

Banquet Menu & General Information



**DIVOTS CONFERENCE CENTER
4200 WEST NORFOLK AVENUE
NORFOLK, NE 68701**

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Divots. The Complete Experience.

THANK YOU for choosing Divots Conference Center. We are confident that you have made the best choice for your event. The following pages in this booklet will help you prepare for your event at Divots. Our menu, rental rates, available amenities and policies are all explained.

At Divots, customers are our main priority.

When you plan your event with Divots, our professional staff is available to guide you through all of the choices and options available to you. If you ever have any questions, feel free to contact our staff members.

Sincerely,

Donna Herrick, Owner

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Room Rental Rates

Divots Ballroom	
Divots Ballroom (With Food & Bev)	\$800/day
Divots Ballroom (without Food & Bev) * We do not allow outside food & Bev	\$1000/day
<i>Divots Ballroom sectioned off:</i>	
RDH - Room A	\$150/day
Field of Dreams - Room B	\$200/day
Bountiful Harvest - Room C	\$200/day

Lodge Meeting Room	
<i>*Price with hotel room rental</i>	
Carson	*\$150/day
Madison	*\$150/day

Meeting Rooms	
Nebraska Room	\$75/day
Dakota Room	\$100/day
Flandreau Board Room	\$100/day

DeVent Center	
DeVent Center (With Food & Bev)	\$800/day
DeVent Center (without Food & Bev) * We do not allow outside food & Bev	\$1200/day
Projection System (1-4 hrs)	\$150
Outdoor Wedding Site	
Event on Patio/Lawn	\$400/day

Services	
Cake cutting: <i>Starting at \$30/hr depending on service</i>	
Cork fee	\$12/750mL
Wedding cake plate fee	\$.25/plate
Serving Cake	\$1/person

MEDIA SUPPORT SERVICES	
Projection System including screen (Divots)	\$100/day
Projection Screen Only	\$25/day
Video Cart (includes DVD player, vcr Player)	\$10/day
Sound System (clip on/ handheld wireless mic)	\$25/day
Background Music (CD Player, Music Choice)	\$25/day
Piano Rental	\$50/day

In house Tech Support	
Tech Support with Non-Divots Equipment (1 hr. min)	\$75/hour

Rentals	
Podium Rental	\$10/day
Skirted table	\$8/table
table (without skirt)	\$3/table
Pipe & Drape	\$10/run
Piped Booth (includes a table and 2 chairs)	\$30/booth
flip chart & markers	\$15/day
Skirted Risers, 4x8 sections	\$10/section

Complementary with advanced notice	
Delivery of gifts to guest rooms	
Property Tours given 7 days a week	

Office Services	
Black & White Copies	\$0.10
Double sided: Black & White Copies	\$0.15
Color Copies	\$0.15
Double Sided: Color Copies	\$0.25
To send a Fax	\$1
Add a Speaker Phone	\$10

Office Supplies	
Additional needed office supplies are available for purchase in our gift shop located behind the front desk of the Lodge.	
Example Supplies offered in gift shop:	
<i>Batteries, highlighters, binder clips, staples, folders, note cards, tape, dry erase markers, envelopes, post it notes, scissors, CD's, pens and pencils, extension cords, power strips, etc.</i>	

A la Carte Items

Refreshments & Snacks

Donuts	\$20/dozen*	Fresh Baked Cookies	\$16/dozen*
Assorted Pastries	\$24/dozen*	Brownies	\$20/dozen* (must order 2 dozen increments)
Muffins	\$24/dozen*	Iced Brownies.....	\$25/dozen* (must order 2 dozen increments)
Caramel Rolls	\$26/dozen* (must order 2 dozen increments)	Trail Mix.....	\$20/gallon
Bagels w/ Cream Cheese	\$20/dozen*	Chips & Salsa.....	\$35 (Feeds 20)
Flavored Cream Cheese.....	\$4.00 Strawberry or Cinnamon flavor	Bean dip with Chips.....	\$35
Fruit Tray (w/o Dip)	\$3/person		

*** Minimum of two dozen, please**

Beverages

Regular/Decaf Coffee	\$22/gallon	Assorted Juice.....	\$3.00/bottle
Iced Tea.....	\$19/gallon	Punch (includes fountain).....	\$20/gallon
Raspberry Iced Tea	\$20/gallon	Assorted Soft Drinks.....	\$2.50/bottle Coca-Cola Products
Hot Tea.....	\$2/cup	Bottled Water	\$2.50/bottle
Milk	\$2/glass	Hot Chocolate	\$22.00/Gallon

A la Carte items may be grouped together for refreshment breaks or served in addition to other meals.

