



Radisson[®]

QUAD CITY PLAZA
HOTEL & CONFERENCE CENTER

Welcome

Welcome

The Radisson Quad City Plaza is proud to assist you in planning your next banquet, reception or company meeting. As a member of the John Q. Hammons Hotels and Resorts family, one sustaining quality we all share is our skilled team of professionals. Armed with an endearing loyalty, they take pride in their work and will treat your function as if it were their own.

Combining this team of professionals with the finest facilities and amenities will make the difference between just another ordinary catering event, and a function your guests will be raving about well into the future.

RADISSON QUAD CITY PLAZA

111 East Second Street

Davenport, Iowa 52801

Phone: 563-322-2200 • Fax: 563-322-9939

rhi_dvpt@radisson.com



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QUAD CITY PLAZA
HOTEL & CONFERENCE CENTER

Corporate Meeting Planner Package

Corporate Meeting Planner Package

Choose from one of our listed packages.

Package A

Package is based on a minimum of 25 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees, Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter, Dessert Bar, Iced Tea and Coffee Service

EXECUTIVE PM BREAK

Assorted Jumbo Cookies and Brownies, Bottled Water and Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections

DINNER

Our Executive Chef will custom select a Plated Dinner for Your Group

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

Wired Podium Microphone and Flipchart

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Corporate Meeting Planner Package

Corporate Meeting Planner Package

Choose from one of our listed packages.

Package B

Package is based on a minimum of 25 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees, Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter, Dessert Bar, Iced Tea and Coffee Service

EXECUTIVE PM BREAK

Assorted Jumbo Cookies and Brownies, Bottled Water and Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

Wired Podium Microphone and Flipchart

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Corporate Meeting Planner Package

Corporate Meeting Planner Package

Choose from one of our listed packages.

Package C

Package is based on a minimum of 25 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees, Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter, Dessert Bar, Iced Tea and Coffee Service

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

Wired Podium Microphone and Flipchart

**DOUWE
EGBERTS**



Proudly Serving Douwe Egberts Coffee

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Coffee Breaks

Coffee Breaks

CONTINENTAL

*Assorted Fruit Juices, Breakfast Pastries and Muffins, Sliced Fruit Tray,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

DELUXE CONTINENTAL BREAKFAST

*Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins,
Bagels and Cream Cheese, Fruit Yogurts with Granola Topping,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

EXECUTIVE PM BREAK

*Assorted Jumbo Cookies and Brownies, Whole Fresh Fruit,
Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections*

MID-MORNING BREAK

*Whole Fresh Fruit, Assorted Snack Bars, 100% Colombian Coffee,
Decaf and Specialty Tea Selections*

Specialty Breaks

7th INNING STRETCH

*Buttered Popcorn, Roasted Peanuts, Cracker Jacks, Tortilla Chips with Queso Dip,
Assorted Sodas, Lemonade and Iced Tea*

WHOLESOME BREAK

*Assorted Muffins accompanied by Wedges of Fresh Melon, Granola Bars,
Assorted Juices, Bottled Water, Coffee and Specialty Tea Selections*

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Specialty Breaks

Specialty Breaks

FIESTA OLE

*Basket of Tortilla Chips, Three Layer Fiesta Dip, Spicy Salsa,
Nacho Cheese, Sliced Jalapeño Peppers, Mini Quesadillas, Assorted Sodas & Bottled Waters*

OLD FASHIONED ICE CREAM SUNDAE BAR

*Vanilla and Chocolate Ice Cream with Chocolate, Butterscotch and Strawberry Sauces,
finished off with Assorted Toppings: Nuts, Assorted Crushed Candy Bars,
Crushed Cookies, Cherries and Whipped Cream.*

JUNK FOOD BREAK

*Assorted Bags of Chips, Candy Bars, Cookies, Fudge Brownies,
Snack Cakes and Assorted Sodas.*

EYE OPENER BREAKFAST BREAK

Select One:

*Breakfast Pizzas of Scrambled Eggs, Potatoes, Bacon, Sausage and Cream Sauce on Pizza Crust
Croissant Sandwich of Ham, Cheddar Cheese and Egg
English Muffin Sandwich of Sausage, Cheddar Cheese and Egg*

Includes:

*Fruit Yogurts with Granola Toppings, Sliced Fresh Fruit, Muffins, Assorted Fruit Juices,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

