



Radisson[®]

HOTEL & CONFERENCE
CENTER ROCKFORD

BANQUETS

200 S. Bell School Road
Rockford Illinois, 61108
www.rockfordradisson.com
815.226.2100



ENDLESS POSSIBILITIES

We are here to elevate your special event to new heights of excellence. Whether you are organizing a conference, seminar, executive engagement, reception, or banquet, our dedicated team is committed to helping you create a truly exceptional and unforgettable experience.

114 LUXURY SUITES

- Refrigerator, microwave, hair dryer, Iron and Ironing board, coffee maker with complimentary coffee and a complimentary bottle of water in each room.
- 42" HD LCD Flat Screen TV with 32 channels including HBO
- Two-room parlor suites and loft suites available.
- Complimentary high-speed wireless internet access
- Indoor Pool, Whirlpool and exercise facility.
- Business Center with computer, fax and copy services.
- Same day laundry services available.

WATERFORD BALLROOM

- 10,000 sqft of flexible meeting space.
- Classroom style meetings up to 300
- Sit down banquets up to 400
- Wedding receptions up to 400
- Accommodates 45, 10'x8' trade show booths, all with electricity.
- Room set up charges based on size of event.

CONVENIENTLY LOCATED

- 200 South Bell School Road Rockford, IL 61108
- Located near I-90 and Business 20/E. State Street
- 2 Miles from Aldeen Golf Course
- 1 Mile from Six Flags Hurricane Harbour
- 6 Miles from Downtown Rockford
- 3 Miles from Mercyhealth Sportscore 2
- 6 Miles from Mercyhealth Sportscore 1
- 1 Mile from CherryVale Mall
- 3 Miles from Volcano Falls Adventure Park

GENERAL INFORMATION



FUNCTION ARRANGEMENTS

To ensure a successful function, please arrange banquet menus, room setup, and other event details with our Conference Planning Staff at least one month prior to your event. Our dedicated staff will work closely with you to assist in selecting menu items and arranging the room according to your preferences.

FUNCTION ROOMS

Function rooms are assigned based on the expected number of guests for your event. In the event of fluctuations in the guest count, it may be necessary to reassign the function space accordingly to ensure optimal accommodation for all attendees.

FOOD & BEVERAGE SERVICE

We kindly request that no outside food of any kind be brought into the hotel banquet area. For your function planning, please utilize the enclosed banquet menus provided. The Radisson Hotel is licensed by the Alcoholic Beverage Commission of the State of Illinois and is obligated to adhere to its regulations. As a result, neither patrons nor their invited guests are permitted to bring alcoholic beverages into the hotel. Additionally, food prepared by the hotel and beverages supplied by the hotel are not allowed to be taken off the property by the host or invited guests.

GUARANTEES

It is essential to provide the Sales Office with the exact number of attendees one week before the scheduled function. This count cannot be reduced thereafter. In the absence of a guaranteed guest count, the number initially indicated on the Event Order (the original estimate) will be considered as the final count. Charges will be based on either the guaranteed number or the actual number of attendees, whichever is greater.

PRICES, GRATUITY AND TAX

The prices quoted are current, but please note that they are subject to change up to 90 days prior to your event date. The quoted prices do not include tax or a 22% gratuity charge. In the final billing, a 22% gratuity will be added to all food and beverage prices. Additionally, all quoted prices for food, beverages, and gratuity are subject to the current tax rate. To be eligible for tax exemption, the exempt certificate must be on file prior to the start of your function, and it only applies to State Tax. However, a 1% City tax for food and beverages is applicable to all entities regardless of their tax status.

BILLING

Payments can be made by Credit Card, cashier's checks, or certified checks. Acceptance of personal and company checks is subject to prior approval. A 3% Credit Card Processing fee applies to all Credit/Debit card payments. Upon signing the contract, an initial deposit amounting to 25% of the estimated total for the event is required, and it is subject to all payment terms.

PERSONAL PROPERTY

All displays and decorations suggested by patrons are subject to approval by the hotel. Any property brought onto the premises by patrons or their guests is done so at their own risk. The Radisson Hotel holds no liability for any loss or damage to such property under any circumstances.

SHIPPING & RECEIVING

Meeting packages can be delivered to the Radisson Hotel up to three working days prior to your event. Please label the boxes with your organization's name and event date. Alternate shipping arrangements must be approved by your Conference Planning Contact. You are responsible for return shipping of all packages.



PLANNING GUIDELINES

Thank you for considering Radisson Hotel for your upcoming special event. The following guidelines have been established to assist you with your planning.

AT THE TIME OF BOOKING

To proceed with booking your special event, please provide us with the desired event date, approximate time, and an initial guest count estimate. Additionally, an initial deposit is required at this time to confirm the reservation.

