

Best Western Inn on the Park Hotel

2009 Catering Menu

22 S. Carroll Street Madison WI 53703
608-285-8000

Beverages

Coffee, Regular or Decaffeinated.....\$22/gallon
Coffee, Regular or Decaffeinated.....\$16/pot
Assorted Hot Teas.....\$20/gallon
Assorted Hot Teas.....\$14/pot
Hot Chocolate or Apple Cider.....\$2.50/packet

Spring Water.....\$1/bottle
San Pellegrino.....\$3/bottle
Coca-Cola™ Soft Drinks.....\$2/can
Izze™ Sparkling Juice (Clementine, Pomegranate, Blackberry Assortment).....\$3/bottle
Fruit Juice (Tropicana Apple, Tropicana Orange, Ocean Spray Cranberry).....\$2/bottle

Lemonade.....\$9/carafe
Unsweetened Iced Tea.....\$9/carafe
Fruit Punch.....\$12/carafe
Milk (2% or Skim).....\$11/carafe

Baker's Oven

Scones.....\$24.50/doz
Caramel Rolls.....\$24/doz
Cinnamon Rolls.....\$24/doz
Doughnuts (Raised & Cake).....\$21/doz
Muffins.....\$21/doz
Fruit Bread.....\$21/doz slices
Fruit Danish.....\$24.50/doz
Mini Croissants (Served with Butter & Jam).....\$14/doz
Bagels (Served with Cream Cheese).....\$20/doz
Racine Kringle (Fruit or Nut options).....\$21/each
Assorted Bars.....\$23/doz
Giant Cookies.....\$21/doz
Rice Crispy Bars.....\$21/doz
Fudge Brownies.....\$22/doz

Happy Hour

- Dry Roasted Peanuts.....\$10/pound
- Honey Roasted Peanuts.....\$10/pound
- Fancy Mixed Nuts.....\$12/pound
- Mini Braided Pretzels.....\$10/pound
- Potato Chips (Accompanied with French Onion Dip).....\$13/pound
- Tortilla Chips (Accompanied with Salsa).....\$15/pound
- Tortilla Chips (Accompanied with Guacamole & Salsa).....\$22/pound
- Nachos.....\$3.50/person
- Party Mix.....\$10/pound
- 16" Pizza (Pepperoni, Sausage, Deluxe or Cheese).....\$18/ea

Healthy Snacks

- Granola Bars.....\$2/ea
- Whole Fresh Fruit.....\$2/ea
- Individual Fruit Yogurts.....\$2.50/ea
- Personal Fresh Fruit Salad.....\$2.50/ea

Theme Breaks

- Take a Hike**
- Granola Bars
- Individual Trail Mix
- Whole Fruit
- Fruit Snacks
- Bottled Water
- \$6/person

- Heart Healthy**
- Fresh Fruit Salad
- Chilled Hard Boiled Eggs
- Yogurt with Granola
- Assorted Bagels & Cream Cheese
- Assorted Hot Tea
- \$7/person

Breakfast Entrées

Breakfast entrées include coffee, hot teas & chilled juices.

Eggs Benedict

Two toasted English muffins topped with Canadian bacon, poached eggs & Hollandaise sauce, served with breakfast potatoes & fresh fruit garnish

\$13/person

Cinnamon French Toast

Accompanied by maple syrup & butter served with the choice of country sausage links, bacon or country ham & fresh fruit garnish

\$11/person

Quiche Lorraine

Bacon, onions & Swiss cheese baked into a flaky pie crust served with breakfast potatoes & fresh fruit garnish

\$11/person

Fresh Fruit Plate

Seasonal fruit & berries served with cottage cheese, fruit yogurt & a muffin

\$12/person

Breakfast Buffet

Breakfast buffets include coffee, hot teas & chilled juices.

Breakfast Buffets will be refreshed for a period of sixty (60) minutes.

The Continental

Assorted breakfast breads, assorted cereals & chilled milk, mini-croissants with butter & jam

\$9.50/person

The Farmer's

A minimum of 40 breakfasts must be purchased.

Scrambled eggs with cheese, hickory smoked bacon or country sausage links, breakfast potatoes & toast with jam

\$13/person

The Signature - Park Brunch Buffet

A minimum of 40 breakfasts must be purchased.

