



**Holiday Inn  
& Suites**  
AN IHG® HOTEL

# ***SPECIAL EVENT PLANNER & MENU***



***Contact the professional sales team at the Holiday Inn Hotel & Suites  
Des Moines-Northwest to plan your next event!***

Holiday Inn & Suites • 4800 Merle Hay Road • Urbandale, IA 50322 • 515-278-4755

# BREAKFAST SELECTIONS

## PLATED BREAKFAST

All Breakfast Selections are served with an assorted fresh pastry basket and a glass of fresh orange juice, regular or decaffeinated coffee, tea or milk. Priced per guest.

**BREAKFAST BURRITO .....16.00**

White tortilla, scrambled eggs, choice of bacon or sausage, peppers, onion, shredded cheddar, served with sour cream, salsa, and breakfast potatoes.

**TEXAS FRENCH TOAST .....15.00**

Mascarpone and marmalade stuffed French toast with two eggs of your choice and choice of bacon, sausage, or ham. Served with fresh cut fruit.

**THE IOWAN .....15.00**

Two eggs any style, breakfast potatoes and choice of bacon, sausage, or ham. Substitute sirloin steak for an additional \$6.00.

**BISCUITS AND GRAVY .....14.00**

Two buttery flakey biscuits topped with country gravy and two eggs any style.

**BAGEL & LOX .....16.00**

Everything bagel, whipped cream cheese, thinly sliced smoked salmon, diced egg, diced red onion, fried capers, arugula tossed in shallot vinaigrette served with fresh berries.

**CROQUE MADAME .....15.00**

Ham and Swiss served on a flakey croissant, topped with a poached egg and smothered in a classic mornay sauce. Served with fresh cut fruit.

**BREAKFAST STRUDEL .....17.00**

Mild or spicy sausage, regular eggs or egg whites, spinach, mushroom, and scallions. Baked in a fluffy puff pastry and served with fresh cut fruit.

**BREAKFAST QUICHE .....17.00**

Assorted fillings and fresh eggs.

Filling choices: sausage, bacon, peppers, onion, mushroom, spinach, and tomato. Served with fresh cut fruit.



## BREAKFAST BUFFET

All breakfast buffets include Chef's selection of muffins, breakfast pastries, assorted juices, regular and decaffeinated coffee, and hot tea. Buffets are priced per person. A minimum of 30 people is required for all breakfast buffets. If the buffet is for 15-29 people, there will be a surcharge of \$5.00 (plus 23% service charge and tax) per person. Any buffet less than 15 people, you must choose a plated breakfast.

**SUNRISE MORNING ..... 21.00**

Fresh seasonal fruit display and breakfast potatoes. Substitute potatoes O'Brien for an additional \$3.00.

**CHOOSE ONE EGG:**

Freshly scrambled eggs • Eggs Florentine

**CHOOSE TWO MEATS:**

Smokehouse bacon • Sausage links • Ham

**CHOOSE ONE STARCH:**

Flaky country biscuits & gravy • Croissants  
French toast with maple syrup

**ADDITIONAL OPTIONS:**

Add cold cereal for an additional \$1.50 per person

Substitute meat option for sirloin steak for an additional \$6.00 per person

**ALL AMERICAN BREAKFAST ..... 25.00**

Fresh Danish, muffins, fresh cut fruit, Eggs Florentine, Deburgo Baby Bakers, biscuits and gravy, and steak tips with mushrooms and onions.

**MORNING IN TUSCANY ..... 23.00**

Italian benedict with basil hollandaise, assorted mini quiche, tomato egg bake served with toast points, frittata made with sausage, eggs, peppers, spinach, and tomato. Served with fresh fruit.

**BRUNCHWICH BUFFET (2 PER PERSON) ..... 20.00**

MAKE YOUR SANDWICHES FROM THE ITEMS BELOW. PLEASE LIMIT SANDWICH CHOICES TO TWO OPTIONS.

**MEAT CHOICES:**

Bacon • Sausage • Ham

**BREAD CHOICES:**

Biscuit • English Muffins • Croissants

**EGG CHOICES:**

Whole Eggs • Scrambled Eggs • Egg Whites

**CHEESE CHOICES:**

Cheddar • Swiss • Pepper Jack • American

Served with Potatoes O'Brien.



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# TAKE A BREAK

## MORNING BREAKS

*Priced per guest.*

- CLASSIC CONTINENTAL** .....15.00  
Fresh breakfast pastries and muffins with assorted juices, regular and decaffeinated coffee, and hot herbal tea selections.
- DELUXE CONTINENTAL** .....17.00  
Fresh breakfast pastries, muffins, bagels with cream cheese, and sliced fresh fruit display served with assorted juices, regular and decaffeinated coffee, and hot herbal tea selections.
- FRESH START**.....18.00  
Fresh fruit, granola bars, yogurt, breakfast pastries, muffins, assorted juices, regular and decaffeinated coffee, and hot tea.
- KICK START** .....21.00  
Fresh Fruit, assorted parfaits, granola bars, breakfast pastries, muffins, bagels with cream cheese, fruit display, assorted juices, regular and decaffeinated coffee, and hot tea

## SPECIALTY BREAKS

*Priced per guest.*

- THE HEALTH NUT**.....15.00  
Granola bars, individual assorted yogurt, mixed nuts, whole fresh fruit, bottled spring water, regular and decaffeinated coffee, and herbal tea.
- SWEET & SALTY BREAK**.....14.00  
The perfect combination to please everyone! Chocolate and yogurt dipped pretzels, brownie bites, potato chips with ranch dip, mixed nuts, assorted soda, and bottled spring water.
- THE 7TH INNING STRETCH**.....16.00  
Hot jumbo pretzels with mustard, melted Cheddar cheese sauce, buttered popcorn, roasted peanuts, assorted soda, and bottled water. Add regular or non-alcoholic beers at a per bottle charge.
- CHOCOHOLIC BREAK**.....17.00  
Chocolate dipped seasonal fruit, chocolate cookies, brownies, regular and decaffeinated coffee, herbal tea, assorted soda, bottled spring water, and hot chocolate.
- COFFEE ALL DAY**.....12.00  
Unlimited refresh of regular and decaffeinated coffee and hot herbal tea throughout the day.