Receptions

Hot Hors d'oeuvres

Bacon Wrapped:

Water Chestnuts.....\$24/dozen
Scallops.....\$32/dozen
Shrimp.....\$36/dozen
Smoked Oysters.....\$28/dozen

Beef Teriyaki Skewers.....\$38dozen
Chicken & Pineapple Skewers.....\$34dozen
Buffalo Wings
Hot, BBQ, or Teriyaki.....\$18/dozen

Mushroom Caps Stuffed
with Crabmeat.....\$24/dozen
with Italian Sausage.....\$20/dozen
Pork & Shrimp Egg Roll.....\$16/dozen
Swedish Meatballs.....\$12/dozen
Italian Meatballs.....\$12/dozen
Barbecue Cocktail Franks.....\$10/pound
Stuffed Potato Skins.....\$16/dozen

Cold Hors d' oeuvres

Vegetable Tray with Dip..... \$3.50/ person
Fruit Tray with Dip \$3.50/person
½ Smoked Salmon with
Cream cheese and dill..... \$55 each*
Shrimp with Cocktail Sauce.....\$26/dozen
Combination Meat & Cheese tray
with Crackers..... \$3.50/person

Domestic & Imported Cheese tray
with crackers.....\$3.00/person
Tomato & fresh mozzarella ..\$3.00/person
Asparagus wrapped with Roast Beef
with mustard.....\$26/dozen
Assorted Mini Sandwiches.....\$32/dozen
Roast Beef Cocktail Buns.....\$32/dozen

* * * * *

Gourmet Dips

Crab Dip with Garlic Toast..... \$65/pan

Hot Artichoke Dip
with Chips.....\$55/ pan

Chocolate Fountain

Includes choice of fruits, pretzels, or other items upon request
\$6.00 per person

Minimum of 100 people and includes stationed server

We also offer custom, meat-carving stations.

Please inquire with our staff for more information.

*These selections serve approximately 30 – 40 people per item.

Minimum of 2 dozen on all items

18% Service Charge added to all food and beverage items.

Breakfasts

Build Your Own Breakfast Plated or buffet except where noted (All prices are per person)

Meats:

Sausage Patty	\$2.95
Sausage Link (2 pp)	\$2.95
Corn Beef Hash.....	\$2.95
(fresh made)	
Applewood Bacon (3pp)	\$2.95
Ham Steak (4 oz)	\$2.95
(Any two meats for \$4.95)	

Assorted Yogurts.....	\$1.25
Assorted Cereals.....	\$1.25 (Buffet)
Croissants	\$1.75
Fresh Cut Fruit	\$2.50
Breakfast Muffins.....	\$1.25
English Muffins.....	\$1.00

Warm Ala Carte:

Hash browns	\$1.95
Home Fries	\$1.95
Scrambled Eggs.....	\$1.75
Omelet Station	\$4.25 (Buffet)
Quiche Lorraine.....	\$4.25 (plated)
Pancakes (2pp).....	\$2.75
Creme brulee oatmeal.....	\$1.75

Sample Menu:

(\$9.15)

Applewood Bacon
Scrambled Eggs
Hash Browns
Fresh Cut Fruit
Orange Juice
Coffee
Water

Notes and Special Requests:

Luncheon Selections

Salads

Chef's Salad

Served with mixed greens topped with turkey, ham, egg, Swiss cheese, cheddar cheese, tomato, and olives, with your choice of one dressing..... \$9.95

Taco Salad

Served with spiced beef, lettuce, tomato, onion, black olives, sour cream, pico de gallo, guacamole, over tortilla chips with your choice of dressing..... \$9.95

Chicken Cashew Salad

Mixed green salad, topped with tender grilled chicken breast and tossed with cashews, served with your choice of dressing \$10.95

Caesar Salad w/ Chicken

Served with marinated grilled chicken breast\$10.95

Chicken Salad Plate

Our special chicken salad creation on a bed of lettuce with garnishments \$9.95

Continental Cobb Salad

Grilled chicken, pecan encrusted bacon, yellow tomatoes, mushrooms, mango-ginger Stilton, kalamata olives, egg, croutons atop mixed greens\$13.95

Plated Lunches

All plated lunches include a garden salad, roll & butter, coffee, tea and with choices of a starch, a vegetable, and a salad dressing.

Chicken Monterrey

Served with sour cream, guacamole, pico de gallo, Monterrey Jack and cheddar cheese \$10.95

Lemon Chicken

Chicken breast with a lemon glaze sauce.... \$10.95

Breaded Pork Tenderloin

Large hand-breaded cutlets smothered in gravy..... \$11.95

Chicken Breast

Boneless chicken breast with wing, cooked BBQ style or Roasted with basil lemon seasoning \$13.50

Chicken Fried Steak

Served with mashed potatoes, white gravy, green beans and rolls.....\$11.95

Ribeye Steak Sandwich

Choice of one side & a salad\$14.95

Braised Beef Tips with Mushrooms

Served in a rich brown sauce.....\$11.95

Prime Rib Sandwich

Open-faced sandwich served with choice of one side & a salad\$14.95

Luncheon Buffets

Minimum guarantee of 40 people(Lunches will be plated for less than 40)

Pasta Buffet Choices

All include: Garden Salad, Garlic Bread; Iced Tea, and Coffee

Baked Penne w/ Sausage

Penne pasta with Sausage, Parmesan, Marinara and Mozzarella Cheese

Baked Penne w/ Chicken

Penne pasta with Chicken, Alfredo sauce and Cheese

Baked Manicotti

Pasta tubes stuffed with assorted cheeses and covered with marinara

Baked Ziti w/ Beef

Ziti pasta with beef, mozzarella and provolone cheese, sour cream and red marinara sauce

Single Pasta	\$12.95
Two Pastas.....	\$14.95

Luncheon Meat Buffet Choices

Luncheon Meat buffets include: a Garden Salad with choice of two dressings, Roll & Butter and choices of a Starch and a Vegetable; Coffee and Tea.