Park salad bar, fresh fruit display, cottage cheese, assorted breakfast breads, Texas-style French toast or traditional pancakes, Denver scrambled eggs, country sausage links, bacon, seasonal vegetables, baby red potatoes, roasted chicken & carved ham

\$24/person

Enhancements

Add French Toast or Traditional Pancakes.....\$2.50/person

Add Whole Fresh Fruit.....\$2/person

Add Hot or Cold Cereal & Milk.....\$2/person

Add Biscuits & Sausage Gravy.....\$2/person

Additional Meat Option.....\$2/person

Add Mimosas, Bellinis or a Bloody Mary Bar.....\$5.50/drink (min. 50 drinks)

The Omelette Station

*Add an omelette station to any breakfast buffet

Cheddar cheese, Swiss cheese, feta cheese, bell peppers, broccoli, onions, diced tomatoes, mushrooms, sausage, bacon & ham

\$6/person when added to a buffet

Lunch Entrées

Lunch entrées include a Park salad with your choice of dressing, rolls, chef's choice vegetables, coffee & iced tea.

Add cookies or brownies to any lunch entrée for \$1.50/person.

Asparagus Stuffed Chicken

Breast of chicken wrapped around asparagus, wild rice & mushrooms, finished with a Hollandaise sauce

\$15.50/person

Chicken Marsala

Braised chicken breast topped with Marsala sauce, mushrooms & scallions

\$14.50/person

Fajita

Stuffed with bell peppers, onions & shredded pepper jack cheese,
topped with shredded lettuce and diced tomatoes, served with Salsa Verde, Mexican rice and Corn O'Brien

\$11/person

Steak or Chicken

\$13/person

House Chicken Cordon Bleu

Seasoned chicken breast filled with ham & Swiss cheese, wrapped in bacon topped with Hollandaise sauce
served on a bed of creamy mushroom pilaf

\$15.50/person

Stir Fry

Tender chicken or beef, fresh carrots, celery, bell peppers,
water chestnuts & broccoli, stir-fried in sesame sauce on a bed of steamed rice

\$14/person

Vegetable

\$13/person

Beef Stroganoff

Tenderloin tips sautéed with fresh mushrooms & pearl onions in a
sour cream beef sauce, served over fettuccini

\$15/person

Center Cut Top Sirloin

Custom-cut top sirloin served with mushrooms & caramelized onions

\$18.50/person

Roasted Pork Loin

Pork Loin rolled in a blend of herbs, topped with a cider cream sauce

\$15/person

Lasagna & Garlic Bread

Layered with Italian ground beef, fresh mushrooms, onions, spinach, peppers, carrots,
Italian cheeses & marinara sauce

\$13.50/person

Vegetable

\$13/person

Atlantic Salmon

Broiled Atlantic salmon, topped with a dijon Tarragon sauce
\$18/person

Baked Tilapia Parmesan

Tilapia fish baked with a creamy Parmesan cheese coating
\$13.50/person

Ravioli

Stuffed with pesto tossed in a light tomato & olive oil sauce
\$14/person

Stuffed with wild mushrooms in a sun-dried tomato & spinach sauce
\$14/person

Stuffed Manicotti

Three cheese manicotti on a bed of spinach, topped with Alfredo sauce
accented with a roasted red pepper coulis
\$13/person

Fruit & Vegetable Plate

Fresh fruit salad, served with a baked potato accompanied with butter & shredded cheddar cheese & sour cream
\$11/person

Lunch Salads

Lunch salads include rolls & butter, coffee & iced tea.
Add cookies or brownies to any lunch salad for \$1.50/person.

Turkey Cobb

Mixed greens topped with turkey breast, chopped bacon, tomato, black olives, sliced egg,
crumbled Bleu cheese & avocado, served with vinaigrette on the side
\$12/person

Caesar

Parmesan cheese & sliced egg, tossed with Caesar dressing, garnished with lemon
\$11/person

Caesar salad with julienned chicken
\$12/person

Taco

Seasoned beef, diced tomatoes, cheddar cheese & red onion in a tortilla shell with mixed greens.