MOVIE BREAK

*Fresh Buttered Popcorn, Candy Bars and Corn Dogs,
served with Lemonade and Assorted Sodas.*

Red Bull or Sugar Free Red Bull Available for an Additional Charge

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A la Carte Break Selections

A la Carte Break Selections

Assorted Goodies

Fruit Yogurts Sliced Fresh Fruit Whole Fruit
Assorted Muffins Danish Jumbo Style Cookies
Brownies Cinnamon Rolls Croissants Mixed Nuts
Bagels and Assorted Cream Cheeses Assorted Candy Bars
Cracker Jacks Soft Pretzels with Hot Mustard
Granola Bars Ice Cream Bars
Snack Mix



Beverages

**DOUWE
EGBERTS**



*Proudly Serving Douwe Egberts Coffee,
100% Colombian Decaffeinated Coffee*

Red Bull
ENERGY DRINK

Specialty Teas Hot Chocolate Lemonade or Fruit Punch
Fruit Juices Bottled Waters Assorted Soft Drinks Iced Tea
Power-Aid Sugar-Free Red Bull

Any of the Above Items can be added onto one of Our Packages for an Additional Cost

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Breakfast

Plated Breakfast

METROPOLITAN

*Chilled Orange Juice,
Farm Fresh Scrambled Eggs,
Choice of Bacon or Sausage,
Breakfast Potato and Broiled Tomato,
Assorted Pastry and Muffin Basket,
Coffee Service*

Breakfast Buffets

(40 Person Minimum)

SUNRISE BUFFET

*Chilled Orange Juice Sliced Fresh Fruit Tray
Assorted Breakfast Pastries and Muffins with Fruit Jams, Honey and Butter
Farm Fresh Scrambled Eggs
Crispy Bacon and Country Sausage Breakfast Potatoes
100% Colombian Coffee, Decaf and Specialty Tea Selections*

EXECUTIVE BREAKFAST BUFFET

*Chilled Orange Juice Sliced Fresh Fruit Tray
Warm Fruit Cobbler, Assorted Yogurts with Granola Topping
Croissants, Muffins, Danish and Biscuits Assorted Cereals and Milk
Farm Fresh Scrambled Eggs Double Thick French Toast
Country Sausage and Bacon Breakfast Potatoes or Grits
100% Colombian Coffee, Decaf and Specialty Tea Selections*

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Luncheon

Luncheon Salads

Includes Rolls and Butter, Chef's Dessert, Iced Tea and Coffee Service.

CHICKEN CAESAR SALAD

*Romaine Leaves, Grilled Chicken Breast, Shredded Parmesan Cheese,
Tomato Wedges and Garlic Croutons*

COBB SALAD

*Mixed Greens topped with Julienne Turkey, Bacon, Diced Tomatoes,
Bleu Cheese Crumbles and Diced Eggs*

SOUTHWESTERN CHICKEN SALAD

*Fried Tortilla Strips topped with Field Greens, tossed in a Chili Citrus Vinaigrette, topped with
Onions, Scallions, Black Beans, Chopped Cilantro and Roma Tomatoes,
finished with Grilled Chicken Breast and Avocado*



Luncheon Sandwiches

*All Sandwiches served with Potato Chips and Pasta Salad.
Includes Chef's Dessert, Iced Tea and Coffee Service.*

THE WRAP

*Large Flour Tortilla filled with Grilled Chicken, Sliced Pepperjack Cheeses,
Shredded Lettuce, Tomato and Cilantro Mayonnaise*

CHICKEN SALAD CROISSANT

*White Meat Chicken, Apples, Celery and Toasted Almonds tossed in Fat-Free Tarragon Mayonnaise,
topped with Leaf Lettuce and Sliced Ripe Tomatoes, served on a Flaky Croissant*

DELI BISTRO on BATARD BREAD

*Fresh Batard Bread with Turkey, Ham, Salami, Swiss and Cheddar Cheeses,
topped with Italian Dressing, served with Lettuce, Tomato and Red Onion*

THE FOCACCIA

*Sliced Ham, Turkey and Swiss Cheese served on Herbed Focaccia Bread with
Lettuce, Tomato and Roasted Red Pepper Mayonnaise*

TUNA SALAD CROISSANT

Albacore Tuna with Mayonnaise, Celery and Onion, served on a Fresh Croissant

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Luncheon

Hot Plated Lunches

All Hot Plated Lunches include House Salad, Chef's Selection of Seasonal Vegetables, Starch, Rolls and Butter, Chef's Choice of Dessert, Iced Tea and Coffee Service.

