



Posh
 Banquets & Event Center
 Catering Menu



Best Western Plus Bourbonnais
 62 Ken Hayes Dr, Bourbonnais, IL 60914
www.poshbanquets.com
 815.729.2000



Breakfast Buffets



Continental Breakfast \$12

Assorted Breakfast Pastries, Bagels and Cream Cheese and Fruit
Chilled Orange Juice and Freshly Brewed Coffee Station

Executive Continental Breakfast \$14

Sliced Seasonal Fresh Fruit Tray, Bagels with Cream Cheese
Assorted Breakfast Pastries
Assorted Chilled Fruit Juices (Orange, Cranberry, Apple)
Freshly Brewed Coffee and Specialty Teas Station

Healthy Start \$12

Vanilla Greek Yogurt with Topping Station, Fresh Fruit Platter, Bagels
and Muffins with Fruit Preserves and Cream Cheese
Assorted Chilled Juices (Orange, Cranberry, Apple)
Freshly Brewed Coffee and Specialty Teas Station

Sweet Start \$13

Choice of Pancakes or French Toast Served with Butter and Syrup
Pork or Turkey Sausage Links (3pcs)
Breakfast Potatoes
Assorted Chilled Fruit Juices (Orange, Cranberry, Apple)
Freshly Brewed Coffee and Specialty Teas Station

Power Breakfast \$16

Fresh Seasonal Fruit Tray
Fluffy Scrambled Eggs (Plain or with Cheddar Cheese)
Applewood Smoked Bacon (2pcs)
Pork or Turkey Sausage Links (2 pcs)
Breakfast Potatoes
Assorted Chilled Fruit Juices (Orange, Cranberry, Apple)
Freshly Brewed Coffee and Specialty Teas Station

Posh Breakfast \$18

Fluffy Scrambled Eggs (Plain or with Cheddar Cheese)
Choice of Pancakes or French Toast Served with Butter and Syrup
Applewood Smoked Bacon (2pcs)
Pork or Turkey Sausage Links (2 pcs)
Breakfast Potatoes and White or Wheat Toast
Assorted Breakfast Pastries
Assorted Chilled Fruit Juices (Orange, Cranberry, Apple)
Freshly Brewed Coffee and Specialty Teas Station

All Food and Beverage is subject to a 19% service charge and 8.25% tax (subject to change).
Prices are per person and subject to change.

Corporate Planner Package



Minimum 25 Attendees *Asterisk denotes Gluten Free

BREAKFAST

Executive Continental Breakfast

Sliced Seasonal Fresh Fruit Tray and Bagels with Cream Cheese
Assorted Breakfast Pastries
Assorted Chilled Fruit Juices (Orange, Cranberry, Apple)
Freshly Brewed Coffee and Specialty Teas Station

LUNCH

Lunch to be served buffet style or plated.

Select Two Entrees and Two Sides, House Salad, and Bread and Butter

Chicken Marsala: chicken cooked in a marsala wine sauce
served with choice of 2 sides

Chicken Vesuvio: chicken cooked in white wine, garlic and rosemary
served with roasted potatoes and fresh vegetables

Pot Roast: slow cooked beef pot roast served with choice of 2 sides

Pork Loin: oven roasted pork loin with house-made chutney
served with choice of 2 sides

Meatloaf: house-made meatloaf served with choice of 2 sides

Sausage and Peppers: Italian sausage served with sautéed bell
peppers and onions and choice of 2 sides

***Roasted Vegetables:** sautéed bell peppers, onions, mushrooms, and
squash served over egg noodles or cauliflower risotto (v)

Sides

Mashed Potatoes

Roasted Potatoes

Fresh Seasonal Vegetables

Rice Pilaf

AM or PM BREAK

Select Healthy, Showtime or Sweet Tooth Break

Unlimited Coffee, Tea, Soda and Water for up to 8 hours

\$44 per person

15% Savings

All Food and Beverage is subject to a 19% service charge and 8.25% tax (subject to change).
Prices are per person and subject to change.