Served with salsa, sour cream & spicy ranch dressing

\$11/person

Grilled Salmon

Lettuce tossed with Dijon tarragon vinaigrette, topped with capers, red onions, mandarin oranges & grilled salmon

\$13/person

Lunch Sandwiches

Lunch sandwiches include potato chips, a pickle spear, coffee & iced tea.

Add cookies or brownies to any lunch sandwich for \$1.50/person.

Turkey Club Croissant

Deli style turkey breast, Canadian bacon, cheddar cheese, tomato, lettuce & mayonnaise on a fresh flaky croissant

\$11/person

Chicken Cordon Bleu

Chicken breast topped with ham, Swiss cheese, tomato, crisp lettuce & honey Dijon mustard, served on a Kaiser roll

\$11/person

Pulled Pork

BBQ pork served on a Kaiser roll

\$12/person

Wrap

Spinach, red onions, peppers, tomato, cucumbers & mushrooms with a roasted red pepper cream cheese

\$11/person

Ham, Turkey or grilled Chicken

\$13/person

The Box Lunch

Honey ham, smoked turkey, roast beef or veggie sandwiches layered with a variety of cheeses, lettuce & tomato, includes potato chips, whole fresh fruit, a giant cookie & a bottle of water

\$12/person

Lunch Buffets

Lunch buffets include coffee & iced tea. A minimum of 40 lunches must be purchased.
Buffets will be refreshed for a period of sixty (60) minutes.

The Carroll Street Deli

Your choice of fresh fruit salad OR soup du jour, breads, assorted cheeses, deli sliced turkey, ham, roast beef, bell peppers, red onion, sliced cucumbers, coleslaw, potato chips & condiments

\$14/person

Fruit & Soup Deli

\$16/person

Mexican Fiesta

Seasoned beef, grilled chicken, jalapeño poppers, refried beans, black beans & rice, Mexican corn, soft flour tortillas & crunchy corn shells, sour cream, salsa, guacamole, lettuce, tomato, chopped onion & shredded cheese

\$16/person

Italian Feast

Caesar salad bar, bread sticks, Italian meatballs, grilled pesto chicken strips, steamed vegetables, penne pasta, fettuccini pasta, marinara & Alfredo sauces

\$16/person

Tailgate

Wisconsin beer brats, hotdogs, sauerkraut, pickle relish, raw onions, ketchup, mustard, baked beans, potato salad, coleslaw, tortilla chips & taco dip

\$16/person

Soup & Salad

Mixed salad greens, sliced mushrooms, sliced cucumber, diced ham, bacon, chicken, tomato, black olives, shredded cheese & croutons

Choice of one soup: Creamy Tomato, Cheesy Broccoli, Chicken Noodle, or Beef Vegetable

Mini croissants, egg salad & tuna salad

\$14/person

Dinner Entrées

Dinner entrées include fresh baked bread, Park salad with your choice of dressing, chef's choice of vegetable & starch. Coffee & hot teas are served with all meals. A maximum of two entrées and one vegetarian option are allowed. A service fee of \$100 will apply for each additional entrée option.

Additional Salad Options:

Caesar

Romaine lettuce, Parmesan cheese, sliced egg & croutons tossed with Caesar dressing
\$1/person in addition to the entrée price

California

Mixed salad greens tossed with diced tomato, pecans, Gorgonzola cheese with raspberry vinaigrette
\$1/person in addition to the entrée price

Entrées

House Cordon Bleu

Seasoned chicken breast filled with ham & Swiss cheese wrapped in bacon, topped with Hollandaise sauce served on a bed of creamy mushroom pilaf
\$22/person

Chicken Oscar

Grilled chicken breast topped with crab meat & fresh asparagus spears in a Hollandaise sauce
\$27/person

Asparagus Stuffed Chicken

Breast of chicken wrapped around asparagus, wild rice & mushrooms, finished with a Hollandaise sauce
\$22/person

Chicken Marsala

Breast of chicken sautéed with mushrooms & Marsala wine finished with a rich cream sauce
\$21/person

Turkey Breast

Sliced turkey breast served with mashed potatoes, mushroom dressing, home-style gravy & cranberry sauce
\$21/person

Lasagna & Garlic Bread

Layered with Italian ground beef, fresh mushrooms, onions, spinach, peppers, carrots, Italian cheeses & marinara sauce