## BEVERAGES

*Priced per quantity listed.*

- REGULAR OR DECAFFEINATED COFFEE** ..... 33.00 PER GALLON
- HOT HERBAL TEA** ..... 33.00 PER GALLON
- ICED TEA OR LEMONADE** ..... 30.00 PER GALLON
- ASSORTED SODA** ..... 3.50 EACH  
Assortment of regular and diet Coca Cola® products.
- BOTTLED WATER** ..... 3.00 EACH
- BOTTLED ENERGY DRINKS** ..... 6.00 EACH  
Monster Energy® or Rockstar Energy®
- ASSORTED BOTTLED JUICES** ..... 3.50 PER BOTTLE
- MILK (SKIM, WHOLE OR CHOCOLATE)**..... 5.00 PER BOTTLE
- HOT CHOCOLATE** ..... 3.00 PER SERVING

## BREAKFAST ITEMS

*Priced per quantity listed.*

- ASSORTED YOGURT** ..... 4.00 EACH
- ASSORTED DONUTS** ..... 28.00 PER DOZEN
- DANISH** ..... 28.00 PER DOZEN
- PECAN CARAMEL ROLLS**..... 29.00 PER DOZEN
- CINNAMON ROLLS** ..... 29.00 PER DOZEN
- BREAKFAST BREADS** ..... 28.00 PER DOZEN
- MUFFINS** ..... 29.00 PER DOZEN
- BAGELS WITH CREAM CHEESE**..... 30.00 PER DOZEN
- FRESH SLICED FRUIT DISPLAY**..... 175.00 PER 50 GUESTS



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# TAKE A BREAK

## MID-MORNING SNACKS

*Priced per quantity listed.*

WHOLE FRESH FRUIT .....	3.50 EACH
MIXED NUTS .....	20.00 PER POUND
PRETZEL .....	15.00 PER POUND
CHEESE & CRACKER BOARD.....	225.00 PER 50 GUESTS
FRUIT & NUT TRAIL MIX.....	20.00 PER POUND
GRANOLA BARS.....	4.00 PER PERSON



## AFTERNOON & EVENING SNACKS

*Priced per quantity listed.*

GRANOLA BARS.....	4.00 PER PERSON
WHOLE FRESH FRUIT .....	4.00 EACH
MIXED NUTS .....	20.00 PER POUND
PRETZEL .....	15.00 PER POUND
GARDETTOS SNACK MIX.....	20.00 PER POUND
DRY ROASTED PEANUTS.....	20.00 PER POUND
POTATO CHIPS & DIP .....	20.00 PER POUND & PINT
TORTILLA CHIPS & SALSA.....	20.00 PER POUND & PINT
HOT PRETZEL BITES WITH QUESO .....	10.00 PER PERSON
ASSORTED POPCORN .....	15.00 PER GALLON
FRESH BAKED COOKIES .....	27.00 PER DOZEN
BROWNIES .....	28.00 PER DOZEN
ASSORTED DESSERT BARS .....	30.00 PER DOZEN
ASSORTED FULL-SIZE CANDY BARS .....	6.00 EACH
ICE CREAM TRUCK (SEASONAL) .....	8.00 PER SERVING
Favorite Blue Bunny ice cream treats including ice cream sandwich, Champ! Ice cream cone, turtle ice cream bar and chocolate malt cup.	
VEGETABLE CRUDITÉS & DIP.....	120.00 PER 50 GUESTS
CHEESE & CRACKER BOARD.....	225.00 PER 50 GUESTS
CHARCUTERIE BOARD .....	375.00 PER 50 GUESTS
ARTISINAL CHEESE BOARD.....	MARKET PRICE
Imported Artisinal Cheese, gourmet crackers, fresh berries, and assorted tree nuts.	



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# LUNCH SALADS & SANDWICHES

## LUNCH SALADS

All Luncheon Salads are served with our Chef's basket of baked breads, rolls, butter, regular and decaffeinated coffee, tea, iced tea, and lemonade. Priced per guest.

**CHICKEN CAESAR SALAD .....20.00**

Crisp Artisan romaine leaves tossed in a creamy Caesar dressing, croutons and Asiago cheese accented with tomato wedges topped with grilled airline chicken.

Substitute grilled salmon or grilled shrimp..... 22.00

**WALDORF SALAD .....20.00**

Crisp artisan romaine tossed in our house made Waldorf dressing accented by apples and tart dry cherries topped with grilled airline chicken.

Substitute grilled salmon or grilled shrimp..... 22.00

**FLANK STEAK SALAD .....20.00**

Chopped romaine lettuce tossed with Asian dressing, fresh cucumber, avocado, tomato, grated carrots and red onion, topped with grilled flank steak.

**MARINATED AHI TUNA SALAD.....24.00**

Spring mix tossed in our house-made ginger citrus dressing accented by crispy wonton skins and edamame topped with grilled marinated ahi tuna steak.

## SOUP ENHANCEMENTS

Add to lunch or dinner. Priced per guest.

**TOMATO SWEET BASIL..... 5.00**

**CHICKEN & WILD RICE SOUP..... 5.00**

**CHEF'S FAMOUS CHICKEN NOODLE..... 5.00**

Soup layered with Ditalini pasta, fresh kale, and croutons in a rich broth.

**CARAMELIZED BUTTERNUT SQUASH..... 5.00**

Accented with smoked Gruyere and Gouda.

## PLATED LUNCHEON SANDWICHES

\*\*All plated sandwiches are served with your choice of coleslaw, potato salad, pasta salad, or chips. Fresh cut fruit, large fresh baked cookie, iced tea, lemonade, or water.

**FRENCH DIP.....17.00**

Thin sliced roast beef, sauteed onion, house made au jus topped with melted Swiss cheese.

**SHRIMP PO'BOY.....18.00**

Crispy fried shrimp, shredded lettuce, sliced tomatoes, and a house-made garlic Cajun aioli served on a French hoagie.

**MEATLOAF PO'BOY.....17.00**

House-made meatloaf, shredded lettuce, sliced tomato, smoked provolone, and BBQ sauce on a French hoagie.

**GRINDER.....17.00**

Italian sausage, ground beef, bell peppers, onion, marinara and melted mozzarella on an Italian hoagie roll.

**CUBAN.....18.00**

Ham, mozzarella, pork tenderloin, onions, pickles, and swiss cheese on French bread.

**GYRO.....17.00**

Lamb or chicken, shredded lettuce, diced tomato, cucumber, feta and tzatziki sauce on pita bread.

**FRIED FISH SANDWICH.....18.00**

Crispy Haddock, house made tartar sauce, shredded lettuce on a toasted Brioche bun.



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# BOXED LUNCHES

## BOXED LUNCHES

Boxed Luncheon Sandwiches are delivered to your conference room with disposable service. Luncheons include appropriate condiments. Served with coleslaw, potato salad, pasta salad, or chips, fresh whole fruit, large fresh baked cookie, assorted soda, or bottled water.. Priced per guest.