Breaks



Minimum 25 Attendees

Healthy \$6

Granola and Fruit Bars, Whole Fruit

Showtime \$7

Potato Chips, Candy Bars, Mixed Nuts

Sweet Tooth \$8

Assorted Cookies, Brownies, Rice Krispy Treats

Chips and Dips \$8

Tortilla Chips, Salsa and Guacamole

Veggie Time \$9

Pita Bread, Humus, Vegetable Tray

Energy \$9

Granola, Trail Mix, Whole Fruit, Energy Drinks

Sweet and Salty \$10

Fresh Baked Cookies, Brownies, Potato Chips, Pretzels and Cheese

Beverages



All Day Water and Soda Service \$9

Service includes assorted sodas and bottled water

All Day Beverage Service \$11

Service includes assorted sodas, bottled water and coffee

Coffee and Tea Service \$30 per gallon

Assorted Soda and Bottled Water on Consumption \$2 each

Assorted Energy or Iced Coffee Drinks on Consumption \$4 each

Boxed Lunches



Includes salads, sandwiches or wraps, choice of 1 side and a house-made cookie.

* denotes that it can be made as a salad.

Minimum order of 10 with 2 selections, 20 or more 3 selections.

\$17 per person

BLT: smoked bacon, lettuce, plum tomatoes, avocado, and mayo

Turkey: sliced turkey, lettuce, tomatoes, red onion and mayo

Chicken Salad: house-made chicken salad, (chicken, celery, green onion and mayo)

Roast Beef: house-made roasted beef with cheddar cheese

Roasted Veggie Wrap: roasted mushrooms, onions, tomatoes, bell peppers, and basil aioli

***Buffalo Chicken Wrap:** buffalo chicken, lettuce, tomato, and bleu cheese

***Roasted Beet Wrap:** diced roasted beets, mixed greens, tomato, and goat cheese with balsamic vinaigrette

***Mediterranean Wrap:** chicken, spinach, calamata olives, tomato with balsamic vinaigrette

Caesar Salad: romaine lettuce, shaved parmesan, crouton with creamy Caesar dressing (*gluten free without the crouton)

Sides



House-made Coleslaw

Pasta Salad

Potato Chips

Broccoli Salad

All Food and Beverage is subject to a 19% service charge and 8.25% tax (subject to change).

Prices are per person and subject to change.

Premier Boxed Lunches



Includes gourmet sandwiches or wraps, a piece of fresh fruit, choice of 1 side and a house-made cookie. Minimum order of 10 with 2 selections, 20 or more 3 selections.

\$23 per person

Turkey BLT: roast turkey breast, smoked bacon, romaine lettuce, plum tomatoes, avocado, and mayo on French baguette

Grilled Chicken Sandwich: grilled chicken, romaine lettuce, tomatoes, red onion, and mayo on brioche bun

Grilled Salmon BLT: grilled Atlantic salmon, smoked bacon, romaine lettuce, plum tomatoes, and lemon tarragon aioli on Texas toast

Roast Beef and Swiss: house-made roasted sirloin with caramelized onions, horseradish cream, and Swiss cheese on roll

Roasted Wild Mushroom Wrap: roasted cremini, portabella, and oyster mushrooms with organic spinach, plum tomatoes, sweet red bell peppers, and basil aioli in a soft flour tortilla

Grilled Chicken and Bacon Wrap: grilled chicken, romaine lettuce, plum tomatoes, cucumbers, red onions, bacon, and ranch dressing in flour tortilla

Blackened Chicken Caesar Wrap: blackened grilled chicken, romaine lettuce, shaved parmesan, and creamy Caesar dressing in flour tortilla

Creole Wrap: blackened shrimp, mixed greens, tomato, onion and gator sauce in flour tortilla

Sides



House-made Coleslaw
House-made Potato Salad
Cucumber Salad
House Salad

All Food and Beverage is subject to a 19% service charge and 8.25% tax (subject to change).
Prices are per person and subject to change.