Entree Selections

CHICKEN TERIYAKI

With Pineapple Salsa

LASAGNA

*Layers of Pasta, Beef and Cheese,
topped with Marinara Sauce*

RIBEYE

6 oz. Aged Ribeye with Marchand d'Vin Sauce

FRIED CATFISH

Farm-Raised, Cornmeal Breaded and fried Golden Brown

GRILLED FLANK STEAK

With Roasted Shallot and Wild Mushroom Demi

ROASTED PORK LOIN

With Whole Grain Mustard Cream

PAN SEARED SALMON

With Sautéed Leeks and Balsamic Glaze

HERB GRILLED CHICKEN BREAST

With Andouille Cream Sauce

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Lunch Buffets

Lunch Buffets

DELI BUFFET

(40 Person Minimum)

Mixed Garden Greens with Chef's Dressings Pasta Salad Potato Salad Fruit Salad
Deli Meats – Turkey, Roast Beef, Ham and Salami Assorted Breads and Rolls
American, Swiss and Cheddar Cheeses
Leaf Lettuce, Sliced Tomatoes, Sliced Onions and Pickle Spears
Dessert Display
100% Colombian Coffee, Decaf and Specialty Tea Selections
Iced Tea

BISTRO BUFFET

(40 Person Minimum)

Assorted Gourmet Wraps and Bistro Sandwiches Potato Chips
Roasted Red Bliss Potato Salad Fruit Salad
Mini Pastries and Desserts
100% Colombian Coffee, Decaf and Specialty Tea Selections Iced Tea

QUAD CITY BUFFET

Mixed Garden Greens with Chef's Dressing Hotel Choice Salad
Cucumber Salad Mustard Potato Salad

Choice of Two Entrees

Grilled Marinated Chicken with Herb Sauce Supreme
Fried Chicken
London Broil with Hunter Sauce
Sliced Roast Beef with Demi-Glaze
Andouille Stuffed Pork Loin
Blackened Cod Creole
Baked Ziti with Marinara and Mozzarella
Penne with Meat Sauce

Chef's Selection of Seasonal Vegetables and Starch

Dessert Display

100% Colombian Coffee, Decaf and Specialty Tea Selections

Iced Tea

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Dinner

Dinner Salad Choices

Choose One of the Following:

CAESAR STYLE

*Romaine Lettuce, Shredded Parmesan Cheese, Tomato Wedges
and Garlic Croutons with Caesar Dressing*

CHEF'S GARDEN SALAD

Seasonal Greens, Julienne of Carrots and Zucchini, Red Cabbage and Cherry Tomatoes

SPINACH SALAD

*Fresh Spinach with Red Onions, Mandarin Oranges, Tomato Wedges
and Candied Walnuts with Choice of Two Dressings*

Dinner Entrée Selections

*Our Plated Entrée Selections include Your Choice of Salad, Chef's Complementing Starch
and Seasonal Vegetable, Rolls and Butter, Choice of Dessert, Coffee Service and Iced Tea.*

GARLIC and HERB ENCRUSTED PRIME RIB

Herb Encrusted Prime Rib cooked to perfection, served with Cabernet Au Jus

GRILLED FILET MIGNON

Topped with Bleu Cheese Crumbles

CHICKEN OSCAR

*Sautéed Chicken Breast topped with a
Crabmeat Mixture and Asparagus*

CHICKEN WELLINGTON

*Tender Chicken Breast and Savory Mushrooms
wrapped in Flaky Puff Pastry and served with
a Roasted Red Pepper Sauce*

MARINATED PORK LOIN

Served with Roasted Garlic and Shiitake Mushroom Demi

MAPLE LACQUERED SALMON

Fillet of Salmon glazed with a Light Maple Flavor and finished with Bourbon Cream Sauce

HERB ENCRUSTED RACK of LAMB

*Encrusted with Garlic and
Rosemary*

STUFFED PORK CHOP

*Iowa Pork stuffed with Sausage and
Seasoned Breading*

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

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Dinner

Combination Specialties

All Combination Menu Dinners include Your Choice of Salad, Chef's Complementing Starch and Seasonal Vegetable, Rolls and Butter, Choice of Dessert, Coffee Service and Iced Tea.