- TURKEY WALDORF SANDWICH .....17.00**  
Thick slices of oven roasted turkey topped with apples and romaine tossed in our house made Waldorf dressing served on wheat bread.
- CHICKEN SALAD.....16.00**  
House-made chicken salad served on a croissant.
- FRENCHIE'S ROASTED BEEF .....17.00**  
Roast beef topped with French onion dip and topped with crispy shallots.
- CAPRESE SANDWICH .....16.00**  
Fresh basil, heirloom tomatoes, balsamic reduction, and mozzarella served on ciabatta bread.
- EGG SALAD SUPREME .....16.00**  
House-made egg salad served on a thick sliced brioche bread.
- TUNA SALAD.....19.00**  
Olive oil, poached tuna salad with citrus aioli served on crisped sourdough.
- CURRIED CHICKEN SALAD .....17.00**  
Curried chicken salad, baby spinach, major greys chutney served on marble rye.

**\*\*ALL BOXED LUNCHES CAN ALSO BE SERVED AS A PLATED LUNCH. ALL PLATED SANDWICHES ARE SERVED WITH YOUR CHOICE OF COLESLAW, POTATO SALAD, PASTA SALAD, OR CHIPS. FRESH CUT FRUIT, LARGE BAKED COOKIE, ICED TEA, LEMONADE, OR WATER.**

- EGGPLANT MUFFULETTA .....17.00**  
Thick sliced eggplant served on rustic Italian bread topped with our house-made Cajun-style olive salad served with mozzarella and smoked provolone.
- ROASTED BEET .....16.00**  
Oven-roasted beets, house-made onion jam, baby arugula, and pistachio goat cheese spread on toasted sourdough.
- FALAFEL .....16.00**  
Falafel, cucumber, shredded lettuce, tomato, diced onion, feta, and cucumber sauce on a pita wrap.
- CHOPPED CHICKEN WRAP.....17.00**  
Chopped chicken, Amish blue cheese, lettuce, diced tomato, diced onion, and crispy bacon
- TUNA WRAP.....18.00**  
Olive oil poached tuna salad, lettuce, tomato, cheddar cheese
- ASIAN MARINATED PORK.....19.00**  
Marinated pork loin thinly sliced served on a hoagie roll with a spicy sesame slaw.



# PLATED LUNCH

## PLATED LUNCH

Hot Plated Lunches include house salad and are served with Chef's starch selection and seasonal vegetable along with fresh baked breads, rolls and butter. Beverage service includes regular and decaffeinated coffee, tea, iced tea, and lemonade. Priced per guest.

<b>PASTA PRIMAVERA.....</b>	<b>21.00</b>
Penne pasta tossed in a house-made Alfredo sauce and vegetables topped with Asiago cheese.	
<b>APPLEWOOD SMOKED PORK CHOP.....</b>	<b>25.00</b>
Pork chop topped with a bacon apple jam and served with creamy risotto.	
<b>CHICKEN PARMESAN.....</b>	<b>22.00</b>
Breaded chicken breast topped with marinara and cheese. Placed atop a bed of fettuccine noodles mixed with marinara sauce.	
<b>SIRLOIN TOPPED WITH PARMESAN CRUST.....</b>	<b>27.00</b>
A 6-ounce steak seared to perfection. Served with garlic mashed potatoes.	
<b>MEATLOAF.....</b>	<b>25.00</b>
House-made blend of ground chuck and seasonings with sourdough breadcrumbs. Topped with demi-glaze. Served with garlic mashed potatoes.	
<b>CHICKEN DEBURGO.....</b>	<b>23.00</b>
Seasoned and seared chicken breast topped with a creamy Deburgo sauce. Served with mashed potatoes.	
<b>SOUTHERN COMFORT.....</b>	<b>20.00</b>
2pc fried chicken, garlic mashed potatoes with beef or chicken gravy, Chefs' choice vegetable.	
<b>EN PAUPIETTE.....</b>	<b>22.00</b>
Thin sliced vegetables and potato, fish fillet, fresh lemon, olive oil wrapped in parchment paper and baked to perfection.	
<b>POT ROAST.....</b>	<b>20.00</b>
Classic pot roast served with house-made mashed potatoes.	
<b>SLICED TURKEY.....</b>	<b>20.00</b>
Sliced oven roasted turkey breast served with mashed potatoes and peas.	

<b>SKIRT STEAK CHIMICHURRI.....</b>	<b>22.00</b>
Marinated skirt steak grilled to perfection topped with our house-made chimichurri sauce served with Spanish rice and street corn.	
<b>STUFFED PORTABELLA.....</b>	<b>18.00</b>
Portabella mushroom, sun dried tomato, fresh goat cheese, wilted spinach, finely grated Parmesan.	
<b>BLACKENED CATFISH.....</b>	<b>19.00</b>
Oven roasted catfish, blackened. Served with red beans and rice and corn.	

## LUNCHEON BOARDS

Designed to feed approximately 10, these inspired boards offer a quick, yet elegant selection to complement your board or small group meeting. Priced per board.

<b>SOUP &amp; SANDWICH BOARD.....</b>	<b>250.00</b>
A tureen of freshly made hot soup, appropriate accompaniments, assorted crackers, and an assortment of half sandwiches.	
<i>CHOOSE ONE SOUP:</i> Chicken Noodle • Tomato Sweet Basil • Loaded Baked Potato Caramelized Butternut Squash • Zuppa Toscana	
<b>THREE "C'S": CHILI, CHEESE &amp; CORNBREAD.....</b>	<b>200.00</b>
Chef's version of Firehouse chili served with sides of grated Cheddar and sour cream. Complemented by warm cornbread, honey, and butter.	
<b>WALKING TACOS.....</b>	<b>175.00</b>
Ground beef or ground turkey, shredded lettuce, black olives, salsa, jalapenos, sour cream, cheddar cheese, and individual bags of Nacho Doritos.	
<b>NACHOS.....</b>	<b>175.00</b>
Crisp tortilla chips, Ground beef or ground turkey, shredded lettuce, black olives, salsa, jalapenos, shredded cheddar cheese, sour cream	

## CELTIC CELEBRATIONS BY BENNIGAN'S

Our very own hotel restaurant is Bennigan's Grill & Tavern, available with dine in seating, packaged To-Go, and room service delivery to guestrooms or meeting rooms. Celtic Celebrations combines select Bennigan's items and offers them to groups of 20 or less in our Bennigan's Meeting Room or in the County Cork Room. There may be a meeting rental, setup fee or a minimum hosted food and beverage requirement.



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# LUNCH BUFFETS

## LUNCH BUFFETS

All lunch Buffets are served with regular or decaffeinated coffee, iced tea, and lemonade. Buffets are priced per guest and a minimum of 30 guests is required for all lunch buffets.