Pasta Bar



Includes House Salad, Bread and Butter
Minimum 15 Attendees

Select 1 Pasta, 1 Sauce, 1 Accompaniment **\$17 per person**
Select 2 Pastas, 2 Sauces, 2 Accompaniments **\$23 per person**
Select All 3 Pastas, 3 Sauces, 3 Accompaniments **\$28 per person**

Pastas	Sauces	Accompaniments
Penne	Pesto	Vegetable Medley
Fettuccini	Marinara	Chicken
Spaghetti	Alfredo	Italian Sausage
	Garlic and Olive Oil	Meatballs

Taco Bar



Includes Chips, Beans and Spanish Rice
Minimum 15 Attendees

Select 1 Meat, 1 Salsa, 1 Topping **\$20 per person**
Select 2 Meats, 2 Salsas, 1 Topping **\$23 per person**
Select 3 Meats, 2 Salsas, 1 Topping **\$26 per person**

Meat	Salsa	Toppings
Beef	Mild Salsa	Cheese, Lettuce and
Chicken	Salsa Verde	Sour Cream
Steak	Guacamole	-or-
Grilled Vegetables	Pico De Gallo	Cilantro and Onion

Soups



Minimum Order 25
\$5 per person

Rosemary Chicken Potato
Sausage and Chicken Gumbo
Seasonal Soup

Luncheons



Luncheons to be served buffet, plated or family style.
Minimum Order of 10 with 2 choices, 20 or more 3 choices

\$20 per person

Chicken Marsala: chicken cooked in a marsala wine sauce
served with choice of 2 sides

Chicken Vesuvio: chicken cooked in white wine, garlic and rosemary
served with roasted potatoes and fresh vegetables

Pot Roast: slow cooked beef pot roast served with choice of 2 sides

Pork Loin: oven roasted pork loin with house-made chutney
served with choice of 2 sides

Meatloaf: house-made meatloaf served with choice of 2 sides

Sausage and Peppers: Italian sausage served with sautéed bell
peppers and onions served with choice of 2 sides

***Roasted Vegetables:** sautéed bell peppers, onions, mushrooms, and
squash served over egg noodles or cauliflower risotto (v)

Sides



Mashed Potatoes
Roasted Potatoes
Fresh Seasonal Vegetables
Rice Pilaf

Premier Luncheons



Luncheons to be served buffet, plated or family style.

All luncheons come with house salad and choice of one dressing (except entrée salads)

Minimum Order of 10 with 2 choices, 20 or more 3 choices.

*Asterisk denotes Gluten Free

\$25 per person

***Grilled Pork Chop:** chop seasoned then char grilled served with mashed potato and fresh seasonal vegetables

Blackened Chicken Alfredo: blackened chicken served over fettuccini pasta with our house-made Alfredo sauce served with bread

***Smoked Beef Brisket:** beef brisket smoked 16 hours and sliced, served with mashed potatoes, fresh seasonal vegetables and natural au jus

Shrimp Scampi: shrimp, roasted garlic, white wine, butter, fresh herbs, and tomatoes over fettuccini

Nawlins Mac n' Cheese: cajun chicken, andouille sausage, garlic, aged cheddar cheese cream sauce, and penne pasta

***Vegetarian Risotto:** bell peppers, mushrooms, onions in arborio rice, finished with white wine, mascarpone and parmesan cheeses

***Cobb Salad:** spring Greens, nitrite/nitrate free bacon, bleu cheese, hard boiled egg, tomatoes, and red onion served with cucumber-avocado dressing

***Strawberry Spinach Salad:** spinach, sliced strawberries, goat cheese and toasted sunflower seeds served with blueberry-lemon champagne vinaigrette

***Blackened Chicken Caesar Salad:** spring greens and shaved parmesan garlic croutons, topped with blackened grilled chicken served with creamy Caesar dressing

Themed Menus

Themed Menus to be served buffet, plated or family style
Select two entrees and two sides, additional entrees \$8
All items are gluten free except for pasta dishes and breads
Minimum 25 Attendees

\$32 per person

La Fiesta

Entrees

Arroz Con Pollo
Chicken Mole
Carne Asada
Barbacoa
Al Pastor
Tinga De Pollo
Carnitas
Blackened Shrimp