Our Most Popular Dinner features a Tender Filet Mignon of Beef, chargrilled and accompanied by Your Choice of the following

GRILLED BREAST of CHICKEN

With Herb Supreme Sauce

BROILED SALMON FILLET

With Herb Garlic Butter

BROILED SHRIMP STUFFED with CRABMEAT

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

Dinner Dessert Choices

Choose One of the Following:

CARROT CAKE

Fruity, moist and full of flavor

NEW YORK CHEESECAKE

*Cheesecake so creamy, so smooth,
so satisfying it makes saying no, not an option*

CHOC'LATE LOVIN' SPOON CAKE

*A Giant Mouthful of Chocolate Pudding between Two Layers of
Dark, Moist Chocolate Drenched Chocolate Cake*

CARAMEL APPLE GRANNY PIE

*Buttery Caramel and Toffee-Studded Custard hug Fresh Granny Smith Apples,
piled high in Our Melt-in-the-Mouth Shortbread Crust*

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Dinner Buffets

Dinner Buffets

DINNER BUFFET

(40 Person Minimum)

Mixed Garden Greens with Chef's Dressing

Choose Three of the Following Salads:

Caesar Salad Chef's Garden Salad Pasta Salad
Marinated Vegetable Salad Potato Salad

Choose Two or Three of the Following Dinner Entree Selections:

Chicken Piccata Grilled Marinated Chicken with Herb Sauce Supreme
London Broil with Hunter Sauce English Cut Roast Beef with Marsala Sauce
Herb Crusted Salmon with Garlic Butter Baked Cod with Newburg Sauce
Roast Pork with Honey Dijonnaise Sauce Bowtie Pasta with Carbonara Sauce
Chef's Selection of Seasonal Vegetables and Appropriate Starch

Dessert Display

CELEBRATION BUFFET

(40 Person Minimum)

Mixed Field Greens Salad with Assorted Toppings and Dressings Caesar Salad
Romanoff Fruit Salad Cucumber Salad Tomato and Mozzarella Salad Dauphinoise Potatoes

Choice of Three:

Sauteed Garlic Shrimp with Bell Pepper Medley Crusted Cod Fillet with Cardinal Sauce
Chicken Saltimbocca with White Wine Dijon Sauce English Cut Roast Beef with Marsala
Grilled Turkey Cutlet with New England Chutney

Ask Our Catering Representative for Additional Selections

Dinner Buffet Enhancements

Substitute any Selected Buffet Entree with one of the following carved to order items for the additional fee of:

COUNTRY STYLE PITT HAM 3.95 per person

PRIME RIB 5.95 per person

ROASTED TURKEY 4.95 per person

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

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QUAD CITY PLAZA
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Receptions & Hospitality

Hot Hors d'Oeuvres

(50 Piece Minimum, Per Item)

RUMAKI

BACON WRAPPED SCALLOPS

CHICKEN KABOB TERIYAKI

CHICKEN TENDERS

SPANIKOPITA in PHYLLO DOUGH

BBQ or SWEDISH MEATBALLS

SPRING ROLLS

CRAB STUFFED MUSHROOMS

CRAB RANGOONS

POTSTICKERS

BUFFALO CHICKEN WINGS

FRIED BUTTERFLIED SHRIMP

Cold Hors d'Oeuvres

(50 Piece Minimum, Per Item)

PROSCIUTTO WRAPPED ASPARAGUS

JUMBO COCKTAIL SHRIMP

TURKEY PINWHEELS

SMOKED SALMON MOUSSE

BOURSIN STUFFED CHERRY TOMATOES

STUFFED ARTICHOKEs

Display Trays

(Priced per Tray to Serve 50)

FRUIT and CHEESE TRAY

*Imported and Domestic Cheeses
served with Fresh Seasonal Fruit*

VEGETABLE CRUDITE

*Garden Fresh Vegetables served with
Ranch and Onion Dip*

WHOLE SMOKED SALMON

Served with Traditional Accompaniments

PORT WINE CHEESE DISPLAY

*Sharp Wisconsin Cheddar Cheese flavored with
Port Wine, crusted with Toasted Almonds and
presented with New York Style Flatbreads*