If the buffet is for 15 to 29 people, there will be a sur charge of \$5.00 (plus 23% service charge and Tax) per person.

Any buffet less than 15 people you must choose a plated lunch.

### DELI BUFFET ..... 28.00

Includes sliced turkey, ham, and roast beef; American, provolone and Swiss cheese; tomato, dill pickle spears, and red onion rings; potato chips and dip; and assorted bread and rolls with mayo and butter.

#### CHOOSE THREE SALADS:

- Tossed garden salad with assorted dressings
- Pasta salad
- Potato salad
- Coleslaw
- Cottage cheese

### THE COMPANY PICNIC ..... 30.00

Grilled chicken breast, hamburgers, brats, fresh Kaiser rolls and buns, garden greens with toppings, potato salad, coleslaw, baked beans, potato chips, corn cobettes, tomato slices, lettuce, red onion rings, and pickle spears.

### BRAVA ITALIANO ..... 25.00

Caesar salad, mixed vegetables, and garlic bread and rolls.

#### CHOOSE TWO PASTAS:

Penne • Fettuccini • Linguine • Tri-color Tortellini • Cavatappi

#### CHOOSE TWO SAUCES:

Alfredo • Marinara • Vodka Cream  
Garlic Butter • Mushroom Marsala

Add meat sauce, chicken, or Italian sausage..... 3.00 per guest

### MEDITERRANEAN MENU ..... 27.00

Chicken gyros with lettuce, tomato, red onion, and tzatziki on pita bread; Orzo pasta with tomato, kalamata olives, and feta; herbed shallot vinaigrette; cucumber and tomato salad; and Greek goddess dressing.

### SOUTHWEST MENU ..... 30.00

Chicken tinga served with tostada shell, lettuce, tomato, onion, avocado, crema, and lime; beef enchiladas with cream cheese and chili verde; street corn; roasted poblano chilis stuffed with chicken and three cheese blends; Spanish rice; mixed house greens served with mango, red onion, and drizzled with cilantro lime dressing.

### ASIAN FUSION ..... 30.00

Soba Noodle Salad: Soba noodles, cabbage, carrots, bean sprouts, tossed in a sesame soy sauce.

Asian Slaw: Napa cabbage, scallions, carrots, red peppers, tossed in a sweet tamari sesame dressing.

Korean Sticky Chicken: Hot, sweet, and savory. Korean red chili, sesame oil, soy sauce, rice vinegar, honey, and scallions.

Ginger Soy Asian Steamed Fish: White fish filet, steamed to perfection with a ginger soy sauce.

Thai Green Curry with Spring Vegetables: Fresh asparagus, carrots, and spinach. (Add shrimp \$4.00)

Coconut Rice: Steamed rice tossed in coconut milk and garlic.

Stir Fried Vegetables: Bell peppers, snap peas, carrots, mushrooms, broccoli, baby corn, and water chestnuts.

### TEXAS BARBEQUE ..... 30.00

Loaded Baked Potato Salad: Sour cream, cheddar cheese, bacon, and green onions.

Classic Cole Slaw

Adult Mac and Cheese: Cavatappi pasta, roasted garlic, white cheddar, gruyere, sharp cheddar.

Smoked Pork Butt

Beef Brisket

House-made BBQ Sauce

Jalapeno Cheddar Corn Muffins

**ADD COOKIES, BROWNIES,  
OR DESSERT BARS!  
\$3 PER GUEST**



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# RECEPTIONS

## HOT HORS'DOEUVRES

*Priced per 50 pieces.*

<b>TOASTED RAVIOLI WITH MARINARA</b> .....	<b>125.00</b>
<b>FRIED MOZZARELLA WITH MARINARA</b> .....	<b>125.00</b>
<b>JALAPEÑO POPPERS</b> .....	<b>140.00</b>
Served with Ranch Dressing	
<b>BUFFALO CHICKEN WINGS</b> .....	<b>170.00</b>
Bone-in or boneless and served with your choice of Asian, BBQ, Buffalo, or Citrus Habanero sauces. Served with celery and Bleu cheese or Ranch dip.	
<b>CRAB CAKES</b> .....	<b>200.00</b>
<b>CRAB PUFFS</b> .....	<b>225.00</b>
Puff pastry, cream cheese, Old Bay, chives, diced bacon, sautéed shallots, fresh garlic.	
<b>CHICKEN SATAY</b> .....	<b>175.00</b>
Marinated chicken skewers grilled and tossed in a Thai peanut sauce topped with sesame seeds and green onion.	
<b>BEEF SATAY</b> .....	<b>175.00</b>
Marinated beef skewers grilled and topped with a ponzu teriyaki glaze.	
<b>MEATBALLS</b> .....	<b>175.00</b>
Meatballs tossed in Deburgo or BBQ sauce.	
<b>COCONUT SHRIMP</b> .....	<b>200.00</b>
Fried shrimp served with house-made cocktail sauce.	
<b>SHISHITO PEPPERS</b> .....	<b>150.00</b>
Blistered shishito peppers tossed in lime juice and soy sauce.	
<b>ONION BRIE BITES</b> .....	<b>150.00</b>
Caramelized onions, brie wrapped in flakey puff pastry.	
<b>FIGS IN A BLANKET</b> .....	<b>175.00</b>
Crispy puff pastry, creamy goat cheese, and roasted figs.	
<b>ARANCINI</b> .....	<b>175.00</b>
House-made risotto deep fried and served with marinara.	
<b>SPANAKOPITA</b> .....	<b>175.00</b>
Crispy phyllo dough, spinach, and goat cheese.	
<b>BACON WRAPPED DATES</b> .....	<b>150.00</b>
Bleu cheese almonds, dates wrapped in crispy bacon.	
<b>BEER STEAMED MUSSELS IN CHORIZO</b> .....	<b>220.00</b>
Large mussels steamed in lager with chorizo. Served with toast points topped with green onion.	

<b>DYNAMITE SHRIMP</b> .....	<b>225.00</b>
Tossed in corn starch, fried and tossed in pecorino Romano served with our house-made T-N-T sauce.	
<b>ITALIAN STUFFED MUSHROOMS</b> .....	<b>140.00</b>
<b>BACON WRAPPED SCALLOPS</b> .....	<b>240.00</b>
<b>PORK BELLY BITES</b> .....	<b>175.00</b>
Brined, baked, and crisped. Served with barbeque on profiteroles.	