Sides

Refried Beans
Cilantro Lime Rice
Pinto Beans
Black Beans
Marinated Red Beans

Sauces

Roasted Corn Salsa
Salsa Verde
Salsa Roja
Pico De Gallo

Corn Tortillas
Fried Tortilla Chips

Italiano

Entrees

Airline Chicken Marsala
Slow Simmered Beef Bolognese
Over Fettuccini Pasta
Homemade Spaghetti & Meatballs
Eggplant Parmesan
Sausage and Peppers

Pasta

pair one per entrée
Fettuccini, Spaghetti, Penne

Sauce

pair one per entrée
Bolognese, Pesto, Marinara,
Alfredo, Vodka, or Garlic Aioli

Sides

Herb Roasted Fingerling Potatoes
Sautéed Broccolini

Garlic Bread
Antipasto Salad

Opa

Entrees

Greek Lemon Chicken
Pan Roasted Salmon with Fresh Herbs
Moussaka (vegetarian on request)

Sides

Herb Roasted Potatoes
Roasted Vegetables

Fresh Bread and Butter

Greek Olive and Tomato Salad with Feta and Fresh Herbs

Mardi Gras

Entrees

Chicken and Shrimp Jambalaya
Cajun Roast Pork Loin with a Pepper Jelly Au Jus
Shrimp Creole
Crawfish Etouffee with Rice

Sides

Dirty Rice
Boil Pot Potatoes
Braised Greens

French Bread with Cajun Compound Butter

Mixed Greens Salad

Smokehouse

Entrees

Slow Smoked Beef Brisket
Smoked Pulled Pork
Smoked Half Chicken
Pork Ribs
Cauliflower Steaks

Sides

House-Made Potato Salad
House-Made Coleslaw
Pit Beans
Cucumber Salad

Chopped Salad

Texas Toast

House-Made Barbecue Sauce

Dinners

Dinners to be served buffet, plated or family style.

All dinners include one side, one vegetable and one salad (except for pasta dishes)

*Asterisk denotes Gluten Free

***Roasted Cornish Hen:** brined and herb roasted half Cornish hen finished with chicken and white wine demi-glace **\$24**

***Rotisserie Chicken:** local Amish organic 1/2 chicken, brined and dry rubbed then slow cooked over wood fire **\$28**

***Slow Smoked Chicken:** local Amish organic 1/2 chicken brined and dry rubbed, slow cooked in our smoker using oak and cherry woods. **\$28**

***Chicken Saltimbocca:** airline cut chicken breast wrapped in prosciutto with mozzarella cheese and fried sage, finished with white wine mushroom sauce **\$34**

***Roasted Pork Loin:** slow roasted pork loin served with apple and grilled peach chutney and lemon herb sauce **\$27**

***Herb Roasted Pork Loin:** 2 day brined slow roasted pork loin with herb and mustard crust, finished with pork and mushroom au jus **\$27**

***Cajun Spiced Pork Tenderloin Medallions:** marinated pork tenderloin, oven roasted and grilled, finished with herb pork au jus **\$28**

***Roasted Sirloin:** sliced sirloin with peppercorn au jus **\$31**

***Herb Roasted New York Strip:** slow-roasted New York strip or prime rib crusted with garlic confit, fresh herbs, and Dijon mustard served with red wine bordelaise **Market Price**

***Prime Rib:** in-house seasoning and slow-roasted 12oz Prime Rib, served with red wine bordelaise **Market Price**

Seafood Pasta: shrimp and mussels with handmade fettuccini pasta, slow roasted marinara sauce, and fresh herbs **\$35**

***Blackened Salmon:** cajun seasoned salmon with sugarcane and chipotle glaze **\$36**

***Salmon Florentine:** Atlantic salmon, baby spinach, cremini mushrooms, and lemon beurre blanc **\$36**

***Lamb Shank:** fork tender braised lamb shank with garlic, red wine, carrots, celery, plum tomatoes, and fresh herbs **\$35**

Steakhouse Stroganoff: 8 oz. brisket, mushrooms, bacon, and garlic in balanced dairy-free dry sherry sauce over egg noodles **\$30**

***Mushroom Risotto:** portabella and cremini mushrooms finished with parmesan and mascarpone cheeses and fresh chives **\$25**

