Loft offers an ideal setting for business meetings or social events. Ideally situated directly above the hotel lobby, The Loft offers a spectacular view of the hotel's towering lobby and VOICE Restaurant and Lounge. The Wine Vault and Three-Level Penthouse with a 600 sq ft private Rooftop Terrace are perfect venues for engagements of up to 40 guests.

	DIMENSION	SQUARE FEET	CEILING	THEATRE	CLASS ROOM	CONFERENCE	U-SHAPE	HOLLOW SQUARE	BANQUET	RECEPTION
Aventine Ballroom	68x39	2,363	11'-7"	189	96	44	37	44	150	250
Aventine Foyer	110x14	1,540	12'-9"						70	150
Aventine I	34x39	1,326	11'-7"	86	51	28	21	28	70	120
Aventine I Foyer	34x14	476	12'-9"							
Aventine II	34x39	1,037	11'-7"	77	33	28	21	28	50	110
Aventine II Foyer	34x14	476	12'-9"							
Arcadia	20x25	500	12'-9"	40	18	18	18	18	24	40
The Boardroom	20x25	500	12'-9"			16				
The Loft	27x53	1,431		90	48	40	35		84	100
The Den	20x25	304	9'-8"							20
Three-Level Penthouse Suite - Maximum Capacity is 40 ppl.										
Entertainment Lounge	16x20	320	11'-2"							
Private Rooftop Terrace	20x30	600	n/a							
Wine Vault	16x32	512	10'-0"	24	24	25	20	20	32	40