## SAVORY DIPS, CHIPS, & CROSTINI.

*Priced per 50 people.*

<b>CREAMY SPINACH DIP</b> .....	<b>125.00</b>
Served hot with pita chips.	
<b>CRAB DIP</b> .....	<b>220.00</b>
Crab meat, cream cheese, cheddar cheese, garlic, green onion, lemon juice, Old Bay seasoning, and crostinis. Served hot or cold.	
<b>BUFFALO CHICKEN DIP</b> .....	<b>175.00</b>
Shredded chicken, cream cheese, buffalo sauce, green onion, sauteed onion, with pita chips. Served hot or cold.	
<b>JALEPENO POPPER DIP</b> .....	<b>150.00</b>
Diced jalapeno, cream cheese, cheddar cheese, diced bacon, green onion. With tortilla chips. Served cold.	
<b>SEVEN LAYER DIP</b> .....	<b>150.00</b>
Refried beans, salsa, guacamole, tomato, sour cream, black olive, cheddar cheese. With tortilla chips. Served cold.	
<b>ASSORTED SALSAS AND TORTILLA CHIPS</b> .....	<b>125.00</b>



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# RECEPTIONS

## CHILLED SELECTIONS

*Priced per 50 people.*

<b>VEGETABLE CUDITES &amp; DIP</b> .....	<b>120.00</b>
<b>CHEESE &amp; CRACKER BOARD</b> .....	<b>225.00</b>
<b>ANTIPASTO DISPLAY</b> .....	<b>270.00</b>
<b>CHARCUTERIE BOARD</b> .....	<b>375.00</b>
<b>FRESH FRUIT DISPLAY WITH YOGURT DIP</b> .....	<b>170.00</b>
<b>IMPORTED CHEESE DISPLAY</b> .....	<b>MARKET PRICE</b>
<b>GRAZING TABLE</b> .....	<b>1000.00</b>

*Priced per 150 people.*

Charcutier meats, fresh berries, chocolate strawberries, grilled vegetables, assorted cheeses, dips, crackers, bacon wrapped dates, nuts bruschetta and crostini.

<b>ASSORTED CROSTINI</b> .....	<b>150.00</b>
<ul style="list-style-type: none"> <li>• Beef canape, thin sliced beef, red pepper jam, caramelized onion</li> <li>• Fig jam, prosciutto, whipped goat cheese</li> <li>• Strawberries, goat cheese, fresh mint, balsamic reduction</li> <li>• Smoked salmon</li> </ul>	
<b>MARINATED OLIVES BAR</b> .....	<b>175.00</b>
Assorted olives marinated in white balsamic vinaigrette, marinated mushrooms, grilled vegetables, stuffed cherry peppers.	

## CHILLED HORS D'OEUVRES

*Priced per 50 pieces.*

<b>BRUSCHETTA</b> .....	<b>150.00</b>
<ul style="list-style-type: none"> <li>• Traditional tomato and garlic.</li> <li>• Strawberry, goat cheese, mint, and balsamic</li> </ul>	
<b>JUMBO COCKTAIL SHRIMP</b> .....	<b>225.00</b>
Served with lemon wedges and cocktail sauce.	
<b>CHOCOLATE DIPPED STRAWBERRIES</b> .....	<b>150.00</b>
<b>PINWHEELS</b> .....	<b>150.00</b>
<ul style="list-style-type: none"> <li>• Turkey, whipped cream cheese, spinach</li> <li>• Ham, whipped cream cheese, spinach</li> <li>• Smoked salmon</li> </ul>	

<b>CAPRESE SKEWERS</b> .....	<b>125.00</b>
Fresh mozzarella, cherry tomato, chiffonade basil. balsamic reduction.	
<b>ANTI-PASTO SKEWERS</b> .....	<b>150.00</b>
Cubed salami, cherry tomato, artichoke, mozzarella, marinated.	
<b>SHRIMP TARTLETS</b> .....	<b>175.00</b>
Mini tart cups filled with shrimp salad.	
<b>LOADED DEVILED EGGS</b> .....	<b>150.00</b>
Diced jalapeno, smoked paprika, diced bacon, fresh chive.	
<b>MOZZARELLA, PROSCIUTTO, &amp; PICKLED PEACH SKEWERS</b> .....	<b>175.00</b>
<b>SHRIMP COCKTAIL SHOOTERS</b> .....	<b>175.00</b>
House-made cocktail sauce served with jumbo shrimp.	
<b>TUXEDO STRAWBERRIES</b> .....	<b>125.00</b>
Strawberries, Boursin cheese, fresh mint, and balsamic reduction.	



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# ACTION STATIONS

## ACTION STATIONS

*These exciting stations are attended by our chef. There is a minimum of 30 people and priced per guest.*

*If the action station is for 15 to 29 people, there will be a sur charge of \$5.00 (plus 23% service charge and Tax) per person.*

### **D'ITALIANO PASTA STATION..... 15.00/33.00**

Radiatori, fettuccini, and penne pastas prepared to order by our Chef with your choice of ingredients (onion, mushrooms, peppers, olives, shrimp, chicken, and cheese). Finished with your choice of Alfredo, marinara, or lemon butter.

### **STIR FRY STATION..... 15.00/33.00**

Liven up your event with the sizzle and smells of the wok! The stars of the show are shrimp, beef, and chicken, sautéed with a full complement of fresh vegetables and seasoned with saki, sesame oil, and teriyaki. Served over selections of fried rice, soba noodles, or sticky white rice.

### **LOADED BAKED POTATO BAR..... 15.00/33.00**

Salt and pepper crusted baked potato or sweet potato with your choice of toppings. Mornay sauce (cheese sauce), chili, bacon chunks, black forest ham, green onions, caramelized onions, sour cream, butter, marshmallows, chocolate chips, and brown sugar.

### **MAC & CHEESE BAR..... 15.00/33.00**

White cheddar mac and cheese with your choice of toppings.

Toppings: Shredded cheese, bacon, fried chicken tender bites, BBQ pork, hot sauce, blue cheese, seasoned breadcrumbs, caramelized onions, coleslaw, and green onions.

### **STREET TACO BAR ..... 15.00/33.00**

Corn tortillas, choice of two meats: Carne Asada, carnitas, chipotle chicken, bean and chicharron, or picadillo (ground beef) Fresh toppings: cilantro, sweet onions, radishes, pickled jalapenos, and carrots, queso fresco, guacamole, Pico de gillo, spicy red salsa, green salsa, sour cream, shredded lettuce, trio of hot sauces.

## CHEF'S CARVING STATION

*Served with assortment of Silver Dollar Buns. Add the following hand-carved presentations to any of the Dinner Buffet options. The carving fee per person and is in addition to Dinner Buffet pricing or to add to your reception.*

### **CAJUN ROASTED TURKEY..... 6.00**

Whole roasted turkey, marinated, seasoned, and stuffed with cranberry dressing.