ANTIPASTO TRAY

*Roasted Peppers, Marinated Artichoke Hearts, Marinated Roma Tomatoes,
Shaved Prosciutto, Salami, Whole Ripe and Green Olives,
presented with Slices of Fresh Baked Breads*

Hors d'Oeuvres Packages

PACKAGE 1

*(Price based on 2 Hours of Unlimited Hors d'Oeuvre Service)
(40 Person Minimum)*

Cold Selections

Cheese Display with Fresh Fruit Garnish

Fresh Vegetable Crudite with Ranch Dip

Turkey Pinwheels

Hot Selections

Potstickers

Chicken Wings

Rumaki

BBQ or Swedish Meatballs

PACKAGE 2

*(Price based on 2 Hours of Unlimited Hors d'Oeuvre Service)
(40 Person Minimum)*

Cold Selections

Cheese Display with Fresh Fruit Garnish

Fresh Vegetable Crudite with Ranch Dip

Prosciutto Wrapped Asparagus with Boursin Cheese

Boursin Stuffed Cherry Tomatoes

Hot Selections

Crab Rangoons

Egg Rolls

Bacon Wrapped Scallops

Spanikopita

Carving Station

Roast Beef

Receptions & Hospitality

Carving Stations

All Items will be served with the Appropriate Accompaniments.

STEAMSHIP ROUND of BEEF

(Serves Approximately 150 Guests)

ROASTED TENDERLOIN of BEEF

(Serves Approximately 25 Guests)

BONELESS ROASTED BREAST of TURKEY

(Serves Approximately 35 Guests)

BAKED HONEY GLAZED HAM

(Serves Approximately 40 Guests)

ROASTED BARON of BEEF

(Serves Approximately 50 Guests)

PORK LOIN

(Serves Approximately 25 Guests)

Carving Fees to Apply



Theme Stations

(40 Person Minimum, Priced Per Person)

FAJITA BAR

Sizzling Beef and Chicken sauteed with Onions and Peppers, served with Soft Flour Tortillas, Sour Cream, Pico de Gallo, Guacamole and Jalapeño Peppers

PASTA BAR

Selection of Tri-Color Tortellini, Spinach Fettuccini, Mostaccioli Pasta, Pesto Sauce, Alfredo Sauce and Marinara Sauce, served with Garlic Breadsticks

Ask Our Catering Representative for Additional Selections

Chef Fees May Apply to Theme Action Stations

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Beverage Selections

Wine Selections



CHARDONNAY

Medium-bodied with hints of apple, citrus flavors.

WHITE ZINFANDEL

Light-bodied with strawberry flavors and a crisp finish.

CABERNET SAUVIGNON

Medium-bodied with berry fruit flavors and a hint of plum and spice.

MERLOT

Medium-bodied with flavors of blackberry and cherry.

REDWOOD CREEK[®] WINES OF CALIFORNIA

CHARDONNAY

Notes of fresh pear and pineapple with a smooth finish.

CABERNET SAUVIGNON

Flavors of cocoa, black cherry and vanilla with a soft finish.

MERLOT

Flavors of ripe plum and chocolate with notes of vanilla.



CHARDONNAY

Soft and approachable yet crisp and fruit-forward; intense fruit flavors of citrus, green apple and peach.

CABERNET SAUVIGNON

Flavors of ripe black cherry with hints of vanilla and spice.

PINOT NOIR

Flavors of cherry, plum and strawberry with an earthy finish.

Sparkling Selections

Celebrate your special occasions with a champagne toast for your entire group.

TOTT'S[®] BRUT

A crisp, light mouthfeel with hints of citrus and peach indicative of Chardonnay

Beverage Selections

Premium Beverage Service

We offer only Premium Beverage Choices to suit Your Function including:

	<u>PREMIUM WELL</u>	<u>SUPER PREMIUM</u>
Vodka	<i>Smirnoff</i>	<i>ABSOLUT</i>
Rum	<i>Bacardi</i>	<i>Captain Morgan</i>
Scotch	<i>J&B</i>	<i>Johnnie Walker Black Label</i>
Blend	<i>Seagram's VO</i>	<i>Crown Royal</i>
Bourbon	<i>Jim Beam</i>	<i>Jack Daniel's</i>
Tequila	<i>Sauza Gold</i>	<i>1800 Reposado</i>
Gin	<i>Beefeater</i>	<i>Tanqueray</i>
Beer	<i>Budweiser, Bud Light, Heineken, Miller Lite, O'Doul's, Sam Adams</i>	<i>Amstel Light, Budweiser, Bud Light, Heineken, Miller Lite, O'Doul's, Sam Adams, Michelob Ultra</i>

Fine Mixes by



BY THE HOUR

A package designed to ease your budgeting plans. Simply choose the Package you prefer. The amount charged is on a Per Person Basis in accordance with the guaranteed attendance or the actual attendance, if higher.