\$22/person

Vegetable

\$21/person

Stir Fry

Tender chicken OR beef, fresh carrots, celery, bell peppers, water chestnuts & broccoli stir-fried in sesame sauce on a bed of steamed rice

\$22/person

Vegetable

\$20/person

Prime Rib

Tender boneless prime rib of beef slowly roasted & topped with au jus

\$28/person

Roasted Apple Pork Loin

Herb encrusted tenderloin, slow roasted to perfection and topped with maple apple chutney

\$21/person

Cran-Apple Stuffed Pork Chop

Thick center cut chop topped by our homemade cranberry apple & sage dressing in a cider cream sauce

\$21/person

Char-broiled New York Strip

The finest New York strip steak served with crumbled bleu cheese & caramelized onions

\$27/person

Bacon Wrapped Filet Mignon

A classic steak grilled to perfection

\$31/person

Center Cut Top Sirloin

A choice steak served with sautéed button mushrooms & caramelized onions

\$25/person

Beef Oscar

Medallions of beef tenderloin sautéed & topped with crab meat & fresh asparagus in a Béarnaise Sauce
\$32/person

Seafood

Pecan Crusted Walleye

Walleye filet encrusted with pecans, served with an Amaretto butter sauce
\$24/person

Atlantic Salmon

Tender filet of Atlantic salmon grilled & topped with Dijon-Tarragon sauce
\$24/person

Tilapia Parmesan

Tilapia filet broiled with a creamy Parmesan cheese coating
\$21/person

Friday Fish Fry

Beer-battered cod, baked potato, corn bread muffin, baked beans & coleslaw
\$21/person

Strictly Vegetarian

Stuffed Manicotti

Three cheese manicotti on a bed of spinach, topped with Alfredo sauce
accented with a roasted red pepper coulis
\$20/person

Ravioli

Pesto stuffed pasta tossed in a light tomato & olive oil sauce
\$21/person
Stuffed with wild mushrooms, topped with sun dried tomato, spinach & Alfredo sauce
\$21/person

Vegan

Seitan Stroganoff

100% free of animal products

Medley of mushrooms, soy milk, herbs & seitan nestled on a bed of eggless linguine pasta

\$22/person

Kids' Meals

(12 years or younger)

Chicken strips

Chicken strips served with French fries & applesauce or mandarin oranges, served with a glass of milk

\$12/child

Mac & Cheese

Macaroni and cheese with sliced hotdogs & applesauce or mandarin oranges, served with a glass of milk

\$12/child

Dinner Buffets

Dinner buffets include coffee & hot teas. A minimum of 40 dinners must be purchased.

Dinner Buffets will be refreshed for a period of ninety (90) minutes.

Italian Feast

Caesar salad bar, bread sticks, vegetable Minestrone soup, Italian meatballs, pesto grilled chicken, steamed vegetables, penne pasta, fettuccini pasta, marinara & Alfredo sauces

\$24.50/person

The Park

Park salad bar, rolls & butter, soup du jour, baked potatoes, butter, sour cream & shredded cheese, seasonal vegetables, oven roasted turkey breast & sliced roast beef

\$24.50/person

On Wisconsin

Wisconsin beer brats, beer-battered cod, sauerkraut, pickle relish, ketchup, mustard, raw onions, baked potatoes, butter & sour cream, baked beans, coleslaw & corn bread muffins

\$22.50/person

Do-It-Yourself

A minimum of 40 dinners must be purchased.

Dinner Buffets will be refreshed for a period of ninety (90) minutes.

The D.I.Y. buffet includes rolls & butter, coffee, hot teas & your choice of:
salad, vegetable, starch & entrées.

\$22.50/person for 1 entrée

\$24.50/person for 2 entrées

\$26.50/person for 3 entrées

Choose Two:

Park Salad with choice of three dressings

Caesar Salad

Vegetable Pasta Salad

California Salad with Raspberry Vinaigrette

Fresh Fruit Salad

Choose Two:

Zucchini and Yellow Squash Medley

Sugar Snap Peas & Baby Carrots

Cauliflower & Broccoli Florets

Green Bean Almondine

Grilled Asparagus

Italian Blend Vegetables

Candied Carrots

Choose Two:

Mashed Potatoes & Gravy

Baked Potato with Butter

Au Gratin Potatoes

Parsley Buttered New Potatoes

Spätzle

Rice Pilaf

Entrées:

House Chicken Cordon Bleu
Roasted Apple Pork Loin
Turkey Breast
Chicken Marsala
Baked Tilapia Parmesan
Sliced Roast Beef
Stuffed Manicotti
Pesto Ravioli
Chicken, Beef or Vegetable Stir-fry
Top Sirloin

Carving Station

Carving stations require a chef attendant at \$40 per hour (one hour minimum).
The carving station includes cocktail buns & condiments.