### **SLOW ROASTED BEEF ..... 7.00**

Slow-roasted to perfection, offered with maple bourbon demi-glaze, and creamy horseradish.

### **BONE-IN PIT HAM..... 6.00**

Succulent and smokey Virginia ham accented with a classic sweet and spicy glaze.

### **PRIME RIB OF BEEF ..... 9.00**

Herb-rubbed prime rib, served with creamy horseradish and au jus.

### **PORK LOIN ..... 6.00**

Roasted and offered with creamy dijon sauce.

## CHEF-ATTENDED DESSERTS

*Served among your Guests with flair and flavor!  
Priced per guest.*

### **CHOCOLATE MELTDOWN ..... 13.00**

A warm chocolate cake with a melted chocolate ganache center served with a scoop of vanilla ice cream.

### **BANANAS FOSTER ..... 13.00**

Bananas caramelized to perfection with brown sugar, butter and brandy. Served our way with pralines and crème over crepes.

### **COFFEE CORDIALS ..... 13.00**

After dinner delights! We present coffee service with the appropriate toppings and your choice of Bailey's Irish Crème, Amaretto or Kahlúa.



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# PLATED DINNERS

Plated Dinners: You pick the salad, starch, entrée, and dessert.

\*\*All Plated Dinners are served with Chef's choice of seasonal vegetable. Regular or decaffeinated coffee, iced tea, and lemonade. Fresh baked rolls and butter.



## STEP 1 PICK YOUR SALAD

- Classic House Salad: Lettuce, tomato, red onion, cheddar cheese, with three dressings set on the table. Ranch, French, and Italian.
- Caesar: Romaine lettuce, asiago cheese, croutons, and Caesar dressing.
- Spinach Salad: Spinach, strawberries, feta cheese, candied pecans with raspberry vinaigrette.
- Spring Salad: Spring mix, candied pecans, red onion, blue cheeses, cherry tomatoes, and raspberry vinaigrette.
- Greek Salad: Romaine, spinach, banana peppers, calamata olives, feta cheese and Greek vinaigrette.

## STEP 2 PICK YOUR STARCH

- Rice Pilaf
- Risotto
- Garlic Mashed Potato
- Herb Roasted Fingerling Potatoes
- Potatoes Dauphinoise
- Sweet Mashed Potatoes
- Roasted Root Vegetables
- Baked Potato

## STEP 3 PICK YOUR ENTRÉE

### ROASTED PRIME RIB OF BEEF

12 ounce.....	45.00
16 ounce.....	47.00

Generous portion of prime rib, slow roasted and served with creamy horseradish and au jus. Minimum of 15 required.

### GRILLED FILET MIGNON

6 ounce.....	41.00
8 ounce.....	43.00

A steak lover's favorite. A tenderloin filet wrapped in bacon and served with our Maple Bourbon Demi.

### BEEF WELLINGTON..... 45.00

Wrapped in a crispy phyllo dough and stuffed with a mushroom duxelles and demi-glace.

### BEEF TENDERLOIN AU POIVRE..... 45.00

Beef Tenderloin, shiitake mushroom with a Dijon cream peppercorn sauce.

### COQ AU VIN..... 38.00

Oven roasted chicken thighs in red wine sauce.

### SEARED SCALLOPS..... 45.00

With pancetta served with polenta, roasted tomatoes, and a brandy reduction.

### OVEN ROASTED SALMON..... 38.00

Oven-roasted salmon with a honey miso glaze and served with steamed broccoli and your choice of starch.

### SHORT RIBS PREPARED TWO WAYS..... 44.00

Classic French slow roasted served with polenta and chefs choice vegetables topped with a pan sauce or Asian marinated served with steamed rice and broccolini.

### IOWA CHOP..... 32.00

Center cut pork chop grilled to perfection and topped with Maple Demi-Glaze.

### DIJON SALMON..... 38.00

Fresh salmon filet topped with a parmesan crust, roasted and topped with a creamy Dijon sauce.

### CHICKEN MARSALA..... 38.00

Seasoned airline chicken breast dredged and seared, covered in provolone cheese and our house made creamy marsala sauce.

### CHICKEN SUPREME..... 38.00

Airline chicken breast topped with our own supreme sauce. Served with rice pilaf.



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# PLATED DINNERS

**NY STRIP..... 44.00**  
Mustard marinated NY strip topped with a smoked blue cheese crust served with your choice of vegetables and starch.

**PORK OSSO BUCCO..... 44.00**  
Braised pork shanks slow roasted for hours until the meat falls from the bone. Chef's selection of vegetables atop a bed of saffron risotto and sun-dried tomato.

**ARANCINI VEGETABLE STACK ..... 33.00**  
Chef's selection of vegetables with polenta and a balsamic reduction.

**DUET MEDLEY..... 50.00**  
A designer duet featuring your choice of two entrées from the list below and paired with an appropriate starch and vegetable.

- Medallion of Six Ounce Tenderloin of Beef Filet
- Grilled Salmon
- Grilled Skewer of Shrimp
- Lobster Tail (Market Price)
- Mini Portobello Stack
- New York Strip with Parmesan Crust
- Grilled Pork Chop
- Chicken Breast Supreme

## STEP 4 PICK YOUR DESSERT

- Tiramisu Toffee
- Chocolate Crème Brûlée
- Panna Cotta with Berry Compote
- Fruit Tart
- Chocolate Hazelnut Tart
- Marscapone Cake
- Assorted Cheesecake



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# DINNER BUFFETS

## DINNER BUFFETS

All Dinner Buffets include freshly baked dinner rolls and butter. Beverage service include regular and decaffeinated coffee, tea, iced tea, and lemonade. Dinner Buffets also include a dessert buffet of Chef's assortment of cheesecakes, cakes, tortes, cookies, and bars. Priced per guest and minimum of 50 guests is required.

### TWO ENTRÉE BUFFET ..... 39.00

2 entrées, Chef's selection of vegetable, 2 starches, and 4 salads.

### THREE ENTRÉE BUFFET ..... 41.00

3 entrées, Chef's selection of vegetable, 2 starches, and 4 salads.

## STEP 1 PICK YOUR STARCH

### CHOOSE TWO:

- Roasted Herb Potatoes
- Garlic Mashed Potatoes
- Rice Pilaf
- Risotto
- Baked Mac & Cheese
- Potato Dauphinoise

## STEP 2 PICK YOUR SALADS

### CHOOSE FOUR:

- Tossed Green Salad with Assorted Dressing and Toppings
- Caesar Salad
- Potato Salad
- Marinated Cucumber and Tomato Salad
- Spring Vegetable Salad
- Pasta Salad
- Antipasto Salad



## STEP 3 PICK YOUR ENTRÉES

### BEEF TENDERLOIN WITH HOUSE-MADE DEMI-GLACE

Roasted and sliced. Topped with our house-made Demi-glaze.