1 MONTH PRIOR

Please update us on menu changes and guest count for your event. Let us know in advance if you have any special needs or equipment requirements.

2 WEEKS PRIOR

Please inform us of any changes to the menu and provide an updated guest count, if applicable. This will help us ensure that we can accommodate any modifications and make necessary arrangements for your event.

THE DAY BEFORE YOUR EVENT

If you are providing any special items for your special event, such as special equipment, logo items, or any other relevant items, please ensure that you drop them off prior to the event.

FINAL GUEST COUNT

A final guest count must be provided 7 days prior to the event, and billing will be based on the higher of the guaranteed or actual number of guests in attendance.

WHEN & HOW DO I PAY?

Payment is required prior to the function, unless credit has been established. We accept various forms of payment, including cash, credit/debit cards (3% fee), cashier's checks, or certified checks.

ARE THERE SET UP FEES?

Setup fees for events may vary based on specific requirements.

DEPOSITS

Your special event date is considered confirmed upon receipt of a deposit. The deposit is not an additional charge; instead, it is applied towards your total expenses. Please note that the deposit is non-refundable and non-transferable in the event of a cancellation.

CANCELLATION

Guests are responsible for any expenses incurred by Radisson in preparation for a confirmed special event. In the event of a cancellation within 72 hours of the scheduled date, guests will be responsible for the total estimated cost of the event.

BREAKFAST MENU

BUFFETS

CONTINENTAL \$10.50
Assorted Danish, Muffins, Bagels with Cream Cheese, Peanut Butter, Seasonal Fruit, Coffee & Decaffeinated Coffee.

ALL AMERICAN \$16
Scrambled Eggs with Cheddar Cheese, Onions & Red Peppers, Hash Browns, Bacon & Sausage, Fresh Assorted Muffins, Fresh Seasonal Fruit, Coffee & Decaffeinated Coffee.

ADD-ON'S

MUST BE ADDED TO EXISTING BUFFET

FRENCH TOAST WITH SYRUP

OATMEAL BAR \$3pp

Oatmeal Granola
Brown Sugar Milk and Berries
Raisins

BAGEL BAR \$3pp

Bagels Peanut Butter
Cream Cheese Jam
Nutella

SNACKS

Fresh Popcorn \$2/Guest
Tortilla Chips & Salsa \$2.50/Guest
Assorted Cookies \$2.75/Each
Brownies \$2.75/Each
Assorted Granola Bars \$3/Each
Fresh Seasonal Fruit \$3/Guest
Coffee & Tea Station \$3.50/Guest
12oz Pepsi, Diet Pepsi or Mountain Dew \$2.50/Each
16oz Bottled Water \$2/Each

ALL DAY BREAKS

SODAS ALL DAY

BREAKFAST BUFFET

CONTINENTAL BREAKFAST \$39.50
Assorted Muffins, Orange Juice, Coffee & Decaffeinated Coffee.

— **OR** —

HOT BREAKFAST \$45.50
Scrambled Eggs with Cheddar Cheese, Onions & Red Peppers, Hash Browns, Bacon or Sausage, Fresh Assorted Muffins, Fresh Seasonal Fruit, Orange Juice, Coffee & Decaffeinated Coffee.

LUNCH

DELI LUNCH

Ham & Turkey, Thinly Sliced Swiss, Cheddar, and Provolone Cheeses, Pasta Salad, Potato Salad & Chips. Assorted Relishes, complimented with Fresh Breads, Rolls, and condiments. Assorted Cookies, Coffee, Decaffeinated Coffee & Iced Tea.

— **OR** —

PASTA LUNCH

Alfredo with Cavatappi, Penne Pasta with Marinara sauce, Meatballs, Garlic Bread, Fresh Vegetables. Salad with Italian Dressing, Assorted Cookies, Coffee & Iced Tea.

**AM
BREAK**

Coffee &
Decaffeinated Coffee.

**PM
BREAK**

Tortilla Chips & Salsa,
Cookies, Coffee &
Decaffeinated Coffee.

LUNCH MENU

SALADS

All salads served with Fresh baked dinner rolls, butter, coffee or Iced tea.

GRILLED CHICKEN CAESAR SALAD **\$15**

Grilled and sliced chicken over a bed of Romaine lettuce, croutons, tomatoes and parmesan cheese tossed in a traditional caesar dressing.

FRESH BERRY SALAD **\$15**

Fresh spinach, fresh berries, tomatoes, bacon, onions, mushrooms, and croutons with raspberry vinaigrette dressing.

SANDWICHES

All sandwiches include house made chips, pickle, coffee or Iced tea.

CHEESEBURGER **\$15**

Fresh ground beef topped with cheddar cheese, lettuce and tomato.