***Vegetarian Cauliflower Steak:** herb roasted cauliflower steak finished with crushed herb vinaigrette **\$25**

Vegetable Selection

Glazed Carrots
Seasoned Broccoli and Cauliflower
Roasted Brussel Sprouts with
Bacon and Onion
Cajun Spiced Vegetable Medley
Grilled Corn on the Cob
Roasted Confetti Corn
Green Beans

Side Selection

Garlic Mashed Potatoes
Roasted Red Potatoes
Potato Wedges
Rice Pilaf
Mashed Sweet Potatoes
Mushroom Risotto
Wild Rice
Cauliflower Risotto

Salads Selection

Caesar

Romaine Lettuce with Parmesan Cheese; Served with Caesar Dressing

House

Spring Greens with Tomato and Onion; Choice of Two Dressings

Spinach

Fresh Baby Spinach with Tomato and Onion; Choice of Two Dressings

Dressings

Ranch, Bleu Cheese, Creamy Balsamic Vinaigrette, Cucumber and Avocado, Green Goddess

Hors D'oeuvres



Minimum Order 25 Pieces per Selection

**Asterisk denotes Gluten Free*

\$2.50 per piece

***Prosciutto e Melone:** sweet cantaloupe cubes wrapped in prosciutto and skewered with fresh basil

***Walnut Pesto Stuffed Mushrooms:** large fresh mushrooms hand-stuffed with Boursin cheese and walnut pesto

Bruschetta: marinated plum tomatoes, fresh basil, garlic, balsamic and shaved parmesan on crostini

***Bocconcini:** "baby mozzarella" wrapped with basil

***Prosciutto Wrapped Asparagus:** fresh asparagus stalks wrapped in prosciutto

Meatball Slider: certified angus beef meatball, house-made marinara and fresh mozzarella on slider bun

Cuban "Cigars": smoked chicken, Monterey jack cheese, scallions, cilantro, and BBQ sauce rolled in flour tortilla then fried

***Grilled Eggplant and Goat Cheese Rollup:** seasoned eggplant grilled and stuffed with herbed goat cheese

***Blackened Chicken Skewers:** chicken breast blackened and grilled

***Grilled Zucchini and Goat Cheese Rollup:** seasoned zucchini grilled and stuffed with herbed goat cheese

***Mozzarella Bundle:** prosciutto wrapped fresh handmade mozzarella

***Pesto Chicken:** grilled chicken marinated in house-made pesto

Traditional Style Meatballs: served with barbecue or marinara

***Zucchini Fritters:** deep fried grated zucchini, fresh dill, parsley, parmesan, and scallions

\$3.50 per piece

- *Candied Bacon:** thick applewood smoked bacon, brown sugar, chipotle
- *Mesa Armadillo Eggs:** halved jalapenos, pepper-jack cream cheese bundled in smoky bacon
- *Crudit  w/dip:** finely cut variety of fresh vegetables served with a creamy avocado green goddess dip
- *Cajun Shrimp:** peel 'n eat shrimp heavily seasoned with Cajun seasoning
- *Cheese Skewer:** aged sharp cheddar, provolone, gouda, baby Swiss
- Roasted Garlic Hummus:** creamy chickpeas, garlic and olive oil blended and served with house-made pita chips and/or fresh vegetables
- Roasted Red Pepper Hummus:** creamy chickpeas, garlic, fire roasted red peppers and olive oil blended and served with homemade pita chips and/or fresh vegetables
- *Antipasto Skewer:** assortment of olives, salami, and cheeses

Market Price per piece

- Ceviche:** shrimp, peppers, onions, avocado, tomatoes, cilantro, basil, garlic, lime
- Crab Wonton:** lump blue crab blended with cream cheese stuffed into a crispy wonton
- Tenderloin Sliders:** beef tenderloin, caramelized onion on ciabatta rolls
- *Bacon Wrapped Jumbo Shrimp:** finished with bourbon glaze and herbs
- Maryland Crab Cakes:** lump and claw blue crab blended gently and pan-seared
- *Pig + Prawn:** giant gulf shrimp, scallion, cream cheese, wrapped in crispy bacon with maple syrup-sambal glaze.
- *Shrimp Cocktail:** jumbo fresh shrimp served with zesty cocktail sauce
- Coconut Shrimp:** large, tail-on shrimp, cooked golden-brown in a fresh coconut batter
- *Bacon Wrapped Sea Scallops:** tender sea scallops wrapped in thick cut smoked bacon.