- **Chicken- Choices of:**

BBQ, Roasted, Broasted, Herb, Lemon sauce, Tarragon sauce,
or Apricot glazed

- **Ham Buffet**

Honey glazed ham steaks with sides

- **Roast Beef** (add a \$1.00)

- **Pork Chops**

Grilled pork chops and brown gravy

- **Swiss Steaks**

Cubed beef steak, smothered with onions, mushrooms, tomato and brown gravy

- **Sliced Pork** (add a \$1.00)

- **Baked Cod** (add a \$1.00)

One Meat Buffet	\$13.95
Two Meat Buffet	\$14.95

All luncheon selections are served between 11:00 a.m. - 2:00 p.m. & include coffee & iced tea.

Prices are per person

Taco Buffet

Taco Buffet Includes: Shredded lettuce, sour cream and guacamole, salsa, shredded cheese, diced tomatoes, choice of one meat, chips, taco shells, soft flour tortillas, pico de gallo, sliced black olives, and refried beans.

One Meat Buffet \$12.95
Two Meat Buffet \$14.95

Luncheon Starch Choices

Au Gratin Potatoes	Parsley New Potatoes	Fresh Made Potato Wedges
Baked Potatoes with Toppings	Fresh Made Mashed Potatoes with Gravy	Brown Rice
Fresh Made Buttered Mashed Potatoes	Garlic and Rosemary New Potatoes	Buttered Noodles
Roasted Garlic Mashed Potatoes		Brown Rice Pilaf

Luncheon Vegetable Choices

Buttered Green Beans	Honey Glazed Carrots	Sautéed Vegetable Mix
Green Beans Amandine Topped with Sliced Almonds	Buttered Corn	Broccoli, Cauliflower and Carrot Medley
Broccoli with Lemon Butter or Cheese	Corn O' Brien with Green Peppers and Pimento	
	Buttered Peas and Carrots	

An additional Starch or Vegetable is available for only \$1.25/ person

18% Service Charge added to all food and beverage items.

Combination Luncheon Buffets

Build your own Sandwich -- \$9.25 / add Soup for \$1.00 / add Salad for \$1.25

Soup, Salad, & Deli Sandwich

Includes: Ham, Turkey, Roast Beef,
assorted cheeses,
garnishments, and condiments

Breads: Croissant, Rolls,
Wheat, and Rye

Includes: Iced tea and coffee

Soup, Salad, & Croissant

Includes: One (1) Meat:
Chicken Salad **or**
Tuna Salad, garnishments, and
condiments

Bread: Croissants
(Other Bread Selections upon request)

Includes: Iced tea, coffee,

Soups of Choice

Vegetable Beef

Tomato Bisque

New England Clam
Chowder

Chicken Noodle

Ham and Bean

Cream of Mushroom

Potato Bacon

If you would like a customized salad, please let us know what you would like and we will do our best to accommodate your request.

Additional dressings on the side available for \$.50 per person

Dinner Selections

Plated Entrées

****The SAME SELECTION must be made for the entire party.****

All entrées include a dinner salad with two dressings of choice **or** a Caesar salad, one vegetable of choice, starch of choice, rolls & butter, coffee and iced tea.

Vegetables and starches listed in back of menu (page 13).

When choosing plated meals for groups, please limit choice to **ONE** selection.

Chicken

Apricot Chicken

Baked chicken topped with an apricot sauce.....\$16.95

Chicken Tarragon

Baked chicken breast covered with a light cream and tarragon sauce.....\$16.95

Artichoke Chicken

Chicken breast stuffed with artichokes, ricotta cheese, spinach, and sun-dried tomato sauce.....
.....\$16.95

Chicken Cordon Bleu

Baked chicken breast stuffed with ham and Swiss cheese, topped with Mornay sauce....\$16.95

Herb Chicken

Grilled chicken breast with garlic and herbs\$16.95

Chicken Piccata

Chicken breast sautéed with lemon butter and capers\$16.95

Chicken Marsala

Chicken breast sautéed with mushrooms and Marsala wine sauce\$16.95

Pork

Smoked Windsor Loin \$18.95

Roasted Pork

Loin served rosemary and garlic sauce \$16.95

Pork Prime Rib

Roasted pork prime rib in natural maple juices \$17.95

18% Service Charge added to all food and beverage items.

***Special dietary needs can be accommodated.**

Plated Seafood & Beef Entrées

****The SAME SELECTION must be made for the entire party.**

All entrées include a dinner salad with two dressings of choice **or** a Caesar salad, one vegetable of choice, starch of choice, rolls, butter, coffee, and tea.

Seafood

Select your fish

Fried Catfish Fillets	\$13.95
Cod	\$15.95
Salmon Fillet	\$18.95
Large Sautéed Shrimp (5)	\$19.95

Select your sauce

Piccata Sauce
Hollandaise
Lemon Butter
Fresh Tomato Basil
Cream Tarragon
Rosemary, olive oil,
capers and garlic

Beef

Our beef selections are served charbroiled and cooked to at least medium doneness. Steaks are served charbroiled or grilled and topped with a sauce of your choice.