Roasted Turkey, serves 40-50
\$125/ea

Roasted Ham, serves 40-50
\$125/ea

Inside Beef Round, serves 70-80
\$185/ea

Top Round of Beef, serves 40-50
\$110/ea

Beef Tenderloin, serves 20-30
\$185/ea

**Consuming raw or undercooked meat, poultry, seafood, shellfish or eggs may increase your risk of food-borne illness. Foods served rare or medium rare may be undercooked and will only be served on the consumer's request. **

Desserts

Amaretto Almond Cheesecake
Turtle Cheesecake
Raspberry Swirl Cheesecake
New York Cheesecake with Fruit Topping
German Chocolate Cake
Carrot Cake
Black Forest Cake
Pound Cake with Fruit Topping
Apple Pie
Caramel Apple Pie
Cherry Pie
Ice Cream Novelties (Cones, Bars, etc.)

À la carte \$5.50/ea

With Entrée \$3/ea

À la mode \$1/ea

White, chocolate or marble cake with either a vanilla or chocolate buttercream frosting

With Entrée \$2/ea

Ice Cream Sundae Bar

A minimum of 50 sundae bowls must be purchased.

Vanilla ice cream, crushed oreos, M&M's, toffee bits, caramel topping, butterscotch, hot fudge, strawberry topping, sprinkles, chopped nuts, whipped cream, maraschino cherries

\$6/per bowl

Chocolate Covered Fruit

Strawberries, pineapple, cherries & banana

\$2/ea

Gluten Free Cheesecake

Grace Cheesecakes LLC variety of flavors

\$45/9" cheesecake

Hors d'oeuvres

Hors d'oeuvres are sold in increments of 25 pieces.

Butler service can be arranged for a charge of \$20.00 per hour.

\$1.50/ea

Buffalo Wings with ranch dressing
Quesadillas

Bacon wrapped water chestnuts

Deep-fried mushrooms

Stuffed mushroom caps

Swedish meatballs

BBQ meatballs

Mini chicken cordon bleu

Egg rolls with sweet & sour sauce

Assorted tarts (goat cheese & pesto, raspberry
brie, broccoli cream cheese, spinach & feta,
roasted vegetable)

\$2/ea

Feta cheese & spinach in phyllo (spanikopita)

Stuffed potato skins

Fried ravioli

Mediterranean chicken kabobs

Mozzarella sticks

Potstickers

Jalapeño poppers

Sesame or Jerk chicken skewers

Chicken quesadillas

Assorted pinwheels (salmon with tarragon
cream cheese, southwest chicken, roasted
vegetable)

\$2.50/ea

Homemade Argentinean empanadas

Italian bruschetta

Deep fried shrimp

Coconut shrimp

Tea sandwiches (smoked salmon & cream cheese, pear
& gorgonzola, cucumber & prosciutto)

Jumbo shrimp w/cocktail sauce

Phyllo wrapped asparagus spears

\$3/ea

Mini beef Wellington

Crab rangoon

Bacon wrapped scallops

Bacon wrapped artichoke hearts

Crab stuffed mushroom caps

Crab cakes

Taco dip with tortilla chips.....\$55/tray

Spinach dip with assorted crackers.....\$55/tray

Artichoke dip with pita bread.....\$85/tray

Fresh Crudité (raw vegetables) with a creamy dill dip.....\$95/tray

Whole smoked salmon with rye bread.....\$160/tray

Fresh fruit display.....\$125/ea

Wisconsin cheese & sausage with assorted crackers.....\$135/tray

Fruit & cheese with assorted crackers.....\$125/tray

Antipasto platter (assorted marinated vegetables, prosciutto, pepperoni, fresh tomatoes & cheese).....\$150/tray

Beverage Service

The bar charge is \$25 per hour, per bar. Banquet bars are allowed to stay open for a maximum of 8 hours per calendar day. Each bar includes up to 2 experienced bartenders (based on expected numbers). Functions in the Hall of Wisconsin and at the Top of the Park must end by 11:59pm. Any bar function may be closed early per management discretion. The hourly bar charge is waived for completely sponsored bars of more than 200 people. The Hotel reserves the right to require security at any/all functions. When required, guests must hire licensed and insured security staff on their own and must show proof of hire.