Hors D'oeuvres Presentation Trays

Baked Parmesan Baby Spinach Artichoke Dip: crusty sliced baguette, pita chips. Serves 35 guests **\$60**

Fresh Cut Vegetable Crudités with Ranch Dip
Small (serves 25): **\$50** Large (serves 45) **\$85**

Charcuterie Sampler
Tray Small (serves 25): **\$75** Large (serves 50) **\$150**

Fresh Cut Fruit Display
Small (serves 25): **\$75** Large (serves 50) **\$135**

Desserts

\$3 per piece

Brownies

Sliced Cheesecake with Berry Topping
Sliced Chocolate Cake with Chocolate Icing
Sliced Marble Cake with Vanilla Icing
Slice of Pie (Apple, Cherry, Pumpkin)

Bite Size Desserts

Minimum Order 25

\$1.50 per piece

Carrot Cake

Roasted Macadamia nuts, toasted coconut, cream cheese frosting, pineapple

Chocolate Cake

Decadent chocolate cake with chocolate ganache icing

Key Lime Pie

Fresh key lime juice, sugar baked with a graham cracker crust

Cheesecake

Creamy New York style; plain or turtle with house-made caramel sauce, chocolate sauce and candied pecans

Fresh Baked Cookies

Peanut Butter or Chocolate Chip

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Prices are per person and subject to change.

Spirits



Prices are per person
All bars require one bartender per 100 guests.
Additional bartender and cashier charges are applicable.

Host / Tab Bar / Cash Bar

(priced per drink)

House **\$6.00** Call **\$7.00** Premium **\$8.00** Top Shelf **\$9.00**
Domestic Beer **\$4.00** Imported Beer **\$5.00** House Wines **\$5.00**
Soft Drinks **\$2.00** Bottled Water **\$2.00**

Special Beverage Services

Champagne Punch **\$45.00 per gallon**
Alcoholic Fruit Punch **\$45.00 per gallon**
Non-Alcoholic Fruit Punch **\$25.00 per gallon**

Bartender/Cashier Fee

(Minimum 1 Bartender required per 100 guests)
\$175.00 per bartender (up to 4 hours)
\$40.00 per hour, per bartender for additional hours.
Applies to all Cash bars.

Dance Floor



24' x 24' **\$150**
30' x 30' **\$200**
36' x 36' **\$250**

Décor



Colored Napkin - **\$2 each**
Colored Table Linen - **\$18 each**
Colored Table Runner - **\$3 each**
Chair Cover or Garden Chair - **\$4 each**
Chivari Chair - **\$6.50 each**
LED Up Lighting - **\$38 each**

Open Bar Packages



Simply Elegant

*House Brand Liquors, Domestic Bottled Beer,
Varietal Wines, Juices and Sodas
(House Liquors)*

Two Hours \$19 - Three Hours \$23 - Four Hours \$26

Distinguished

*Premium Brand Liquors, Domestic and Imported Bottled Beer,
Varietal Wines, Absolute Vodka, Tanqueray Gin, Bacardi Rum,
Captain Morgan Rum, Malibu Rum, Cuervo Gold Tequila, Jim Beam,
Seagram's Seven, Canadian Club, Dewar's Scotch, Christian Brothers
Brandy, Juices and Sodas
(Premium Liquors)*

Two Hours \$23 - Three Hours \$27 - Four Hours \$30

Grand

*Top Shelf Liquors, Domestic and Imported Bottled Beer and Varietal
Wines, Tito's Handmade Vodka, Bombay Sapphire Gin, Captain
Morgan Rum, Bacardi Light, Rum, Makers Mark Bourbon, Crown Royal
Whiskey, Seagram VO, Hennessy, 1800 Tequila, Juices and Sodas
(Top Shelf Liquors)*