Select your Cut

Prime Rib	\$25.95
(minimum of 50 people for Prime Rib)	
12 oz Ribeye Steak	\$25.95
New York Strip	\$22.95
Tenderloin Medallions	\$17.95
Roast Beef w/ Gravy	\$16.95

Select your sauce

Au jus –perfect for prime rib
Horseradish sauce – also an
excellent choice for prime rib
Mushroom Merlot sauce
Pepper steak
Béarnaise sauce
Bordelaise sauce

Add additional dressings for basic salads for \$.50 / person

Add an additional vegetable or starch for \$1.25 / person

Customizing your meal

Your meal can be customized to your liking. Let us know your selection choices and chef will be happy to let you know what we can do for you.

Gourmet Dinner Buffet Options

Our dinner buffets allow you flexibility in serving style. They are served in our elegant warming chafers to give your buffet a touch of class.

Our dinner buffets include:

Entrée(s) of your choice (listed below),
one vegetable of your choice,
one starch of your choice,
dinner rolls and butter,
choice of: fresh green salad with two dressings **or** Caesar salad
or Pasta salad, and coffee & iced tea.

Entrées of choice:

Seasoned Roast Beef	Sliced Pork Loin with Rosemary Sauce
Baked Slicked Ham	Apricot Chicken
Roasted Herb Chicken	Barbeque Chicken
Baked Cod with Lemon Butter	Chicken Tarragon
Meat Pasta	Broasted Chicken

One Meat Entrée	\$16.95 / person
Two Meat Entrées.....	\$17.95 / person
Three Meat Entrées	\$18.95 /person

(Buffets are designed for a single trip)

Ask about customizing your buffet

Sides

If you would like more than one vegetable or starch, they are available for an additional \$1.25 / person.
Soup of choice can be added for an additional \$1.95 / person

Salads

Add additional dressing options for \$.50 / person

ALL DINNER BUFFETS REQUIRE A MINIMUM GUARANTEE OF 40 PEOPLE

18% Service Charge added to all food and beverage items.

***Due to health department regulations, food may not be removed from premises. **Special dietary needs can be accommodated.**

Side Options

Specialty Salads

Options: Pasta, Potato, Coleslaw, Fruit salad, Cucumber

Soups of Choice

Vegetable Beef

Tomato Bisque

New England Clam
Chowder

Chicken Noodle

Ham and Bean

Cream of Mushroom

Potato Bacon

Dinner Starch Choices

Au Gratin Potatoes

Baked Potatoes
with Toppings

Fresh Made Buttered
Mashed Potatoes
Roasted Garlic
Mashed Potatoes

Parsley New Potatoes

Fresh Made
Mashed Potatoes with
Gravy

Garlic and Rosemary
New Potatoes

Fresh Made Potato
Wedges

Buttered Noodles

Wild Rice
Brown Rice Pilaf

Dinner Vegetable Choices

Buttered Green Beans

Green Beans
Amandine Topped with
Sliced Almonds

Broccoli with Lemon
Butter or Cheese

Honey Glazed Carrots

Buttered Corn

Corn O' Brien with
Green Peppers and
Pimento

Buttered Peas and
Carrots

Sautéed Vegetable
Mix

Broccoli, Cauliflower
and Carrot Medley

An additional Starch or Vegetable is available for only \$1.25/ person

Desserts

Finish your meal with one of our decadent desserts.

Assorted Cheesecakes

\$4.25 per serving

Layered Cakes

Chocolate Cake - Red Velvet Cake - Carrot Cake

\$4.25 per serving

Fruit Pie

Apple - Cherry - Peach

\$3.25 per serving

Pecan - \$4.25 per serving

Sheet Cakes

Chocolate Sheet Cake - Red Velvet Sheet Cake - Carrot Sheet
Cake

\$2.75 per serving

Chocolate Dipped Strawberries

\$4.25 per three dipped strawberries
(minimum 25 person count)

Chocolate Fountain

Includes choice of fruits, pretzels, or other items upon request

\$6.00 per person

Minimum of 100 people and includes stationed server

Wedding Cake Plate Fee.....\$.25/plate

Serving Cake Fee.....\$1/person

Gourmet Desserts Available upon Request

Bar Arrangements

Complement your meal or complete your event with our customized bar arrangements.

Divots offers fully stocked bar with assorted domestic and imported beers, draft beer, wines, champagne, mixed drinks and sodas.

Asti Champagne

\$21.00 / bottle

Estancia Wines

\$24.00 / bottle

Cork Fee.....\$12.00/ 750 mL bottle; \$24.00/ 1.5 L bottle

Please ask if you have any custom requests for beer, wine, or spirits.

We will do our best to accommodate your wishes.

* * * * *

Additionally, you may choose any of the following options to best accommodate your guests. Divots staff will keep track of all drinks ordered in our computer system so that we can generate an accurate printout report for you.

Open Bar-

Guest has choice of anything from our wide selection of Bottled beers, fine liquors, draft beers and also non-alcoholic beverages.

Drink Tickets-

Host may pass out tickets that are provided to their guests on a so many tickets per person basis.

Limited Selection-

Host may choose to only allow certain items to be added to their tab, such examples are: bottled beer, just draft beers, house wines only, or even just pop.

Limited Dollar Amount-

Host may set a dollar amount that the sales may not exceed. Our staff will inform you when the tab is getting close to the set amount.

Draft Beers-

Domestic Kegs - Premium Kegs - Microbrew Kegs - Ask for pricing.

Time Limitation-

Host may state when they want an open bar to be available to their guests.

To accommodate larger events, Divots may place portable bar(s). Portable bars can be set up upon request. Additional charges may apply.