TURKEY AND CHEESE CROISSANT **\$14**

Shaved turkey, swiss cheese, lettuce, tomato and mayonnaise

GRILLED CHICKEN SANDWICH **\$15**

Grilled chicken breast, swiss cheese, lettuce tomato and mayonnaise.

ENTREES

Includes coffee or Iced tea.

CHICKEN PARMESAN **\$15**

Oven baked, hand breaded, tenderized chicken breast, baked in a homemade marinara and topped with whole milk mozzarella, parmigiano reggiano and basil. Served with Penne Pasta and Marinara

CHICKEN PICCATA **\$18**

Seared skinless, boneless chicken breast, sauteed, covered in crisp white wine lemon-caper, garlic butter sauce. Served with Roasted Potatoes & Vegetables.

ATLANTIC SALMON **\$21**

Atlantic freshwater Salmon seared to perfection and coated in citrus lemon basil butter sauce, served with Spinach Rice.

PASTA PRIMAVERA **\$15**

Penne Pasta, served with fresh sauteed garden vegetables and herb parmesan cream sauce.

HERB ROASTED PORK LOIN **\$17**

Whole pork loin roasted with fresh herbs, garlic and dijon, served with pan gravy. Served with whipped Garlic Mashed.



LUNCH BUFFET

25 people minimum

DELI

\$19

Ham & Turkey on Sourdough and Multi-grain
Sliced Swiss, Cheddar and Provolone Cheese
Pasta Salad, Potato Salad, and Chips
Assorted Relishes, complimented with Fresh Breads, Rolls and Condiments
Assorted Cookies
Coffee or Iced Tea

PASTA

\$19

Alfredo with Pasta
Penne Pasta with Marinara sauce and Meatballs
Garlic Bread
Fresh Vegetables
Salad with Italian dressing
Assorted Cookies
Coffee or Iced Tea

ADD ON'S (per person)

Grilled Chicken \$3.50/Guest

MEXICAN

\$19

Refried beans, Spanish Rice
Hard yellow corn shell, soft flour Tortillas, Cheese Enchiladas
Shredded Chicken, Seasoned Beef, Homemade Guacamole, Sour Cream, Fresh Salsa
Diced Tomato, White and Red Onion, Shredded Lettuce, Sliced Jalapenos
Habanero Slices, Cheese Queso
Assorted Cookies
Coffee or iced Tea

DINNER MENU

Includes: House Salad with Italian Dressing, Fresh Baked Dinner rolls with butter and Coffee. (Upgrade to Caesar \$2)
Starch: Garlic Mashed potatoes or Red Roasted potatoes.
Vegetable: Green Beans or Roasted House Vegetables (Seasonal)

CHICKEN

GRILLED PESTO CHICKEN \$28

Marinated boneless chicken breast, grilled, brushed with basil and topped with mozzarella.

CHAMPAGNE CHICKEN \$28

Sauteed breast of chicken topped with mushrooms and creamy champagne sauce.

VALENTINE CHICKEN \$28

Boneless skinless, sauteed and topped with a creamy basil sundried tomato sauce.

CHICKEN PICCATA \$28

Seared skinless, Boneless Chicken Breast, Sauteed, Covered in Crisp White Wine Lemon-Caper & Garlic Butter Sauce.

SEAFOOD

PARMESAN CRUSTED TALAPIA \$25

Talapia filets encrusted with a blend of Italian spices, breadcrumbs and parmesan cheese.

BAKED COD \$26

With fresh tomato-cilantro relish

PUB SALMON \$30

Atlantic Freshwater Salmon seared to perfection and coated in citrus lemon basil butter sauce.

BEEF

BEEF BORDELAISE \$37

Tender beef filet of sirloin, grilled and served with a rich Shiitake Bordelaise sauce

PRIME RIB Market

A succulent and perfectly seasoned prime rib roast cooked to your desired doneness. Served with a rich au jus for dipping and a side of creamy horseradish sauce.

FILET MIGNON Market

With White Wine Garlic & Shallot & cracked black pepper cream sauce.

BEEF SHORT RIB OVER POLENTA \$39

Slow braised Beef with fresh herbs, Red Wine tomato sauce, served over rich creamy Polenta, topped with shaved Parmesan, basil chiffonade.

*Served with starch option.

VEGETARIAN

PASTA PRIMAVERA \$26

Penne pasta served with fresh sauteed garden vegetables and Parmesan herb cream sauce.

PORK

HERB ROASTED PORK LOIN \$28

Whole Pork Loin, roasted with fresh herbs, garlic and Dijon, served with pan gravy.

CENTER CUT PORK CHOP \$29

Boneless, center cut pork chop, seasoned, pan seared and served with a creamy Mustard-Leek sauce.