Two Hours \$27 - Three Hours \$31 - Four Hours \$34

Beer, Wine and Soda Package

*Select Two: Bottled Beer (Miller Lite, Budweiser, Bud Light or MGD)
(3) House Wines, Assorted Sodas*

Two Hours \$17 - Three Hours \$21 - Four Hours \$24

Liquor Law and Policies

All persons consuming alcoholic beverages in any area of the hotel must be 21 years of age or over with proof of valid photo ID. The hotel reserves the right to terminate liquor service at a function if minors intend to consume alcoholic beverages. The Illinois State Liquor Commission regulates the sales and service of alcoholic beverages. Posh Banquet and Event Center, as a licensee, is responsible for the administration of these regulations. It is our policy; therefore, that liquor cannot be brought into the hotel from outside sources.

Audio Visual Equipment



Projection Equipment

LCD Projector Package **\$250**

[with screen and A/V cart]

Screen Only **\$100**

Presentation Aids

Podium **\$25**

Flipchart Package **\$40**

[includes hardback easel, pad, markers]

Additional Flip Chart Pad [purchase] **\$20**

Additional Flip Chart Post-It Pad [purchase] **\$35**

Hardback Easel **\$10**

Tripod Easel **\$10**

Whiteboard with Markers and Eraser **\$30**

Video Display Equipment

DVD Player, Monitor, Draped Cart **\$60**

DVD Player **\$30**

27" Monitor, Draped Cart **\$40**

Audio Equipment

Handheld Wireless Microphone **\$50**

Lavaliere Wireless Microphone **\$75**

House Sound Patch-In **\$30**

Podium with Microphone **\$60**

*Listed audio-visual equipment is available for rental through Hotel.
Items not listed will be priced per an outside vendor rental.
Equipment rental prices are per room, per day.
All prices are subject to change without notice.*

All audio-visual services must be ordered at least (1) one week prior to the date of the first contracted function. The Group is permitted to bring in outside audio-visual equipment with no additional charges or penalties. Outside equipment brought into Hotel is the Group's responsibility and the Hotel is not liable for set up, storage or operation.

Policy Information

MENU SELECTION

All menu selections must be confirmed no later than (3) three weeks prior to the date of the first contracted function. The client is responsible for meeting the contracted food and beverage minimum, before applicable tax and service fees.

FINAL COUNT GUARANTEES

Final guaranteed attendee count must be received no later than (14) fourteen days the date of the first contracted function. Guaranteed attendance cannot be decreased once it has been established, and the contracted food and beverage minimum must be met or exceeded. Minor increases to the guaranteed attendee count can be made up to (7) seven days prior to the date of the first contracted function. If the number of actualized attendees at the function is below the provided guarantee, then the client is responsible for all food and beverage as ordered. If the number of actualized attendees is above the guaranteed number of attendees, the client should be responsible for payment of the increase per attendee. The Hotel will prepare to provide no more than 5% (five percent) overage on buffet meals; however, the Hotel may not be prepared to provide any overage on plated meals.

FOOD AND BEVERAGE POLICIES

All menu prices per person and per item are subject to added gratuity/service charge of 19% and local food and beverage taxes of 9.75%.

Menu prices and fees are subject to change.

Events contracted 6-12 months prior to event date are subject to 8% pricing increase per person/item.

Events contracted more than 12 months prior to event date are subject to 12% pricing increase per person/item.

All food and beverages must be provided by the Hotel and consumed within the contracted function space in the Hotel. The Hotel does not permit outside food or beverage to be brought into the contracted function spaces. No food or beverage may be taken off the Hotel premise.

Hosted and cash bars may not exceed a total of (4) four hours. The Hotel liquor license requires all alcoholic beverages only be dispensed by Hotel employees.

No outside liquor is permitted in public areas nor the function spaces. Hotel employees reserve the right to decline service based on safe services training requirements. Photo ID is required for proof of guest age over 21.

AUDIO VISUAL POLICIES

All audio-visual services must be ordered at least (1) one week prior to the date of the first contracted function. The Group is permitted to bring in outside audio-visual equipment with no additional charges or penalties. Outside equipment brought into Hotel is the Group's responsibility and the Hotel is not liable for set up, storage or operation.