18% Service Charge added to all food and beverage items.

Letters of Appreciation

There is nothing that we love more than making your event a success. Below are just a few of the examples of "serving our guests"; comments from events held here at Divots!

"I'd just like to drop you a note and compliment your staff and yourself on the nice facilities you have and the excellent job that you do. My daughter held her reception at Divots in October and everything was perfect and went smooth. "

"On behalf of the Nebraska Weed Control Association, I want to thank you and your staff for the excellent care given to us this week. Your facility affords us plenty of space with clean spacious rooms, and the attention to detail by all of your staff exceeds our expectations. You can be very proud! We look forward to returning in February of 2018 to spend a few more days with you all. Again, with heartfelt appreciation, I say THANK You!!

"Thank you so much for helping to make our wedding reception and dance perfect! From the very beginning & first meeting with you, we were please with the service & hospitality we received until the day of the wedding. You were both so accomodating to our needs and helpful in answering our many questions. We've had many compliments on the DeVent as our reception venue and we couldn't be happier with our choice to celebrate there!"

"Thank you for all your help and planning for (our) wedding reception. You were so very helpful whenever we had any questions. The food, the staff, and the service were excellent. We received numerous comments on how beautiful the reception was. Our hotel stay was just perfect."

Policies

- • **Rooms**

Divots banquet hall has seating of up to 350, and can be sectioned off to hold 80, 120, 200, and 240 accordingly. Additional rooms are available in the Norfolk Lodge & Suites and Divots Conference Center.

- • **Confirmation Deposit**

Divots requires a **non-refundable confirmation deposit** equal to the room rental rate to lock in the date. This amount will be credited to the bill at the time of service. Divots reserves the right to rebook any unlocked dates. Payment of confirmation deposit is an acknowledgement and acceptance of all Divots policies.

- • **Security and Damages**

Private security will be arranged by Divots at an additional charge for all weddings and large events. **This is required (\$150) and not an optional expense.** Divots is not responsible for any missing items, before, during, or after a function, or for articles set-up prior to the function or left unattended at any time. The lessee(s) is/are responsible for their guests that attend the function, and will be held liable for any damages due to behavior on behalf of their guests.

- • **Prices**

Divots is a growing conference center, and **reserves the right to change food prices according to the market.** While we will strive to provide you with the closest estimation possible, it is just impossible to know the value of the market six months, one year, or two years from the present. The prices in this menu reflect the current prices and are **subject to change.** We will attempt to apprise our customers of any changes in food prices after a menu has been selected. We are pleased to provide our customers with the highest quality of service, food, and atmosphere.

- • **Alcoholic Beverages**

The sale and service of all alcoholic beverages is regulated by the state of Nebraska, and Divots is responsible for the administration of these regulations. **Underage drinking is strictly prohibited at Divots.** Please inform your guests that proper identification is required for all alcohol service. Our staff monitors guest drinking, and may ask to see ID for anyone consuming alcohol. If underage drinking occurs, Divots will contact law enforcement agencies and reserves the right to discontinue alcohol service for the duration of the event. Divots will stop serving alcohol at 11:50 p.m. The Sandbar & Grill will stop serving alcohol at 12:50 a.m.

- • **Food Arrangements**

****Divots Conference Center and DeVent Center does not allow any outside food or beverages to be brought in, except wedding cakes, nuts, candy and mints.** (With exception to the Hotel meeting rooms)**
A surcharge of 50% value of any non-approved food and/or beverage will be implemented.
All food served at Divots Conference Center and the DeVent Center must be provided by Divots. All food and beverage menu planning, room set-up, and other details must be arranged at least 14 days in advance.
Any food and beverage function canceled within 14 days of the event is subject to a full charge.
Any Food and Beverage may NOT LEAVE the premises.

- • **Guarantees**

A final confirmation or "guarantee" of your anticipated number of guests is required five **(5) days before any banquet function.** This guarantee **may not** be reduced. Divots may prepare for up to 5% over the guaranteed number. If the guarantee is increased within 2 days of the function, Divots will reserve the right to substitute entrees for the additional guests. You will be charged for the number of guests guaranteed or the number of guests actually served, whichever is higher. **If you are over your guaranteed number, you will be charged 20% extra per plate.**

•• Cancellation

Cancellations within six (6) months will be charged 50% of total contract term. Cancellation within 30 days will be charged 100% of the total contract term.

•• Contract Terms

On weekend banquet hall rental or DeVent Center rental, there is a minimum **contract term** on the event. This amount shall be \$2000 on Friday events and \$3000 on Saturdays. This amount is prior to tax and Service Charge. This does not include the Nebraska or Dakota rooms. We reserve the right to waive these terms.

•• Prices/Surcharges

An **18% service charge** and 5.5% state sales tax will be added to all food and beverage items. Additional fees may be applied to unusual and excessive clean up needs. For example, excessive liquor spillage, or vomit. **Confetti is not allowed and there will be a \$100 fee for confetti clean up.**

•• Function Rooms

Divots reserves the right to re-allocate space and room arrangements in the following cases: Increase or decrease in attendance, mechanical failures, or accessibility for service.