### CHICKEN DEBURGO

Chicken dredged in seasoned flour, seared, and finished in the oven covered in our house-made creamy Deburgo sauce.

### CHICKEN PARMESAN

Chicken breast breaded and seared to perfection covered in our house-made marinara and fresh mozzarella cheese.

### CHICKEN PICATTA

Chicken breast dredged in season flour seared and finished in the oven with our house-made lemon Picatta sauce.

### PORK LOIN WITH MUSTARD CREAM

Oven roasted, sliced, and covered in our house-made mustard cream sauce.

### CHICKEN MARSALA

Seasoned chicken breast dredged and seared. Covered in provolone and our house-made creamy marsala sauce.

### PORK CHOPS

Bone-In smoked pork chop.

### STUFFED PORK LOIN

Stuffed with Italian breadcrumbs and sweet Italian sweet sausage, cooked to perfection, sliced and covered in our house-made chipotle mustard cream sauce.

### DIJON SALMON

Fresh salmon filet topped with a parmesan crust, roasted, and topped with a creamy Dijon sauce.



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# BEVERAGE & BAR SERVICE

## BANQUET BAR SERVICE

Service includes liquor, beer, wine, mixes, and setup, and is priced per drink. A \$30 charge per hour for each bartender will be applied to all banquet bars. For every \$100 in bar sales, \$30 of this fee will be waived.

## HOSTED RECEPTION

Drinks are added to your master account and are subject to 23% service charge and 7% tax. A \$30 flat fee for bar setup along with a \$30 charge per hour for each bartender will be applied to all banquet bars. For every \$100 in bar sales, \$30 of this fee will be waived. Priced below per drink.

CALL BRANDS.....	6.00
PREMIUM BRANDS.....	7.00
HOUSE WINE.....	5.00
DOMESTIC BOTTLED BEER.....	5.00
IMPORTED BOTTLED BEER.....	6.00
SOFT DRINKS.....	3.00

## CASH BAR

A \$30 flat fee for bar service will be charged to client. Hotel provides the following drinks, priced per drink, paid for by each guest. A \$30 charge per hour for each bartender will be applied to all banquet bars. For every \$100 in bar sales, \$30 of this fee will be waived. Prices include Iowa sales tax.

CALL BRANDS.....	6.00
PREMIUM BRANDS.....	7.00
HOUSE WINE.....	5.00
DOMESTIC BOTTLED BEER.....	5.00
IMPORTED BOTTLED BEER.....	6.00

**Call Brands** - Bombay Sapphire, Captain Morgan, Jack Daniel's, Jim Beam, Jose Cuervo, Stolli

**Premium Brands** - 1800 Reposado, Absolut, Bacardi, Crown Royal, Dewar's, Tanqueray

**Domestic Bottled Beer** - Budweiser, Bud Light, Coors Light, Michelob Ultra, Miller Lite

**Imported Bottled Beer** - Amstel Light, Corona, Heineken, New Castle, Samuel Adams

Please see our Policies page for an important notice regarding the service of alcohol.

## BEVERAGES

Beverage items are priced as noted.

### PUNCHES

Fruit Punch.....	25.00 per gallon
Champagne Punch.....	36.00 per gallon

### KEG BEER

Priced per half-barrel keg unless otherwise noted.

Domestic Beer.....	325.00
Imported Beer.....	400.00
Craft Beer.....	650.00

### HOUSE WINE BY THE BOTTLE

Bottles are 750ml unless otherwise noted.

Copper Ridge Chardonnay.....	23.00
Copper Ridge White Zinfandel.....	23.00
Cabernet Sauvignon.....	23.00
Copper Ridge Merlot.....	23.00

### CHAMPAGNE BY THE BOTTLE

Bottles are 750ml unless otherwise noted.

Freixenet.....	22.00
Mondoro Asti Spumante.....	23.00

### CHAMPAGNE FOUNTAIN ..... 340.00

Includes 15 bottles of champagne

### CHAMPAGNE TOAST ..... 6.50

Call for a toast on any occasion with our house champagne served to each guest. Priced per guest.



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# AUDIO/VISUAL SERVICES

## AUDIO/VISUAL

*Priced per item per day.*

### VIDEO & COMPUTER EQUIPMENT

42" Color TV & DVD Player.....	100.00
LCD Projector.....	200.00
VGA Cable.....	30.00
HDMI Cable.....	30.00

### MICROPHONES & AUDIO EQUIPMENT

Handheld Wired Microphone.....	30.00
Wireless Lavalier Microphone.....	80.00
Wireless Handheld Microphone.....	80.00
4-Channel Mixer.....	50.00

### PROJECTION SCREENS & OTHER EQUIPMENT

6' Tripod Screen.....	30.00
8' Tripod Screen.....	40.00
110v Duplex Power Outlet, each.....	25.00
220v Power Outlet, each.....	75.00
Extension Cord, each.....	10.00
Power Strip, each.....	10.00
Flip Chart with Pad & Markers.....	25.00
Flip Chart with Post-It Note Pad.....	65.00
Poster Easel.....	15.00
Laser Pointer.....	25.00
Projector Table.....	15.00
Dry Erase Board & Markers.....	50.00
Polycom Speaker Phone & Phone Line.....	90.00

*(Calls charged accordingly)*



## COMPLIMENTARY AUDIO/VISUAL

*Complimentary audio/visual services with every meeting.*

- Wireless Internet Access
- Podium
- Toll Free Calls
- Dedicated IP address, secured networks, and other services are available



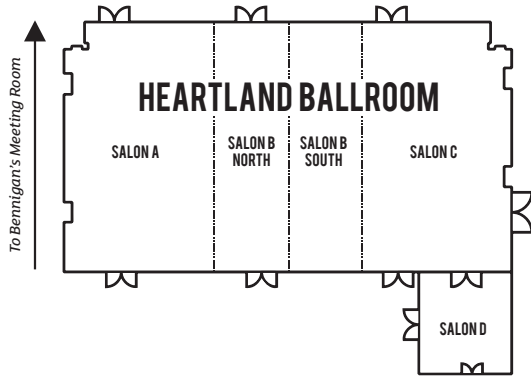
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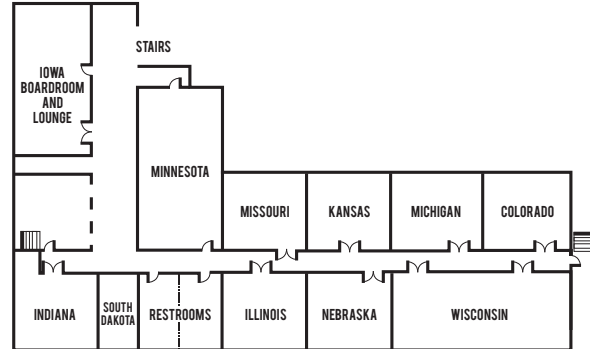