All Alcoholic beverages must be supplied by The Hotel.

House Wines

Copper Ridge – Chardonnay, White Zinfandel, Cabernet Sauvignon, Merlot & Riesling

\$4.50/glass

\$19/bottle

Champagnes

Ballatore.....\$20/bottle

Asti Spumante.....\$25/bottle

Korbel Brut.....\$29/bottle

Mixed Drinks

Top Shelf Brands.....\$6/drink

Cordials & Specialty Drinks.....\$7/drink

Other Beverages

Coffee, Regular or Decaffeinated.....\$22.00/gallon

San Pellegrino.....\$3.00/bottle

Coca-Cola™ Soft Drinks.....\$2.00/ea

Izze™ Sparkling Juice (Clementine, Pomegranate, Blackberry Assortment).....\$3.00/bottle

Fruit Juice (Tropicana Apple, Tropicana Orange, Ocean Spray Cranberry).....\$2.00/bottle

Beer

Domestic Bottled Beer.....\$4/bottle

Premium & Imported Bottled Beers.....\$5/bottle

Quarter Barrel of Domestic Beer.....\$150/ea

Half Barrel of Domestic Beer.....\$250/ea

Quarter Barrel of Imported or Microbrew beer..... quote AVAILABLE upon request

Half Barrel of Imported or Microbrew beer.....quote AVAILABLE upon request

Punch

Rum OR Vodka, fruit punch, ginger ale, slices of orange, lemon & pineapple & maraschino cherries

\$30/gallon

Additional Services

The Inn on the Park reserves the right to charge a replacement fee for unreturned or damaged items. Prices are subject to change without notice. Equipment must be tested before your event or presentation to ensure proper function. All equipment is priced per day. Audio visual equipment must be reserved 3 weeks prior to the event to ensure availability. If we are not able to offer a service you need there is no additional charge when using another company. If it is a service we offer and you choose to use a different company or your own supplies there will be a charge of \$50/day.

Wireless Microphone (handheld OR lapel).....	\$65
Wired Microphone (handheld, tabletop OR floor stand).....	\$20
Podium.....	\$20.00
Telephone line.....	can be arranged
Television Monitor.....	\$25
VCR or DVD.....	\$30
TV/VCR or TV/DVD Combo.....	\$45
XGA Projector (data/video).....	\$150
Slide Projector with Screen.....	\$40
Overhead Projector with Screen.....	\$40
Projection Screen.....	\$30
AV Cart (includes; small table, extension cord, power strip, screen).....	\$35
Photo Copy.....	20¢
Extension Cord.....	\$5
Power Strip.....	\$5
4-way Mixer.....	\$25
Laser Pointer.....	\$20
Flip Chart with Paper & Markers.....	\$25
Whiteboard with Easel & Markers.....	\$25
Easel.....	\$15
Additional Flip Chart Paper.....	\$15
Portable Stereo with CD.....	\$35
Technical Assistance, Scheduled 3 Days in Advance.....	\$35/hr
Cocktail Table with Tie.....	\$15
Centerpieces with Pillar Candles (12 available).....	\$10/ea
Skirted Table.....	\$15
Riser Section.....	\$20
Placing of Chair Covers and Ties before an Event.....	\$3/ea
Removal of Chair Covers after an Event.....	\$2/ea
Decorating for an Event.....	starting at \$100
Cake Cutting & Serving.....	\$125

Banquet Policies

Food Service: Food and/or beverage is not permitted to be brought into the meeting or banquet rooms by the Client or their guests. According to Wisconsin Administrative Code (DH&SS, Section 196.07), no food or beverage of any kind is permitted in banquet or meeting rooms unless it is provided by The Hotel. Health regulations prohibit any food or beverage from being removed from The Hotel prior to, during or after a function.