•• Timing of Function

Divots requests that you provide us with a timeline for your event no less than **14 business days prior to your event**. In order to provide the finest service to your group, it is important that Divots be aware of all function time changes that your group may have. Note that rooms for all functions will be set 30 minutes prior to their stated time. All breakfast, lunch, and dinner buffets are serviced for approximately 1.5 hours, refreshed and replenished as necessary to serve the guaranteed number. **Buffet food quantities are not designed for multiple trip servings.**

•• Outdoor Functions

Divots reserves the right to move outdoor functions inside if the weather report three hours prior to the start of the function predicts a forty percent or greater chance of rain. The final decision will be made no later than two hours prior to the scheduled start of the function.

•• Engineering, Audio/Visual

Special engineering and phone requirements must be arranged at **least 7 days** in advance with the conference coordinator. Charges will be billed to the client for all such requirements. In addition, Divots has a full complement of audio-visual equipment, and access to more equipment to fulfill your AV needs. Any non-Divots equipment is the sole responsibility of the client. Divots is not responsible if your software, hardware, media or any other items are not compatible with Divots equipment. We suggest confirming compatibility at **least 7 days** prior to your event. Additional fees may apply for Divots technical support.

•• Flowers and Decorations

Please check with the Event Coordinator if you have questions about decorations. You are responsible for any damage to the Divots property caused by items brought in for your event.

•• Candles

Candles need to be in containers large enough to hold all the wax that drips. Please check with the Event Coordinator.

•• Entertainment

For a dinner dance, cocktail party, or any other event we will be pleased to help you arrange entertainment. All entertainment/event functions must be concluded by 12:00 midnight.

	SQ FT	U-SHAPE	CLASS-ROOM	ROUNDS	BANQUET	THEATER	LENGTH	WIDTH	HEIGHT
Divots Ballroom	4596	~	220	330	400	650	48'	95'	14'9"
RDH A	1212	40	60	90	100	170	48'	25'	9'9"
Field of Dreams B	1692	50	80	120	150	240	48'	35'	14'9"
Bountiful Harvest C	1692	50	80	120	150	240	48'	35'	14'9"
Lodge Ballroom	1792	70	80	120	140	260	56'	32'	9'8"
Carson A	896	35	40	60	70	130	28'	32'	9'8"
Madison B	896	35	40	60	70	130	28'	32'	9'8"
Nebraska Room	483	15	24	30	30	70	23'	21'	10'
Dakota Room	782	24	40	50	50	110	34'	23'	10'
Flandreau Board Room	422	~	12	~	~	~	19'	18'	7'11"
DeVent Center	21000	~	840	1200	1800	2500	~	~	35'
Arena	15750	~	~	~	~	~	150'	105'	35'
Pre-function	5250	~	~	~	~	~	65'	70'	35'

Hours of Operation

Front Desk	402-379-3833	888-355-0553
Sun-Sat	24 hours	
Fax:	402-371-8007	

Conference Center	402-844-2980	402-649-0687
Mon-Fri	8am-8pm	
Sat & Sun	By Appt. only	

Guest Dining		
Breakfast (Complementary for guests at the Norfolk Lodge & Suites)		
Monday-Friday	6am-9:30am	
Saturday & Sunday	6:30am-10:30am	
SandBar & Grill 402-844-2985		
Monday-Saturday	Food: 11am-10pm	Drinks til later
Sunday	5pm-9pm	
Room service Hours	Starts at 5pm	
The Veranda 402-844-2985		
Tuesday-Saturday	5pm-9pm by appt w/24hr notice	