DINNER BUFFET \$35

50 people minimum

Includes: Fresh Tossed garden salad with assorted dressings, Dinner Rolls with butter and a Coffee Station

MEATS *Pick Two*

- Slow Roasted Prime Rib \$10pp
- Grilled Chicken Breast
- Roasted Pork Loin
- Grilled Salmon \$3pp
- Baked Cod

PICK 3 SIDES

- Whipped Garlic Potatoes
- Roasted Red Potatoes
- Fresh Oven Roasted Vegetables
- Green Beans
- Pasta with House Marinara Sauce

DESSERTS *Pick one*

- Cheesecake Squares
- Chocolate Cake
- Tiramisu
- Assorted Dessert Bars

HORS D'OEUVERS

Hors D'oeuvres are priced per 50 pieces or as specified

HOT

■ Lightly Breaded Shrimp with Tangy Cocktail Sauce	\$175
■ Bacon Wrapped Shrimp	\$200
■ Crab Cakes with Cajun Mayo	\$175
■ Pork Egg Roll	\$100
■ Chicken Satay	\$125
■ Meatballs in Marinara Sauce	\$150
■ Smoked Chicken Quesadilla	\$115
■ Crab Rangoons	\$150
■ Bacon BBQ Wrapped Water Chestnuts	\$150
■ Spanakopita	\$170
■ Spinach Artichoke Stuffed Mushrooms	\$125

COLD

■ Peeled and Deveined Large Tiger Shrimp with Tangy Cocktail Sauce	\$250
■ Spinach Dip with Pita Bread	\$175
■ Assorted Mini Sandwiches	\$125
■ Bruschetta on Toasted French Bread	\$75
■ Crab Dip with Crackers	\$95
■ Mini Brownie Bites	\$65

TRAYS

	Small Tray <i>25 people</i>	Large Tray <i>50 people</i>
■ Cheese	\$60	\$110
■ Fruit	\$65	\$125
	Small Tray <i>15 people</i>	Large Tray <i>30 people</i>
■ Veggie	\$35	\$70

DELICIOUS DESSERTS

CHEESECAKE W/ASSORTED TOPPINGS	\$6
FRESH BAKED ASSORTED COOKIES	\$3
ASSORTED DESSERT BARS	\$4
CHOCOLATE MOUSSE	\$4
BROWNIE GANACHE	\$6.5

BOX LUNCHES \$19

*All include Chips, Fresh Cut Fruit, Cookie, Soda or Bottled Water

CHICKEN CAESAR WRAP

Chicken Breast, Lettuce, Tomato, Caesar Dressing, Parmesan wrapped in a Tortilla

TURKEY BLT WRAP

Bacon, Lettuce, Tomato, Provolone Cheese, Chipotle Aioli wrapped in a Tortilla

TURKEY OR HAM SANDWICH

Your choice of Turkey or Sliced Ham, Provolone Cheese, Lettuce, Tomato and Mayo served on a Toasted Bun.

VEGETABLE WRAP

Roasted Red Pepper, Tomato, Lettuce, Mushroom, Provalone Cheese, Italian Dressing, wrapped in a Tortilla.



BEVERAGES

DRINK PRICES

■ House Drinks	\$7
■ Premium & Call Brands	\$9
■ Wine (by the glass)	\$6
■ Domestic Beer	\$6
■ Imported Beer	\$7
■ Draft Beer	\$5
■ Soft Drinks	\$2.50
■ Coffee	\$2.50

MINIMUM REQUIREMENT & SET UP CHARGE

For your function, we are pleased to offer a bar setup complete with professional bartenders. Please note that there will be a \$150 set-up charge per bar. This charge applies only to bars generating less than \$200 in revenue, excluding barrel beer. We aim to provide excellent service and ensure your event is a success.

PACKAGE BAR

*PRICE PER GUEST

*Includes Draft Beer, Wine and Soda

Draft Beer - House Wine & Soda*

First Hour	\$11
Second Hour	\$8
Each Additional Hour	\$7

Standard Well Pour*

First Hour	\$13
Second Hour	\$9
Each Additional Hour	\$7

Top Shelf Pour*

First Hour	\$16
Second Hour	\$11
Each Additional Hour	\$8

HOST BAR

Host pays drink prices per guest on consumption, plus applicable tax and gratuity.

HOUSE WINES **\$28/BTL**

Sparkling Wine **\$30/BTL**

DRAFT BEER

Choice: Coors Lite, Miller Lite, Budweiser, and Bud

\$450/Barrel

Minimum Notice for Ordering: 7 Business Days for Barrels and Bottles

Local codes prohibit guests from bringing alcoholic beverages into the banquet facilities for consumption. Persons under the age of 21 are prohibited from consuming alcoholic beverages. The Hotel reserves the right to require proper ID and refuse service to anyone.