# MEETING ROOM CAPACITY

FIRST FLOOR CONFERENCE CENTER



LOWER LEVEL CONFERENCE CENTER



## FIRST FLOOR CONFERENCE CENTER

MEETING ROOM	DIMENSIONS (W x L x H)	SQUARE FOOTAGE	RECEPTION	BANQUET	THEATER	CLASSROOM	U-SHAPE
Heartland Ballroom	50 x 90 x 10	4,500	485	375	550	325	74
Salon A & B North	50 x 45 x 10	2,250	240	185	325	165	64
Salon B South & Salon C	50 x 45 x 10	2,250	240	185	325	165	64
Salon A	50 x 30 x 10	1,500	140	125	170	110	54
Salon B	50 x 30 x 10	1,500	140	125	170	110	54
Salon C	50 x 30 x 10	1,500	140	125	170	110	54
Salon D	18 x 20 x 10	360	30	24	25	12	20
Bennigan's Meeting Room	44 x 29 x 9	1,270	100	80	125	75	44
Bennigan's East	29 x 23 x 9	660	50	40	60	30	32
Bennigan's West	29 x 21 x 9	610	50	40	60	30	32

## LOWER LEVEL CONFERENCE CENTER

MEETING ROOM	DIMENSIONS (W x L x H)	SQUARE FOOTAGE	RECEPTION	BANQUET	THEATER	CLASSROOM	U-SHAPE
Wisconsin Room	22 x 51 x 9	1,125	100	80	125	75	40
Colorado Room	22 x 25 x 9	550	50	40	50	30	18
Michigan Room	22 x 25 x 9	550	50	40	50	30	18
Nebraska Room	22 x 25 x 9	550	50	40	50	30	18
Kansas Room	22 x 25 x 9	550	50	40	50	30	18
Illinois Room	22 x 25 x 9	550	50	40	50	30	18
Missouri Room	22 x 25 x 9	550	50	40	50	30	18
Minnesota Room	22 x 52 x 9	1,144	100	80	125	75	40
Indiana Room	22 x 25 x 9	550	50	40	50	30	18
South Dakota Room	22 x 12 x 9	264	26	16	27	15	12
Iowa Board Room	45 x 25 x 8	910	45	N/A	N/A	N/A	14
Boardroom	22 x 25 x 8	550	20	N/A	N/A	N/A	14
Lounge	17 x 21 x 8	360	25	18	30	18	12



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# HOTEL AMENITIES



## HOTEL AT A GLANCE

Number of Floors .....6  
Number of Guest Rooms..... 198  
Number of Conference Rooms..... 18  
Free Parking Capacity ..... 351

### STANDARD GUEST ROOM AMENITIES

Large Television with Remote  
DirectTV  
Free High-Speed Wireless Internet Access  
Voice Mail  
Hair Dryer  
Coffee Maker  
Iron & Ironing Board  
Same Day Laundry Service  
Clock Radio  
Work Space with Ergonomic Chair  
Room Service  
Free Airport / Area Shuttle Service  
Indoor Swimming Pool and Hot Tub  
24-Hour Business Center  
24-Hour Fitness Center  
Check-In ..... 3:00 pm  
Check Out ..... 12:00 pm

### BENNIGAN'S GRILL & TAVERN ON-SITE!

Open daily at 6:30 a.m. for breakfast, lunch, dinner, cocktails, and room service.  
Open until 10 p.m. Sunday, 11 p.m. Monday through Thursday, and 12 a.m. - Midnight Friday and Saturday.

### AIRPORT / AREA SHUTTLE

The Hotel offers a complimentary shuttle to and from the Des Moines International and to within 3 miles of the Hotel.

### PARKING

The Hotel has complimentary outdoors, off-street parking for more than 350 vehicles. There is ample space for trailers, tractor trailers, and motor coaches.

### BENNIGAN'S RESTAURANT

Our hotel restaurant is Bennigan's Grill & Tavern, which re-opened brand new in 2020. Bennigan's is open from 6:30 a.m. to 10:00 a.m. for breakfast, and 11:00 a.m. until late hours for lunch, dinner, appetizers, and cocktails. Bennigan's is famous for it's Loaded Baked Potato Soup, Kilkenny's Chicken Salad, and items such as our Monte Cristo Sandwich.



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# FUNCTION POLICIES

## PROPOSALS

Unless specifically indicated the available dates, rates and space in our proposal will expire after two weeks. Please contact us if you would like us to continue to hold arrangements on a tentative basis.

## CONFIRMING DEFINITE ARRANGEMENTS

To turn your event definite just let us know that you are ready to secure your space, guestroom block or other arrangements. Your sales contact will then send you a hotel agreement which both parties will authorize.

## PAYMENT FOR FUNCTIONS & EVENTS

To turn your event definite the Hotel will ask you to guarantee your function or group in one of several ways. You may be asked to make a deposit. In addition to this you will be asked to secure the arrangements with a valid credit card by completing our credit card authorization form. Please contact us if you wish to submit a credit application in order to be direct billed.

## SECURITY ADDENDUM

In addition to the booking deposit the Hotel may decide to ask for a security deposit for your event. This amount will be held until after the event and will be returned if no damages or liabilities have occurred. The Hotel may also require that your group pay for additional security personnel.

## BANQUET EVENT ORDERS

Our catering team will work with you to plan details such as food, beverage, equipment needs, and the setup and timing of events. Our contact will ask that you make these decisions 3 weeks prior to your arrival. Then they will send you detailed banquet event orders for your authorization.

## DECORATIONS AND WALL-MOUNTED ITEMS

The Hotel staff can help you hang banners or mount items by using ceiling clips. Please use only painter-style tape for wall-mounted items such as flipchart paper or presentations. This will help us protect the wall coverings in meeting rooms.

## GUARANTEED GUEST COUNT

The catering office will ask for your guaranteed minimum guest count 72 hours prior to your planned group meals. This will be the minimum amount that we will charge for your event, even if there are less guests. The Hotel will prepare for 5% or no more than 25 more in the event that unplanned guests arrive. In this case the final banquet check will include the total actual count.

## FOOD & DRINK SAMPLES

Vendors and/or exhibitors at a trade show may give out complimentary samples of food and/or beverage to those attending.



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