Lodge Gift Shop	(Located next to the Front Desk)
Sunday-Saturday	24 hours

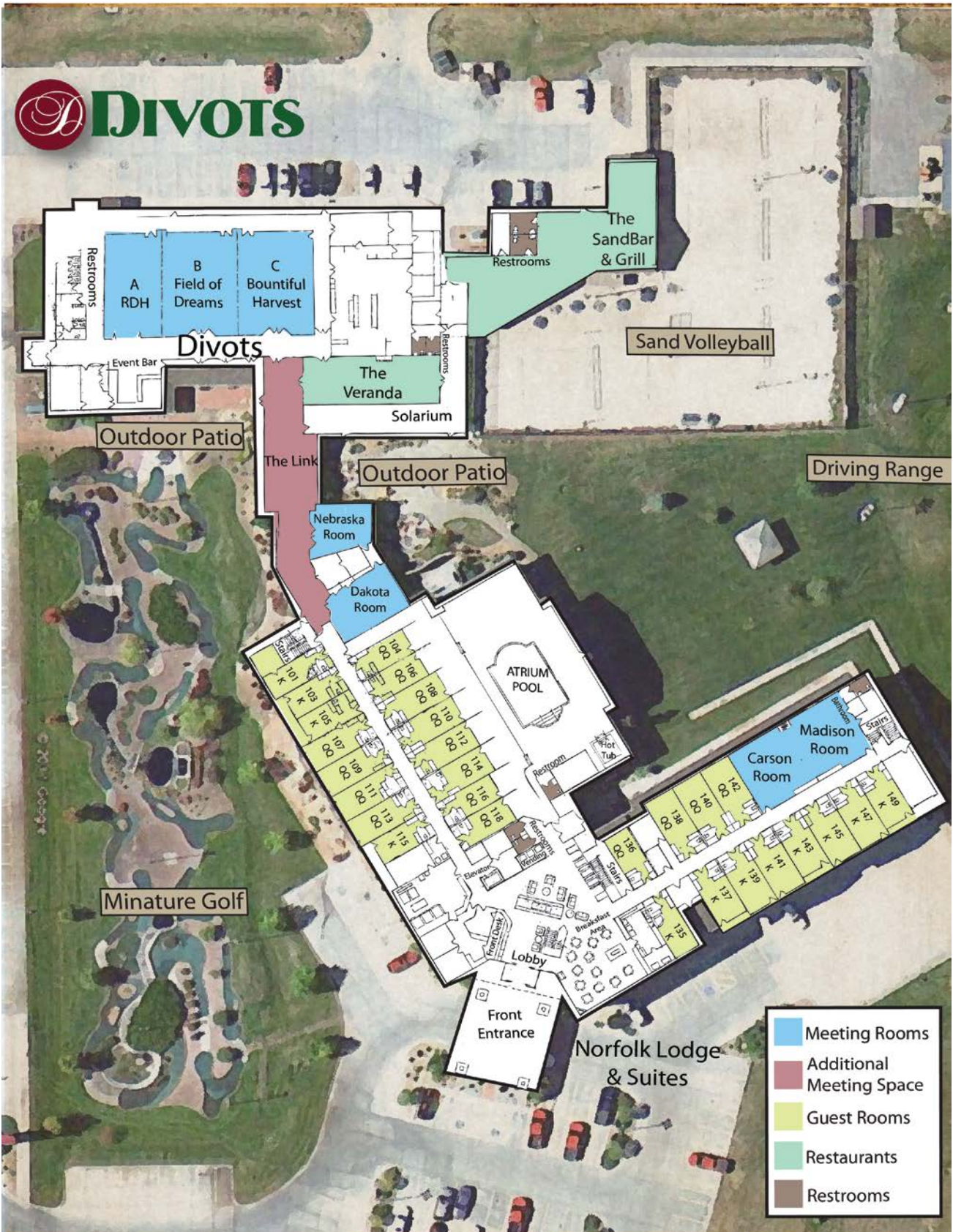
Fitness Center	(Located on 2nd Floor of Lodge)
Sunday-Saturday	5am-11pm

Pool & Hot Tub	(7am-10pm child, 7am-11pm adult)
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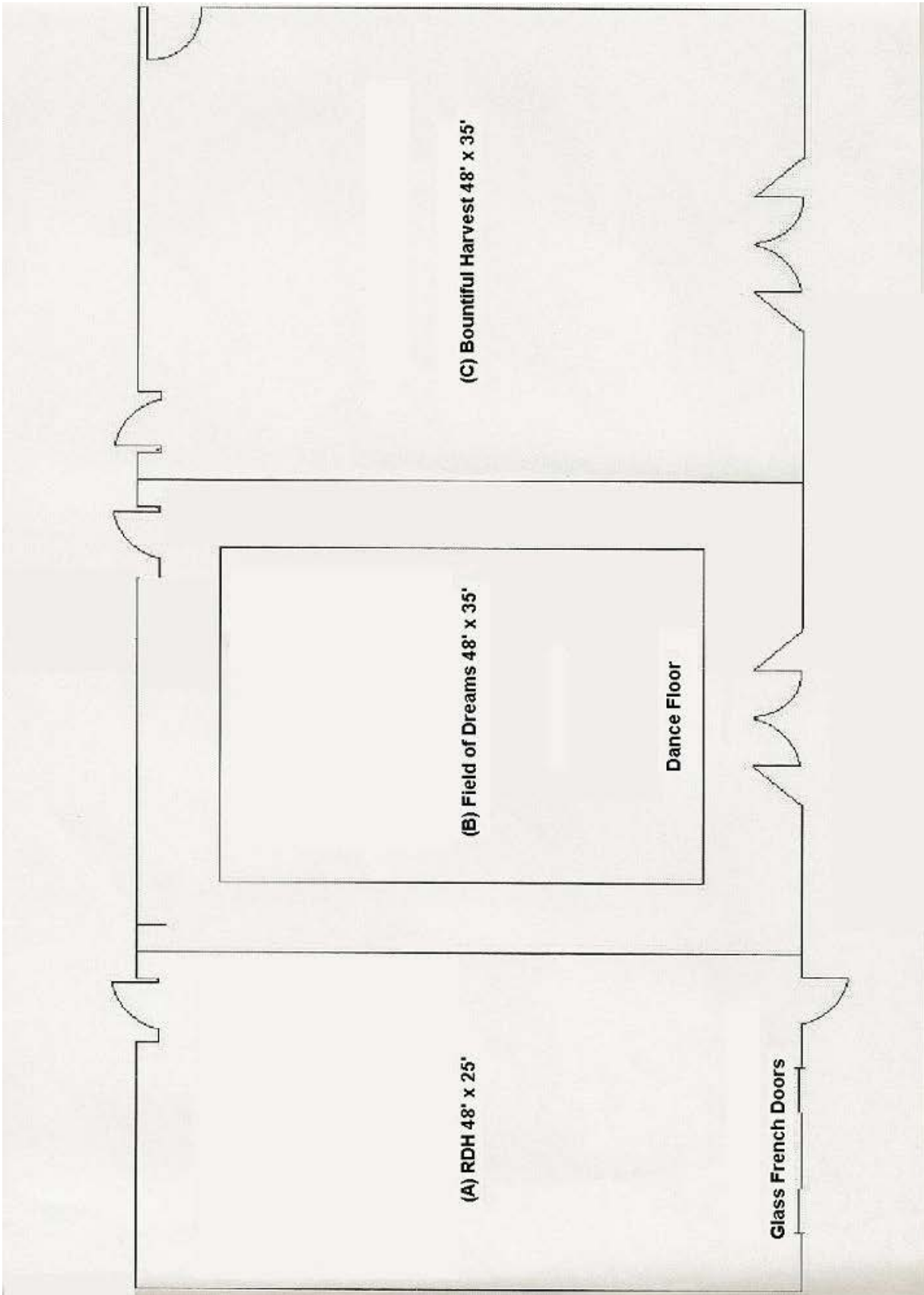
Putt Putt Golf	402-379-3833
Sun-Sat(Seasonal)	dawn to dusk, weather permitting
0-4 yrs - \$1,	5-12 yrs \$3, 13 yrs + \$5 (all u can play)