All menu prices are guaranteed 60 days prior to your event. Please add 18% service charge and 5.5% sales tax to all prices. Over holidays and holiday weekends please add 30% service charge and 5.5% sales tax to all prices. Three weeks prior to the function please inform the Catering Department of the menu selections, bar arrangements, room layout and any other important information. A firm guarantee on all meal functions and a signed Banquet Event Order is due 72 hours prior to a function. If more than one entrée is chosen, an exact guarantee for each entrée is required. If the guarantee is not received on time, the plan number will become your guarantee and the group will be charged accordingly, unless the actual number served is greater.

Beverage Service: The bar charge is \$25.00 per hour, per bar; banquet bars are allowed to be open for a maximum of 8 hours per calendar day. Each bar includes up to 2 experienced bartenders. Functions in the Hall of WI and the Top of the Park must end at 11:59 pm. All alcoholic beverages must be supplied by The Hotel. Any bar function may be closed early, per management discretion. The Hotel reserves the right to require security at any/all functions. When required, guests must hire licensed and insured security staff on their own and must show proof of hire. All functions must provide a prepayment of estimated event costs.

Meeting/Banquet Rooms: The Hotel reserves the right to change meeting room assignments as necessary, even after a signed agreement has been received. Each meeting room includes all of your round, classroom or conference tables for attendees (tables draped in ivory linen), banquet chairs and up to 5 skirted tables for registration, head table, displays, etc. If more than 5 banquet tables are required, a charge of \$15.00 per additional table will apply. If a change from the original room set up is requested on the day of the function, a labor charge will be added to the banquet check. The Hotel also reserves the right to charge an additional fee for setup of meeting rooms with extraordinary requirements.

Decorations: The Hotel does not permit the affixing of anything to the walls, floors or ceilings of meeting rooms with nails, staples, thumbtacks, tape or any other substance unless approval has been established prior to your event. **NO confetti, silly string or glitter is allowed.** The Hotel will charge a cleaning fee to the Client, should the meeting/banquet room be left in an unacceptable condition. The Hotel assumes no responsibility for the damage, loss or theft of merchandise or articles left in The Hotel prior to, during or after a Function, that belong to the client, guest or vendor.

Wedding Receptions: The Hotel will provide at no additional charge, all of your round tables for dining (tables draped in linen), candlelit centerpieces, china, stemware and flatware, linen napkins and skirted tables for your cake, head table, gifts and name cards. After a signed contract and deposit have been paid, The Hotel will provide a complimentary taste test, held once a month, to help select the perfect menu. Wedding cakes must come from a licensed baker. The Hotel assumes no liability for wedding cake stand parts or pieces. It is the responsibility of the wedding party to make sure these are taken the evening of the wedding. If any parts are broken or missing, it is the responsibility of the wedding party to work with their baker on financial arrangements. Bakers and other vendors are individual contractors and are not associated with The Hotel.

Wedding Payments: An advance deposit of \$1,500.00 is due with the signing of the agreement. An additional deposit of \$3,000 is due 90 days prior to the event. The entire balance, including anticipated costs, is due with the signed Banquet Event Order, 72 hours prior to the wedding. Advance deposits are **non-refundable** should cancellation become necessary. A cancellation fee equal to the package price including the estimated food and beverage costs will apply if an event is cancelled within 90 days of the reception date. Advance deposits will be deducted from the final invoice.

Payment: The Hotel requires an advance deposit with the signed catering agreement for all functions. The deposit will equal, at least, the cost of the banquet room and setup. Advance deposits are **non-refundable** should cancellation become necessary. Advance deposits will be deducted from the final invoice. Estimated payments are required 72 hours in advance for all functions. Payment in full must be received by the end of each event. We are no longer accepting direct bill payments. All functions must provide prepayment or credit card to cover estimated event costs.

Tax Exemption: Groups requesting exemption from state sales tax must submit a copy of their Tax Exemption Certificate **prior** to the function and must pay with a non-profit organization check or government check. A participant's personal check or credit card will not be accepted.

Cancellation: A cancellation fee, equal to the room, setup and estimated food and beverage costs, will apply if a group cancels within 90 days of function. The Hotel reserves the right to re-sell any space which has been cancelled.