HOST BAR

A complete Beverage Service, with attractive Portable Bars and garnishes are offered. All Charges reflect the actual number of Drinks served.

CASH BAR

Cash Bar Prices are inclusive of Sales Tax. Please ask your Catering Coordinator about a combination Host/Cash Bar.

LABOR CHARGES

A \$25.00 per hour bartender fee per bar will apply for all beverage functions if revenue per bar does not average \$300.00 per hour.

CORDIALS & COGNACS

(25 Person Minimum - Priced Per Person)

- IMPORTED -

Romana Sambuca Baileys Grand Marnier Kahlua
Chambord Midori Hennessy V.S Hennessy V.S.O.P

Domestic Cordials Provided By: 

**DOUWE
EGBERTS**



***Enjoy Douwe Egberts Specialty Coffee Beverages
with Your Favorite Cordial***



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General Information

General Information

TO OUR CUSTOMERS & GUESTS

We are eager to help you, both in the planning and serving of the function. Should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs. Thank you for choosing our hotel and the food and beverage team.

FOOD & BEVERAGE

All food items served on the hotel premises must be supplied and prepared by the hotels culinary team. All alcoholic beverages to be served on the hotels premises (or elsewhere under the hotels alcoholic beverage license) for the function must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

BILLING & DEPOSITS

We welcome new accounts, and require that credit be established with our accounting office thirty days prior to that arrival date if you require billing privileges. Credit can only be established for functions over \$1,000.00. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due three working days prior to the event or guaranteed with a major credit card. Advance deposits, when required, are non-refundable 60 days prior to the event (unless otherwise stated on proposal).

ENGINEERING, ELECTRICAL & AUDIO-VISUAL

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio-visual equipment and services are available in-house on a rental basis. Orders may be placed through the Catering Department. Outside audio visual equipment is not permitted without approval from the hotel in writing. The hotel may charge 25% of assessed rental value on all equipment brought in from any outside source.

GUARANTEE AGREEMENT

We require a confirmation of guaranteed attendance at least 72 hours in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. Meals will be prepared for your guaranteed figure. Our Banquet Kitchen will make every effort to duplicate your menu for the additional guests, in the event this cannot be done, a substitute entrée will be provided. In the event we do not receive a guarantee, we will consider the number of guests indicated as estimated on the catering contract as the guarantee.

INSURANCE & INDEMNIFICATION

Guest shall indemnify and hold Hotel and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guests or any attendee of the function on the hotel's premises.

LIABILITY

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

General Information

LOST & FOUND

The housekeeping department administers lost and found. The hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or articles set-up prior to the planned event, or left unattended for any time.

PARKING

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property.

ROOM & SET-UP FEE

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign accordingly the banquet function room. The hotel reserves the right to charge an additional fee for set-up changes made the day of the function.

SERVICE CHARGE & TAX

All food and beverage functions are subject to applicable service charges and tax as specified on the contract. All food and beverage functions require a minimum number of attendees. Any function not meeting the minimum requirement is subject to a surcharge. Service fees for bartenders, food station attendants, cashiers and other additional service staff are applicable. All food or beverage functions under twenty persons are subject to a fifty dollar surcharge. This is in addition to the customary service charge and sales tax.

SHIPPING & RECEIVING

All incoming packages should be addressed to your catering and convention services manager and marked with the company's name and date of your meeting. There is a \$2.00 charge per box for each box received at the hotel/convention center. Because there is limited storage space, boxes can be accepted no more than three working days prior to your meeting. A storage fee of \$2.00/per day, per box will be applied to any materials shipped earlier than three days prior to the event. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company; your catering manager can assist you with these arrangements.

This is general information, please see your Catering Contract for full terms and policies.