Driving Range	
Sun-Sat(Seasonal)	weather permitting

DIVOTS AND NORFOLK LODGE AND SUITES GROUND LAYOUT



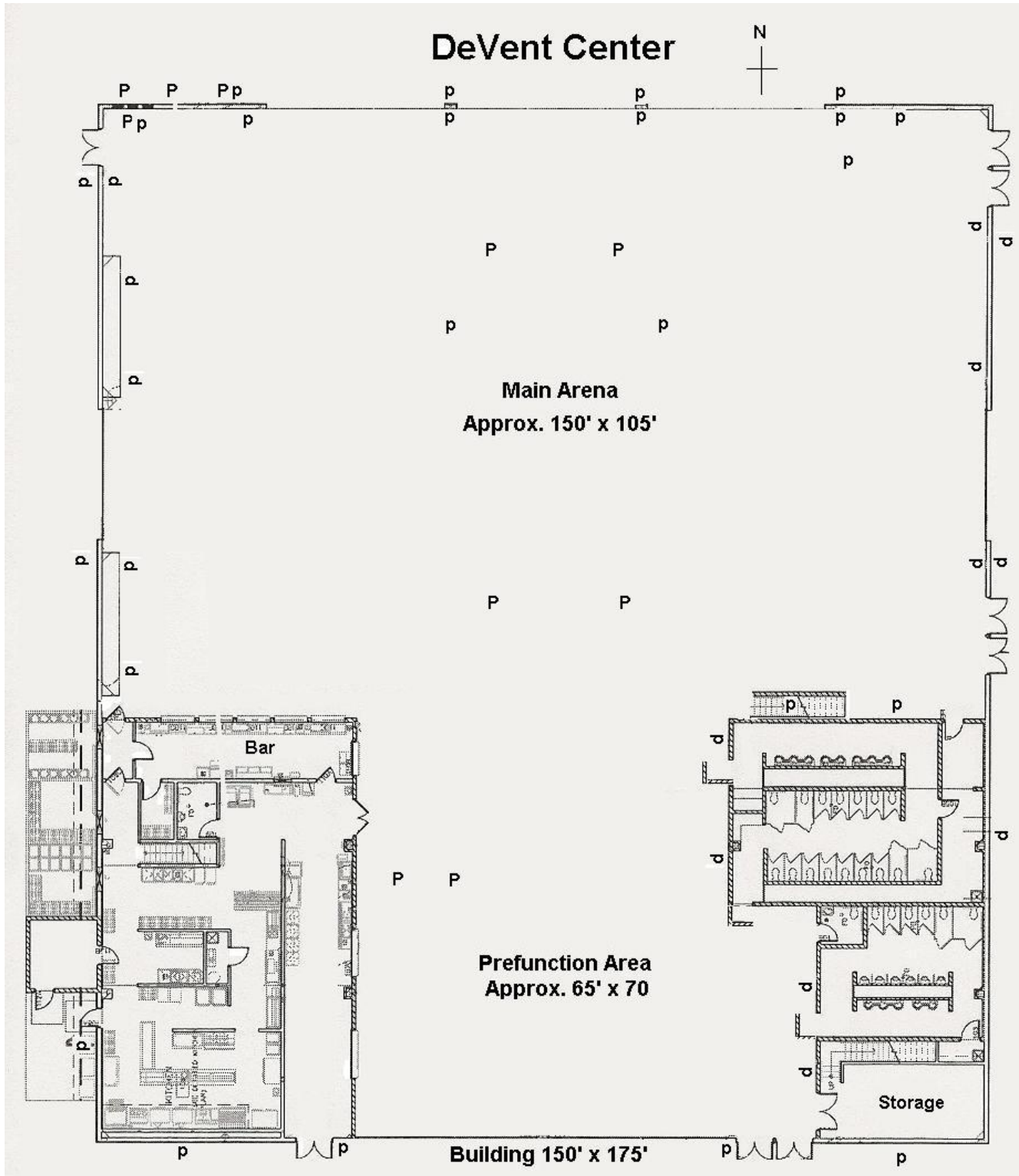
DIVOTS BALLROOM LAYOUT



DeVent Center w/ Power Layout

P = 220 VOLT OUTLETS

p = 110 VOLT OUTLETS





DIVOTS

4200 W. Norfolk Ave
Norfolk, NE 68701
402-371-4520



www.divotsconference.com

Check out the website for upcoming events and attractions!!!